LU ROSS ACADEMY

A Wella Professionals Signature School

SCHOOL CATALOG

VETERANS INFORMATION BULLETIN

Lu Ross Academy
470 E. Thompson Blvd.
Ventura, CA 93001
805-643-5690

Secondary Facility
93 S. Chestnut St.
Ventura, CA 93001
805-667-8327



Publication Date, 10/20/26– 10/20/27

(Lu Ross Academy reserves the right to make changes to this catalog at any time. Any changes in tuition or fees will not affect enrolled students. Significant changes will result in a change of the publication dates of the catalog.)

www.LuRossAcademy.com

FROM THE PRESIDENT

Dear Student,

Welcome to your future as a Beauty and Health Professional and thank you for your interest in **Lu Ross Academy**. In 2017, Lu Ross Academy celebrated its 65th year serving Ventura County. The Beauty industry is currently experiencing incredible growth and in a relatively short time, you can become a part of the profession. This is an expanding industry that has many facets. It is scientific and commercial, yet it is also an artistic and caring profession. Because you are dealing so closely with the public, it is frequently very demanding but is always extremely rewarding. The qualities you need to possess in order to succeed include the following: a genuine interest in people, creativity and practically, tolerance and patience, adaptability, organizational skill, mental and physical stamina, and a sense of humor. In 2012, Lu Ross Academy started the first Barbering program in Ventura County. The Barbering facility is located at 93 S. Chestnut St, Ventura, CA 93001.

One of the many advantages of training at Lu Ross Academy is that it is possible to obtain your certification in just one year or less, depending on the chose program. The course is demanding but very enjoyable. Our relationship with Wella and Sebastian as a Wella Professionals Signature School gives our students and instructors a vast amount of useful and valuable information about the beauty industry. Cosmetology and Barber students participate in regular workshops and seminars with Wella Educators and Artists.

Aestheticians, Stylists, and Manicurists are currently working in health spas, international resorts, salons, luxury hotels, cruise liners and plastic/laser surgeon centers. Make-up Artists work for production companies, TV Studios, magazines and department stores. Barbers are now “Hot” again with men seeking out more traditional Barbering services. The programs at Lu Ross Academy offer a well-rounded education that enables our graduates to establish a successful career in their chosen field. Graduates from Lu Ross Academy are employed all over the country.

We offer all our graduates job placement assistance in the Beauty and Health Industry. Founded in 1954, the longevity of the school ensures that local employers are familiar with the school and our graduates.

*“The secret of **joy in work** is contained in one word – **excellence.** To know how to do something well is to enjoy it.”*

- Pearl S. Buck (American writer and first woman to win the Nobel Prize for literature.)

Sincerely,

Ken Boyle

Mr. Ken Boyle

President

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MISSION STATEMENT

The mission of Lu Ross Academy is to provide an excellent educational experience, which prepares students to succeed in selected professions within the Beauty and Barber industry. Lu Ross Academy strives to maintain the highest standards in curricula, facilities, student services and teacher preparation. It is also the mission of Lu Ross Academy to provide its graduates with the skills necessary to pass the California State Board of Barbering and Cosmetology Licensing Examinations.

CAMPUS FACILITIES

Lu Ross Academy is located in Ventura, California, about 50 miles north of Los Angeles. We are within one block of the Ventura (101) Freeway at California Street. Parking is available at the school and in the immediate area. The school building has approximately 14,000 square feet that will accommodate approximately 200 students. The interior of the Academy has been designed to reflect a professional atmosphere conductive to learning. The space consists of 7 classrooms, one large skincare clinic, 4 clinic floor areas, student lounge and administrative/ teacher's offices. The Secondary Facility for Barbering located at 93 S. Chestnut St., Ventura, CA 93001, is approximately 7,500 square feet of space and is approximately 2 blocks from the main campus building. The combined square footage of the school is 21,500 square feet.

Lu Ross Academy is committed to the safety and security of students, staff, and visitors on its campus. In order to support that commitment, Lu Ross Academy maintains evacuation plans posted in the main entrances to the building.

HISTORY

Lu Ross Academy was founded in 1954 under the name Ventura Beauty School. Lu Ross purchased the school in 1973 and the name was changed to Lu Ross Academy of Hair Design. The school moved to our current address, 470 E. Thompson Blvd., Ventura in October of 1995 and the name was changed to Lu Ross Academy. Sterling Schools, LLC acquired the school in March 2004. The school was established to provide a service to the community and to offer educational programs in the field of health and beauty. With this in mind, we continually survey the profession to keep abreast of current trends, designs and techniques required by employers. Instructors give "individual" as well as "class" instruction. In 2012, Lu Ross Academy started the first Barbering program in Ventura County. The Barbering program is located at our Secondary Facility at 93 S. Chestnut St, Ventura, CA 93001

EQUIPMENT/LIBRARY

Lu Ross Academy provides DVDs, videotapes, video recorders, DVD players, Television sets, overhead projectors, slide projectors, and DLP Digital projector. Students have access to additional books and periodicals acquired by the school. Books and periodicals are stored in the Faculty Office. 64 Cosmetology work stations include shampoo bowls, hair dryers, infrared lamps, hydraulic beds and chairs, human skeleton, hair color charts, doll heads, hand wax heaters, magnifying lamps, and manicuring areas. Aesthetician work stations include (6) 8- in-one function machines with galvanic treatment, microdermabrasion machines, steamers, magnifying lamps, infrared lamps, vaporizers, high frequency treatment machines, hydraulic bed, facial beds, human skeleton, and wax heaters. There are 18 professionally lit Make-up Artist work stations including color charts, period make-up charts, special effects make-up, air brush equipment and air-brush make-up. The Barber Secondary Facility contains 63 stations with barber chairs, classrooms, shampoo area and student lunch room.

LICENSES AND APPROVALS

Lu Ross Academy is licensed and/or approved by the following organizations:
Lu Ross Academy has received Accreditation by NACCAS (The National Accrediting Commission of Career Arts and Sciences)
Approved by the US Department of Education
Bureau for Private Postsecondary Education (BPPE)
California State Board of Barbering & Cosmetology (BBC)
Approved for JTPA Workers
Workmen's Comp. & Vocational Rehabilitation

City of Ventura, California

APPROVAL DISCLOSURE STATEMENT

LU ROSS ACADEMY, a private institution, located at 470 East Thompson Blvd., Ventura CA 93001, was granted institutional approval to operate from the Bureau for Private Postsecondary Education pursuant to California Private Postsecondary Education Act of 2009. Approval to operate means compliance with state standards and does not imply any endorsement or recommendation by the state or that the Bureau approval means the Institution exceeds minimum State standards. All in-person classes are held at 470 E. Thompson Blvd., and at the Secondary Facility located at 93 S. Chestnut St., Ventura CA 93001. The following courses have been approved:

Program	Location	Clock Hours/Credit Hours
Hybrid Cosmetology	470 E. Thompson Blvd	1250 Clock Hours
Cosmetology	470 E. Thompson Blvd	1250 Clock Hours
Hybrid Barbering	93 S. Chestnut St	1000 Clock Hours
Barbering	93 S. Chestnut St	1000 Clock Hours
Aesthetics	470 E. Thompson Blvd	600 Clock Hours
Hybrid Aesthetics	470 E. Thompson Blvd	600 Clock Hours
Manicuring	470 E. Thompson Blvd	600 Clock Hours
Hybrid Manicuring	470 E. Thompson Blvd	600 Clock Hours
Barber Crossover	93 S. Chestnut St	200 Clock Hours

The state of California requires 1000 hours to be licensed as a cosmetologist; however, the School is approved by the state to offer a 1250-hour cosmetology course. Within the additional 250 hours, students will be introduced to additional training in cutting, hair coloring, perming, skin care, and makeup.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement. The School Performance Fact Sheets are on the school website, www.lurossacademy.com under Disclosures.

All written materials are in English and all programs are taught in English.

California statute requires that a student who successfully completes a course of study be awarded an appropriate diploma/ certificate or transcript verifying the fact.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at **Bureau for Private Postsecondary Education 1747 North Market, Suite 225, Sacramento, CA 95834.** (916) 574-8900 www.bppe.ca.gov.

The office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5, or by visiting osar.bppe.ca.gov

Lu Ross Academy is nationally accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). Any questions regarding accreditation should be directed to **The National Accrediting Commission of Career Arts and Sciences, 3015 Colvin St., Alexandria, VA 22314,** (703) 600-7600 www.naccas.org

Lu Ross Academy has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against them under Federal law.

All information contained in this school catalog is current and correct and is certified by Ken Boyle, President.

STAFF AND FACULTY

Owned and operated by
Sterling Schools, LLC, Ken Boyle, President

MANAGEMENT and STAFF	FACULTY
President – Ken Boyle	Holly Hughes – Cosmetology Instructor
School Director – Alma Moreno	Monique St Clair – Lead Instructor
Student Services/Career Services – Veronica Gomez	Veronica Barajas– Cosmetology Instructor
Floor Coordinator – Jacklyn Lyons	Candace Delgadillo– Cosmetology Instructor
Registrar - Gabriela Moreno	Yaretd Alcantara– Cosmetology Instructor
Admissions Advisor – Yasmine Morantes	Jody Needham - Barbering Instructor
	Stevee Grush - Manicuring Instructor
	Kelly Steepleton– Aesthetics Instructor
	Francine Redmond – Aesthetics Instructor
	Rosa Garcia – Barbering Instructor
	Regina Wallace- Cosmetology Instructor
	Melanie Ramirez - Aesthetics Instructor

Lu Ross Academy instructors possess a minimum of three years of experience, education, and training in current practices of the subject area they are teaching, according to California state law.

PROGRAM CALENDAR

Classes are in continuous session throughout the year. Cosmetology, Barbering, Barber Crossover, Aesthetics and Manicuring classes start every 11 weeks. Classes are in session during the following hours:

Full time DAYS	Monday -Wednesday Thursday - Friday	8:30am to 2:30pm 8:30am to 4:00pm
Part time EVENINGS	Monday – Thursday Friday	5:00pm to 9:30pm 5:00pm to 8:30pm
Barber Crossover	Monday–Thursday	4:00pm to 9:00pm

Lu Ross Academy observes the following holidays:

New Year's Day	Labor Day
Memorial Day	Thanksgiving (& Friday
Independence Day	Christmas Eve & Christmas Day

CLASS START CALENDAR

Day and evening class starts are offered depending on the specific program. Please see the Admissions Advisor for the specific scheduled start dates for each month. Cosmetology, Barbering, Barber Crossover, Aesthetics, and Manicuring start every other month.. **Please See Class Calendar Catalog Addendum for Class Start Dates.**

A clock hour is defined as a period of sixty (60) minutes with a minimum of fifty (50) minutes of instruction

TUITION AND FEES

The school reserves the right to change tuition and fees, make curriculum changes when necessary, and make substitutions in books and kits as required without prior notice. Any changes in tuition or fees will not affect students already enrolled.

Total Course Institutional Tuition and Charges

Course	**Cosmetology 1250 Hours**	**Barbering 1000 Hours**	**Aesthetics**	**Manicuring**	**Barber Crossover**
Tuition	$18,750	$15,000	$10,725	$9,600	$3000
* Student Kit (Non-Refundable) (with eBook & hard-bound textbook)	$2500	$2050	$1675	$1500	Not required
Other Miscellaneous Fees (Non- Refundable)	See other miscellaneous fees below	See other miscellaneous fees below	See other miscellaneous fees below	See other miscellaneous fees below	See other miscellaneous fees below
STRF (Non-Refundable) See below	STRF is 0 effective 5/1/24	STRF is 0 effective 5/1/24	STRF is 0 effective 5/1/24	STRF is 0 effective 5/1/24	STRF is 0 effective 5/1/24
Total Estimated Charges	$21,250	$17,050	$12,400	$11,100	$3,000
Registration Fee (Non-Refundable)	$100	$100	$100	$100	$100

* Total estimated charges are based on tuition, Student Kit and the STRF charges.

Other Miscellaneous Fees:
An hourly rate equal to the hourly rate for your program will be charged for instructional hours, if needed, which exceeds the expected graduation date (listed on Page 1) by more than 10% of the total program hours. All charges are based on scheduled hours.

1. There is a $1 (one dollar) fee per hour for hours transferred into Lu Ross Academy. There are no additional assessment fees.
2. There is a $25 fee for returned checks.
3. The Student Kit includes all equipment, textbooks and uniforms required by the school.

Note: Total charges for the period of attendance and total charges for the entire educational program are the same and are an estimate of the charges due at time of enrollment. Tuition and the student kit are considered Institutional Charges

and are pro-rated for all students. The tuition amounts for all Periods of Attendance for each program listed above are the same as the Total Charges

Additional Charges

Any student who does not complete the course within the allotted contract enrollment period, which includes a 10% grace period, may be charged at the same hourly rate for any additional time required for completion. Exceptions will be made for appropriate Leaves of Absence or Change of Status. Leaves of Absence of Changes of Status are approved upon written request by the school, and which can be substantiated in writing. Normal enrollment periods provide adequate allowance for limited excused absences. Changes to tuition rates will not affect current enrolled students. Tuition changes will only affect those students enrolling after the effective date of the tuition change. All fees are inclusive. There will be no additional charges to the student. There will, however, be a separate fee required for any replacement items, i.e., books, material, and equipment. Lu Ross Academy reserves the right to modify the schedule, curriculum or program content or kit components at any time.

Payment Policy

Students assume the responsibility for payment of the tuition costs in full, either through direct payment, or financing arranged by the student. Methods of payment of monies owed to the institution include cash, credit card, money order, check, Title IV funds, VA, Vocational Rehabilitation, WIA, and private financing. All financial arrangements must be made before the beginning of classes. Students who are delinquent in paying tuition and fees will be contacted by the Registrar of the Director of the School. They will then be advised and encouraged to make specific arrangements with the school in order to remove their delinquency and remain in good standing.

ADMISSIONS REQUIREMENTS

Lu Ross Academy welcomes all applicants regardless of age, race, creed, color, sex, religion, ethnic origin or national origin. Only students who are committed to acquire skills to prepare themselves for employment will be seriously considered for admission. All classes are taught in English. Applicants are generally required to read and speak English at least at a 10th grade level.

A student admitted to Lu Ross Academy must possess one of the following:

1. High School Diploma
2. General Educational Development Certificate (GED)
3. High School Proficiency Exam

Verification of High School Diploma: The Academy will verify the authenticity of the high school diploma prior to enrollment. If the diploma cannot be verified, the student may be asked to provide a final high school transcript showing the dates of entrance and graduation and the courses completed. Ability to Benefit (ATB) students are no longer accepted. A prospective student who has a high school diploma from a foreign country must have the diploma translated by a qualified translator if necessary and have it notarized. Students terminated who wish to re-enter the program must re-enroll in Lu Ross Academy. Students accepted for re-enrollment into a program of study will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

CREDIT FOR PREVIOUS TRAINING

Acceptance of hours from other approved schools and institutions is at the sole discretion of Lu Ross Academy. Students who have had prior training must furnish proof of the number of hours of training to the academy. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Lu Ross Academy will conduct an evaluation of all previous education and training, grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the students' file. Lu Ross Academy does not accept transfer hours for the Barber Crossover course. The Academy only accepts transfer students under certain conditions. Students with hours or a diploma from a different State or Country must contact the California State Board (BBC), for the appropriate credit allowances. Lu Ross Academy does not award credit for prior work/life experience

LANGUAGE

All courses at Lu Ross Academy are conducted in English. All written materials and textbooks are in English. This institution does not provide English-as-a-second language instruction

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURES

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. **The current STRF fee is $0 per one thousand dollars of institutional charges.**

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school.
Questions regarding the STRF may be directed to **The Bureau for Private Postsecondary Education, 1747 North Market, Suite 225, Sacramento, CA 95834,** (916) 574-8900

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

TITLE IV FINANCIAL AID PROGRAMS

(Financial Aid is available to those who qualify)

Based on a combination of approvals, authorization, and accreditation, our students are eligible to apply for and receive Federal tuition aid and financial assistance while attending school. Students admitted under the Ability to Benefit (ATB) guidelines are not eligible to receive financial aid funds.

A list of these assistance programs includes:

- Federal PELL Grant: (FPELL) – Does not require repayment
- Federal Supplemental Educational Supplemental Opportunity Grant (FSEOG) – Does not require repayment
- FDirect Stafford Loans – Subsidized: **Must be repaid**
- FDirect Stafford Loans – Unsubsidized: **Must be repaid**
- FDirect Plus Loans: **Must be repaid**

A student who obtains a loan to pay for an educational program will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

Return of Title IV: Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, AGC/National SMART/PELL/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by both the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award received. Sample Calculation: completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment.

Refunds: If any refunds are due based in the Return of Title IV calculation of the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is:

1. Unsubsidized Loans from Direct Loan
2. Subsidized Loans from Direct Loan
3. PLUS (Parent) Direct Loan
4. PELL Grant.

This order would apply in accordance to the aid programs available at the institution.

REFUND POLICY / NOTICE OF STUDENT RIGHTS AND OBLIGATIONS

1. **Non-Acceptance** - An applicant not accepted by the school shall be entitled to a refund of all monies paid. The refund policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

2. **Cancellation Notice - If a student (or, in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment prior to midnight of the fifth school day following the first day of class or the seventh day after enrollment, all monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on the written notification or the date said information is delivered to the school administrator in person. This policy applies regardless of whether the student has actually started**

training.

3. **Student's Right to Cancel** -The student has the right to cancel an enrollment agreement and obtain a refund of charges paid until midnight of the fifth school day following the first day of class or the seventh day after enrollment, whichever is later. Cancellation shall occur when the student gives written notice of cancellation to the school at the address specified in the agreement. The school shall refund all money, minus the Registration Fee, paid by the student within 30 days after it receives the notice of cancellation that is received within the cancellation period. Any Student Kit received by a student after the end of the cancellation period is not returnable to the school and students will be charged for the Student Kit.

4. **Student Withdrawal & Refund** - You may withdraw from the Academy at any time after the cancellation period (described above) and receive a pro-rata refund within 45 days of withdrawal if you have completed less than 60 percent of the period of attendance, based on scheduled hours. The refund will be less a registration fee not to exceed $100, and less any deduction for equipment that the student has received and signed for. For the purpose of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following instances:

   - An applicant is not accepted by the Academy. The applicant shall be entitled to a refund of all monies paid.
   - The student notifies the institution of the student's withdrawal in writing.
   - The institution terminates the students' enrollment for failure to maintain satisfactory progress, failure to abide by the rules and regulations of the institution, absence in excess of maximum set forth by the institution and/or failure to meet financial obligations to the Academy.
   - The student has failed to attend class for fourteen (14) calendar days, as determined by monitoring clock hour attendance at least every thirty (30) days.
   - Failure to return from a leave of absence. The date of the student's withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

   All refunds are calculated based on the student's last date of attendance.

   Students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract) will have the following schedule of tuition earned by the school apply. All refunds are based on scheduled hours:

Percent of Scheduled Time Enrolled to Total Program	Total Tuition School Shall Retain
0.01% to 60%	Prorated based on percentage of scheduled attendance
60.01 and over %	100%

5. **Return of Title IV** - Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, AGC/National SMART/PELL/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by both the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award received. Sample Calculation: completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If any refunds are due based in the Return of Title IV calculation of the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22.

The order of payment of refunds is, 1. Unsubsidized Loans from Direct Loan, 2. Subsidized Loans from Direct Loan, 3. PLUS (Parent) Direct Loan 4. PELL Grant. This order would apply in accordance to the aid programs available at the institution.

6. **Other Settlement** – In situations of mitigating circumstances such as illness, disabling accident or death in the immediate family or other circumstances beyond the control of the student, the school shall make a settlement, with the student, which is reasonable and may exceed the tuition refund policy.

7. **Termination of enrollment** – A student's enrollment will be terminated by the school when:

   - The student notifies the school of his/her withdrawal.
   - The student fails an academic probation or violates the school's rules and policies.
   - The student is absent for fourteen (14) consecutive calendar days. The fifteenth (15^{th}) day then constitutes the termination date.
   - The student does not return from an approved Leave of Absence on the scheduled date of return. The scheduled date of return constitutes the formal termination date. The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance. NOTE: The school monitors attendance on a weekly basis. Unofficial withdrawals for non-clock hour students are determined by the school through monitoring of student's completion of class participation in learning activities such as class assignments, examinations, tutorials, computer- assisted instruction, participation in academic advisement or other academic activities. The time elapsed between the last day of physical attendance, and the termination date and any approved Leaves of Absence will not be included in the refund computation.

8. **School Closing / Course Cancellation** – If a school is permanently closed and no longer offers instruction after the student enrolled, the student shall be entitled to a pro-rata refund of tuition. If a course is cancelled subsequent to a student's enrollment, the school shall at its option:

   a) Provide a full refund of all monies paid, or

   b) Provide completion of the course

   This policy also applies to students who have never actually started training. In this case, the school may provide completion of the course at a mutually agreeable location or provide a full refund of all monies paid. If the student has started training and the course is cancelled, at a minimum, the student's refund must comply with the tuition adjustment schedule, or the school may provide a more favorable refund to the student.

PRIVATE SCHOLARSHIPS

Lu Ross Academy is a member of the American Association of Cosmetology Schools (AACS). As a member of AACS, students of Lu Ross Academy may apply for various scholarships such as the ACE Grant and the Beauty Changes Lives Scholarship. Please see the Admissions Office or www.lurossacademy.com for more information.

G.E.D./ADULT EDUCATION CLASSES

Special preparation for the H.S. Diploma or G.E.D. is available through the following school:

Ventura Unified School District, High Schools & Adult Education, Adult Education School 3777 Dean Drive, Ventura, CA 93003, (805) 641-5000 http://www.vace.com/programs_adult_literact.html

General Educational Development (GED)

The GED provides an opportunity for a person to demonstrate the ability and understanding that are expected of a high school graduate. The GED is equivalent to, but not the same as, a high school diploma. Free assessment and classes are offered to prepare you to pass the GED exam. Practice tests and individualized instructions are available. Plan for three hours for the initial assessment and then set up a study schedule that works for you. The actual GED exam is offered there too!

Please call (805) 289-1749, ext. 1230, between the hours of 8:00 a.m. and 5:00 p.m. to schedule an appointment.

PHYSICAL DEMANDS AND LICENSURE REQUIREMENTS

The following occupations require a license in the State of California: Cosmetologist, Barber, Aesthetician, and Manicurist. The occupation of Makeup Artist does not require a license.

Prospective students should be aware of the physical demands of an occupation as a Cosmetologist, Barber, Aesthetician, Manicurist, or Makeup Artist. Cosmetologists, Barbers and Aestheticians generally require continued standing and constant use of the upper torso, shoulders, arms, wrist, hands, upper back and neck.
Manicuring occupations generally require constant sitting which can lead to backaches, and wrist/arm/hand problems. Certain individuals may have allergies and sensitivity to chemical; products used in the profession.

A student must be physically capable of performing all required activities conducted at the school. Standing for prolonged periods of time can be a necessity for beauty education and the professions.

EARNINGS AND OCCUPATIONS

As with any career, the amount of earnings one can obtain in the cosmetology industry is directly related to the amount of effort one applies to their career. Minimum efforts can result in minimum wage rates, while maximum efforts can lead to much higher levels of compensation. For this reason, Lu Ross Academy does not provide specific dollar earnings information. One's ability to earn income in the beauty industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills and maintain a positive attitude. The Lu Ross Academy curriculum is designed to teach students these skills, but the effort students put forth is up to them. Cosmetologists may earn income through different career choices. Occupations include Hairstylist, Hair Coloring Technician, Cosmetology Instructor, Nail Sculpturist or Manicurist, Cosmetology School Supervisor, Platform Artist, State Board Examiner, Men's Stylist, Salon Manager, Salon Owner, Wig Stylist, or Beauty Counselor, to name a few. Manicurists may earn income as manicurists or nail technicians working in salons or spas. Aestheticians can find employment in salons, spas or dermatologists' office as skin care specialists. Beauty Makeup Artists can work within the movie industry, photography studios, Department Stores, or as Bridal Makeup Artists. In addition to the above-mentioned factors, earnings levels can depend on location, tipping habits, competition, self-employment, the company one chooses to work for, or the position held.

HEALTH AND SAFETY

Within the fields of Cosmetology, Barbering, Esthetics, and Manicuring there is exposure to certain product ingredients, sharp implements and equipment that if used improperly, because of caustic reaction, sharpness or extreme temperature, may be considered a safety or health hazard. All programs provide instruction for the proper handling, usage and disposal of chemicals and use of mechanical and electronic equipment. Beauty students and professionals should always be attentive to the materials and instruments they are using. Lu Ross Academy complies with the state OSHA Standards.

VACCINATION POLICY

Lu Ross Academy does not have a student vaccination policy and does not require vaccinations for admission into our programs. Anyone interested in getting more information about vaccinations should contact their local public health department or consult with their health care provider.

STUDENT SERVICES

The faculty and staff are available to advise students on any problem which could have an adverse effect on their ability to successfully complete the course. Problems which are beyond the scope of the staff will be handled on a referral basis by various agencies specializing in specific areas. The main objective of Lu Ross Academy is to train competent individuals in their field of interest and to assist each student to insure program completion and successful transition into the job market in the field of training. Student services are a vital component in the achievement if these objectives. The services available to students are explained at the orientation meeting.

STUDENT ADVISING

All staff members are considered to be advisors. Faculty is available in and out of the classroom. The school does not provide counseling services, but refers students in need of counseling to outside professional agencies such as:

Drug & Alcohol Services
Anacapa Hospital 307 East Clara Street Port Hueneme, CA 93041
(805) 488-3661

Ventura County Pregnancy Center
11732 Palma Dr. #103,
Ventura 93030
(805) 385-4114

Ventura County Behavioral Health
1911 Williams Dr. #200 Oxnard, CA 93036
(805) 652-6727

AIDS Information
(805) 652-5934

HOUSING

Lu Ross Academy does not provide housing, dormitories or housing assistance of any type. While the Academy has no responsibility to find or assist students in finding housing, the following represents approximate rental fees in the general vicinity of the school's location in Ventura, CA: $1400/ month for a one bedroom and $700/month for a rented room (based on an average of prices of rental units available on Rent.com as of 04/16/18). Students seeking housing are encouraged to go to several online websites such as Rent.com for further assistance.

PLACEMENT ASSISTANCE

Placement success is greatly influenced by attendance, overall attitude, and academic achievement. The employment assistance services include but are not limited to:

1. An employment orientation prior to graduation. This orientation will provide the student with essential information related to interview preparation, professional appearance guidelines, resume preparation, cover letters, job applications, job search skills and referrals for potential job opportunities.
2. Assistance in the preparation of employment letters and letters of recommendation.
3. Invitation to industry to interview, present employment programs, test, and offer application or employment.
4. Communicate with prospective employers to establish current employment opportunities.
5. Through mutual efforts of the placement assistance and the student, attempts are made to locate positions. Students are responsible for arranging interviews from the information provided by the school.
6. Follow-up with graduates and employers regarding job referrals.

While Lu Ross Academy **does not** guarantee placement or stating salaries, the school will do everything within reason to assist the student in finding suitable employment after graduation. Graduates are welcome at any time to return to the school after graduation to obtain additional job leads.

TEACHING METHOD

Every student enrolled at Lu Ross Academy must use APPLIED EFFORT while attending school. This Applied Effort policy is designed to better prepare the student for actual working conditions once they graduate. This means the student must always be working on daily assigned activities pursuant to school policy even though minimum required levels may have been exceeded. If a student refuses to or is not physically capable of being in Applied Effort, the student may NOT attend classes. While attending school, the student will be doing so in an atmosphere similar to the industry they are training to work in. Although the enrollee is a student and not an employee, the student will be trained by performing work in a salon/spa simulated school environment designed to teach industry skills while providing industry knowledge and educational credit. See Distance Learning, Page 19.

GRADUATION REQUIREMENTS

To meet graduation requirements and receive a Diploma, a student must:

1. Achieve a cumulative 2.0 (70%) grade point average or higher.
2. Complete all required hours and practical requirements.
3. Satisfy all financial obligations to the school or make payment arrangements for any outstanding balance.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS: Satisfactory Academic Progress will be assessed at the following benchmarks. All benchmarks are based on clocked (actual) hours. All Day programs are defined as a 900-hour Academic Year and 27.27 weeks. Evening programs are defined as a 900-hour Academic year and 41.86 weeks.

Course	1st Evaluation	2nd Evaluation	3rd Evaluation	Academic Years
Cosmetology 1250 Hours	450 Hours 14 weeks	900 Hours 28 weeks	1250 Hours 38 weeks	1.88
Hybrid Cosmetology 1250 Hours	450 Hours 14 weeks	900 Hours 28 weeks	1250 Hours 38 weeks	1.88
Barbering 1000 Hours	450 Hours 14 weeks	900 Hours 28 weeks	1000 Hours 31 weeks	1.11
Hybrid Barbering 1000 Hours	450 Hours 14 weeks	900 Hours 28 weeks	1000 Hours 31 weeks	1.11
Aesthetics 600 Hours	300 Hours 10 weeks	600 Hours 19 weeks	N/A	.66
Hybrid Aesthetics 600 Hours	300 Hours 10 weeks	600 Hours 19 weeks	N/A	.66
Manicuring 600 Hours	300 Hours 10 weeks	600 Hours 19 weeks	N/A	.66
Hybrid Manicuring 600 Hours	300 Hours 10 weeks	600 Hours 19 weeks	N/A	.66
Barber Crossover 200 Hours	100 Hours 10 weeks	200 Hours 20 weeks	N/A	.22

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below

MAXIMUM TIME FRAME

COURSE	WEEKS	SCHEDULED HOURS
Cosmetology and Hybrid Cosmetology (Days, 33 hrs/wk) 1250 Hours	50.3 Weeks	1662
Cosmetology and Hybrid Cosmetology (Eve, 21.5 hrs/wk) 1250 Hours	77.3 Weeks	1662
Aesthetics (Day, 33 hrs/wk) – 600 Hours. In person and Hybrid	24 Weeks	798
Aesthetics (Eve, 21.5 hrs/wk) – 600 Hours. In person and Hybrid	37 Weeks	798
Barbering and Hybrid Barbering (Days 33 hrs/wk) -1000 Hours	40.3 Weeks	1330
Barbering and Hybrid Barbering (Eve 21.5 hrs/wk) -1000 Hours	61.8 Weeks	1330
Manicuring (FT, 33 hrs/wk) – 600 Hours. In Person and Hybrid	24 Weeks	798
Barber Crossover (PT, 20 hrs/wk) 10 Wks	13.3 Weeks	266

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

MAXIMUM TIME ALLOWED

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as students at the institution on a cash pay basis. If your maximum amount of time under a contracted schedule has expired and the student has not achieved their required clock hours, they will be withdrawn from the program and required to restart the program for the remaining clock hours under a new contract and additional costs.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Upon request, students may review their SAP evaluations, which are in their file. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	EXCELLENT
80 – 89	GOOD
70 - 79	SATISFACTORY
0 to 69	UNSATISFACTORY

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard- copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student’s situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards

ATTENDANCE REQUIREMENTS

The Registrar monitors the student attendance records of all active students. Students are required to have an overall attendance rate of 75% or more of the total scheduled hours of the program, to meet the minimum attendance requirements of the program. Students meeting these minimal requirements are expected to complete their course of study within the maximum time frame. Lu Ross Academy recognizes some absences are unavoidable. When a student finds an absence unavoidable, he/she must notify the school by calling (805) 643 - 5690 and reporting the absence to the Registrar. The student will have to make up training hours that the state requires for licensing, and it will cost the student additional tuition if the course is not completed by the calculated completion date. All hours missed due to absences, arriving late, leaving early and/or suspension must be made up. Regardless of the average level of attendance, students who are absent 14 days or more without an approved Leave of Absence will be terminated. Attendance takes on a very serious role in beginning of our program. The first evaluation period includes the “Freshman” training where basic skills are taught. These skills are the building blocks of the rest of the program... Every day brings new instruction and new techniques. Missing time in the first evaluation period can have a severely detrimental impact on future skill development. The importance of attendance in the first week is even more significant. Students who miss any of the days of the first week are subject to termination and will need to re-start on the next start date. Due to the importance of the first evaluation period, Lu Ross Academy requires students to attend a minimum of 67% of the scheduled hours in the first evaluation period. If any student attends less than 67% of the scheduled hours in the first evaluation period, they must restart the program with the next incoming class.

TARDINESS

Lu Ross Academy encourages students to be “on time” for all activities, appointments and classes. Students who arrive after 8:45 am for full-time day classes are ineligible for classes that day. Students who arrive after 5:15 pm for the part-time evening classes are ineligible for classes that evening.

LEAVE OF ABSENCE POLICY (LOA)

An authorized leave of absence (LOA) is a temporary interruption in a student’s program of study. LOA refers to the specific time period during a program when a student is not in attendance. A Leave of Absence is restricted to Medical, Military, or Family Issues.
In order for an LOA to qualify as an approved LOA, the request for leave of absence must be submitted in advance in writing, must include the reason for the student’s request and the expected return date, and must be signed by the student.
In the event that unforeseen circumstances prevent a student from providing the request prior to the LOA, the academy will document the reason for granting the LOA and will require the request from the student at a later date. In this instance, the beginning date of the approved LOA would be determined by the academy to be the first date the student was unable to attend the academy because of the circumstance.

Students requesting a leave of absence from the institution must submit a written request to a Student Services Manager in advance of the time off requested. The request should be signed and dated by the student and must contain the dates the student expects to be unable to attend school, including the date the student expects to return to school. All leave of absence requests must be approved by the Student Services Manager. A student on a leave of absence will incur no additional charges by the school.

The LOA, together with any additional leaves of absence, must not exceed a total of 60 days in any 12-month period.
A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time. The academy will extend the student’s contract period by the same number of calendar days taken in the LOA. Changes to the contract period will be documented by an LOA/Enrollment Agreement addendum that must be signed and dated by all parties.
If a student loan recipient does not return from an approved leave of absence, the withdrawal date will be set retroactively. The grace period starts on the last day of attendance. The withdrawal date for the purpose of calculating a refund is always the student’s last day of attendance All refunds will be due 45 days from the date of determination. Any student failing to return to the academy after the expiration of a leave of absence or who takes an unauthorized Leave of Absence will be withdrawn from school on that day and the withdrawal date will be their last day of attendance. Students who do not return are required to complete an exit interview with the academy’s Financial Aid department.

TERMINATION

A student is subject to termination for violation of any of the following:

- **A.** Failure to maintain Satisfactory Academic/Attendance Progress.
- **B.** Failure to comply with the school's attendance requirements. (see above)
- **C.** Failure to comply with the school's student conduct policy.
- **D.** Fails to meet all financial obligations or arrangements with the school.
- **E.** Violates any of the conditions set forth in the signed Enrollment Agreement.
- **F.** Failure to comply with school's rules and regulations.

CONDUCT POLICY

Students are expected to dress and act professionally while attending classes. At the discretion of the school administration, a student may be dismissed from school for disobedient or disrespectful behavior to other students or staff, incidents of an intoxicated or drugged state of behavior, possession of drugs or alcohol upon school premises, possession of weapons upon school premises, or behavior creating a safety hazard to other persons at school. Students on school premises shall, at all times, conduct themselves in an orderly and considerate manner. Cheating may be cause for termination from the school. Rules and regulations must be observed, and a professional manner maintained on the school campus.

If a student violates the conduct policy he/she may be advised, suspended, put on probation, or terminated.

STUDENT COMPLAINT PROCEDURE

Any student with a concern should first speak with their instructor. If unresolved, the concern should be brought to the attention of the Director of Education or the Student Services Manager. If still unresolved, it should be brought to the attention of the School Director. Any interested party (student, teacher, client, or other interested party) may file a complaint against the School. However, the complaint should be in writing to the School Director and should outline the allegation of the nature of the complaint. A School representative will meet with the complainant within 10 days of the receipt of the written complaint. If after careful consideration the problem cannot be resolved through discussion, the complaint will be referred to the school's complaint committee within 10 days. The School will document the meeting with the complainant in writing. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589, or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov .

In the event a problem should exceed the jurisdiction of Lu Ross Academy administrators, students may contact:

The Bureau for Private Postsecondary Education	The National Accrediting Commission of Career Arts & Sciences
P.O. Box 980818	3015 Colvin St.
West Sacramento, CA 95798	Alexandria, VA 22314
Phone: (888) 370-7589	Phone: (703) 600-7600

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS

The transferability of credits you earn at Lu Ross Academy is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma or certificate you earn in Cosmetology, Barbering, Manicuring, Aesthetics ois also at the complete discretion of the institution to which you may seek to transfer. If the credits, diploma or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Lu Ross Academy to determine if your credits, diploma or certificate will transfer. Lu Ross Academy has not entered into any articulation or transfer of credit agreement with any other institution. PLEASE

NOTE: If you are taking a Hybrid course which uses elements of Distance Learning, then be advised that Lu Ross Academy makes no guarantee that academic achievement earned via distance education will be accepted for reciprocity or eligible for licensure in other states. If you are in a Hybrid program and are thinking of transferring to another school or moving to a different State, you should check with that School or that State about the transfer.

COURSE DURATIONS

The school measures its programs in clock hours. Quarter Credit Hour values are given should they be needed by the student. The following are the programs offered and the hours and duration of each program:

PROGRAMS	CLOCK HOURS	WEEKS	MONTHS
Cosmetology and Hybrid Cosmetology (Day)	1250	38	9
Cosmetology and Hybrid Cosmetology (Evening)	1250	58	14
Barbering and Hybrid Barbering (Day)	1000	31	7.2
Barbering and Hybrid Barbering (Evening)	1000	47	11
Aesthetics (Day) In person and Hybrid	600	20	4.5
Aesthetics (Evening) In person and Hybrid	600	30	7
Manicuring (Day) In person and Hybrid	600	20	4.5
Barber Crossover/ Hybrid Barber Crossover	200	10 (eves)	2.3

DISTANCE EDUCATION POLICY

The term “Distance Education” or Hybrid Education refer to instruction where the teacher and students are separated geographically so that the face-to-face communication is absent for up to 50% of a program. Communication is accomplished instead by one or more technological media. This communication consists of live or recorded visual or audio presentations and material using a learning management system, digital and or analog video tape, audio tape, CD-ROM, computer or internet technology, email or other electronic means.

The distance education policy at Lu Ross Academy includes the following:

- Distance Education cannot be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.
- The interaction with the instructor must be validated by regular measurable participation (clock hours) in the academic programs. Participation must be documented within a log of all student activity comprised of a record of regular and substantive interaction between student(s) and instructor(s).
- A Distance Education Assessment of student performance is conducted on campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.
- Upon completion of all curriculum requirements, students must pass a comprehensive Academic and Practical final exam (which shall be administered on campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program.
- All transcripts or other documents, (official or unofficial), listing academic attainment received will identify the distance education component.
- Please be advised that Lu Ross Academy makes no guarantee that academic achievement earned via distance education will be accepted for reciprocity or eligible for licensure in other states or transferred to another institution
- The approximate number of days that elapse between when a student takes a test, turns in an assignment, or project and when the school responds is 3 days.
- Each student will be given login credentials to access the distance education component. The student agrees the log in credentials are to be kept private and must not be shared.

DISTANCE EDUCATION MINIMUM STUDENT SKILLS REQUIREMENTS

Students are expected to have basic computer skills including use of internet, keyboarding and email.

DISTANCE EDUCATION TECHNOLOGY REQUIREMENTS

The hardware requirements are either a desktop, laptop, Chromebook or tablet computer. Lu Ross Academy has a laptop loan program if the student does not have one of the previously mentioned devices. There is no charge for the computer loan program. The required software is provided by the School including access to the Milady eBook for each program.

ACCESS TO STUDENT FILES / SCHOOL RECORDS

Students, or a parent/guardian, if the student is a dependent minor, may have access to their own files by contacting the school administration for an appointment with the Registrar. These records may not be removed from the school. No information regarding a student will be released without the prior written consent of the student, or parent/guardian if the student is a dependent minor, unless required to do so by law or by a government agency or as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences.

NOTICE OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 30 days of the day the Academy receives a request for access. Students should submit to the Registrar's Office written requests that identify the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar's Office, the Registrar shall advise the student of the correct official to whom the request should be addressed.
2. The right to request the amendment to the student's education records that the student believes is inaccurate or misleading. Students may ask the Academy to amend a record that they believe is inaccurate or misleading. They should write the Academy official responsible for the record; clearly identify the part of the record they want changed and specify why it is inaccurate or misleading. If the Academy decides not to amend the record as requested by the student, the Academy will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception that permits disclosure without consent is the disclosure to school officials with legitimate educational interests. A school official is a person employed by the Academy in an administrative, supervisory, academic or research or support-staff position (including law enforcement unit personnel and health staff); a person or company with whom the Academy has contracted (such as an attorney, auditor, collection agent, or official of the National Student Loan Clearinghouse); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. The Academy may also disclose education records in certain other circumstances: to comply with a judicial order or a lawfully issued subpoena; to appropriate parties in a health or safety emergency, to officials of another school, upon request, in which a student seeks or intends to enroll; in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, or conditions of the financial aid, or to enforce the terms and conditions of the aid; to certain officials of the US Department of Education, the Controller General, to state and local educational authorities, in connection with certain state or federally supported education programs; to accrediting organizations to carry out their functions; to organizations conducting certain studies for or on behalf of the Academy; to US Department of Homeland Security.
4. The right to file a complaint with the US Department of Education concerning alleged failures by the Academy to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, US Department of Education, Independence Ave. SW, Washington DC 20202-4605

COPYRIGHT INFRINGEMENT POLICY

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority

constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory"

damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to

$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq. Lu Ross Academy may make computers available to students in a classroom. However, the use of computers is limited to access to the school's website to enable students to take practice exams and other approved websites that have permission to use from publishers of student textbooks. Internet access is blocked for most sites except for the Academies' web page. Lu Ross Academy does not tolerate unethical conduct in regard to cheating, plagiarism, copyright infringement, falsification or misrepresentation of material information in any records, financial documents or sign-in sheets, whether inadvertent or deliberate. Engaging in the unauthorized use or distribution of copyrighted material may result in probation, suspension, or termination/expulsion.

VOTER REGISTRATION

In California you may register to vote by completing the online voter registration form at: https://www.sos.ca.gov/nvrc/fedform/ and then mailing it to the address on the form. You may also register to vote whenever you apply for or renew your driver's license or state-issued ID card. For more information, please visit the California Secretary of State website at http://www.sos.ca.gov/elections/elections_vr.html.

CONSTITUTION DAY

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. Lu Ross Academy presents programs pertaining to the United States Constitution on September 17 of each year or on the following school day.

CALIFORNIA LICENSING REQUIREMENTS

The State of California required that any person desiring to conduct business as a COSMETOLOGIST, BARBER, AESTHETICIAN or MANICURIST must first complete the state required curriculum at a certified school and second pass the state licensing exam. The state further requires that applicants for the State Exam are at least 17½ years of age, have completed at least the 10th grade and have a valid Social Security Card. Lu Ross Academy's programs are designed to provide the state required educational curriculum necessary to qualify the student to take the license exam and to enhance the student's capability to pass the exam, while at the same time prepare the student to actually work in the industry. There are no State licensing requirements for Make- up Artists. The state may and will most likely perform a background check to determine eligibility of the student to take the licensing exam. It is the student's responsibility to determine if any past criminal conviction (if any) will prevent them from obtaining the required state license. [For more

information refers to Business and Professions section 7404(a) (3) of the California Barbering and Cosmetology Act]. Any questions regarding California State Licensing requirements to become a Cosmetologist, Barber, Aesthetician, or Manicurist should be directed to the: **Board of Barbering and Cosmetology, P.O. Box 944226 Sacramento, CA 94244, (800) 952-5210 http://www.barbercosmo.ca.gov**

FINANCIAL AID INFORMATION

Students must meet certain eligibility requirements to receive Federal Student Aid (FSA) funds*. Students must:

1. Provide documentation of either a high school diploma or a General Education Diploma (GED) certificate. **NOTE**: Pursuant to H.R. 2055, Consolidated Appropriations Act, 2012, enacted on December 23, 2011, amending Section 484(d) of the Higher Education Act (20 U.S.C. 1091(d), ATB students who first enroll after July 1, 2012, will no longer be eligible to receive Financial Aid. To be eligible for Financial Aid students must have a High School Diploma, GED, or proof of completion of a State- approved home school program. Students who have previously taken an ATB test and who have been enrolled on that basis prior to July 1, 2012, remain eligible to receive Financial Aid.
2. Be enrolled in an eligible program.
3. Have a valid Social Security card.
4. Register with Selective Service if required.
5. Be either a U.S. citizen or a permanent resident.
6. Not be in default with any federal student loans, nor owe an overpayment on any federal studentaid grant.

*Some students may not be eligible based on drug related offenses.

APPLICATION PROCEDURE

- The first step in applying for Title IV Federal Financial Aid is to complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov. Additionally, the student (or parent if applicable) may need to complete any one or all of the following:
- Loan entrance counseling Authorization form Promissory note
- Parent PLUS loan request form and promissory note Verification worksheet
- Payment options

CRITERIA FOR SELECTION OF ELIGIBLE APPLICANTS

Students who are eligible for Title IV Financial Assistance are accepted for enrollment if they have met all of the admission requirements of the academy and have established a class start date convenient for the student and the academy.

DETERMINING THE AMOUNT OF YOUR FINANCIAL AID

Upon completion of the FAFSA, the student is given an Expected Family Contribution (EFC) number. The EFC is used to determine how much and what kind of financial aid a student is eligible for. In addition to the EFC, the direct and indirect costs of the program, enrollment status, length of enrollment, and funds available at the academy will also impact award amounts. The Financial Aid office will provide entrance and exit counseling utilizing the Department of Education online website applications at www.studentloans.gov.

DISBURSEMENTS

Financial aid funds are disbursed at evaluation periods for completed hours. Please refer to the Satisfactory Academic Progress policy in this catalog for further details. FSEOG funds are disbursed at the same time as other financial aid funds, but are only available in the first academic year on a first-come, first-served basis.

FINANCIAL AID PROGRAMS

All Lu Ross Academy campuses administer federal programs of student assistance including:

Pell Grant (FPELL): Federal Pell grants are awarded to students who have not earned a bachelor's or professional degree. Because they are grants, funds are not typically repaid (unless you withdraw from school prior to the end of the award period). Eligibility is determined according to need, number of hours in the academic program, and the cost of attendance.

Supplemental Educational Opportunity Grant (SEOG): This program is for students with exceptional financial need. Your eligibility can be determined after reviewing your PELL eligibility.

William D. Ford Federal Direct Loans: The Direct Loan program provides educational loan(s) that must be repaid, with interest, even if you do not complete your academic program. Loans may be obtained through the William D. Ford Federal Direct Loan Program. Generally, all students who complete a FAFSA and are not in default on any previous federal student loan(s) are eligible for the program. Loans obtained through this program are lower fixed interest rate loans that are guaranteed by the U.S. Department of Education. A student can apply for Direct Loans through the academy's Financial Aid Department.

Federal Subsidized Loan: The Subsidized Loan is awarded to students who demonstrate financial need. Subsidized loans do not charge the borrower with interest on the amount borrowed while in school and up through a six-month grace period after leaving school.

Note: Loans for students who have exceeded the maximum eligibility period (150% of the program length) for attendance on their Federal loan eligibility could begin to accrue interest after the student exceeds the 150% limit. Interest accrued in such a manner accumulates and is added to the principal amount of your loan. Interest does not accrue retroactively to the date the loan was disbursed. For more information, please see your Financial Aid Officer or visit: https://studentaid.ed.gov/types/loans/subsidized- unsubsidized.

Federal Unsubsidized Loan: The Federal Unsubsidized Loan allows students to borrow a Federal Direct Loan who did not demonstrate sufficient financial need for the subsidized version. The same terms and conditions as the Subsidized Loan apply, except that the borrower is responsible for interest that accrues while she/he is in school and after leaving school. Generally, you may choose to make interest payments on the loan while you are in school or have the interest added to your principal balance (capitalized) when your repayment schedule begins (six months after your last day of attendance).

Federal Parent PLUS Loans: The Federal Parent PLUS loan is available to parents of dependent students with good credit to help pay their child's educational expenses. PLUS loans are not based on need. They can be combined with other financial aid resources and cannot exceed the student's cost of education.

Workforce Investment Act: Lu Ross Academy is a qualified training provider offering employment training for adults and dislocated workers. For more information, please visit the CalJobs website at https://www.caljobs.ca.gov.

Veterans Educational Benefits: Lu Ross Academy is approved by the California State Approving Agency for Veterans Education for certificate programs for Aesthetics , Barbering, Cosmetology, and Manicuring. For more information on Veterans Benefits, please see your Admissions Representative.

MyCAA: Military Spouse Career Advancement Accounts (MyCAA) provide financial assistance for educational purposes for qualified military spouses to meet eligibility requirements. For information regarding amounts and eligibility please visit the website at:
www.militaryonesource.com/MOS/FindInformation/Category/MilitarySpouseCareerAdvancementAccounts.aspx.

RECORD RETENTION POLICY

The institution maintains student records for a period of not less than two years onsite at its principal places of business and at an offsite facility for an additional five years, within the state of California. Transcripts are maintained indefinitely. All records related to accreditation are maintained in accordance with state and federal law, but not less than six years.

ADDITIONAL INFORMATION

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid

funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds. For more information regarding student and parent loans, please refer to the US Department of Education publication, “Funding Education Beyond High School” at www.edpubs.gov/document/EN0990P.pdf, or visit the website at www.studentloans.gov.

FEDERAL DISCLOSURES

Students are encouraged to go to the school website www.lurossacademy.com to review the Annual Campus Security report at https://www.lurossacademy.com/school/annual-campus-security-report/ and the Lu Ross Academy Drug Abuse and Alcohol Prevention Program (DAAPP) at https://www.lurossacademy.com/wp-content/uploads/2017/09/Drug-and-Alcohol-Education-Prevention-Program-DAAPP-2017.pdf

COMPLIANCE STATEMENT

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify students’ identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state or private programs.

NSLDS DISCLOSURE

Please note that any loan borrowed by the student or parent will be submitted to the National Student Loan Database System (NSLDS), and will be accessible by guaranty agencies, lenders, and schools determined to be authorized users of the data system.

ENTRANCE/EXIT COUNSELING

You are required to complete entrance counseling if you are a first-time borrower and prior to receiving your first disbursement. To complete your Direct Loan Entrance Counseling, go to www.studentloans.gov, and sign in using your FSA ID.

Select “Complete Entrance Counseling.” Note that you can add an email address to which correspondence about your loans can be sent. For additional information, please visit https://studentloans.gov.

If a student withdraws or terminates and Lu Ross Academy is unable to have the student complete exit counseling prior to the student’s departure, Lu Ross Academy will send a letter to the student, requesting exit counseling to be completed at www.studentloans.gov.

DEFERMENT AND FORBEARANCE

To find out if you qualify for a deferment or forbearance, please contact your loan servicing company. For more information, please visit https://studentaid.ed.gov/sa/repay-loans/deferment-forbearance.

ARBITRATION OF DISPUTES

Agreement to Arbitrate. Except as otherwise provided by applicable law, the School and the Student agree that any dispute, controversy, claim, or cause of action arising out of or relating to the Student's enrollment, attendance, education, training, or relationship with the School, or arising out of or relating to the Enrollment Agreement, including any dispute concerning its interpretation, performance, breach, termination, or enforceability, shall be resolved by binding arbitration rather than in a court of law.

This arbitration agreement applies to claims based on contract, tort, statute, regulation, or any other legal theory, to the fullest extent permitted by applicable law.

Arbitration Procedure. The arbitration shall be conducted by a single neutral arbitrator in accordance with the applicable rules of the American Arbitration Association (AAA), or another mutually agreed-upon arbitration service. The arbitration shall take place in California in a location reasonably convenient to the Student, unless the parties agree otherwise. California law shall govern the arbitration agreement and the underlying dispute, except to the extent federal law requires otherwise.

The arbitrator shall have authority to award any remedy that would be available to the Student or School in an individual action in court, to the extent permitted by applicable law. The arbitrator's decision shall be final and binding, and judgment on the arbitration award may be entered in any court having jurisdiction.

Individual Claims Only. To the fullest extent permitted by applicable law, arbitration shall be conducted on an individual basis. The Student and the School waive any right to participate in a class action, collective action, or representative action in arbitration concerning a dispute that is subject to this agreement, except where such a waiver is prohibited or unenforceable under applicable law.

Students' Statutory Rights. Nothing in this arbitration agreement is intended to waive, limit, or eliminate any right or remedy that cannot lawfully be waived under California or federal law. Nothing in this provision prevents a Student from filing a complaint with the Bureau for Private Postsecondary Education (BPPE) or another governmental agency when the Student has a statutory right to do so.

No Waiver of Governmental Remedies. This agreement does not prevent or restrict the authority of any governmental agency or regulatory body from investigating, reviewing, or taking action concerning the School.

Costs and Fees. The School shall pay arbitration costs and fees to the extent required by applicable law or the applicable arbitration rules. Each party shall otherwise be responsible for its own attorneys' fees and costs unless the arbitrator is authorized by applicable law or the parties' agreement to award such fees.

Acknowledgment. By signing the Enrollment Agreement, the Student acknowledges that the Student has read this arbitration provision, understands that arbitration is a process in which a neutral arbitrator—not a judge or jury—will decide covered disputes, and understands that agreeing to arbitration may limit the Student's right to have a covered dispute decided in court.

DRUG & ALCOHOL ABUSE POLICY STATEMENT

In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 85, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death. The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited.
Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy. To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program. This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition,

students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the

Pell Grant was awarded are required by federal regulation to report that conviction in writing to the: Director of Grants and Services, United States Department of Education,400 Maryland Avenue SW, Room 3124, GSA Regional Office Bldg. #3, Washington, DC20202-4571

The report must be made within 10 days after the conviction. In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local,

state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets. Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

County of Ventura Behavioral Health Department Alcohol and Drug Programs
24 East Main St. Ventura, CA 93001
805-577-0830

(Additional counseling centers are located in Oxnard and Simi Valley)

COSMETOLOGY and HYBRID COSMETOLOGY 1250 HOUR CURRICULUM OUTLINE

SOC Code 39.5012

Course outline objective is to show prospective students what education, demonstrations, and practical procedures they will be learning on a weekly schedule.

Our educational objective is to not only educate and train students in the state board required material but also to prepare them for client services. This is done through lectures, testing and evaluations. Technical instructions consist of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with the education and tools they need to be health conscious, successful professionals.

The curriculum for students enrolled in the Cosmetology program requires 1250 hours of practical training and technical instruction covering all practices of cosmetology. The average student completes the day schedule in 38 weeks. The average student completes the evening schedule in 58 weeks. Students are graded on technical tests, practical procedures, and attendance.

Cosmetologists may earn income through different career choices. Occupations include: Hairstylist, Hair Coloring Technician, Cosmetology Instructor, Manicurist, Salon Owner or Beauty Counselor.

The grading system for theory and practical is as follows:

100%-90%=A	**89%- 80%=B**	**79%-70%=C**

A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Cosmetology course consists of a minimum of 450 Hours of Technical (Theory) training and approximately 800 hours devoted to completing the required practicals.

SUBJECT	**Minimum Theory Hours**	**Minimum Practical Hours**
Hairstyling Services – 300 Hours		
Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	80	220
Chemical Hair Services – 300 Hours		
Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	80	220
Skin Care – 175 Hours		
Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	70	105
Hair Removal and Lash and Brow Beautification – 75 Hours		

Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person, and includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.	20	55
Manicure and Pedicure – 200 Hours		
Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.	70	130
Disinfection and Sanitation – 100 Hours		
Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	30	70
Health and Safety – 100 Hours		
Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Additional Instruction and Training: salon business principles, professional ethics, record keeping, basic tax information relating to booth rental, and independent contractors, skills, including professional ethics, salesmanship, record keeping, review, and testing for State Board Exam. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.		

BARBERING and HYBRID BARBERING 1000 HOUR CURRICULUM OUTLINE

SOC Code 39-5011

Course outline objective is to show prospective students what education, demonstrations and practical procedures are taught on a weekly basis

Our educational objective is to educate and train students not only in state board procedures but prepares them to move on to clinic services. This is done through lectures, testing and evaluations. Technical instruction consists of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with a solid foundation and a confidence to be successful when entering the Barbering profession.

The curriculum for students enrolled in the Barbering program requires 1000 hours of practical training and technical instruction covering all practices of Barbering. The average day student completes the day schedule in 30 weeks. The average evening student completes the evening schedule in 47 weeks. Students are graded on technical written tests, practical procedures, and attendance.

Barbers may earn income through different career choices. Occupations include: Barber, Hairstylist, Barbering Instructor, Platform Artist, State Board Examiner, Men's Stylist, Salon Manager, and Salon Owner.

The grading system for theory and practical is as follows:

100%-90%=A	**89%- 80%=B**	**79%-70%=C**

A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Barbering course consists of a minimum of 420 Hours of Technical (Theory) training and approximately 580 Hours devoted to completing the required practicals.

SUBJECT	**Minimum Theory Hours**	**Minimum Practical Hours**
Hairstyling Services – 350 Hours		
Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	100	250
Chemical Hair Services – 200 Hours		
Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	60	140
Shaving and Trimming of the Beard – 250 Hours		
Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.	100	150
Disinfection and Sanitation – 100 Hours		
Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	30	70
Health and Safety – 100 Hours		

Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. **Board Approved Health & Safety Course (B&P 7389(a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	100	
Additional Instruction and Training: salon business principles, professional ethics, record keeping, basic tax information relating to booth rental, and independent contractors, skills, including professional ethics, salesmanship, record keeping, review, and testing for State Board Exam. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in professionalism, resume development, interview preparation, and job search skills.		

AESTHETICS and HYBRID AESTHETICS CURRICULUM OUTLINE

SOC Code 39-5094

Course outline objective is to show prospective students what education, demonstrations and practical procedures are taught on a weekly basis.

Our educational objective is to educate and train students not only in state board procedures but prepares them to move on to clinic services. This is done through lectures, testing and evaluations. Technical instruction consists of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with a solid foundation and a confidence to be successful when entering the Aesthetics profession.

The curriculum for students enrolled in an Aesthetics course will be 600 hours of practical training and technical instruction covering all practices of skin care. The average day student completes the schedule in 21 weeks and the average evening student completes the schedule in 32 weeks. Students are graded on technical written tests, practical procedures and attendance. Instruction in State Board procedures is also included. Aestheticians can find employment in salons, spas or dermatologists office as skin care specialists or as makeup artists at spas. The technical hours and practical operations are accomplished in 600 clock hours. The curriculum includes chemical peels, microdermabrasion and other advanced modalities.

The grading system for theory and practical is as follows:

100%-90%=A	**89%- 80%=B**	**79%-70%=C**

A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Aesthetics course consists of a minimum of 205 Hours of Technical (Theory) training and approximately 395 hours devoted to complete the required practicals.

SUBJECT	**Theory Hours**	**Minimum Practical Operations**
Facials, Hair Removal, Makeup – 400 Hours (90 theory hours and 310 practical hours)		
Manual, Electrical and Chemical Facials:	115	230
Includes, but is not limited to: Manual facials including cleansing, scientific manipulations, packs, and masks; Electrical facials including the use of electrical modalities, and electrical apparatus, for facials and skin care purposes, including microdermabrasion; Chemical facials including chemical skin peels, packs, masks and scrubs. Eyebrow Beautification - Eyebrow shaping and hair removal techniques. Makeup - Skin analysis, basic and corrective application.		

Preparation:	15	
Includes, but is not limited to: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre-and postoperative care, salon and spa skills.		
Health and Safety – 200 Hours (200 theory hours)		
Laws and Regulations:	10	
Includes, but is not limited to: Barbering & Cosmetology Act and the Board's Rules and Regulations		
Health and Safety Considerations:	40	
Includes, but is not limited to: Training in chemicals and health in establishments, material data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases, including HIV/AIDS, Hepatitis B; chemical composition and purpose of cosmetic and skin care preparations; elementary chemical makeup, chemical skin peels, physical and		

chemical change of matter; electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.		
Disinfection and Sanitation:	10	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician; proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.		
Anatomy and Physiology:	15	
Includes, but is not limited to: Human anatomy, human physiology, bacteriology, skin analysis and conditions.		
Additional Instruction and Training: salon business principles, professional ethics, record keeping, basic tax information relating to booth rental, and independent contractors, skills, including professional ethics, salesmanship, record keeping, review, practice and testing for State Board Exam. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in: professionalism, resume development, interview preparation, and job search skills.		

MANICURING and HYBRID MANICURING CURRICULUM OUTLINE

SOC Code 39-5092

Course outline objective is to show prospective students what education, demonstrations and practical procedures are taught on a weekly basis.

Our educational objective is to educate and train students not only in state board procedures but prepares them to move on to clinic services. This is done through lectures, testing and evaluations. Technical instruction consists of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with a solid foundation and a confidence to be successful when entering the Manicuring profession.

The Manicuring program is a new 600-hour program which combines the State mandated 400 hour curriculum with 200 hours of advanced nail technology. Lu Ross Academy has partnered with OPI Products, a division of Wella USA to bring all the latest nail technologies such as gels, shellacs and nail art to our program. The average student completes the

program in 20 weeks. The additional 200 hours allows the student to learn all the various new nail techniques and provides enough time to become proficient in all aspects of manicuring. Students are graded on technical written tests, practical procedures and attendance. Students attend lectures and complete a required number of practicals. Instruction in State Board procedures is also included. Manicurists may earn income through different career choices.

Occupations include: Manicurist in salons or spas, Manicuring Instructor, Nail Salon Manager or Owner and Podiatry Assistant.

The grading system for theory and practical is as follows:

100%-90%=A	**89%- 80%=B**	**79%-70%=C**

A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Manicuring course consists of a minimum of 195 Hours of Technical (Theory) training and approximately 405 hours devoted to complete the required practicals

SUBJECT	**Theory Hours**	**Minimum Practical Operations**
Nail Care – 300 Hours (60 theory hours and 240 practical hours) Including at a minimum:		
Manicures and Pedicures:	60	60
Includes, but is not limited to: Water and oil manicures including hand and 180 (nails) arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps, and repairs, and nail analysis.		
Health and Safety – 100 Hours (100 theory hours) Including at a minimum:		
Laws and Regulations:	10	
Includes, but is not limited to: Barbering & Cosmetology Act and the Board's Rules and Regulations		
Health and Safety Considerations:	25	
Includes, but is not limited to: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS, Hepatitis B.		
Disinfection and Sanitation:	20	
Includes, but is not limited to: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures.		
Bacteriology, Anatomy and Physiology:	20	
Includes, but is not limited to: Bacteriology, anatomy, physiology, and nail analysis and conditions.		
Additional Instruction and Training – 200 Hours (60 theory hours and 140 practical hours)		

Includes, but is not limited to: OPI advanced acrylics, Gels, Shellacs, Nail Art, Spa manicures, Spa pedicures, business and communications skills, record keeping and client service records and State Board Preparation Classes. The institution offers employment assistance to help graduates' efforts to secure education-related employment that includes, but is not limited to training in: professionalism, resume development, interview preparation, and job search skills.

BARBER CROSSOVER and HYBRID BARBER CROSSOVER CURRICULUM OUTLINE

SOC Code 39-5011

Course outline objective is to show prospective students what education, demonstrations and practical procedures are taught on a weekly basis

Our educational objective is to educate and train students not only in state board procedures but prepares them to perform men's services such as shaves and men's haircuts. This Technical instruction consists of lecture and / or demonstrations and testing of the related material. Demonstrations are followed by hands on practice and evaluation of student procedures. Our goal is to provide students with a solid foundation and a confidence to be successful when entering the Barbering profession. The curriculum for students enrolled in the Barber Crossover course requires 200 hours of practical training and technical instruction covering Barber practices not covered in Cosmetology training. The average student can complete the evening schedule in 11 weeks. Students are graded on technical written tests, practical procedures and attendance. Instruction in State Board procedures is also included. Barbers may earn income through different career choices. Occupations include: Barber, Hairstylist, Barbering Instructor, Platform Artist, State Board Examiner, Salon Manager, and Salon Owner.

The grading system for theory and practical is as follows:

100%-90%=A	**89%- 80%=B**	**79%-70%=C**

A minimum of 70% is considered satisfactory. Below C is unsatisfactory.

The Barber Crossover course consists of 80 Hours of Technical (Theory) training and approximately 120 Hours devoted to complete the required practicals.

SUBJECT	**Theory Hours**	**Minimum Practical Operations**
Barber Crossover Course - (80 theory hours and 120 practical hours) Including at a minimum:		
Shaving and Facial treatments	30	60
Includes, but is not limited to: Preparing clients for shaving, skin analysis, shaving technique, tools and equipment, facial massage, men's facial treatment, post facial product application, rolling cream massage		
Haircutting	10	20
Includes, but is not limited to: Proper use of cutting tools (scissors, razors, thinning shears),texturizing tools and techniques, combs (various comb styles and their purposes), use of electrical clippers, the ergonomics of clipper cuts, clipper styles (fitting clipper sizes and shapes to job at hand), trimmers (fitting the trimmer shape and size to various services), clipper techniques on wet or dry hair, cleaning and disinfection of clippers.		
Laws and Regulations / State Board Prep:	20	30
Includes Barbering & Cosmetology Act / Boards Rules& Regulations		

Health and Safety:	10	
Includes, but is not limited to: Chemicals in the workplace, material safety data sheets, hazardous chemicals, preventing injuries, bacteriology, communicable diseases, HIV/AIDS/Hepatitis		
Disinfection and Sanitation:	10	10
Includes, but is not limited to: Proper disinfection procedures of non-electrical tools, proper disinfection of electrical tools, proper disposal of cutting blades.		