

Watsonville Institute of Cosmetology  
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Watsonvilleinstituteofcosmetology.com



**School Catalog**  
**June 30, 2018-June 30, 2019**

Dear Student:

Welcome to **Watsonville Institute of Cosmetology**, and we thank you for selecting us to aid you in your journey towards becoming a future cosmetologist. We are a private institution that is approved to operate in compliance with the state standards as set forth by the California Education code and regulations, by the *Bureau for Private Postsecondary Education*. You are entering a field that has been around since the Egyptian times. Watsonville Institute of Cosmetology was founded in 2005 in its current location and has a long history of success. In fact back in the 1980's the old Cosmetology formerly known as Wayne's Beauty College was in this exact spot. Many of our graduates have had long and successful careers. In August of 2004, the college was founded by Mrs. Audelia Andrade and Francisco Andrade. This is a new school and is currently owned by its very first owners. Our main focus is to educate these students in the following courses Cosmetology, barbering, and esthetician. All the information contained in this school catalog is current and correct, and is so certified true by Audelia and Francisco Andrade President and Vice President.

Thank you,

Audelia Andrade and Francisco Andrade  
President and Vice President

**-Watsonville Institute of Cosmetology is a private institution approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means this institution is in compliance with the California Private Postsecondary Education Act of 2009.**

### **Unanswered Questions**

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 at 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.



## **Mission Statement**

Watsonville Institute of Cosmetology is dedicated to provide quality education where the student will be successful in the field of cosmetology. We want to provide the much need self-assurance, interpersonal skills, and technical confidence necessary to gain licensure. In addition, we want to train new beauticians and supply service and products that enhance our clients' physical appearance, mental relaxation, and instill a sense of professionalism in each student. We want our students take and pass the state board exam in order to obtain the license to be eligible for employment in the beauty industry.

**NOTE: Watsonville Institute of Cosmetology is not recognized by an accrediting agency recognized by the United States Department of Education.**

**NOTE: This catalog is updated yearly.**

## **Programs**

Cosmetology: 1600 Clock Hours (D.O.T. #332.271-010, CIP #12.0401, SOC #39-5010)

Manicuring: 400 Clock Hours (D.O.T. #331.674-010, CIP #12.0499, SOC #39-5092)

Esthetician: 600 Clock Hours (D.O.T. #332271-010, CIP #12.0409, SOC #39-5094)

Barbering: 1500 Clock Hours (D.O.T. #332271-010, CIP #12.0413, SOC #39-5010)

## **Facility Description**

Watsonville Institute of Cosmetology operates in a combined space of 3,050 sq. feet, in an air-conditioned, building in compliance with all city codes and regulations. There is sufficient parking spaces provided and additional parking for Physically Challenged persons. The facility is located at 1414 Freedom Blvd. Watsonville, CA 95076, and accessible by public transportation.

The main suite includes the reception desk, product display case, customer waiting area, separate customer and student/staff restroom facilities and salon style work stations. Shampoo bowls, hair dryers, and manicuring tables are all in the working area. While a separate area for esthetic services, wet lab, facial beds, and a laundry room. Our school can accommodate 80 students.

**NOTE:** Although our Institute does not have a library, All books and school related material are included as part of the student's tuition and supply fee. Books or other materials, including videotapes of procedures and theory lessons, are available for student use while attending this



school. Students will check out materials from secretary or instructor and student will then return them at their earliest convenience.

**NOTE: This catalog is updated yearly.**

## **Instructional Equipment**

A textbook and workbook or other related resource material pertinent to course taken shall be issued to students enrolled at Watsonville Institute of Cosmetology at that point in the curriculum when the Instructor feels the text will be beneficial (usually disbursed on the first day of class, or within the first five days) Necessary supplies will be maintained in the freshman classrooms and included in the student's tuition are equipment and supplies kits that will be issued by the 5th day of the start of the class. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing lost, stolen or damaged items.



Examples of Equipment/Material:

- Cosmetology Standard of Milady
- Head Mannequin
- Scissors
- Combs
- Hair Dryers
- Curling Irons
- Rods
- Quats
- Brushes
- Marcel Iron
- Sanex
- Dermal Lights
- Manicure Kit
- Shampoo Bowl
- Barber Chair
- SMA
- Hair Clippers
- Bleach
- Perm Solution
- Razors

**NOTE: Watsonville Institute of Cosmetology does not admit students from other countries unless they have legal status.**

**NOTE: Watsonville Institute of Cosmetology does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 U.S.C. Sec. 1101 et seq.).**

**NOTE:** All students admitted as regular students those who are high school graduates or holders of high school graduation equivalency certificates. Watsonville Institute of Cosmetology does not accept ability to benefit (ATB) students at this time.

## **Watsonville Institute of Cosmetology's Objectives**

As a private educational institution offering vocational education with career-orientated programs in the comprehensive fields of Cosmetology, Barbering, Esthetician, and Nail Technician. This institute strives to emphasize the importance and development of, professional skills in each student that will maximize their employability, personal growth, and development. This is all enhanced at Watsonville Institute of Cosmetology by the interaction between instructors, students, and administrative staff. Watsonville Institute of Cosmetology's main objective is to provide the training necessary to pass the California State Board examination or any other current certification requirements in this state in order to secure employment within the broad spectrum of the beauty industry. The successful graduates of this school will have the vocational training needed to function effectively.



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# Cosmetology

PROGRAM LENGTH: 40 WEEKS FULL TIME (40HRS WEEKLY), 64 WEEKS (25HRS WEEKLY) (1,600 HOURS TOTAL). 10-12 Months

Exciting as always cosmetology is a lively career choice. Students work on practical coursework using mannequins and colleagues while learning the basic fundamentals of cosmetology. A steady progression then occurs to the customer, under the supervision of the licensed instructor. The curriculum is wide-ranging and comprehensive. After completing this course you will be prepared to pass the required California State Board Exam and be on your way to starting a exciting new career.

**Curriculum for Cosmetology Course information from [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)**

(a) The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):



The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers

Hair Cutting (20 hour Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 Hours of Technical Instruction):

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 Hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing





chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.

#### Disinfection and Sanitation (20 Hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.

Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

#### Anatomy and Physiology (15 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(3) 200 Hours of Technical Instruction and Practical Training in Esthetics The required subjects of instruction in Esthetics shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

#### Manual, Electrical and Chemical Facials 25 Hours of Technical Instruction and 40 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.



Eye Brow Beautification and Make-up (25 hours Technical Instruction and 30 Practical Operations):

The subject of Eye Brow Beautification shall include, but is not limited to, the following issues: Eye Brow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.

(4) 100 Hours of Technical Instruction and Practical Training in Manicure and Pedicure

The required subjects of instruction in Manicure and Pedicure shall be completed with the minimum hours of technical instruction and practical operation for each subject-matter as follows:

Manicure and Pedicure (10 hours Technical Instruction and 25 Practical Operations):

The subject of Manicure and Pedicure shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.

Artificial Nails and Wraps (25 hours Technical Instruction and 120 (nails) Practical Operations):

Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service records.

**NOTE:** Once the required hours are completed each student needs to complete the Baby Board Prep, and the 100 question practice exam (need to score at least a 70% correct). This will be counted as your final exam which are required for completion.



**NOTE:** Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code.  
Reference: Sections 7316(b), 7321(d)(1), 7362, 7362.5(b) and 7389, Business and Professions Code.

**NOTE:** Meets requirements of CCR section 71710

Why Choose Cosmetology (objective):

-Careers in Cosmetology

- Hair Stylist
- Platform Artist
- Industry Product Representative
- Make-up Artist
- Salon Manager/Owner
- Hair Color Technician
- Permanent Wave Technician
- Instructor



# Barbering

Barbering another exciting and extremely rewarding program offered here at W.I.C. Our program is designed to prepare you for a rewarding and inspiring career with many options. Students will be well prepared to pass the Barbering Exam required by the California Board of Barbering and Cosmetology. The skills and knowledge obtained at Watsonville Institute of Cosmetology will allow you to become successful in the conventional or modern barber shop.

## Curriculum for Barbering Course information from [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

- (a) The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act.
- (b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin.
- (c) The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall cover not less than 1,300 hours including training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum practical operations:

<b>Barbering Courses Minimal Practical Operations</b>	
<b>Subject</b>	<b>Minimum Practical Operations</b>
(1) Haircuts and Hairstyles	750
(2) Shaves	40
(3) Rest Facials	20
(4) Shampoos	25
(5) Scalp Manipulations	20
(6) Hair Waving and Curling	20
(7) Hair Coloring and Tinting	5
(8) Hair Processing and Relaxing	5



<b>Barbering Courses Minimal Practical Operations</b>	
<b>Subject</b>	<b>Minimum Practical Operations</b>
(9) Application of chemicals used on the hair; hairpieces; measuring, fitting and servicing of hairpieces and rolling cream massages.	

All students shall receive sufficient instruction and training in the subjects listed in this section to properly prepare them to apply for and take the examination given by the board and to provide barber services in an establishment.

(d) The course of instruction in the theory of barbering required for a student enrolled in a 1,500-hour course shall cover not less than 80 hours of instruction in the subjects listed in Section 7316(a) of the code, including razor cutting, hair processing, blow waving and sales techniques. The theory instruction shall include training in sales techniques which may be completed in theory training or practical training at the discretion of the school owner or instructor. The course of instruction shall also include 20 hours of technical instruction in the area of hazardous substances (shall be the course developed by the Board of Barbering and Cosmetology as provided by Section 7389).

(e) The course of instruction required for a student enrolled in a 1,500-hour course shall cover not less than 120 hours allotted to the practical and/or the theoretical phases of the course in such manner as the owner or instructor considers necessary in the individual case.

(f) A student shall be properly instructed to cut the hair of and render barber services to all patrons.

**NOTE:** Once the required hours are completed each student needs to complete the Baby Board Prep, and the 100 question practice exam (need to score at least a 70% correct). This will be counted as your final exam which are required for completion.

**NOTE:** Meets requirements of CCR section 71710

Why Barbering (objective):

-Careers in Barbering

- Barber Stylist                      •Barber Shop Owner/Manager                      •Instructor                      •Platform Artist
- Hair Color Technician                      •Permanent Wave Technician                      •Manufactures Representative



# Esthetician

The esthetics business has blossomed into an enormously big industry in recent years. Get in on this progressive and sophisticated career. Students will learn the necessary skills to become a successful body and facial esthetician and/or make-up artist. The program is designed to prepare the student for the professional licensing requirements of the California State of Barbering and Cosmetology.

## **Curriculum for Skin Care Course information from [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)**

(a) The curriculum for students enrolled in a skin care course shall consist of six hundred (600) hours of technical instruction and practical training covering all practices of an esthetician pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

### (1) 350 Hours of Technical Instruction and Practical Training in Facials

The required subjects of instruction in Facials shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Manual, Electrical and Chemical Facials (70 hours of Technical Instruction and 140 Practical Operations):

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the



purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.

Preparation (15 hours of Technical Instruction):

The subject of Preparation shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post operative care, CPR/AED, salon and spa skills.

(2) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject-matter as follows:

Laws and Regulations (10 hours of Technical Instruction):

The subject of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (40 hours of Technical Instruction):

The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: 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, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.

Disinfection and Sanitation (10 hours of Technical Instruction):

The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: 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 Hours of Technical Instruction):

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology, Bacteriology, skin analysis and conditions.

(3) 50 Hours of Technical Instruction and Practical Training in Hair Removal and Make-up

The required subjects of instruction in Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Eyebrow Beautification (25 hours of Technical Instruction and 50 Practical Operations):

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories.

Make-up (20 hours of Technical Instruction and 40 Practical Operations):

The subject of Make-up shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers.

**NOTE:** Once the required hours are completed each student needs to complete the Baby Board Prep, and the 100 question practice exam (need to score at least a 70% correct). This will be counted as your final exam which are required for completion.

**NOTE:** Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code.  
Reference: Sections 7316(c)(1), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

**NOTE:** Meets requirements of CCR section 71710





Why Esthetician (objective):

-Careers in Esthetician

- Make-up Artistry
- Skincare Technicians
- Instructor
- Spa Owner/Salon Owner
- Beauty Consulting
- Dermatologist Assistant
- Photography and Movie Make-up



# Nail Care

Curriculum for Nail Care Course information from [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

(a) The curriculum for students enrolled in a nail care course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

(b) For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. Such technical instruction and practical operations shall include:

<b>Nail Care Course Technical Instruction and Practical Operations</b>		
<b>Subject</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
(1) The Barbering and Cosmetology Act and the Board's Rules and Regulations.	10	
(2) Cosmetology Chemistry related to manicuring practices. (Shall include the chemical composition and purpose of nail care preparations.)	10	
(3) Health and Safety/Hazardous Substances (Shall include 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 and Hepatitis B.)	15	
(4) Disinfection and sanitation (Shall include 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 as specified in Sections 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.)	10	10
(5) Bacteriology, anatomy and physiology.	10	
(6) Water and oil manicures, including hand and arm massage.	15	40
(7) Complete pedicure, including foot and ankle massage.	10	20
(8) Application of Artificial Nails		



<b>Nail Care Course Technical Instruction and Practical Operations</b>		
<b>SUBJECTS</b>	<b>Minimum Hours of Technical Instruction</b>	<b>Minimum Practical Operations</b>
(A) Acrylic: Liquid and powder brush-ons	15	80 Nails
(B) Nail tips	10	60 Nails
(C) Nail wraps and repairs	5	40 Nails

(c) The board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record keeping, and client service record cards.

(d) No credit of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

**NOTE:** Authority cited: Sections 7312, 7362 and 7365, Business and Professions Code.  
Reference: Sections 7316(c)(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

**NOTE:** Meets requirements of CCR section 71710

**Why Nail Care (objective)?**

-Career Possibilities

- Nail Technician
- Instructor
- Sales Representative
- Nail Designer



# Tuition and Fee Schedule Supplemental Information:

Course	Minimum # of Hours	Cost per hour	Tuition	Reg. Fee (non-refundable)	STRF FEE (non-refundable-hold)	Kit & lab	Total
Cosmetology	1600	\$7.00	\$11,200.	\$125.00	\$0.00	\$2,260.00	\$13,585.00
Barber	1500	\$7.00	\$10,500.	\$125.00	\$0.00	\$2,160.00	\$12,785.00
Esthetician	600	\$9.66	\$5,796.	\$125.00	\$0.00	\$1,000.00	\$6,921.00
Nail Technician	400	\$7.50	\$3,000.	\$125.00	\$0.00	\$1,000.00	\$4,125.00

**PLEASE NOTE:** *Watsonville Institute of Cosmetology does not participate in Federal and State financial aid programs.* If a student obtains a loan, the student has to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

-Total charges for a period of attendance: \_\_\_\_\_

-Estimated schedule of total charges for the entire educational program: \_\_\_\_\_



# Requirements for eligibility

**NOTE:** All students admitted to the institution shall possess a high school diploma or its equivalent.

## **REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE COSMETOLOGY COURSE:**

The student shall have completed “Theory and Operations” with an average grade of “C” (70%) or better.

## **GRADUATION REQUIREMENTS:**

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. The student shall receive a diploma of completion of the chosen program upon graduation from the school.

## **LICENSING REQUIREMENTS;**

The applicant must be 17 years of age or older and have completed the 10 grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.



# Admissions and Requirements

Watsonville Institute of Cosmetology will admit students who are at least 16 years of age and possess a high school diploma or its equivalent. Each applicant must complete all required forms and sign school contract in preparation for enrollment. Each applicant that has obtained a high school diploma or GED must submit a copy.

**Watsonville Institute of Cosmetology has not entered into an articulation or transfer agreement with any other college or university.**

## LANGUAGE DISCLOSURE

Watsonville Institute of Cosmetology does not recruit English as a Second Language (ESL) students, as the school does not offer instruction in English as a Second Language. However, if a student's primary language is not English, the student may bring an interpreter, when signing the enrollment contract to obtain a clear understanding of the terms and conditions of the enrollment contract in the student's primary language.

## What are the requirements to become licensed as a cosmetologist?

- Submit an appropriate application and fee.
- Is not less than 17 years of age.
- Has completed the 10th grade in the public schools of this state or its equivalent.
- Is not subject to denial pursuant to Section 480 of the Business and Professions Code (see Denial of Licenses).
- Has done any of the following:
  - Completed a course in cosmetology from a school approved by the board (1,600 hours)
  - Practiced cosmetology outside of this state for period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board
  - Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.



**What are the requirements to become licensed as a barber?**

- Submit appropriate application and fee.
- Is not less than 17 years of age.
- Has completed the 10th grade in the public schools of this state or its equivalent.



- Is not subject to denial pursuant to Section 480 of the Business and Professions Code (see Denial of Licenses).
- Has done any of the following:
  - Completed a course in barbering from a school approved by the board (1,500 hours).
  - Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
  - Practiced barbering outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.
  - Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.
  - Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

**What are the requirements to become licensed as an Esthetician?**

- Submit an appropriate application and fee.
- Is not less than 17 years of age.
- Has completed the 10th grade in the public schools of this state or its equivalent.
- Is not subject to denial pursuant to Section 480 of the Business and Professions Code (see Denial of Licenses).
- Has done any of the following:
  - Completed a course in skin care from a school approved by the board (600 hours).
  - Practiced skin care outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).





- Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section 7332).

**What are the requirements to become a licensed Nail Technician?**

- Submit an appropriate application and fee.
- Is not less than 17 years of age.
- Has completed the 10th grade in the public schools of this state or its equivalent.
- Is not subject to denial pursuant to Section 480 of the Business and Professions Code (see Denial of Licenses).
- Has done any of the following:
  - Completed a course in nail care from a school approved by the board.
  - Practiced nail care outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
  - Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332)

**NOTE:** All students admitted as regular students those who are high school graduates or holders of high school graduation equivalency certificates. Watsonville Institute of Cosmetology does not accept ability to benefit (ATB) students at this time.



# Student Services

## **Student Advising**

All instructors and staff personnel are accessible to each student for all of the following career, academic, and personal advising. The advising is sincere, friendly, and of course always confidential.

## **Housing**

The School does not maintain housing for students, nor does it make specific recommendations regarding housing, however, some accommodations are available within the local communities and information will be provided as available to the School via the Internet or media publications.

There is a apartment complex about 500 feet away from our school. The average cost per month in this is about \$1,000-\$1,200. There are also town homes for rent which range from \$2,200 to \$2,500, it is approximately a quarter mile away. There are many homes in the area as well some as close as a block away. There are many hotels within a half a mile radius, which cost range from \$30 to \$104 dollars a night .

## **Tutoring, Extra Help!**

This option is available for students who need additional instruction. See your instructor for an available time.

## **Placement Services**

Watsonville Institute of Cosmetology does not provide placement services at this time.

## **Graduation**

In order to graduate from Watsonville Institute of Cosmetology in Cosmetology, Barbering, Nail Care Course and/or Esthetics students must:

1. Successfully complete their program's course hours and practices.
2. Meet Satisfactory Progress policies of the Academy.
3. Satisfy tuition obligations/overtime charges. Watsonville Institute of Cosmetology graduation ceremony once each calendar year for graduates of all programs. Each student is awarded a diploma at the completion of his/her training program.



## **Grading system**

Academic work is calculated and grades are then awarded in order to indicate a student's level of performance. Grades are based on the quality of student's work as shown by commitment, written tests, class projects, and outside coursework. The meaning of the grade notations are:

**90-100% - above Average - A**

**80-89% - Average – B**

**70-79%- Average- C**

**Below 70% - Failing - F**

All written exams are graded by the above grade information. Practical work is graded on a pass/fail system during the first 25% of the course hours with the remaining 75% of the course graded by the grade notations above. Students must maintain a minimum average of 75% C average or higher on all written and practical work.



# Rules and Regulations

**SCHOOL RULES** (Any infraction will result in being immediately clocked out and sent home for the day.)

1. Students will show respectful behavior towards teacher and classmates at all times. Failure to do so will result in disciplinary action. (Talking out in class or talking when others are talking.)
  2. Day classes will start and the doors will close promptly at 8:37 a.m.; and night classes will start promptly at 5:37 p.m. Students who are absent for the day/night must call (831)761-3544 and leave a message that includes full name, reason for absence and phone number. Notify teacher 24 hours in advance on day of absence or a day before if you know you will be absent.
  3. Appearance must be neat and clean and becoming to someone in the beauty industry. You must wear cosmetology uniform at all time during the school time. (Black and White ONLY!) NO Logos or any type of writing. Ladies must not wear Tank tops, short skirts, shorts or any provocative clothing.
  4. Students who do not graduate by the scheduled date on the enrollment agreement will be responsible for every hour past their contracted graduation date.
  5. Cheating on written examinations and/or clinical operations is reason for immediate termination from the program.
  6. Students who refuse direction from the instructor will be removed from the school sent home and will see the School Director the next day.
  7. Each student will be assigned sanitation duties in the lab and clean-up duties each evening before leaving for the day. Students are expected to clean up around their stations after each client or procedure. Students may be asked to help cleaning up areas that they may have not used in the course of the day.
  8. Need available each day: notebooks, pencils and a POSITIVE attitude.
  9. NO FOOD OR DRINKS in the cosmetology lab or reception area.
  10. NO CHEWING GUM at any time. (Mints are acceptable).
  11. Do not enter teacher's office without permission or invitation.
  12. Telephone is for business use only and emergency situations upon the teachers consent. (Cell phones must be turned off or in vibration).
- 8. No bad language will be tolerated in the classroom.**



**9. Personal marks on the neck {hickies} are discouraged, and if detected students WILL be asked to cover it with a band-aid during class time and/or may be sent home.**

**10. Remember to clock in and out everyday.**

11. STUDENTS ARE RESPONSIBLE for the contents of their own kits. No borrowing of school supplies for home use. This is viewed as stealing.

12. Students will not accept or utilize products presented by clients.

13. Each day lab stations and chairs must be sanitized. Floor at station must be swept. All assigned duties must be completed each day. Class will be dismissed when the lab is clean.

14. Student must wear proper CLOSED SHOES. No flip-flops or sandals.

15. Students are required to wear uniform at all times without any excuse. Students are not allowed to wear SWEATS OR LEGGINGS OF ANY SORT.

16. No student shall ever refuse a client. If a student refuses to perform an assigned service the student will immediately be sent to the director. Students who refuse a client will be given one warning only. For the second offense, the student will be suspended for three days. The third offense will result in termination.

16. All day students are allowed two (2) ten (10) minute breaks, one in the morning and one in the afternoon. Night students receive one (1) fifteen (15) minute break. Students who are enrolled until 5:00 p.m. will take lunch breaks between 12:00 p.m. and 1:30 p.m. (students must sign in and out and punch in and out on the time clock). Students planning to stay less than 6 hours for the day are not allowed a lunch break.

18. Clients are the only visitors permitted on the working floor. No additional individuals (relatives, friends or children) are allowed to remain on the clinic floor or in the lobby except a parent while a child is receiving services.

**NOTE:** All students admitted as regular students those who are high school graduates or holders of high school graduation equivalency certificates. Watsonville Institute of Cosmetology does not accept ability to benefit (ATB) students at this time.

### **CELL PHONE POLICY:**

Cell Phones are not permitted at Watsonville Institute of Cosmetology. Students must turn their phones off before entering the institute. Students caught using their cell phone or texting students



will be asked to clock out and will be sent home for the day. Lost hours will result in overtime charges.



# Administrative Policies and General Policy

Academy policies have been prepared in the finest interest of both the student and the school.

**Watsonville Institute of Cosmetology reserves the right to make any changes in school policies and procedures without prior notice.** Tuition rates are subject to change, although students enrolled under specific tuition rates will have such rates honored. The school reserves the right to cancel any classes which does not have the minimum number of five students enrolled.

## **Student Records**

Student records are maintained by the school in permanent files. As a result of Section 438 of the Central Provision Act (Title IV of the Public Law 90-247), students and parents or guardians of minor children have access to their files kept by the school. Information in a student's file will not be released without written consent from the student, or legal guardian. The Director of Schools will oversee the release of all student records. Student records are to be maintained for 5 years. Transcripts are to be maintained permanently.

## **Transfer of Credits**

**NOTE:** Watsonville Institute of Cosmetology has not entered into an articulation or transfer agreement with any other college or university.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR WILL TRANSFER**

The transferability of credits you earn at Watsonville Institute of Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program (Cosmetology, Barbering, Nail Tech, Esthetician) is also at the complete discretion of the institution to which you may seek to transfer. If the 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 Watsonville Institute of Cosmetology, to determine if your certificate will transfer.



Students who are concerned with entering another school and transferring credit for programs completed in this school should first inquire at the school they plan to attend to determine whether such credits will be considered transferable. Watsonville Institute of Cosmetology cannot assure such transferability. If granted, we will provide the release proof of training until their account is paid up to date. The institution has not entered into an articulation or transfer agreement with any other college or university, as a disclosed that fact.

### **Distance Education**

Watsonville Institute of Cosmetology does not offer distance education.

### **Transfer Students**

Credit for subjects completed in an approved similar school will be accepted from students enrolling in this school. However, these subjects must have been similar in content to those offered in the course for which the student has applied.

***NOTE: Watsonville Institute of Cosmetology does not give credit to experiential learning.***

### **Termination, Probation, Dismissal Policies**

A student may be dismissed from Watsonville Institute of Cosmetology for disregarding and/or breaking school rules and policies.

Reasons are as follows:

1. Failure to meet the Academy's Satisfactory Progress Policies for attendance and grade point average. Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) On Probation, (2) Not Making Satisfactory Progress.
2. Failure to attend classes for 14 calendar days. Regardless of the average level of attendance, students who have more than four consecutive weeks of absences (30 calendar days) may be dismissed.
3. Non-payment of tuition/overtime charges.
4. Conduct deemed inappropriate by the Director.





**NOTE:** A student shall be given written notice of the reason for termination, probation, dismissal and will be provided an opportunity to appeal.

### **Standards of Conduct**

All students are expected and required to conduct themselves in keeping with the highest standards of conduct. Any inappropriate behavior which leads to the distraction of other students and class, such conduct will be considered just cause for expulsion of the student from the school.

### **Financial Information**

The Watsonville Institute of Cosmetology tuition cost for each course of study and the cost of equipment are listed. W.I.C reserves the right to set off a termination of studies for any student whose tuition account balance is not paid up to date. The student will not be allowed to resume classes until the account is brought up to date.

### **Leave of Absence**

A student may be granted a leave of absence. All leaves of absence must be submitted in writing stating the reason for and the length of time of the leave. Only the Director, can grant a leave of absence.

### **HOLIDAYS OBSERVED:**

The college is closed on New Year's Day, Independence Day, Thanksgiving (Thursday, Friday and Saturday), Christmas Eve, and Christmas Day. The college may declare additional days of closure for emergency or special reasons. Holy days of all religious beliefs are respected and observed. Hours are not scheduled on these Holidays.

### **Equal Opportunity Cosmetology School:**

Watsonville Institute of Cosmetology's policy for equal opportunity employment and affirmative action is consistent with Federal policy in that no person shall, on the grounds of race, creed, religion, color, handicap, ethnic origin, sex, age, or political affiliation be subject to discrimination in any hiring practice or activity here at the school.

**NOTE:** All students admitted as regular students those who are high school graduates or holders of high school graduation equivalency certificates. Watsonville Institute of Cosmetology does not accept ability to benefit (ATB) students at this time.



# Cancellation, Withdrawal, and Refund Policies

FOLLOWING INSTANCES CONSTITUTE AN OFFICIAL CANCELLATION OR WITHDRAWAL:

The student must exercise his/her right to cancel or withdraw on or before \_\_\_\_\_ in order to receive a full refund.

Each student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- a. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later;
- b. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
  - c. (1) The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.
  - d. (2) all amounts paid by the student in excess of what is owed is calculated and shall be refunded.
  - e. (3) Except as provided herein, all amounts that the student has paid shall be subject to refund unless the enrollment agreement and the refund policy outlined in the catalog specify amounts paid for an Registration fee not more than \$250.00. Charges for books, supplies, or equipment, will occur after the cancellation period and specify whether and under what circumstances those amounts are non- refundable. (Bureau of Private Postsecondary Education).
  - f. (4) For purposes of determining a refund under the Act and this section, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in its catalog.
- g. A student who is on an approved LEAVE OF ABSENCE notifies the school that he/she



will not be returning. The date of withdrawal shall be the last day of attendance.



Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days). A student who has not been in contact with the school, verbally or in writing, for a period of 30 days, and has not requested to be granted a Leave of Absence will be determined as to have UNOFFICIALLY Withdrawn and will be dropped, as of the 31st day, from the course and any money due shall be refunded.

In the event a program or course is canceled subsequent to a student's enrollment the institution will institute a Program Cancellation Policy whereby it will have the option to: a) Provide a full refund of all monies paid; or b) Provide completion of the program or course. If no teach-out plan is in place student shall receive a full tuition refund. CEC 94927

#### REFUND CALCULATION GUIDELINES

For students who enroll and begin classes, and withdraw anytime after the 7-day period, refunds will be calculated based upon the percentage of the number of course hours completed at the time of withdrawal to the total length of the

course less the registration fee, equipment/book fee and STRF fee (if applicable)

#### ALL TUITION DUE THE SCHOOL MUST BE PAID PRIOR TO GRADUATION OR WITHDRAWAL IN ORDER FOR THE STUDENT TO RECEIVE A DIPLOMA OR PROOF OF TRAINING DOCUMENTS

The school reserves the right to grant a refund in excess of the minimum refund due per this Policy outlined solely based upon mitigating circumstances that may have arisen and caused the student undue hardship. Each such situation will be handled on an individual basis and upon the approval of the school owner.



## **STUDENT TUITION RECOVERY FUND (STRF)**

You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

- 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 either by cash, guaranteed student loans, or personal loans, and
- Your total charges are not paid by any third-party payer, such as an employer, government program, or other payer, unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
  - You are not a California resident, or are not enrolled in a residency program, or
  - Your total charges are paid by a third party, such as an employer, government program, or other payer, and you have no separate agreement to repay the third party . (a) In addition to the statement described under subdivision (b) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

The state of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency program or attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- The school closed before the course of instruction was completed.
- The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- There was an inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

**Note:** Authority cited: Sections 94803, 94877, and 94923, Education Code. Section 94923, Education Code.



Watsonville Institute of Cosmetology will collect the STRF fee from the student (\$0 .00 for cosmetology students; \$0 .00 for barbering students; \$0 .00 for esthetics students; and \$0 .00 for nail technology students) and remit it to the BPPE .

**NOTE:** However, no claim can be paid to any student without a social security number or a taxpayer identification number.

**NOTE: PLEASE NOTE THAT THE STRF FUND FEE IS NON-REFUNDABLE**

An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

5. "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 at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370- 7589 or by fax (916) 263-1897"
6. "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](http://www.bppe.ca.gov))."



# Attendance Policy

**Students are required to attend class as scheduled.**

Interruption of theory class is never allowed. Any students who are late for class may not enter class until the end of theory or when class is scheduled to break. Students who are absent with documented reasons such as a doctor's appointment, court appearance, etc...will be allowed to make up the hours missed. All documented notes must be passed into the Instructor on the day the student returns to school. Notes received after the immediate return of the student will not be accepted. If, at any time, a student knows in advance about an absence for personal reasons, the student must receive prior approval from the director. Fourteen (14) consecutive calendar days of absence, with or without contact by the student with the director, will result in an automatic termination. Students who are absent will be expected to call the college by or before 8:00 a.m. for day students and 5:00 p.m. for night students. Upon the student's return from an absence, immediate disciplinary action will be taken. Above penalties may, at the school director's discretion, be waived if the student brings in a doctor's excuse due to illness while absent or if the student arranged the absence in advance with the School Director.

## **Approximate Start and End Dates:**

<b>2017</b>	January 08, 2017	January 06, 2018
<b>2018</b>	January 07, 2018	January 05, 2019
<b>2019</b>	January 06, 2019	January 04, 2020
<b>2020</b>	January 05, 2020	January 03, 2021



## Filing a Complaint,

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 toll-free, Fax (916) 263-1895 or by completing a complaint form, which can be obtained on the bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov) or by mail at

### Bureau for Private Postsecondary Education

P.O. Box 980818 West Sacramento CA 95798-0818

## GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances, student can use an internal process **or contact the BPPE directly at any time.**
2. If handled internally, deliver all forms to the Staff.
3. If you are unable to deliver the form to the Staff you may mail it to the Owner:  
**Ms. Audelia Andrade**  
**25 Littleway Ln**  
**Watsonville, CA 95076**
4. All grievances regardless of the nature will be turned over to the owner and reviewed.
5. The Staff will evaluate the grievance and set up an appointment with the person within five days from the receipt of the form. If the grievances are an emergency it will be addressed within 24 hours.

## Notice of Student Rights

1. You may cancel your contract for school, without and penalty or obligation by the seventh business day following your first class session as described in the Notice of Cancellation from that I will be given to at

\_\_\_\_\_

“The first class you go to “or,  
“With the first lesson in a home study or correspondence course”  
(Whichever is applicable)

A different cancellation policy applies for home study or correspondence courses. Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation from; ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask for the school for a description of the refund policy.
3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary and Vocational Education at the address and the phone number list below.

If you have any complaints, questions, or problems which you cannot work out with the school Refer to the phone numbers, website, and mailing address listed above.





A. Each institution shall designate at least one person to receive and resolve student complaints. The person (Audelia Andrade) shall:

- i. Be publicly identified in a manner designed to provide students with reasonable notice, such as in the catalog or in the
- ii. Notice of Student Rights
- iii. Be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in

B. The students are scheduled to attend the institution designated person shall have the authority and duty to do all of the following:

1. Complaints shall be investigated thoroughly, reviewing all documents and people related or possibly related to the problem
2. Reject the complaint in any reasonable manner, including the payment of a refund.
3. Record a summary of the complaint, its disposition, and the reason for the disposition; place a copy of the summary, along with any other related documents, in the students file, and make an appropriate entry in the log of student complaints.
4. If a complaint is valid, and involves a violation of law, and it is not resolved within 30 days after the complaint is first made by the student, notification will be made to the Bureau for Private Postsecondary Education, and law enforcement authorities, outlining the complaint, ensuing investigation, and the resolution or lack of thereof. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of the person's privilege under section 940 of the evidence code. If the authorized person does not provide all of the information required by this paragraph, because of a claim of privilege under section 940 of the evidence code, the school shall appoint another person, who may not lawfully claim that privilege to provide the omitted information.



5. If the complaint is valid, determine what other student(s) if any, may have also been affected by the same, or similar, circumstances and provide an appropriate remedy for those students.
6. Implement reasonable policies or procedures to avoid similar complaints in the future.
7. Communicate directly to any person in control, regarding complaints, their investigation, and resolution or lack of
8. resolution.

C. A student may lodge a complaint by communicating orally, or in writing to any teacher and/or administrator. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that persons' duty.

- A. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period, or, before the student again complains about the same matter, the School shall advise the student that a complaint must be submitted in writing, and the student shall be provided a written summary of the School's complaint procedures.
- B. If a student complains, in writing, the School shall, within ten (10) days of receiving the complaint, provide the student with a written response, including a summary of the School's investigation and disposition of said complaint. If the complaint, or relief requested by the student, is rejected, the reasons for the rejection must be provided.
- C. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the rights of the student or remedies. Any document, signed by the student, that purports to waive the student's rights and remedies, shall be considered null and void.
- D. If a student complains, in writing, the complaint shall be signed with his/her signature, or if multiple students have registered a complaint, all of those persons registering the complaint, shall sign the complaint. If, those who have registered the complaint have not signed the complaint, then the School will not address the complaint. This is to avoid rumor, and shall be considered a reasonable procedure to avoid similar complaints.



## **School Faculty:**

Aude Andrade  
Director/Instructor

In 1981, Aude's Cosmetology career began started studying cosmetology at Jon & Dee School of Cosmetology. In 1982, she earned her cosmetologist license and since has been doing hair, managing salons, and teaching. Then shortly after in 1985 she received her Barbers license. She has been a member of the California Cosmetology Association in where she took advanced classes in haircuts, nails, make-up, and customer service. Her thirty plus years of service is more than anyone could ever ask for. Her experience consists of thirty years of cosmetologist experience. This experience consisted of cuts, perms, styling, tints, cleaning, and reception duties. She worked at Regis Hair salon as a hairstylist. In 1991, she opened up her own hair salon Aude's Hair Design. Some of her new duties consisted of permit, licenses, bookkeeping, and inventory. She continued life as a stylist and a salon owner for twenty years. During this time she got a job offer from Shoreline Beauty School teaching cosmetology to a class of 30 diverse students. She taught there for two years. She had the opportunity to teach, implement, and create curriculum that consisted of primarily cosmetology.

## **Location where classes will be held:**

Crestview Shopping Center

Watsonville Institute of Cosmetology

1414 Freedom Blvd

Watsonville Ca, 95076

(831)761-3544

[Watsonvilleinstituteofcosmetology.com](http://Watsonvilleinstituteofcosmetology.com)

## **Closure:**

Thank you, for considering Watsonville Institute of Cosmetology as your future school. We encourage you to review this catalog prior to signing your contract. Any questions a student may have regarding this catalog that have not been answered you may direct your questions to the Director of the institution. Thank you, we hope that here at Watsonville Institute of Cosmetology we can help you on your journey on becoming a future professional in the beauty industry.

