

HOSS LEE ACADEMY



CATALOG

May 18, 2026 – December 31, 2027

Main Campus: 200 Whyte Avenue, Roseville, CA 95661

Additional Classroom Space/Satellite Location: 8491 Auburn Blvd., Citrus Heights, CA 95610

P: 916 726-5577, F: 916-726-3213 | www.hossleeacademy.com

As of July 1, 2026

TABLE OF CONTENTS

TABLE OF CONTENTS.....	1
General Information	4
<i>Mission & Objectives</i>	<i>4</i>
<i>Accreditation</i>	<i>4</i>
<i>State Authorization</i>	<i>4</i>
<i>Location, Facilities, and Equipment</i>	<i>4</i>
<i>Hoss Lee Academy Holidays, Operational Hours, and Class Hours</i>	<i>5</i>
<i>Absence, Illness, or Emergency</i>	<i>6</i>
Admissions	7
<i>Course Start Dates</i>	<i>7</i>
<i>Admissions Policy and Procedure</i>	<i>7</i>
<i>Transfer of Credit</i>	<i>9</i>
PROGRAMS/COURSES	9
<i>Cosmetology</i>	<i>10</i>
<i>Esthetics</i>	<i>14</i>
Tuition & Fees	18
<i>Cosmetology: 1,000 Hours</i>	<i>18</i>
<i>Esthetics: 600 Hours</i>	<i>18</i>
<i>Additional Fees, If Applicable</i>	<i>19</i>
<i>Methods & Terms of Payment</i>	<i>19</i>
<i>Student Tuition Recovery Fund</i>	<i>20</i>
<i>Financial Aid</i>	<i>20</i>
Cancellation and Refund Policy	24
<i>STUDENT'S RIGHT TO CANCEL</i>	<i>24</i>
<i>WITHDRAWAL FROM THE PROGRAM</i>	<i>24</i>
<i>RETURN TO TITLE IV FUNDS (R2T4)</i>	<i>25</i>
Academic Policies	31
<i>Satisfactory Academic Progress</i>	<i>31</i>
<i>Qualitative Standard</i>	<i>31</i>
<i>Quantitative Standard</i>	<i>32</i>
<i>Attendance</i>	<i>33</i>
<i>Applied Effort Cards</i>	<i>35</i>

<i>Leave of Absence (Temporary Interruptions)</i>	35
<i>Warning</i>	36
<i>Probation</i>	36
<i>Appeal Procedure</i>	37
<i>Reestablishing Satisfactory Academic Progress</i>	37
<i>Reestablishing Financial Aid</i>	37
<i>Effect of Satisfactory Academic Progress on Interruptions, Withdrawals, and Re-Entries</i>	37
<i>Re-Entries</i>	37
<i>Graduation Requirements</i>	37
<i>Withdrawal</i>	38
Student Services	38
<i>Academic Advising</i>	38
<i>Outside Education/Extra-Curricular Activity Hours (Additional Training Hours)</i>	39
<i>Honors Externship Program – Cosmetology Students</i>	39
<i>Learning Resources</i>	40
<i>Placement Services</i>	40
<i>Student Records and File Retention</i>	41
<i>Parking</i>	43
<i>Lost or Stolen Articles</i>	43
<i>Grievance Policy</i>	43
Conduct and Disciplinary Policies	44
General Policies	48
<i>Dress Code</i>	48
<i>Food and Drinks</i>	48
<i>Cell Phones</i>	49
<i>Phone Calls</i>	49
<i>Client Services</i>	49
<i>Personal Services and Student Retail Discount</i>	49
Ownership, Administrative Staff, and Instructors	50
<i>Ownership</i>	50
<i>Management</i>	50
<i>Staff</i>	51
<i>Educators/Instructors</i>	51
<i>Consumer Information</i>	52

<i>Veteran Policy Statements</i>	<i>56</i>
SAMPLE FORMS	58
<i>Student Grievance Form</i>	<i>58</i>
<i>Authorization Form – Release of Information.....</i>	<i>59</i>

General Information

Mission & Objectives

Hoss Lee Academy's mission is to provide a quality postsecondary education with an emphasis on the required business skills needed to create a long, successful career, that includes preparing the graduate for licensure and job entry-level skills.

Accreditation

Hoss Lee Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), located at 3015 Calvin Street, Alexandria, VA 22314. Phone: 703.600.7600, Fax: 703.379.2200.

State Authorization

Hoss Lee Academy is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Hoss Lee Academy programs, also known as courses, are approved by the California State Board of Barbering and Cosmetology, located at: 1625 N. Market Blvd., Suite 202, Sacramento, CA 95834. Phone: 800.952.5210, Fax: 916.575.7281.

Location, Facilities, and Equipment

Residential instruction is conducted at the main campus located at 200 Whyte Avenue, Roseville, CA 95661.

The first floor of the facility is designated as the Senior Floor. It includes the Esthetics Treatment Room equipped with four facial couches and one waxing table, a reception area, the advanced Esthetics freshman classroom with six facial beds, a multi-purpose classroom, and an administrative office. Reference books are also housed on this level. Additionally, the first floor contains 44 cosmetology stations, 38 rolling portable stations, seven shampoo bowls, two sit-down hair dryers, a lab area, a separate classroom space, a public drinking fountain, two bathrooms, hot and cold running water, and a laundry area with one washer and two dryers. Back-bar supplies are stored in the lab area and behind the reception desk. Retail products are displayed in the waiting area for public viewing.

The second floor includes a multi-purpose classroom, an Esthetics classroom, a break area, and two bathrooms. These classrooms are equipped with whiteboards, student tables and chairs, storage cabinets, and a comprehensive library of videos, DVDs, and books available at all times.

The Esthetics Classroom on the second floor also features a whiteboard, student tables and chairs, a massage bed, storage for esthetics back-bar supplies, and an expanded library of videos, DVDs, magazines, and books for ready reference.

The entire campus building measures 7,350 square feet, with 4,200 square feet on the first floor and 3,150 square feet on the second floor. Maximum occupancy is approximately 154 individuals. All floor space is used efficiently. The Senior Floor is accessible to individuals with disabilities, and the second floor offers ample room for both the Multi-purpose and Esthetics Classrooms.

Hoss Lee Academy is designed to support effective instructional delivery. The Esthetics Treatment Room, located on the first floor in a private enclosed area, is dedicated exclusively to practical training.

In addition to the main campus, Hoss Lee Academy provides residential cosmetology freshman instruction at a satellite classroom located less than ¼ mile away, at 8491 Auburn Blvd., Citrus Heights, CA 95610. This 900-square-foot facility includes 15 cosmetology stations, three shampoo bowls, a sink, a washer and dryer, a refrigerator, a break area, a restroom, and hot and cold running water. Maximum occupancy is approximately number individuals.

Both locations provide the following:

- Sanitary drinking water
- Sanitary lavatories with hot and cold running water
- Maintained and operable fire extinguishers
- Adequate electrical service to support school operations
- Posted emergency evacuation plans known to staff and students

Hoss Lee Academy Holidays, Operational Hours, and Class Hours

Hoss Lee Academy observes the following holidays: New Year's Eve, New Year's Day, the Saturday before Presidents Day, the Saturday before Memorial Day, July 4th, the Saturday before Labor Day, Thanksgiving Day, the Friday and Saturday after Thanksgiving, Christmas Eve, Christmas Day, and the day after Christmas. We reserve the right to observe additional days or close for an extended holiday weekend at the discretion of the School Owner.

Administrative Hours:

Tuesday – Saturday: 8:30 am to 4:00 pm.

Financial Aid Office Hours:

In-Person is Tuesday - Thursday from 8:30 am – 4:00 pm.

Remote is on Monday and Friday, is 8:30 am – 1:30 pm.

Hoss Lee Academy will close at 1:30 pm on the first Tuesday of each month for a staff in-service day. This time does not count against the students' allotted time off.

Orientation: Before the first day of training, students will attend an orientation session. Orientation will cover school policies and rules to comply with local, state, and federal regulations and policies.

Student Schedule: Tuesday through Saturday, 8:30 am to 4:00 pm

Class Schedule: Tuesday – Saturday is 8:30 am to 4:00 pm

Students are permitted one schedule change per enrollment and must be submitted via Prestige on the Change of Contract – Request for Schedule Change form.

Freshman Schedule		
	Full-Time Students	Part-Time Students
8:30 am – 10:30 am	Morning lecture or demo. All students must be in class with all supplies & homework by 8:30 am.	Morning lecture or demo. All students must be in class with all supplies & homework by 8:30 am.
10:30 am – 10:45 am	Morning Break: All students are required to clock in and out for their breaks.	Morning Break: All students are required to clock in and out for their breaks.
10:45 am – 1:30 pm	Freshmen Training Class	Freshmen Training Class 1:15 pm: Sanitation and Timecard Maintenance

Freshman Schedule		
	Full-Time Students	Part-Time Students
1:30 pm to 2:00 pm	Lunch Break: All students are required to clock in and out for their lunch.	Part-time students leave at 1:30 pm.
2:45 pm to 3:00 pm	Afternoon Break: All students are required to clock in and out for their breaks.	
3:00 pm to 3:45 pm	Freshman Training Class	
3:45 pm to 4:00 pm	Sanitation and Timecard Maintenance	

Senior Schedule		
	Full-Time Students	Part-Time Students
8:30 am	School and all classes start at 8:30 am. All students must be in class with all supplies & homework by 8:30 am.	School and all classes start at 8:30 am. All students must be in class with all supplies & homework by 8:30 am.
8:30 am to 8:45 am (Saturday)	Morning Huddle	Morning Huddle
8:30 am – 10:30 am (Tuesday – Friday) 8:45 am – 10:30 am (Saturday)	Assigned Class, Lab, or Practical Operations on the salon/spa floor.	Assigned Class, Lab, or Practical Operations on the salon/spa floor.
10:30 am – 10:45 am	Morning Break: All students are required to clock in and out for their breaks.	Morning Break: All students are required to clock in and out for their breaks.
10:45 pm – 12:30 pm (Full-time) 10:45 am – 1:00 pm (Part-time)	Continuing Lab or Practical Operations on the salon/spa floor.	Continuing Lab or Practical Operations on the salon/spa floor.
12:30 pm – 1:00 pm if in Theory Rotation or 1:30 pm – 2:00 pm if not in Theory Rotation	Lunch Break: All students are required to clock in and out for their lunch.	
1:00 pm to 2:45 pm	Assigned Class, Lab, or Practical Operations on salon/spa floor.	
2:45 pm – 3:00 pm	Afternoon break: All students are required to clock in and out for their breaks.	Part-time students leave at 1:30 p.m. 1:15 pm: Sanitation and Timecard Maintenance
3:00 pm to 3:45 pm	Continuing Lab or Practical Operations on the salon/spa floor.	
3:45 pm to 4:00 pm	Sanitation and Timecard Maintenance	

Absence, Illness, or Emergency

To report an absence, illness, or emergency, please call or send an email to: (916) 726-5577, (916) 726-4247, or send a New Student Absence Notification Form on Prestige by 8:30AM to avoid an Attendance Violation.

Admissions

Course Start Dates

Prospective students can apply for admission at any time and are encouraged to do so at the time of interest, if a specific start date is desired.

2026 Cosmetology and Esthetics course start dates:

January 6, February 10, March 17, April 21, May 26, Jun 30, August 4, September 8, October 13, and November 17.

Admissions Policy and Procedure

Policy:

New prospective students:

- Must be a citizen of the United States, U.S. Permanent Resident, or other Eligible Noncitizen
- Applicants must have a Social Security card or an Individual Taxpayer Identification Number (ITIN) for the school to copy. Students admitted with an ITIN are not eligible for Title IV Federal Financial Aid.
- Applicants must have a high school diploma or its equivalent.
Hoss Lee Academy will accept as a recognized equivalent of secondary education a GED with official passing results of the California High School Proficiency Exam, an academic transcript or diploma indicating successful completion of a postsecondary degree, or evidence of completion of home schooling that state law treats as a home or private school. If the state issues a credential for homeschooling, maintain this credential.
- All foreign diplomas must be translated into English and evaluated by a member of the National Association of Credential Evaluation Service (NACES) to determine equivalency to a U.S. High School. Third-party evaluators can be found at: <https://www.naces.org/members>.
- Applicants must also take and pass the Hoss Lee Entrance Exam with a grade of 75% or better before enrolling. The test is administered by staff. If you fail, you may retake the test upon review with our admissions coordinator. You must wait one year to retake the test if you fail a second time.

Procedure:

Admission procedures include meeting with a school representative to review career goals, courses offered, school policies and procedures (school catalog), the school performance fact sheet, and graduation requirements. Each prospective student must provide all documentation required in the Admissions policies.

Health And Physical Considerations:

Cosmetology and esthetics professionals should be in good physical condition, as the work often requires extended periods of standing, walking, pushing, bending, stretching, and climbing stairs. Prospective applicants should carefully consider any physical limitations when selecting a career in these fields.

If a student experiences an injury, or ongoing ailment, that affects their ability to meet the physical requirements of the course, they may be required to take a Leave of Absence (LOA) until their medical professional provides a full medical release. If partial accommodations are needed, and the physical requirements of the course can still be met, the medical professional must provide the specifics and timeframe these are needed.

Essential Career Considerations / Requirements:

Applicants interested in pursuing a career in cosmetology or a related field should consider all aspects of such a decision. People who want to become professionals in the beauty industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.

3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

In addition, prospective students should be aware that:

1. The work of a licensed professional in the cosmetology/barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Estheticians will spend a significant amount of time standing to complete facial services and body treatments, waxing, or makeup services. Nail technicians will spend long hours sitting at a nail technician's station. Instructors will spend long hours standing while teaching and walking to monitor their classrooms/clinic areas.
2. A personal investment may be required for advertising and promotions, such as printing business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).

Ability to Benefit:

Hoss Lee Academy does not admit students under Ability to Benefit.

Statement of non-discrimination:

No person shall be denied admission, graduation or any other rights and privileges on the basis of sex, race, religion, age, color, ethnic origin, or sexual orientation.

Students with Disabilities Policy:

Hoss Lee Academy complies with the Americans with Disabilities Act of 1990; the school facility is wheelchair accessible. The school does not offer a Comprehensive Transition Postsecondary Program for students with intellectual disabilities. Auxiliary aids and services are available upon request to individuals with disabilities. Call 711 for relay services.

Evaluating the Validity of High School Diplomas:

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self- certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

Hoss Lee Academy does not offer visa services to prospective students from other countries or English language services. Hoss Lee Academy does not offer English as a Second Language instruction. All instruction occurs in English. English language proficiency is documented by:

1. The admissions interview
2. Receipt of prior education documentation
3. Passing the entrance exam

Transfer of Credit

Hours:

- Hoss Lee Academy does not accept credit for prior hours of training from an outside school.
- Hoss Lee Academy will only accept transfer hours between courses taken at Hoss Lee Academy.
- Transfer students must have their balance paid in full for their previous course to transfer.
- Credit will be granted based on review and approval of each request.
- All transferring students must meet our graduation requirements – all assessments will be completed.
- Transfer hours accepted will be considered to be both scheduled and completed hours and will be applicable to the maximum time frame and allotted time off calculation.
- Transfer hours will only be granted during the enrollment process. You may not amend your contract after enrollment to allow for transfer hours.

For All Transfer Students:

Students may appeal the decision of what they are granted in writing within 7 days of receiving their initial progress report. If successful, students will receive additional credit. If not, they will be notified in writing that the credit will remain the same.

Hoss Lee Academy does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

Articulation/Transfer Agreement:

Hoss Lee Academy has not entered into any articulation or transfer agreement with any other school.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Hoss Lee Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the proof of training document you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or proof of training document 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 Hoss Lee Academy to determine if your credits or proof of training document will transfer.

PROGRAMS/COURSES

Physical Demands: Cosmetologists should be aware that they will be standing, mostly in one spot, for long periods of time and doing considerable bending from the waist. People with back, foot, leg, and wrist problems would be wise to consult their physicians before entering the field. Estheticians would have similar considerations, though most of their services are given from a sitting position.

Safety Requirements: Safety requirements are repeatedly taught to students throughout their training before they are allowed to participate in each service. Always remember ASAP – Assemble, Sanitize, Analyze, and Patron Protection. Closed toed shoes, rubber gloves, sanek strips, SMA's, shampoo capes, and comb-out drapes are also used for both patron/student safety and protection. The basic elements of electricity and chemical reactions are taught in all freshman segments of each course to ensure patron protection.

Course Name:	Cosmetology
Course Length:	1,000 Hours Full-time: 6.5 months Part-time: 8.5 months
Delivery Method:	Residential Class format may include demonstrations, lectures, discussions, classroom participation, guest speakers, audiovisuals, and weekly examinations. Technical instruction shall consist of lectures, demonstrations, classroom participation, and practical examinations.
Textbook and Materials:	▪ Milady's Theory Workbook ▪ Milady's Practical Workbook ▪ Chromebook ▪ Student Kit
Cumulative Final Exam:	Yes
Graduation Document:	Proof of Training
Classification of Instructional Programs (CIP) Code:	12.0401 Cosmetology/Cosmetologist General
Licensure Required for Employment:	Requirements for licensure: • Applicants must be at least 17 years of age • Applicant must have completed the tenth grade or its equivalent • Applicant must have completed all requirements and clock hours for the prescribed course with a Proof of Training document from our school • Applicants must submit the required State Board forms for the examination and pay all required fees • Student identification must match your Proof of Training document exactly • Each applicant must have proper identification and a valid Social Security number Students who have any criminal convictions (felony or misdemeanor) will be subject to review by the Board of Barbering and Cosmetology according to California Business and Professions Code §480. Applicants must submit court documentation for all convictions and sentencing. Also include a personal statement explaining the crime, sentencing, and rehabilitation efforts. If you do not provide all documentation, processing of your application will be delayed. California Business and Professions Code §480 (a) The board may deny a license regulated by this code on the grounds that the applicant has one of the following: (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of §1203.4 of the Penal Code. (2) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself, herself, another, or substantially injure another. (3) (A) Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. (B) The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made. (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a

Course Name:	Cosmetology
	certificate of rehabilitation under Chapter 3.5 (commencing with §4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all the applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of §482. (c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for the license. For more information, you may contact: Department of Consumer Affairs, Board of Barbering and Cosmetology, 1625 N. Market Blvd., Suite 202, Sacramento, CA 95834 (800) 952-5210.
Standard Occupational Code (SOC):	39-5012.00 Hairdressers, Hairstylists, and Cosmetologists
Potential Employment Titles:	Beautician, Cosmetologist, Hairdresser, Hair Stylist, Hairdresser, Hairstylist, Stylist

Course Description:

The Cosmetology course consists of 1,000 hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Article 7, Title 16, Division 9 of the California Code of Regulations, Board of Barbering and Cosmetology, §950.2. The technical instruction means the theory that is taught to perform the practical operations of cosmetology. The practical operations mean the actual performance by the student.

Course Objective:

The objective is to offer a successful course to prepare graduates for licensure by the California State Board of Cosmetology, along with the necessary business skills to obtain entry-level employment in the cosmetology industry.

Subjects	Theory	Practical
Technical Instruction and Practical Training in Hair Dressing	Total: 400 Hours	
Hairstyling		
Permanent Waving & Chemical Straightening		
Hair Coloring & Bleaching		
Haircutting		
Technical Instruction in Health and Safety	Total: 200 Hours	
Acts & Rules		
Health & Safety Considerations		
Disinfection & Sanitation		
Anatomy & Physiology		
Technical Instruction and Practical Training in Esthetics	Total: 200 Hours	
Manual, Electrical & Chemical Facials		
Eyebrow Beautification & Makeup		
Eyelash Application and Perming		

Technical Instruction & Practical Training in Manicuring & Pedicuring	Total: 100 Hours	
Manicuring & Pedicuring		
Artificial Nails & Wraps		
Course Total:	1,000 Hours	

Subject Descriptions:

I. Two concepts (technical and practical), with a total of 400 hours in Hair Dressing, will be taught and are required.

- a. **Hairstyling** – This subject covers techniques in hair analysis, i.e., hair texture, density, porosity, elasticity, growth patterns, dry hair and scalp, or oily hair and scalp. The student will also learn proper techniques for shampooing the hair, wet hairstyling basics, finger waving, pin curls, roller curls, comb-out techniques, hair wrapping, blow-dry styling, thermal styling, thermal hair straightening, and styling long hair.

A minimum of 90 practical operations is to be completed.

- b. **Permanent Waving and Chemical Straightening** – These two subjects involve different objectives; however, the services are quite similar. The student will be taught the essential two-step process of permanent waving, the physical changes, and the chemical changes. Students will be taught all the essential elements of hair analysis prior to the procedure of permanent waving, permanent waving, including what a perm wrap is, the types of rods used, the essentials of end wraps and wrapping techniques, sectioning a perm, base placement and direction, the chemistry of permanent waving, explanation of reduction reaction, the types of permanent waves available for salon use, all safety precautions used in permanent waving, and permanent waving procedures. A minimum of 30 practical operations to be completed.

Students will also learn about all aspects of chemical straightening, which involves the understanding of the most common types of chemical straighteners, hair analysis, the nature of curly hair, thio relaxers, hydroxide relaxers, guanidine hydroxide relaxers, low-ph relaxers, thermal ionic reconstructors, base and no-base relaxers, relaxer strengths-chemical hair-relaxing procedures, virgin hydroxide relaxers, as well as touch ups.

A minimum of 10 practical operations to be completed.

- c. **Hair Coloring and Bleaching** – In this portion of the course the student will learn and will be able to identify the principles of color theory and be able to relate them to hair color, explain the level and tone in formulating hair color as well as the role it plays, list the four basic categories of hair color, explain their chemical effects on the hair, what developers and toners are, and be able to give examples of their use. The bleaching portion of the study enables the student to explain the action of hair lighteners.

The students are taught in depth on conducting client consultations, keeping records on client cards for chemical treatments, understanding release statements and the release of liability form, performing the patch test and the preliminary strand test. Safety precautions are always taught and practiced in each client service.

A minimum of 36 practical operations to be completed.

- d. **Haircutting** –The basic principles of haircutting are taught in this section of study. At the end of this section, the student will be able to identify reference points on the head form and understand their role in haircutting. Defining angles, elevations, and guidelines is taught. The student will be able to list the factors involved in a successful client consultation, be able to demonstrate the safe and proper use of the various tools of haircutting,

demonstrate mastery of twelve basic haircuts, and demonstrate mastery of other haircutting techniques. The proper use of the haircutting tools, the body position, and, as always, safety are taught.

A minimum of 36 practical operations to be completed.

II. Technical Instruction in Health and Safety are taught with a required 200 Hours.

- a. Laws and Regulations** – The State of California Department of Consumer Affairs' subdivision Board of Barbering and Cosmetology has issued The Barbering and Cosmetology Act along with the Rules and Regulations, which include all amendments through January 1, 2004, as well as regulations found in Title 16, Division 9, of the California Code of Regulations. Each student is issued these rules and regulations, and instruction in the rules and regulations is incorporated in classroom theory classes and practiced on the student floor.
- b. Health and Safety Considerations** – The Department of Consumer Affairs' Board of Barbering and Cosmetology has issued a Health and Safety Guideline booklet for all Cosmetology students' scope of practice. Each student receives this booklet and is taught in detail the laws of the State of California pertaining to health and safety in the salon/spa environment. Issues from federal agencies are also stressed. The student is taught about the Occupational Safety and Health Administration (OSHA), Material Safety Data Sheets (MSDS), and the Environmental Protection Agency (EPA). Each of these agencies was created to protect the public from diseases and contamination that are potentially hazardous to the general population. After the student is taught about the health and safety considerations in the salon/spa environment, these concepts are continually practiced on the freshman and senior floors at all times.
- c. Disinfection and Sanitation** – The elements of disinfection and sanitation will be taught to include proper hand washing; sweeping hair off the floor, chair, and work station; draping the client; sanitizing implements and tools; replacing blades; maintaining shears; and performing complete sanitation of the workstation after each client. In addition to these topics, the act of pre-service sanitation is taught, including the correct way of washing instruments, properly rinsing implements in water, immersing implements in disinfectant solution for the required time allotted, washing hands with liquid soap, and properly drying and storing implements.
- d. Anatomy and Physiology** – The learning objectives that are taught to the students in this section are explanation of the importance of anatomy and physiology to the cosmetology profession, description of cells, their structure and their reproduction, definition of tissues, and identification of the types of tissues found in the body. Upon completion of this section of study, the student will be able to define all areas listed above as well as name the 10 main body systems and explain their basic functions.

III. Technical Instruction and Practical Training in Esthetics are taught with a required 200 hours.

- a. Manual and Chemical Facials** – In order for the student to understand the benefits of these different types of facials, the student must first learn the various skin types and conditions, understand contraindications and the use of health screening forms to safely perform facial treatments, be able to identify the various types of massage movements and their physiological effects, be able to describe the different types of products used in facial treatments and understand the basic types of electrical equipment used in facial treatments, and be able to demonstrate the procedure for a basic facial.

The student will learn the basic massage/manipulations for manual facials as well as cleansing techniques, masks, and facial equipment used. Chest, back, and neck manipulations will be taught additionally. Several contraindications are strictly adhered to protect the client; consequently, the client's medical history as a work-up is taught. For these basic types of facials, it is imperative that each student understand the necessity of record-keeping on each client. Client cards will be used and stored for continuous use.

According to The Board of Barbering and Cosmetology, Rules and Regulations, Article 12, §992 skin peeling is limited to the uppermost living layer of facial skin can be removed and may be performed only for beautification purposes.

A minimum of 30 practical operations to be completed.

- b. **eyebrow Beautification and Makeup** – Eyebrow beautification is taught to the students as a temporary hair removal operation. This section addresses the practices of shaving, tweezing, electronic tweezers, epilators, and depilatories. Client consultations are required before any procedure is performed.

The students' objectives for makeup will include the description of the various types of cosmetics and their uses, demonstrations in cosmetic color theory, demonstrations in basic makeup procedures for any occasion, identification of the different facial types, demonstration procedures for basic corrective makeup, demonstration of the application and removal of artificial lashes, and safety measures to be followed during makeup application. At the end of this section, the student should be able to demonstrate and explain all of these procedures.

A minimum of 20 practical operations is to be completed.

IV. Technical Instruction and Practical Training in Manicuring and Pedicuring are taught with a required 100 Hours.

- a. **Manicuring and Pedicuring** – Students are taught the identification of the four types of nail implements and tools required for manicures and pedicures, the correct and safe handling of nail implements and tools, nail analysis, proper set-up of the manicure/pedicure table, identification of basic nail types, the correct application of nail polish and conditioning oils, hand and arm massage movements, foot massage, paraffin-wax treatments, and the display of all sanitation, disinfection, and safety requirements essential to all equipment and nail and hand care services.

A minimum of 15 practical operations is to be completed.

- b. **Artificial Nails and Wraps** – Students are taught the identification of the three types of nail tips, the supplies that are needed and why, demonstrations of the proper procedures and precautions used in applying nail tips and their removal, identification of four kinds of nail wraps and what they are used for, the benefits of using silk, linen, fiberglass, and paper wraps, demonstrations of proper procedures and precautions used in fabric wrap application, the maintenance involved in fabric wraps, their repairs and removal, the definitions of no-light gels and the proper procedure for applying no-light gels.

A minimum of 60 practical operations to be completed.

Course Name:	Esthetics
Course Length:	600 Hours Full-time: 5 months Part-time: 6 months
Delivery Method:	Residential Class format may include demonstrations, lectures, discussions, classroom participation, guest speakers, audiovisuals, and weekly examinations. Technical instruction shall consist of lectures, demonstrations, classroom participation, and practical examinations.

Course Name:	Esthetics
Textbook and Materials:	▪ Milady's Standard Edition of Esthetics ▪ Milady's Theory Workbook ▪ Chromebook ▪ Student Kit(s)
Cumulative Final Exam:	Yes
Graduation Document:	Proof of Training
Classification of Instructional Programs (CIP) Code:	12.0409 Aesthetician/Esthetician and Skin Care Specialist
Licensure Required for Employment:	Requirements for licensure: • Applicants must be at least 17 years of age • Applicant must have completed the tenth grade or its equivalent • Applicant must have completed all requirements and clock hours for the prescribed course with a Proof of Training document from our school • Applicants must submit the required State Board forms for the examination and pay all required fees • Student identification must match your Proof of Training document exactly • Each applicant must have proper identification and a valid Social Security number Students who have any criminal convictions (felony or misdemeanor) will be subject to review by the Board of Barbering and Cosmetology according to California Business and Professions Code §480. Applicants must submit court documentation for all convictions and sentencing. Also include a personal statement explaining the crime, sentencing, and rehabilitation efforts. If you do not provide all documentation, processing of your application will be delayed. California Business and Professions Code §480 (a) The board may deny a license regulated by this code on the grounds that the applicant has one of the following: (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action that a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of §1203.4 of the Penal Code. (2) Done any act involving dishonesty, fraud, or deceit with the intent to substantially benefit himself, herself, another, or substantially injure another. (3) (A) Done any act that if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. (B) The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions, or duties of the business or profession for which application is made. (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he or she has been convicted of a felony if he or she has obtained a certificate of rehabilitation under Chapter 3.5 (commencing with §4852.01) of Title 6 of Part 3 of the Penal Code or that he or she has been convicted of a misdemeanor if he or she has met all the applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of §482. (c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for the license. For more information, you may contact: Department of Consumer Affairs, Board of

Course Name:	Esthetics
	Barbering and Cosmetology, 1625 N. Market Blvd., Suite 202, Sacramento, CA 95834 (800) 952-5210.
Standard Occupational Code (SOC):	39-5094.00 Skincare Specialists
Potential Employment Titles:	Aesthetician, Clinical Esthetician, Electrologist, Esthetician, Facialist, Medical Esthetician, Skin Therapist, Skincare Specialist, Skincare Therapist, Spa Technician (Spa Tech)

Course Description:

The esthetics course consists of 600 hours of technical instruction and practical training covering all practices constituting the art of esthetics pursuant to Article 7, Title 16, Division 9 of the California Code of Regulations, the Board of Barbering and Cosmetology, §950.3. The technical instruction means the theory that is taught to perform the practical operations of esthetics. The practical operations mean the actual performance by the student.

Course Objective:

The objective is to offer a successful course to prepare graduates for licensure by the California State Board of Cosmetology, along with the necessary business skills to obtain entry-level employment in the esthetics industry.

Subjects	Theory	Practical
Technical Instruction & Practical Training in Facials	Total: 350 Hours	
Manual, Electrical & Chemical Facials		
Preparation		
Technical Instruction in Health & Safety are taught	Total: 200 Hours	
Acts and Rules		
Health & Safety Considerations		
Disinfection & Sanitation		
Anatomy & Physiology		
Technical Instruction & Practical Training in Hair Removal and Makeup	Total: 50 Hours	
Eyebrow Beautification		
Makeup		
Eyelash Application and Perming		
Course Total:	600 Hours	

Subject Descriptions:

I. Technical Instruction and Practical Training in Facials are taught with a required 350 Hours.

- a. Manual, Electrical, and Chemical Facials** - In order for the student to understand the benefits of these different types of facials, the student must first learn the various skin types and conditions, understand contraindications and the use of health screening forms to safely perform facial treatments, be able to identify the various types

of massage movements and their physiological effects, be able to describe the different types of products used in facial treatments and understand the basic types of electrical equipment used in facial treatments, and be able to demonstrate the procedure for a basic facial.

The student will learn the basic massage/manipulations for manual facials as well as cleansing techniques, masks, and facial equipment used. Chest, back, and neck manipulations will be taught additionally. Electrical facials will include the use of an electrode as an applicator for directing electric current from machine to client's face. Several contraindications are strictly adhered to protect the client; consequently, the client's medical history as a work-up is taught. Chemical facials will be taught to include chemical peels, masks, moisturizers, and scrubs. For these three basic types of facials, it is imperative that each student understand the necessity of record-keeping on each client. Client cards will be used and stored for continuous use.

According to The Board of Barbering and Cosmetology, Rules and Regulations, Article 12, §992 skin peeling is limited to the uppermost living layer of facial skin can be removed and may be performed only for beautification purposes.

A minimum of 140 practical operations is to be completed.

- b. Preparation** – With the preparation process for all facials, the Esthetics students will learn about room setup, meeting and greeting their clients, product and supply checklists, preparing and draping the client for facials, skin analysis, and facial contraindications, and proper client record keeping.

II. Technical Instruction in Health and Safety is taught with a required 200 Hours.

- a. Laws and Regulations** – 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.
- b. Health and Safety Considerations** - The Department of Consumer Affairs' Board of Barbering and Cosmetology has issued a Health and Safety Guideline booklet for all Esthetics students' scope of practice. Each student receives this booklet and is taught in detail the laws of the State of California pertaining to health and safety in the salon/spa environment. Issues from federal agencies are also stressed. The student is also taught about the Occupational Safety and Health Administration (OSHA), Material Safety Data Sheets (MSDS), the Federal Food and Drug Administration (FDA), and the Environmental Protection Agency (EPA). Each of these agencies was created to protect the public from diseases and contamination that are potentially hazardous to the general population. After the student is taught about the health and safety considerations in the salon/spa environment, these concepts are practiced on the freshman and senior floors at all times. Given the use of electrical equipment in the practice of esthetics, electrical equipment training and safety are also taught and enforced. The principles of infection and infection control are taught along with the principles of prevention, sanitation, disinfection, sterilization, disinfectant safety, cross-contamination prevention, and selection of the proper linens for draping.
- c. Sanitation and Disinfection** – All methods of sanitation and disinfection are taught with the utmost concern for all students. Universal precautions are discussed, and the principles of infection and infection control are taught along with the principles of prevention, sanitation, disinfection, sterilization, disinfectant safety, cross-contamination prevention, and selection of the proper linens for draping.
- d. Anatomy and Physiology** – Students will be taught the basic structures of the human body, what each structure is made up of, and the functions and activities of each structure. The science of the structure of organisms and their parts, along with the study of the tiny structures found in living tissue (microscopic anatomy) will also be taught. The primary focus will be on the muscles, bones, nerves, and circulation of the head, neck, arms, and hands. Students will ultimately be taught skin analysis and be able to identify skin types, conditions and their causes, effects of the sun and UV rays on the skin, healthy habits for skin, treatment contraindications, client consultation, and completion of skin analysis charts.

Student Tuition Recovery Fund	\$0.00 for every \$1,000.00, rounded to the nearest \$1,000.00.	\$0.00
Kit	Non-refundable after the cancellation period.	\$2104.57
Textbooks	Non-refundable after the cancellation period.	\$941.10
Tuition		\$8,550.00
Part-Time Tuition Schedule Fee		\$1,000.00
Total Charges		
Estimated charges for the period of attendance and the entire course. All charges are the responsibility of the person who signed the enrollment agreement, unless training is being paid by a third party, and in that case, the third party is responsible for all charges.		Full-Time Schedule: \$11,695.67 Part-Time Schedule: \$12,695.67

Additional Fees, If Applicable

- Additional training hours that are beyond 1100 hours for Cosmetology and 660 hours for Esthetics will be charged at:
 - Cosmetology: \$14.25 per hour
 - Esthetics: \$14.25 per hour

Methods & Terms of Payment

At the time of application, each student must submit a non-refundable \$100.00 application fee. All required fees, excluding the part-time fee, if applicable, must be paid before or on the first day of the first class, except tuition (including application, textbooks, and kit fees).

Students may choose to pay all tuition and fees in full after acceptance and enrollment, provided that the start date of the first-class session is disclosed in the enrollment agreement.

Students who obtain a loan to finance their education are responsible for repaying the full loan amount plus interest, minus any applicable refunds.

Monthly payments under the payment plan are due on the first (1st) day of each month. A late fee will be assessed for any payment received after the 5th day of the month, as outlined under “Additional Fees, if applicable.” Students agree to pay any collection and/or court costs incurred in the process of collecting a delinquent account.

Students are responsible for any remaining tuition balance not covered by Title IV Funds.

Payments may be made by check, cash, Visa, MasterCard, American Express, Discover, certified/cashier’s check, or through auto-pay arrangements set up with the school.

Any student who becomes 30 days past due on payments will be placed on financial suspension, which means they will not be permitted to attend classes until at least one full payment has been made and the delinquent balance is reduced to under 30 days past due. Withdrawal and allotted time-off policies apply during periods of financial suspension.

Student Tuition Recovery Fund

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. 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.

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 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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.

Financial Aid

Hoss Lee Academy is approved by the Department of Veterans Affairs to provide grants to pay for portions of tuition and/or fees to Veterans or people eligible for Veteran benefits.

Hoss Lee Academy is approved as an eligible institution by the U. S. Department of Education to participate in Title IV grant and loan programs. The packaging of financial assistance is determined according to guidelines set by the US Department of Education. The school does not participate in State Financial Aid. A variety of programs are available for students qualifying for assistance:

Federal Grants:

Federal Pell Grant: Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received.

Federal Direct Loan Program:

These are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan:

This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan:

This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Plus Loan:

This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent's education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a "parent" for PLUS Loan eligibility is a student's biological, adoptive or stepparent in the event that person's income would have been taken into consideration when calculating the student's student aid index (SAI). Interest is charged during all periods.

Cost Of Attendance Budgets (For Need Analysis):

Hoss Lee Academy utilizes data available to the general public from The Board's website for calculating COA budgets for Schools that its services across the USA. "The Board's nine- and twelve-month living expense budgets show living expense costs by region and metropolitan area. Both a moderate and a low budget are provided. The budgets reflect increases in the Consumer Price Index (calculated by the U.S. Bureau of Labor Statistics) "The budgets are developed based on data from the most recent Consumer Expenditure Survey (CES) and the Indexes of Comparative Costs, both produced by the U.S. Bureau of Labor Statistics. Budget regions correspond to the metropolitan statistical areas (MSAs) defined by the U.S. Office of Management and Budget. Since a factor could not be established for every region of the country, no region is adjusted by a value of less than 1.0."

Hoss Lee Academy utilizes the figures for the demographic area closest to the School location. For Schools that are not located in a demographic area provided, Hoss Lee Academy will use the standard average Board budgets listed for the entire USA. Also, some State Financial Aid Associations and Agencies set limits on budget figures and provide their own for the purpose of awarding State Grants.

Child Care cost allowances are developed from statistics and studies done by the National Association of Child Care Resources and Referral Agencies detailed tables of Average Annual Child Care Prices by State. The annual amount is divided by 12 and multiplied by the number of months/weeks in the student's COA Budget. Other allowances may be added to indirect costs for loan fees and disability costs on a case-by-case basis. Tuition, books, kit and fees will also be added.

The following sample shows how standard **monthly** allowances make up the indirect cost used in developing COA budgets.

Cost Of Attendance Budget Sample:

In order to determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, childcare and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the 2026-2027 Award Year.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
\$1,412.00	\$288.00	\$915.00	Case by Case	\$2,615.00

Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
\$2,108.00	\$429.00	\$1,366.00	Case by Case	\$3,903.00

Verification:

Students selected by the U.S. Department of Education for the process of verification are required to submit to the School Financial Aid Office additional student and or parents' financial and household information (the documentation required as indicated in the U.S. Department of Education's Application and Verification Guide). Hoss Lee Academy uses a Third-Party Servicer for awarding and approving student aid and for completing the verification process. The verification procedures will be conducted as follows:

Third Party Servicer Policy and Procedure for Verification:

1. Students who require verification documents should be given a **"Verification Documents Required Form"** by their FA at the school, listing any documents required. This form lists all the regulatory required notifications to the student regarding the process of verification. See form. These are listed below.
2. The school's designated official must then call the student in and collect the necessary documents to complete the Verification process.
3. The student should be asked to submit all required documentation to the school FA within 14 days from the date the student is notified that the additional documentation is needed due to being selected for verification. If the student does not provide all of the required documentation within the 14-day time frame, at the school's discretion, the student may need to be notified that they will be required to make other payment arrangements until the documentation is received and the student's eligibility for Federal Aid has been established.
4. The appropriate School official may reserve the right to make exceptions to the 14-day policy stated above on a case-by-case basis due to extenuating circumstances.
5. Once the documents have been received, the school official should then review and upload those documents as part of the initial FA file.
6. Provided all the required documents are received, and there are no discrepancies to hold up the process, the student's aid package will be further processed.
7. A Verification Comparison form will be completed, uploaded, and an email notification will then be sent to the school saying that verification has been completed.
8. The servicer FAA will notify the school FA of any changes to the students' financial aid awards resulting from corrections made due to the verification process. An adjustment(s) will be made to the Financial Aid Worksheet, and a new Award Notification can then be printed at the school and presented to the student for signature.
9. Any students selected for V4 or V5 verification will be reported on FAA Access.

Conflicting Information:

The school and servicer understand that all conflicting information must be resolved before any Title IV funds can be disbursed, therefore, students with conflicting information in their files or paperwork may be selected for verification by the school or the servicer to resolve the conflict in question. In such an instance, a Verification Documents Required form will be sent to the school FA listing the documents required by the servicer to resolve the conflicting information.

Applicants Selected for Verification: If the servicer has any reason to believe that any information on the application or any supporting documentation used to calculate the SAI is discrepant or inaccurate, the applicant will be required to provide adequate documentation to resolve the conflict.

Applicants Not Selected for Verification: The servicer will review all tax returns provided by the school, even if they were not requested, and will resolve all conflicting information regardless of whether the applicant was selected for verification or not. All Codes will be reviewed and resolved.

Selective Service Code:

Will require the student to submit a letter to the Selective Service to verify whether they are a veteran.

For Citizenship Code:

Students will be required to provide acceptable documentation proving they are a US Citizen or eligible non-citizen. If the eligible non-citizen student does not pass the automated secondary confirmation the documentation will be sent along with form G-845 to Homeland Security for secondary confirmation of the validity of the documents submitted.

Cancellation and Refund Policy

STUDENT'S RIGHT TO CANCEL

- You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. 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 pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.
- Cancellation may occur when the student provides a written notice of cancellation to a director at the following address: 200 Whyte Avenue, Roseville, CA 95661 or via email to attendance@hosslee.com, or by hand delivery.
- The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
- The written notice of cancellation need not take any form, and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement and is effective on the day of receipt by Hoss Lee Academy.
- If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less an application fee not to exceed \$100.00 (maximum of \$10.00 for Veterans or persons eligible for Veteran benefits). If due, a refund will be issued within 45 calendar days.
- If Hoss Lee Academy closes or a program is cancelled after a student's enrollment, Hoss Lee Academy will refund all monies paid by the student

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours through the last day of attendance. The refund will be less an application fee not to exceed \$100.00, and less any deduction for any unused materials and supplies, returned within 20 days after the notice of withdrawal is received. Textbooks or workbooks that are in brand-new condition may be returned. They may not be returned if there are any visible damages such as torn pages, bent corners, scratches on the cover or written anywhere. The kit is a sanitary item and once it is opened it cannot be returned for any reason. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal, to a director or as of the date of the student's withdrawal, whichever is later.
 - a. Withdrawal may occur when the student provides a written notice of cancellation at the following address: 200 Whyte Avenue, Roseville, CA 95661, or via email to attendance@hosslee.com, or by hand delivery. The written notice of withdrawal need not take any form, and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement, and is effective on the day of receipt by Hoss Lee Academy.
- The institution's written notice (hardcopy or electronic format) to the student has been terminated/withdrawn for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the School. Termination/withdrawal by Hoss Lee Academy is effective as of the date noted on the written notice.
- The student has failed to attend class for 14 consecutive calendar days.

If due, a refund or credit balance will be issued within 45 calendar days.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the hourly charge for the program (total institutional charge, minus non-refundable fees, divided by the number of hours in the program), multiplied by the number of hours scheduled to attend, prior to withdrawal.

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

Hoss Lee Academy shall provide each student enrolled with documentation (hardcopy or electronic format) within 45 days of the cancellation or withdrawal specifying the amount of refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity (third-party) to which the refund was sent, if applicable.

If a refund is made to a third party on behalf of a student who has cancelled their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation, a written notice, in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

If an institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation, the institution shall refund the money to the student within 45 calendar days of the student's cancellation.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- b. Provide completion of the course and/or program; or
- c. Participate in a Teach-Out Agreement, if the Bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement.; or
- d. Provide a full refund of all monies paid.

If a school closes permanently and ceases offering instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its options:

- a. Provide a pro rata refund; or
- b. Participate in a Teach-Out Agreement, if the Bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement.

RETURN TO TITLE IV FUNDS (R2T4)

Determination Date / Withdrawal Date (Official / Unofficial Withdrawal):

The actual last date of attendance would be the last day the student was physically in attendance. The determination of withdrawal date on a student who had been previously attending could be up to, but not to exceed, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

The law specifies how your school must determine the amount of Title IV program assistance that you earn if you withdraw from school. The Title IV programs available at Hoss Lee Academy that are covered by this law are:

- Federal Pell Grants
- Federal Direct Stafford Loans (Subsidized and Unsubsidized)
- Federal Direct PLUS Loans

When you withdraw during your payment period the amount of Title IV program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The amount of assistance that you have earned is determined on a pro-rata basis. For example, if you completed 30% of the scheduled hours in your payment period, you earn 30% of the assistance you were originally scheduled to receive. Once you have completed more than 60% of the scheduled hours in your payment period, you earn all the assistance that you were scheduled to receive for that period.

If you did not receive all the funds that you earned, you may be due to a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them. You may choose to decline some or all the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

There may be some Title IV funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

If you receive (or your school or parent received on your behalf) excess Title IV program funds that must be returned, your school must return a portion of the excess equal to the lesser of your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV program funds.

Initial Amount of Unearned Title IV Aid Due from the Student:

The statute specifies that a student is responsible for all unearned Title IV program assistance that the school is not required to return. In Step 7 of the R2T4 calculation worksheet, the initial amount of unearned federal student aid due from the student (or parent, for Direct PLUS Loan funds) (Box Q) is determined by subtracting the amount returned by the school (Box O) from the total amount of unearned Title IV funds to be returned (Box K). This is called the initial amount due from the student because a student does not have to return the full amount of any grant repayment due. Therefore, the student may not have to return the full initial amount due.

Repayment Of Student Loans:

The student loans that remain outstanding in (Box R) of Step 8 of the R2T4 calculation worksheet consist of the loans disbursed to the student (Box B) minus any loans the school repaid in Step 6, Block P. These outstanding loans are to be repaid by the student according to the terms of the student's promissory notes.

Title IV Grant Funds to Be Returned by A Student:

The regulations limit the amount a student must repay to the amount by which the original overpayment exceeds 50% of the total grant funds disbursed or could have been disbursed by the student for the payment period or period of enrollment. The initial amount of unearned Title IV grant aid due from the student in step 9 (Box S) of the R2T4 calculation worksheet is found by subtracting the loans to be repaid by the student (Box R) from the initial amount of unearned aid due from the student (Box Q).

The amount of grant overpayment due from a student is limited to the amount by which the original grant overpayment (Box S) exceeds half of the total Title IV grant funds disbursed and could have been disbursed to the student in (Box F).

Return Of Title Iv Grant Funds by The Student:

The student is obligated to return any Title IV overpayment in the same order that is required for schools. Grant overpayments may be resolved through:

1. full and immediate repayment to the school;
2. repayment arrangements that are satisfactory to the school;
3. or by overpayment collection procedures negotiated with Debt Resolution Services.

A School's Responsibilities in the Return of Funds by the Student:

A school has responsibilities that continue beyond completing the Return calculation and returning the funds for which it is responsible. Here, we discuss the institution's participation in the return of funds by the student.

Grant Overpayments:

The applicable regulations limit the amount of grant funds a student must repay to one-half of the grant funds the student received or could have received during the applicable period. Moreover, repayment terms for students who owe Title IV grant overpayments were established to ensure that students who could not immediately repay their debt in full had the opportunity to continue their eligibility for Title IV funds.

Students who owe overpayments as a result of withdrawals initially will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of:

1. The date the school sends the student notice of the overpayment, or
2. The date the school was required to notify the student of the overpayment.

Within 30 days of determining whether a student who withdrew must repay all or part of a Title IV grant, the school will notify the student in writing via U.S mail that he or she must repay the overpayment or make satisfactory arrangements to repay it. In its notification, the school will inform the student of the following items:

- 1. The student owes an overpayment of Title IV funds.**
- 2. The student's eligibility for additional Title IV funds will end if the student fails to take positive action by the 45th day following the date the school sent or was required to send notification to the student.**

Order Of Return of Title IV Funds:

The school and or the student, if applicable, must return Title IV funds to the programs from which the student received aid during the payment period or period of enrollment, as applicable, in the following order, up to the net amount disbursed from each source:

1. Unsubsidized Direct Stafford loans (other than PLUS loans).
2. Subsidized Direct Stafford loans.
3. Direct PLUS loans.
4. Federal Pell Grants for which a return of funds is required.

There are three positive actions a student can take to extend his or her eligibility for Title IV funds beyond 45 days:

- a) The student may repay the overpayment in full to the school.
- b) The student may sign a repayment agreement with the school. Note: Two years is the maximum time a school may allow for repayment.**
- c) The student may sign a repayment agreement with the Department.

*******The student should contact the school to discuss his or her options*******

Consequences For Not Following Up on the Notification:

If the student takes no positive action during the 45-day period, the school will report the overpayment within a few days of the end of the 45-day period to NSLDS on the NSLDS Professional Access Web site under the AID tab, "Overpayment List" menu option after the 45-day period has elapsed.

If the student fails to take one of the positive actions during the 45-day period, the student's overpayment will be reported immediately to the NSLDS and referred to the Debt Resolution Services for collection.

When a student receives additional funds during the 45-day period of extended eligibility:

Students who owe overpayments because of withdrawals generally will retain their eligibility for Title IV funds for a maximum of 45 days from the earlier of (a) the date the school sends the student notice of the overpayment, or (b) the date the school was required to notify the student of the overpayment. A student who receives Title IV funds within that period of extended eligibility and then fails to return the overpayment or make repayment arrangements becomes ineligible for additional Title IV program funds on the day following the 45-day period. However, any Title IV program funds received by the student during the 45-day period were received while the student was eligible. Therefore, those Title IV funds do not have to be returned (unless the student withdraws a second time). A student who loses his or her eligibility for Title IV funds at the expiration of the 45-day period will remain ineligible for additional Title IV funds until the student enters into a repayment agreement with the Department.

If, at any time, a student who previously negotiated a repayment arrangement fails to comply with the terms of his or her agreement to repay, that student immediately becomes ineligible for additional Title IV funds.:

The school will also notify the student in writing via U.S. mail using a Refund Calculation worksheet, of the amounts of aid that were retained by the school for institutional charges and the amount(s) of aid that will be refunded by the school to each Title IV program. The student will also be notified of the amount of Title IV loans they will owe after all applicable refunds have been made, the requirement for the student to complete exit counseling, when the student will be responsible to start repayment of their student loans and who they may contact for further assistance or to report any changes to their personal information.

The requirements for Title IV program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return.

If you have questions about your Title IV program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid at: www.studentaid.gov

Return To Title IV Funds Example:

On March 19, 2014, Mary had been absent for 14 consecutive calendar days without notification to the school. Her school director determines at this point that Mary needs to be terminated from her program for non-attendance. Her last day of attendance was March 5, and as of this day, Mary had 250 scheduled hours available for her to attend school. Even though she may only have actually attended 150 hours, she was scheduled for 250, and this is the number of hours that will be used for the Return to Title IV calculation. The school charges the total tuition, books, kit, and fees for the program up front. At her school the total cost of the program is \$13,750.00 (Tuition: \$12,750.00, Books and Kit: \$790.00, Uniforms \$90.00, Student Permit Fee: \$20.00 and Application Fee: \$100.00) The school has received the first disbursements of a Pell Grant for \$2,865, a Subsidized Direct Loan for \$1,732.00 and an Unsubsidized Direct Loan for \$2,969.00 for the first 450 hours towards Mary's tuition, kit, books and fees for a total of \$7,566.00. Since the percentage allowed to be retained is calculated by dividing the scheduled hours completed **in the current payment period** by the scheduled hours available in the payment period as of the official withdrawal date or last date of attendance, the school takes the 250 scheduled hours in the payment period as of the last date of attendance divided by the 450 scheduled hours in the entire payment period which equals .556%. This is the percentage of the total amount of aid received that can be retained ($\$7,566.00 \times .556 = \$4,206.70$). If the scheduled hours completed in the payment period had been greater than 60% of the 450 scheduled hours for the payment period, then the total amount received could have been retained; however, it was not, and so only the prorated amount of \$4,206.70 could be retained. This leaves a balance of \$3,359.30, which must be returned or refunded to the FSA programs. The school will now go through a process of determining how much of the \$3,359.30 must be returned by the school and how much the student is responsible for. For this they will need to determine the greater of the two amounts: a) the prorated amount of all institutional charges or b) the amount the school retained to pay allowable institutional charges for the current payment period. First the school will take the total contracted amount for tuition, books, kit and fees which equals \$13,750.00 and divide it by the hours in the program to determine an hourly prorated amount ($\$13,750.00/1500=\9.17) Now it will multiply the hourly proration X the 450 hours in the payment period which = \$4126.50 rounded up to \$4127.00 The greater

of the two is the amount of Title IV that was retained for the payment period (\$7,566.00). This is the amount that will be used as total institutional charges in Step 5 of the R2T4 calculation. This amount will then be multiplied by the .444% of unearned Title IV aid. In this case study, the entire amount of unearned aid (\$3,359.30) must be refunded by the school, and the student is not obligated to do anything except to pay back the remaining loan amounts after all refunds have been made.

Again, keep in mind that the school will also calculate its Institutional Refund Policy to determine how much they are entitled to charge the student for the time they were in school. This is a separate calculation, and it may be determined that the Title IV retainable is not sufficient to cover the school's charges, and consequently, the student may still owe the school an additional sum of money, which will need to be paid in addition to the Title IV Funds.

Rights And Responsibilities of the Student:

Students are responsible for completing all forms accurately and by the published deadlines. They are also responsible for submitting information requested to the Financial Aid Office in a timely manner. Along with the information, students are responsible for keeping the Financial Aid Office up to date with any changes to name, address, and marital status. In addition, students should notify the Financial Aid Office of any assistance from non- sources such as scholarships, loans, and educational benefits. Students are responsible for informing the Financial Aid Office of any enrollment changes such as requests for leave of absences. Lastly, but not limited to, students are responsible for maintaining satisfactory academic progress, and re-applying for aid each year.

Default Prevention and Management:

Entrance Counseling

Regulations require that first-time borrowers of FFEL and Direct Loan program loans receive entrance counseling. During entrance counseling, schools must explain how the master promissory note works, emphasize the importance of repaying the loan, describe the consequences of default, and show borrowers sample monthly repayment amounts based on their program of study at Hoss Lee Academy. Hoss Lee Academy enhances entrance counseling to include financial literacy and ensure that borrowers thoroughly understand all information. In addition, Hoss Lee Academy collects as much contact information about borrowers as possible during entrance counseling to facilitate future contact if needed.

These activities will ensure more knowledgeable, responsible borrowers and will result in fewer defaulters as well.

Master Promissory Note

Students must complete a Master Promissory Note (MPN) in order to receive federal financial aid because it serves as a legal agreement between the student and the U.S. Department of Education. By signing the MPN, students agree to repay their student loans along with any interest and fees and acknowledge their responsibilities and rights as a borrower. This document must be completed before any federal loan funds can be disbursed, ensuring that students fully understand the terms of their loans.

Benefits of Our Default Prevention and Management Plan

The activities in Hoss Lee Academy Default Prevention and Management Plan promote student and school success by increasing retention and reducing delinquency and default. Hoss Lee Academy and students receive benefits when we implement the activities, techniques, and tools outlined in this plan. Hoss Lee Academy benefit by avoiding any limitations on participation in the loan programs due to excessive cohort default rates (CDRs). Students benefit by having continued access to Title IV Student Financial Assistance Programs, learning good debt management practices, and establishing a healthy credit history. Hoss Lee Academy is actively committed to promoting student success by helping their students learn, graduate, obtain employment, and demonstrate financial responsibility through repayment of the funds borrowed to finance their education.

Consequences of Default for Borrowers

Borrowers who default on student loans face serious consequences. Stafford Loans are considered in default after 270 days without payment. At the time of default, outstanding interest is capitalized and collection fees may be added, resulting in a loan balance that is higher than the amount borrowed. Defaulted loans are reported to credit bureaus, causing borrowers to sustain long-term damage to their credit rating. Defaulters may also face difficulty in securing mortgages or car loans, may have their wages garnished, and their federal income tax refunds and other federal payments seized. Until the default is resolved, collection

efforts continue and the defaulter will be ineligible for additional federal student aid. The Department, guarantors, and servicers undertake many activities to prevent borrowers from defaulting. With a minimal amount of time, effort, and expense, schools can play a critical role in helping borrowers avoid the damaging consequences of default.

Consequences of Default for Hoss Lee Academy

Hoss Lee Academy may face serious consequences due to high CDRs. Consequences include the loss of participation in the Direct Loan, and/or Pell Grant programs. Hoss Lee Academy may also be provisionally certified. Effective, easy-to-implement tools that reduce defaults, promote student and school success, help preserve the integrity of the loan programs, and reduce costs to taxpayers are available to schools.

Exit Counseling

Regulations require that Hoss Lee Academy provide exit counseling. Exit counseling is an effective way to prevent defaults and is often the last opportunity that borrowers have to work with someone at school regarding their loans. In-depth counseling that focuses on fully explaining repayment plans and choices that fit the borrowers' needs is essential. Exit counseling is the opportunity to clear up any misconceptions students may have about their loan obligations and re-emphasize the consequences of default. Hoss Lee Academy takes full advantage of this opportunity to work with their students. A large percentage of borrowers in delinquency either did not have the benefit of receiving this information or did not receive it timely. Exit counseling is a cornerstone of default prevention and is mandatory.

Withdrawals and Default

Many borrowers who default on their loans are borrowers who withdrew from school prior to completing their academic programs. These borrowers, at the highest risk of default, can often be identified while still on campus. Early identification and timely intervention can improve student retention and reduce the number of defaulted loans. In addition to fulfilling the regulatory requirement to provide exit counseling to students, Hoss Lee Academy attempts to work with students even after they have left school by encouraging them to complete their programs of study and helping them resolve the issue(s) that prompted their withdrawal.

1098T Distribution:

In accordance with Federal regulations, Hoss Lee Academy will mail a copy of a student's 1098-T form for a given tax year by January 31st of the following calendar year.

Financial Aid Code of Conduct:

Hoss Lee Academy is committed to ensuring the integrity of its employees and students with respect to all aspects of its school and its operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the enrollment/financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete enrollment/financial aid and policy information, 4) keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

Voter Registration:

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in California at www.projectvote.org, registertovote.ca.gov or at www.sos.ca.gov/voter-registration. This information is provided to each student during the enrollment process. Please be aware of the following eligibility criteria:

1. Only citizens of the United States may vote in federal elections (18 U.S.C. 611);
2. voting more than once, including voting in two or more states, is prohibited under federal law (52 U.S.C. 10307(e));
3. knowingly or willfully providing false information including relating to name, address, or period of residence in the voting district for the purpose of establishing eligibility to register or vote is prohibited under federal law (52 U.S.C. 10307(c)); and
4. in most states, individuals may only register to vote where they are domiciled, and they may not be domiciled in more than one place.

Academic Policies

Satisfactory Academic Progress

The satisfactory academic progress (SAP) policy applies to all students, whether receiving Federal Title IV funds, partial funding assistance, or self-pay. Satisfactory Academic Progress in attendance and academic work is a requirement. Students must maintain Satisfactory Academic Progress to continue eligibility for funding. To determine Satisfactory Academic Progress, all students are evaluated in academics and attendance at the end of each payment period. All programs have a 900-hour academic year. Students are advised of their academic and attendance status via a progress report. Students must be in Satisfactory Academic Progress upon graduation.

Determination of Progress;

Students meeting requirements at the end of each evaluation/payment period will be considered to have made Satisfactory Academic Progress. For a student to be considered making Satisfactory Academic Progress, the student must meet both attendance and academic minimum requirements. Students will be evaluated at the following points:

Program/Course	Evaluation Periods	
	Attended Hours per Evaluation Period	Academic Weeks per Evaluation Period
Cosmetology (Full Time, 35 hours per week) – 1000 Hours	450	13
	900	26
	1,000	27
Cosmetology (Full Time, 35 hours per week) – 1000 Hours	450	17
	900	33
	1,000	37
Esthetics (Full Time, 35 hours per week) – 600 Hours	300	9
	600	17
Esthetics (Part Time, 27 hours per week) – 600 Hours	300	11
	600	22

Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Transfer hours 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, and that SAP evaluation periods are based on actual contracted hours at the institution.

Qualitative Standard

The qualitative element used to determine satisfactory academic progress is a reasonable system of grades as determined by student performance on assigned academic exercises and practical experiences. Students are given academic assignments and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical test-outs are evaluated as completed and counted toward course completion. Academic exercises and practical experiences are passed with a 75% or better. If the performance is not at a satisfactory level, it 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 graded as yes/no (pass/fail) and provided to the students in writing. Students must maintain a grade point average of 75% and pass our final cumulative written exam with a 75% before graduation. Numerical grades are considered according to the following scales:

Grade Percent	Grade Description
100% – 90%	Excellent
89% - 75%	Satisfactory
74% – 0%	Unsatisfactory: Below minimum standard.

Make-Up Work:

Students must make up failed or missed tests and incomplete assignments. If a student is absent on the day of a test or fails a test, he or she must complete a workstation request form to reschedule the test. A student has a maximum of three (3) attempts to pass a test, except for the final exam. The final exam must be passed with a minimum 75%. We will use the best score achieved in any 3 attempts of chapter exams.

Course Incompletes, Repetitions, and Non-Credit Remedial Courses:

Course incompletes, repetitions, and non-credit remedial courses do not affect the institution's Satisfactory Academic Progress Policy.

Quantitative Standard

Students are required to attend a minimum of **75%** of the hours possible based on the applicable attendance schedule 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.

Your program and schedule will be determined by your Enrollment Agreement. Any deviation from this schedule (including coming in late and leaving early) must be approved in advance by the Registrar or Director. *Saturday attendance is mandatory* for all students. Unauthorized absences on Saturdays will result in the Attendance Violation Policy becoming activated. Students with religious restrictions forbidding attending school on Saturday must bring in a letter from their pastor or clergyman explaining the reason. Students placed on financial suspension, disciplinary suspension, or suspension due to attendance reasons will have the time deducted from their allotted time off. Students must maintain a cumulative attendance percentage of 75% or greater to be considered to be making satisfactory academic progress.

Maximum Time Frame:

Based on a cumulative 75% required attendance rate, the maximum amount of time a student may have to complete their program is equal to 133% of the published length of their program in hours and weeks. This is to ensure that the student can graduate with Satisfactory academic progress. The maximum time allowed for students to complete each course with satisfactory academic progress is:

Program/Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (Full Time, 35 hours per week) – 1000 Hours	29	1334
Cosmetology (Full Time, 35 hours per week) – 1000 Hours	37	1334
Esthetics (Full Time, 35 hours per week) – 600 Hours	24	800
Esthetics (Part Time, 27 hours per week) – 600 Hours	29	800

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 actual hours or 133% of their contracted hours and weeks. If a student surpasses their max timeframe and cannot meet the max timeframe requirement, they will be withdrawn from the program.

Determination of Progress Status:

Students meeting the minimum requirements for academics (qualitative) and attendance (quantitative) at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students deemed not to be maintaining Satisfactory Academic Progress will be placed on warning.

Attendance

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule. A student who has failed to attend class for 14 consecutive calendar days will be withdrawn from the program.

- Class begins at 8:30 am sharp. You must be in your assigned class space at this time.
- Doors lock at 8:31 am to take the role.
- Students are to arrive with all completed homework and supplies; students will not be permitted to stay without completed work and supplies, and will not be permitted to retrieve them after 8:30 am.

Leaving the school grounds while on the time clock is not permitted at any time. If you wish to leave the campus, you must first obtain permission from the instructor on duty, inform the receptionist, and clock out in the appropriate system. A student who leaves the school without permission during school hours will be subject to the Attendance Violation policy.

Saturdays Are Mandatory:

- Students may take 2 Saturdays off per calendar quarter.
- Submit a Future Time Off Request form by 4:00 pm the previous school day via Prestige, with 90% attendance minimum.
- Partial absences on Saturday count as a Saturday for the quarter.
- Exceeding two (2) Saturdays or missing one (1) without approval triggers an Attendance Violation, unless verifiable documentation is provided to excuse the absence.

Unexcused Absences:

- You are allowed three (3) unexcused absences per month (excluding Saturdays) before an Attendance Violation is issued.
- You will not be admitted into school unless:
 - You submitted a Future Time Off Request form by 4:00 p.m. the previous school day via Prestige with a 90% attendance minimum, OR
 - You provide verifiable documentation by 4:00 p.m. on the day you return (e.g., doctor's note, car trouble receipt). If documentation is for late arrival and not received by 4:00 p.m., you will forfeit the hours for the day.

Reporting Absences:

- Report absences by 8:30 am via:
 - Unplanned Absence Notification form through Prestige
 - Phone: (916) 726-5577

Failure to report on time will result in an Attendance Violation.

Time-Off Requests:

- Submit a Future Time Off Request form by 4:00 p.m. the previous school day via Prestige.
- Approval requires a 90% attendance rate or higher.
- Only the School Registrar or Administrative Liaison can approve time off.
- Future Time Off Request forms will not be accepted Sunday or Monday

Documentation Requirements:

Documentation for absences must:

- Come from a verifiable source (doctor, school, tow truck, etc.)
 - Include accurate dates and reason.
 - Be submitted by 4:00 p.m. on your return day or the absence is unexcused.
- *Doctor's notes are acceptable for students, spouse, dependent children, parent, or grandparent.

Not accepted:

- Notes from friends/family
- Screenshots or pictures from your phone
- Verbal explanations

Submitting false documents = Immediate Expulsion (withdrawal from the program)

Attendance Violations and Consequences:

Infraction	Consequence
Within the Grace Period	Verbal Warning (documented) You have a 30-day grace period from your start date, with 1 free attendance violation during this time.
1 st Occurrence	Attendance Violation
2 nd Occurrence	Attendance Violation
3 rd Occurrence	Violation Issued with 1-Day Suspension
4 th Occurrence	Violation Issued with 2-Day Suspension
5 th Occurrence	Meeting with the Director with a documented Success Plan
6 th Occurrence	Violation Issued with 3-Day Suspension and meeting with the Director with a documented Success Plan
7 th Occurrence	Immediate Withdrawal from the Program
Breaks and Lunch	Excessive break and lunch infractions will result in an Attendance Violation
Freshman	If you have more than 6 absences in your first 10 weeks, you will be dropped from the program.

Timeclock Rules:

- Use the **Prestige System** for:
 - Daily attendance
 - Lunch clock-out/in (required if on campus for 6+ hours). Lunch should always be taken at the scheduled time unless with a customer, and coverage is organized by your educator for you to take your lunch by 2:30 pm, at the very latest.
- **Do not clock in/out for others; this will result in an Attendance Violation.**
- Use **Mangomint** to clock in/out for **breaks**. You may opt out of your break(s) by clocking in/out immediately on Prestige. Breaks should always be taken at their designated time unless with a customer.
-
- Infractions include:
 - Failing to clock in/out consistently
 - Taking extended or unapproved breaks/lunches consistently
 - Opting out of a break but still taking it will immediately result in an Attendance Violation.

Tardiness & Late Arrivals:

- You must arrive before 8:30 am
- Traffic/construction delays are not excused.
- Traffic accidents may be excused if:
 - You call the school to report it
 - The incident is confirmed (via news or traffic site)

- You arrive within a reasonable time

Attendance & Overage Fees:

- You are allowed extra hours beyond program requirements:
 - Cosmetology: 100 hours
 - Esthetics: 60 hours
- Overage Fee: \$14.25 /hour beyond the extra hours listed above.
- Any absence, excused or unexcused, including suspension days, counts toward your allowable extra hours, unless you are on a leave of absence.

Expediting Your Part-Time Course

Part-time students may attend school additional hours to expedite their course only under these circumstances: The prior week of attendance, part-time students must have clocked in by 8:30 am and stayed until 1:30 pm. Tuesday – Friday and until 4:00 p.m. on Saturday. They will also remain eligible if they had an approved absence the previous week. Any unexcused absence, clocking in after 8:30 am, taking extended lunch and/or breaks will make part-time students ineligible to stay late the following week. An Eligible Part-time Student Staying Late form must be submitted via Prestige by 8:45 am for any eligible part-time students who will be staying late and the time they plan to stay until. This will allow the front desk to schedule guests appropriately. If a part-time student leaves early after notifying the front desk that they plan to stay late, they will lose their eligibility to stay late for the rest of the week. Keep in mind that with an expedition, of course time there may need to be an adjustment to the amount of Federal Student Aid funds received. Your aid will be recalculated for a shorter enrollment period and may be reduced.

Applied Effort Cards

After clocking in, you are required to maintain applied effort. Applied effort means; you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor), or in class. In all cases, your activities while on the clock must be related to training for your course of study.

- In order to keep track of each student's theory hours and practical operations, each student **MUST** use a timecard. Fellow students are not allowed to write on another student's timecard, which would result in immediate disciplinary action. Timecards are never allowed to be taken out of the building by anyone. A timecard is a legal document and subject to all the same rules and regulations as any other legal document.
- Hoss Lee Academy conducts a weekly audit of timecards being turned in and a student checklist every Saturday evening for timecards that have been turned in for that week. If we are missing your timecard, you will be notified the following Wednesday. Your timecard **MUST BE TURNED IN** by the end of the school day to receive credit for your operations and theory. If you are not in attendance on the day following a missing timecard, you will have until the end of the following day you are in attendance to turn in your timecard. You will not receive your operations or theory for the week if we do not receive your timecard by the end of that day.
- In addition, Hoss Lee Academy conducts an internal weekly audit of all hours, operations, and theory entered in for the previous week to ensure accuracy and possession of timecards.
- Any student using a weekly timecard must be sure it is signed daily by the instructor. An instructor will not sign a timecard if it is not filled out completely and properly, and will not sign a timecard if it does not reflect the current date. This document is signed under penalty of perjury as to its accuracy and correctness. Instructors cannot allow you to receive credit for anything that you did not actually do or for time in which you did not apply effort. Operations and theory must be signed off by an instructor for you to receive credit. You must print your full name on your timecard in ink at the beginning of the week.

Leave of Absence (Temporary Interruptions)

Students are allowed to take two (2) leaves of absence (LOA) during a course of enrollment. These may be no fewer than ten (10) calendar days and no more than thirty (30) calendar days at a time. Pregnancy leave may extend to one hundred and eighty (180) calendar days in any twelve (12) months. A leave of absence will extend a student's contract date of completion by the same

number of calendar days taken in the LOA. The student will not incur additional institutional charges because of an approved leave of absence. Below is the LOA process that must be followed by all students.

LOAs may be granted for legitimate reasons at the discretion of the School Director, such as illness or family issues.

- ✓ A student is required to apply for a Leave of Absence in advance by submitting a Request for Leave of Absence form or via Prestige, which includes the student's reason for the leave.
- ✓ A valid doctor's note or legal documentation must be provided by the student to validate the need for a leave of absence. It must include the correct dates for the leave of absence.
- ✓ The School Director may grant an LOA to a student who did not provide the request before due to unforeseen circumstances and is required to document the reason for the decision, provided the student completes the request for leave of absence and contract change amendment later. In this example, the beginning date of the approved LOA would be determined by the School Director to be the first date the student was unable to attend because of unforeseen circumstances.
- ✓ Changes to the contract period on the enrollment agreement must be signed and dated by the student and the School Director. Any contract change amendments will be maintained in the students' file.
- ✓ Two (2) leave of absences may be granted for the duration of the course only if there is a reasonable expectation that the student will return from the LOA and an LOA request does not exceed 180 calendar days in any twelve (12) months.
- ✓ If the student does not return, submit documentation extending the LOA, or provide a written request for a LOA extension on the day following the scheduled end date of the leave, the student will be withdrawn from his or her course of study. The withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
- ✓ Upon early return to school, the students' LOA will be complete.
- ✓ While a student is on a leave of absence, his or her payments will be suspended until the student returns to school, unless otherwise requested.
- ✓ A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- ✓ No Federal Direct Student Loans will be disbursed while on LOA.

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 during the warning period. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. Students on Warning Status may continue to receive Title IV funding for one payment period. Students are not required to appeal a Warning Status.

If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will lose Title IV eligibility and must appeal and prevail upon appeal to be placed on probation.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory academic progress during the first probationary period if the student appeals the decision and prevails upon the appeal. Additionally, only students who could 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 the requirements set forth in the academic plan by the end of the next evaluation period and within the maximum timeframe. Students who are progressing according to their specific academic plan will be making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. A student may be placed on Probation Status for one payment period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and will lose eligibility for Title IV Funds for the next payment period.

Appeal Procedure

If a student is determined not to be making satisfactory academic progress, the student may appeal the determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstances. The student must submit a written appeal to the school on the designated form 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 him or her 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, they will be placed on probation, the satisfactory academic progress determination will be reversed, and they will have eligibility for Title IV funds reinstated.

Reestablishing Satisfactory Academic Progress

A student determined NOT to be making Satisfactory academic progress may reestablish Satisfactory academic progress by:

- 1) Making up missed tests and assignments and increasing grade average to **75%** or better, and/or
- 2) Increasing cumulative attendance to **75%**.

Reestablishing Financial Aid

Title IV aid will be reinstated to students who have prevailed upon appeal regarding the status of Satisfactory academic progress or who have reestablished Satisfactory academic progress by the next payment period.

Effect of Satisfactory Academic Progress on Interruptions, Withdrawals, and Re-Entries

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as before 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 or have been withdrawn before completion of a program and wish to re-enroll after the original official withdrawal date will return in the same satisfactory academic progress status they were in at the time of withdrawal, if granted permission to re-entry. A determination of Satisfactory Academic Progress will be made and documented at the time of withdrawal or the beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Academic Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Academic Progress and will extend the contract period by the same number of days as the Leave of Absence. Students re-entering after exiting the school will not be evaluated as new students, and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

Re-Entries

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than one hundred and eighty (180) days, will pay a \$100 re-entry fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided with the school's Re-enrollment Policy and will be evaluated by the School Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

Graduation Requirements

- All freshman practical's have been passed satisfactorily at 75% or better.
- All state-required clock hours have been completed (Cosmetology 1000 hours / Esthetics 600 hours).
- All state-required theory hours/operations have been completed.
- All required tests have a grade point average of 75% or better.
- Final written cumulative exit exams have been passed with a cumulative score of 75% or better.
- All financial balances are paid in full to the Academy.
- Completed all financial aid requirements, if applicable, such as exit procedures.
- The Senior Project is completed and passed with a 75% or better.
- Business classes and assignments completed.
- Resume has been completed.
- Be in cumulative satisfactory academic and attendance progress.

Upon successful completion of all State Board and school course requirements and assignments, a proof of training document will be issued. You will also be issued two copies of a Proof of Training document, which is required by the California State Board of Barbering and Cosmetology as proof of successful completion of the Cosmetology and/or Esthetics program.

The Proof of Training document to take the licensure exam, submitted to the Board of Barbering and Cosmetology, will be withheld if all the above criteria (exit procedures) have not been met.

Withdrawal

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

- The student notifies the institution of the student's withdrawal, to a director or as of the date of the student's withdrawal, whichever is later.
 - a. Withdrawal may occur when the student provides a written notice of cancellation at the following address: 200 Whyte Avenue, Roseville, CA 95661, or via email to attendance@hosslee.com, or by hand delivery. The written notice of withdrawal need not take any form, and however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement, and is effective on the day of receipt by Hoss Lee Academy.
- The institution's written notice (hardcopy or electronic format) to the student has been terminated/withdrawn for failure to maintain satisfactory academic progress; failure to abide by the rules and regulations of the institution; absences in excess of the maximum set forth by the institution; and/or failure to meet financial obligations to the School. Termination/withdrawal by Hoss Lee Academy is effective as of the date noted on the written notice.
- The student has failed to attend class for 14 consecutive calendar days.

Student Services

Academic Advising

Advising and guidance start at the time of enrollment and are given throughout the course as needed, if necessary, or as requested.

Assistance Phone Numbers:

Counseling numbers and information you may need are as follows:

- WEAVE 24-hour line 916-920-2952;

- Placer Department of Mental Health, Alcohol and Drug Prevention Services 530-889-7240; Veterans' Affairs 1-800-952-5626;
- Women's Center Domestic Abuse and Rape 916-652-6558;
- Suicide Prevention 530-885-2300;
- Placer Adult Protective Services 530-886-5401;
- Sacramento County 916-874-9377; and
- California Department of Rehabilitation 916-324-1313.

Outside Education/Extra-Curricular Activity Hours (Additional Training Hours)

Students may earn additional hours by attending pre-approved outside educational classes. Only a Director can approve a class. Students must turn in a fully completed Outside Education Form, signed by the educator who conducted the class, a flyer or screenshot of the class advertisement, and a receipt showing payment for the class. The flyer or screenshot must include the date and time the class starts and ends, what they will be covering, and the location of the class.

All forms must be turned in by the Saturday following the class to be given credit for operations, theory, and hours. Students falsifying any documentation surrounding outside classes will have their outside education privilege revoked for the remainder of the course.

Credit will not be given if the class is not pre-approved by a Director, the form is not turned in on time with all required information or is not signed by the educator. Additional criteria for initial approval of Outside hours are as follows:

- The class is held in a brick-and-mortar facility (in-person, not virtual education).
- The class is advertised to the public on social media and/or by flyer. (No one-on-one classes)
- Classes cannot be taught by delivering the information to the student through shadowing. (Also considered one-on-one education)
- Classes must have a structured outline to be followed and preferably have a packet or informational handout for you to keep for your reference.
- The class is within the scope of practice that the student will be licensed in.
- If attending a Trade Show or Expo, a copy of your ticket or a flyer must be attached to the Outside Education form before turning it in to the Registrar. You may earn the total number of hours printed on the ticket or flyer, minus a lunch each day. A representative of the Expo or Trade Show must sign the Outside Education Form verifying that you were in attendance. This could be someone at the door or an educator conducting a structured class you chose to attend.

If you take a class that is more than 5 hours long, you must take a 30-minute lunch for yourself.

Students also may participate in extra-curricular school activities supervised by a school official if they have an 80% attendance rate. These will be documented as "additional training" on the student's progress report. Cosmetology students will be permitted to earn a maximum of 100 additional training hours, and Esthetics students will be permitted to earn a maximum of 60 additional training hours.

Honors Externship Program – Cosmetology Students

We are proud to offer an Honors Externship Program that will offer our students opportunities to extern in one of the top salons or spas in the Sacramento/Roseville area. The externship program is an optional program designed by the Board of Barbering and Cosmetology to give students valuable on-the-job training and experience in a professional environment. The program is a privilege for Honors Students who have demonstrated exemplary ability, attitude, attendance, and professionalism. A Cosmetology student is allowed a maximum of 26 hours for an externship. The externship form must be turned in by Tuesday following the externship to have hours granted. If the form is not turned in by the following Tuesday, the hours will be lost.

We have set the highest standards for those students who wish to participate. Eligible students must demonstrate an extremely high level of professionalism that would be required of an employee in a top salon. These qualities include punctuality, excellent

customer service skills, respect for authority and co-workers, appropriate and professional attire, and a desire to succeed in the cosmetology industry.

To qualify for an externship, the student must:

- Completed 900 Hours of training with Hoss Lee Academy (be in their last 100 Hours)
- Students must have at least 80% attendance
- Demonstrate excellent customer service skills, merchandising, and retail ability
- Select a participating establishment, apply, and interview (outside of school time)

The students' application will be reviewed by the Director of Education to determine if the student has fulfilled all the requirements listed above. Any staff member may challenge the externship if they feel that the student has not met the requirements listed above.

The externship shall be immediately revoked:

- At the request of the salon, for any reason
- If the student no longer meets the above standards
- If the student displays inappropriate behavior in the salon or at school
- If the student has unexcused absences in the salon or at the school
- If the student faces any disciplinary action during the externship
- If the student is not appropriately attired in the salon or at school
- If the student has received 4 write-ups
- If the student provides false or fraudulent documentation

Hoss Lee Academy reserves the right to revoke or discontinue the externship program at any time without notice.

Learning Resources

Learning Resources are for all students use whenever they wish, during. Access is always allowed with your request during school hours.

Books, CDs, and DVDs may be checked out for "in-school use with timecard deposit" and after initialing our Hoss Lee Academy Library Check-Out Signage Sheet. The terms are as follows:

1. "By my initial on the Hoss Lee Academy Library Check-Out Sign In sheet in column 3, I agree to return any books, CDs, and/or DVDs at the end of each school day."
2. The books, CDs, and DVDs may be checked out for up to 1 week with the students' initial agreement to the terms, which are as follows:
3. "I agree to return any book, DVD, and/or CD within 1 week."

Placement Services

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting local area job openings on a career opportunities bulletin board for students to review. Postings are updated weekly. Students also receive training in professionalism and job search skills, including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to keep in contact with the school and follow up on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Hoss Lee Academy does not and cannot promise or guarantee either employment nor level of income or wage rate to any Student or Graduate.

Student Records and File Retention

Student records will be maintained on-site at the administrative site for six years from the last date of attendance. Transcripts are maintained permanently. All student records are maintained in fire-resistant cabinets and electronic records, backed up.

Hoss Lee Academy maintains all of the following pertinent student records, as applicable to each student: A file for each student who enrolls in the institution, whether or not the student completes the educational service.

Written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits, including the following:

- Documentation establishing the student's ability to do graduate college-level work;
- Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
- Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid, if applicable;
- Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and

In addition, records include a transcript showing all of the following:

- The courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
- Credit awarded, including the course title for which credit was awarded and the amount of credit;
- The name, address, website address, and telephone number of the institution;
- 94900. Required Student Records
 - (a) An institution shall maintain records of the name, address, e-mail address, and telephone number of each student who is enrolled in an educational program in that institution.
 - (b) An institution shall maintain, for each student granted a degree or certificate by that institution, permanent records of all of the following:
 - (1) The certificate granted and the date on which that certificate was granted.
 - (2) The courses and units on which the certificate was based.
 - (3) The grades earned by the student in each of those courses.

Other records maintained:

- A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency, if applicable;
- A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received;
- A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, if applicable;
- Copies of any official advisory notices or warnings regarding the student's progress; and
- Complaints received from the student.

Hoss Lee Academy maintains the graduate's name and federal taxpayer identification number, which is either the graduate's social security number (SSN) or individual taxpayer identification number (ITIN). If the graduate does not have an SSN or ITIN, the graduate's information shall be reported as "not available."

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

1. The right to inspect and review the student's education records within 45 days after the day the Hoss Lee Academy

receives an access request. A student should submit to the School Director a written request that identifies the record(s) the student wishes to inspect. The School Director will make access arrangements and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student's education records that the student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask Hoss Lee Academy to amend a record should write to the Chief Executive Officer, clearly identify the part of the record the student wants to change, and specify why it should be changed.

If Hoss Lee Academy decides not to amend the record as requested, Hoss Lee Academy will notify the student in writing of the decision and the student's 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.

Hoss Lee Academy discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the Hoss Lee Academy in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); or an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the Hoss Lee Academy who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record to fulfill his or her professional responsibilities for the Hoss Lee Academy.

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student

- To other school officials, including teachers, within Hoss Lee Academy whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99.31(a)(6))

- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
- Information the school has designated as “directory information” under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

Parking

Students are permitted to park in the first two rows closest to Auburn Blvd adjacent to 200 Whyte Avenue. Student of the month parking are the first 2 spots of the customer parking located closest to the building. Additional overflow parking is located at 202 Whyte Avenue on the right-hand side. Freshman Cosmetology students attending classes at 8491 Auburn Blvd will park behind the building to the left and enter through the rear of the building. The parking nearest to the school is reserved for customers. Staff parking is located where the sheds are in the parking lot down the electrical box and identified as such. Students will be notified of the student parking zone during orientation. Students parked in client or staff parking will be asked to move their vehicles to the proper parking area.

Lost or Stolen Articles

Hoss Lee Academy is not responsible for lost or stolen articles including books, equipment, personal effects, food, money, etc. We provide lockers for your personal belongings. We highly recommend that you keep all valuables locked up at all times. Books and other equipment necessary for school should have your name conspicuously marked on them to identify them. Any items left for more than 30 days on the school grounds following graduation, withdrawal, expulsion, or suspension shall be considered abandoned and become the property of Hoss Lee Academy. ***Note** – *Hoss Lee Academy is not responsible for lost or stolen property.*

Desk, lockers, cabinets and other means of storage on school grounds are the property of Hoss Lee Academy. *Hoss Lee Academy reserves the right to inspect the premises at any time; locks will be cut, if necessary.* Contraband items on the premises will be reported to authorities immediately.

Grievance Policy

While most problems that occur can be resolved through discussion and compromise when addressed promptly, sometimes a problem may require further conciliation. Our grievance policy is designed to resolve a problematic situation that cannot be resolved in a simple manner. The steps that should be taken are as follows:

1. The student should register the complaint in writing on our designated form within 30 days of the date that the act which is the subject of the grievance occurred. These forms are available in our main office and will be provided immediately upon request.
2. Please fill out this form in its entirety, including date, time, people involved, any evidential facts to support your grievance, and the outcome expected.

3. This form should be handed to the Assistant Director of the school.
4. The process of investigation may include interviewing other students, teachers, and staff to substantiate the grievance.
5. The results after a thorough investigation of the problem will be put in writing and given to the student within 15 days of receiving the grievance.
6. If the student feels that the problem has not been addressed satisfactorily and still feels it necessary to pursue further relief, the student may resubmit the grievance with reasons why the solution given will not suffice and request a hearing by the school's grievance hearing committee.
7. The school's management will appoint the members of this committee, which may include a staff member not included in the grievance, an instructor not related to the grievance, and an outside person not employed by the school and not a part of the grievance.
8. All facts and evidence will be discussed, and a written report with recommendations or modifications will be given to the student within 15 days after the student requests further relief. Records of grievances and resolutions, as applicable, are retained for a minimum of six (6) years from the student's last day of attendance.

Complaints can also be directed to the California State Board of Barbering and Cosmetology at the following address:

California State Board of Barbering and Cosmetology
P.O. Box 944226
Sacramento, CA 94244-2260

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 or by completing a complaint form, which can be obtained on the bureau's Internet Web site, 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 or by visiting www.bppe.ca.gov.

Conduct and Disciplinary Policies

Students are expected to always conduct themselves in a professional manner. The school reserves the right to suspend or expel any student who refuses to comply with school rules and policies.

Failure to follow instructions or schedules, refusal of clients, rude or unprofessional behavior in front of clients, or refusal to cooperate with or show respect to staff members may result in suspension or expulsion. Students who engage in disorderly conduct, including but not limited to threats, fighting, theft, drug use or possession, or gang-related activity, will be reported to the appropriate authorities and will face immediate expulsion or withdrawal from the school.

This campus is a drug-free environment. Illicit drugs, alcohol, and weapons are strictly prohibited on school grounds. Possession of any of these items will face immediate expulsion or withdrawal. Students who are under the influence of illicit drugs or alcohol while on campus will face immediate expulsion or withdrawal.

Gossiping, spreading rumors, fighting, or making threats toward students or staff members will result in immediate dismissal. Any student who is the recipient of gossip, rumors, threats, or acts of violence is required to report the matter directly to the Director of the School or the Director of Education. Discussing such matters with anyone other than the Director of the School or the Director of Education may be considered gossip and may result in immediate dismissal.

Each department has established specific classroom rules and procedures that may affect school policies. Students will review and sign these rules on their first day of class and are expected to adhere to them at all times. Failure to do so may result in disciplinary action. Classroom rules may also affect a student's permission to smoke on campus.

Front and Center Conduct –

There is a zero-tolerance policy for foul language. Any student caught using profanity will be removed from their service, sent home, and issued a conduct write-up. As Front and Center students, you are expected to be the gold standard of professionalism for the school and your peers.

Write-Up and Disciplinary Process:

HLA's write-up policy is designed to clearly outline disciplinary actions when students do not adhere to school policies. Certain violations carry automatic consequences, which are noted within the policy.

Students are provided with a 30-day grace period at the beginning of their enrollment, during which they may receive one verbal warning for a policy violation. After the first 30 days—or after a verbal warning has been issued within that period—any subsequent policy violation will follow the disciplinary process outlined below:

- 1st Write-Up: Clocked out for the remainder of the day
- 2nd Write-Up: Clocked out for the remainder of the day plus one (1) additional day
- 3rd Write-Up: Clocked out for the remainder of the day plus two (2) additional days
- 4th Write-Up: Referred to a Director to determine suspension or expulsion

Suspension may be up to 30 days. A written application for re-entry is required and must be submitted within the suspension period. This application must include a letter from the student explaining the reasons for the four write-ups, how the behavior will be corrected upon re-entry, and an acknowledgment that any future policy violation will result in termination of the student contract. If re-entry is approved and another violation occurs, the student's contract will be withdrawn.

Visitors Policy

Visitors, including friends and family members, are not permitted to visit students during school hours unless they are receiving a paid service. Students are not allowed to bring children to school under any circumstances.

Harassment, Intimidation, Bullying, and Discrimination Policy:

Hoss Lee Academy is committed to maintaining a working and learning environment that provides for fair and equitable treatment, including freedom from bullying, harassment, intimidation, and discrimination of any kind. This policy includes anyone who engages in such behavior on school property, at school activities, or an electronic act through the use of cell phones, computers, personal communication devices, or other electronic gaming devices.

Harassment, intimidation, bullying, and discrimination may take many forms, including verbal aggression and name calling; physical aggression; relational aggression; graphic and written statements, which may include use of cell phones, computers, or gaming systems; and other conduct that may be physically threatening, harmful, or humiliating. Harassment, intimidation, bullying, and discrimination include intent to harm, they are directed at a specific target, and typically involve repeated incidents. Harassment, intimidation, bullying, and discrimination create a hostile environment and will not be tolerated in Hoss Lee Academy.

Such conduct or communication has the purpose or effect of substantially interfering with an individual's work or school performance and creates an intimidating, hostile, or offensive work or school environment. Harassment, intimidation, bullying and discrimination can interfere and limit a person's ability to participate in or benefit from the services, activities, or opportunities offered by the Hoss Lee Academy Administration will take prompt, equitable, and remedial action on all reports and complaints that come to the attention of school personnel, either formally or informally. Allegations of criminal misconduct will be reported to the appropriate law enforcement agency.

Engaging in harassment, intimidation, bullying or discrimination will result in appropriate discipline or other appropriate sanctions against offending students, staff, or contractors. Anyone engaging in these behaviors on school property or at school activities will have their access to school property and activities restricted or revoked, as appropriate.

The school shall respect the confidentiality of the complainant and the individual(s) against whom the complaint is filed as much as possible, consistent with the school's legal obligations, state laws and policies, and the necessity to investigate the allegations and take disciplinary and/or restorative action to resolve the problem.

Retaliation is prohibited against any person who makes a complaint or who is a witness under this policy and will result in appropriate disciplinary action against the person responsible for the retaliation. Individuals who knowingly report or corroborate false allegations will be subject to appropriate disciplinary and /or restorative action. Each staff member is responsible for immediately reporting alleged harassment, intimidation, bullying or discrimination to his/her supervisor or other appropriate school personnel. Staff members who fail to take prompt action to report allegations or violation(s) of this policy may be subject to disciplinary and/or restorative action up to and including termination.

For a list of state anti-bullying laws and policies please go to: www.stipbullying.gov

DRUG ABUSE POLICY:

This is to inform you of the requirements of the Drug-Free Schools and Communities Act Amendments of 1989, public law 101-226 and what Hoss Lee Academy requires of its staff and students. Staff and students are prohibited from the unlawful manufacture, distribution, possession or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students or employees who violate this policy will be subject to disciplinary action, including expulsion/termination.

There are numerous legal sanctions under local, state and federal laws that can be used to punish violators. Penalties can range from suspension, revocation, and denial of a driver's license to 20-50 years imprisonment at hard labor without benefit of parole. Examples of penalties found in federal law for drug trafficking can be found in federal law literature, which can be obtained from any library or police department.

Recent federal anti-drug laws affect a number of areas in everyone's lives. Students could lose eligibility for financial aid, could be denied other federal benefits such as Social Security, retirement, welfare, health, disability, and veteran's benefits. The Department of Housing and Urban Development, which provides funds to states and communities for public housing, now has the authority to evict residents and members of their household who are involved in drug-related crimes on or near the public housing premises. Businesses could lose federal contracts if the company does not promote a drug-free environment. Finally, a record of a felony or conviction in a drug-related crime may prevent a person from entering certain careers.

The laws of the State of California are stringent enough to ensure that persons involved with illegal drugs or excessive use of alcohol can be adequately punished. For example, a person found with any amount of illegal drugs may be charged with a felony. Punishment can range from a fine (with charges dropped to a misdemeanor) to 20 years imprisonment (for distribution). A person found to be intoxicated while driving would be charged with a misdemeanor (first and second offense with fines and loss of driver's license). A third offense and any accident involving serious personal injury are considered a felony and are punishable by imprisonment. Additionally, any alcohol or drug conviction can result in being forced to pay court costs and lawyer's fees, participating in community service, and being charged an increased cost for automobile insurance.

In addition to local and state authorities, the federal government has four agencies employing approximately 52,500 personnel engaged in fighting illicit drugs. These agencies are the Drug Enforcement Agency, U.S. Customs Service, Federal Bureau of Investigation, and the Coast Guard.

There are a few legal facts of which we should be aware. It is a crime to hold someone else's illegal drugs and/or sell fake drugs. You can be arrested if you are in a house (or school) where people are using drugs even though you are not. You can be charged

with possessing illegal drugs even if they are not on you. You are considered to possess, under legal terms of “constructive possession,” drugs that are in your locker, purse, car or house.

Drug abuse is the utilization of natural and/or synthetic chemical substances for non-medical reasons to affect the body and its processes, the mind and nervous system, and behavior. The abuse of drugs can affect a person’s physical and emotional health and social life. Alcohol is the most abused drug in the United States.

Drugs can be highly addictive and injurious to the body as well as the mind. People tend to lose their sense of responsibility and coordination. Restlessness, irritability, anxiety, paranoia, depression, slow movement, inattentiveness, loss of appetite, sexual indifference, comas, convulsions or even death can result from overuse or abuse of drugs. Not only does the person using the drug subject him or herself to all sorts of health risks, drug use can and in many instances does, cause grief and discomfort to innocent people. A drug-dulled brain, for example, affects the wide range of skills needed for safe driving, such as thinking. Further, reflexes are slowed, making it hard for drivers to respond to sudden, unexpected events. Alcohol-related highway deaths are the top killer of people ages 15-24 years old.

There are drug and alcohol counseling, treatment and rehabilitation facilities available in our area where you can seek advice and treatment. Look under the heading “DRUG ABUSE & ADDICTION INFORMATION & TREATMENT CENTERS” in the yellow pages of the telephone book. The California Department of Alcohol and Drug Programs in Sacramento, (800) 879-2772, can also provide additional listings.

There are classic danger signals that could indicate the first sign of drug use. The primary ones that could call attention to one’s use of drugs are:

- Abrupt changes in mood or attitude
- Continuing slump at work or school
- Continuing resistance to discipline at home or at school
- Inability to get along with family or friends
- Unusual temper flare-ups
- Increased borrowing of money
- Heightened secrecy
- A completely new set of friends

We recommend that any person observing any of the above changes in either staff or students immediately notify the School Director. Caution must be observed not to wrongly accuse a person, as an improper accusation could lead to embarrassment both to the individual and the school.

There are clinics in the area that can render assistance. Treatment must be an expense borne by the patient. The school can only offer advice in a limited manner. If the individual is in immediate danger of harming him or herself or others, law authorities will be immediately contacted.

Hoss Lee Academy Social Media Policy:

Hoss Lee Academy recognizes and respects the rights of students in their use of social media. Social media includes Facebook, Instagram, X , YouTube, TikTok, Snapchat, etc. as well as written and verbal communication such as video uploads, podcasts, emails, blogging, forums, newsgroups, etc.

California State Senate Bill 1349, Chapter 619, and Statutes of 2012 . . . prohibits public and private postsecondary educational institutions, and their employees and representatives, from requesting a student, prospective student, or student group to: (1) disclose a user name or password for accessing social media; (2) access personal social media in the presence of the institution’s employees or representatives; and (3) divulge any personal social media information.

Institutions are prohibited from suspending, expelling, disciplining, or threatening to take any of those actions, or otherwise penalizing a student, prospective student, or student group in any way for refusing to comply with a request or demand that violates the aforementioned prohibitions. Institutions are not prohibited from: (1) exercising rights and obligations to protect

against and investigate alleged student misconduct or violations of applicable laws and regulations; or (2) taking any adverse action against a student, prospective student, or student group for any lawful reason.”

Hoss Lee Academy expects all of its students to adhere to our policy on student conduct. Students are responsible for all of their content that is published online for public viewing. Hoss Lee Academy does not tolerate racism, sexual harassment, cyberbullying, intimidation, personal insults, or conduct that is counterproductive to our institution and its policies. Hoss Lee Academy reserves the right to request removal of any such postings at our discretion and additionally, to take any necessary disciplinary action as a result of such occurrence.

General Policies

Dress Code

If you are clocked in, you are required to be in dress code. Student uniforms identify students and distinguish them from the clients and instructors; they also protect the technicians’ clothing and person from potentially hazardous chemicals that are commonly used in the industry. Students must wear solid black pants or black or blue jeans – this does not include leggings, jeggings, stretch pants, yoga pants, active wear, athletics wear, etc. Black slacks should have a zipper and a button(s); they may also have pockets but not always and may be slightly above the ankle. Scrubs must be approved by a Director or School Owner and cannot be labeled or considered "active wear" in order to qualify for approval. Closed-toe shoes must be worn at all times, **slippers are not permitted**, this includes Ugg Slippers. HOSS LEE ACADEMY apron (outside aprons may be worn but must be approved by a Director prior to wearing them, competitors aprons are not permitted). Hats, scarves or covering your head with a hood are not permitted. Head pieces may be worn (bandanas, bows, headbands, etc.) but may not be over 1” in width. Any religious head wear or covering will be permitted with a verifiable note from a Clergy member, Rabbi, Imam or a religious leader. Jeans must not have any holes or distressing. The only approved top is an HLA T-shirt and sweatshirt as provided in your student kit. No other colors, clothing, or garments over your HLA approved top are permitted. HOSS LEE ACADEMY T-shirts and sweatshirts cannot be altered in any way (i.e., cutting the sleeves, cutting the neckline, etc.). Your personal hygiene, i.e., bathing, clean and brushed hair, and clean teeth, nails, and clothing must be taken care of every day before you arrive at school. Makeup, hair and other personal grooming should be done before you arrive at school and should not be done upon arrival to school. You will not be permitted time to fix your hair or makeup once you have clocked in. Hair must be styled in a manner that reflects consumer safety and protection. Long hair should never come in contact with the clients. Your vision should never be obstructed in any way. Your nails should be manicured and free of snags and hangnails. The length of nails should be maintained so that they are not a danger to the client in any way.

Students have opportunities to earn free dress. When doing so, they must wear a “Free Dess Lanyard” to allow staff to properly enforce the dress code policy.

Spirit Days

All attire parameters will be provided on Prestige and must be followed to participate in Sprit Days. Otherwise, the dress code policy applies.

Front and Center Attire

All attire must be business casual, this excludes t-shirts, oversized clothing, athletic wear, or any other casual clothing. Ensure backs, midriffs, and chests are appropriately covered. Underarms should not be visible, therefore, sleeveless tops or spaghetti straps are not permitted. No open-toed shoes are permitted while working on the clinic floor. Hair and makeup must be completed prior to arriving at school. Anyone arriving unprepared will be sent home. Front and Center will also receive a lanyard to allow staff to properly enforce the dress code policy and who should be in that area.

Food and Drinks

Food is not permitted on the Senior Clinic Floor or classrooms. Drinks are permitted in a closed container. All food and drinks may be consumed in the lunchroom, designated break area, or outside, during your 15-minute break or during your lunch break.

Cell Phones

Cell phones are not permitted during any structured class. Students may have a phone for taking pictures of their work on the Senior Clinic Floor, but only with permission from an educator. In case of an emergency, we have 3 different phone numbers you may provide any person that may need to contact you at: 916.726.5577, 916.726.4247, and 916.726.2474. You may check your cell phone for messages during the designated break times and lunch in the breakroom or outside. Please make sure to provide the above numbers listed to any person who might need to contact you for an emergency.

Students are permitted to listen to music while working on their doll heads. Students are not allowed to watch shows, podcasts, or any visual media during school hours. Students may not wear headphones. They may use an ear bud, but only one, to still allow communication from others. If your phone is needed for educational purposes, it must be communicated to your educator beforehand. If caught using your cell phone for anything other than educational purposes, you may choose to surrender your phone until the end of the school day or be sent home as an unapproved absence. If the problem persists, you will be written up.

Cell phone parking lots may be set up in work zone and classroom areas to allow staff to properly enforce the cell phone policy.

Phone Calls

The telephones on campus are for business use only. Personal phone calls will be accepted on an emergency basis only.

Client Services

You are expected to perform any service assigned to you. The requirements on your timecard are only minimum requirements from the State Board. There are no maximums for any of the procedures on your timecard. You must be set up and ready 5-minutes prior to your client's arrival. Refusing a client service warrants disciplinary action. If for any reason you cannot perform a service on a client, you must discreetly inform the receptionist or an instructor. Never under any circumstances should you disrespect the client or make the client feel unwanted.

All clients will check in with the receptionist before their service begins. Students must have a valid numbered ticket with them for the service(s) being performed. All services shall be consulted with an instructor PRIOR to beginning the service and concluding the service. Chemicals shall not be distributed without an instructor's approval.

Any upgrades or additional services shall not be performed on the client without advising the instructor and advising the client of the additional charges. Every service shall be approved by an instructor before the client leaves the chair.

If a client disrespects you or makes you feel uncomfortable for any reason, please notify an instructor immediately. The client will be handled by the instructor on a case-by-case basis.

Personal Services and Student Retail Discount

Personal services are a privilege granted to students at a greatly reduced rate, or free of charge, and must be approved by the Lead Educator on duty.

- All services must be approved in advance by the Lead Educator on duty prior to the service.
- Personal services are only to be conducted Tuesday through Friday and may only be within your scope of practice.
- All haircuts and styles are free of charge. Esthetics students performing services using products from their Dermalogica Kit in the classroom are free of charge. All students performing makeup services from their Mirabella Kit are free of charge. **No outside product is allowed on campus**
- All other services are at a student rate of 50% off. All full price retail products are at a student rate of 20% off, excluding apparel.

- Students are permitted 1 paid service per month with no clock out for a maximum time limit of 4 hours. The approved service must be within your scope of practice.
- Students are permitted 1 free service per month with no clock out for a maximum time limit of 4 hours. The approved service must be within your scope of practice.
- Redo's must be approved beforehand by the Lead Educator on duty and must be done while clocked out.
- Students on probation, warning, a plan for success, or during a suspension day will not have the privilege of giving or receiving personal services. If off the clock, the regular pricing will apply. Students on a plan for success can earn vouchers for completing set milestones during their plan to allow for a personal service.
- Students who abuse the privilege, have services done without proper approval or payment, or upgrade services beyond that which they have paid for will be denied the privilege of giving or receiving future personal services.
- Personal services are not available to freshmen students.
- Clients come before personal services. If a student is called for a client, then the client must be taken and their personal service put on hold, providing the personal service has not started.
- Clients come before personal services. If a station or spa bed is needed to accommodate a customer, the personal service will need to be rescheduled, providing the personal has not started.
- Students requested to be a model for a service by an educator will not be required to clock out or pay for the service. This must be within the student's scope of practice.
- Students completing services on each other for a mini class or structured class will not be required to clock out or pay for the service.

****No services may take place in the breakroom****

Ownership, Administrative Staff, and Instructors

Ownership

Hoss Lee Academy, Incorporated is owned by:

- Lisa Lee, Chief Executive Officer & Owner, Financial Aid Specialist & Compliance Manager
Licensed cosmetology since 2010, 512958
- Devrae Lee, Chief Financial Officer, Chief Operating Officer & Partner/Owner

Management

Name	Position	Qualifications
Eddie Clark	School Director	Licensed cosmetologist for over 20 years, 185578 Educator since 2007
Nicole Del Castillo	Chief Academic Officer, Director of Education	Licensed cosmetologist since 2006, 472185 Educator since 2011
Melissa Wright	Lead Senior Clinic Floor Cosmetology Educator	Licensed cosmetologist since 2021, 618371 Educator since 2024

Michelle (Shelly) Creech	Lead Spa Clinic Floor Esthetics Instructor and Special Events Coordinator	Licensed cosmetologist since 2014, 571309 Licensed esthetician since 2010, 88728 Educator since 2013
Ashley Brun	Administrative Liaison / Compliance Specialist	Licensed cosmetologist since 2013, 550025

Staff

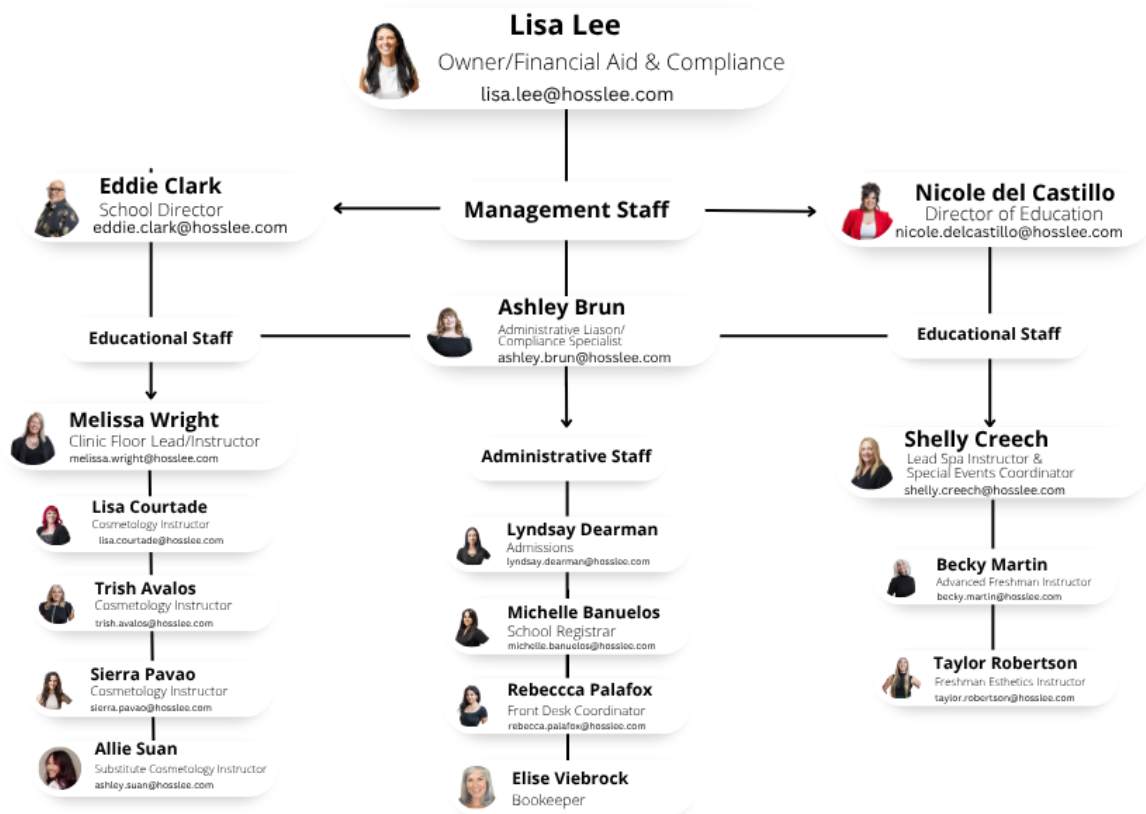
Name	Position	Qualifications
Michele Banuelos	Registrar	Licensed esthetician since 2023
Lyndsay Dearman	Admissions	Administrative experience since 2010 Licensed cosmetologist since 2021
Rebecca Palafox	Front Desk Coordinator	Managerial experience since 2021
Elise Viebrock	Bookkeeper	Finance experience for over 20 years.

Educators/Instructors

Name	Position	Qualifications
All educators (instructors) have a minimum of three years of experience, education, and training in current practices of the subject area they are teaching.		
Lisa Courtade	Cosmetology Educator	Licensed cosmetologist since 2012, 535300 Educator since 2025
Trish Avalos	Cosmetology Instructor	Licensed cosmetologist for over 20 years, 315128 Educator since 2000
Sierra Pavao	Cosmetology Educator	Licensed cosmetologist since 2011, 528639 Educator since 2021
Rebecca (Becky) Martin	Esthetics Educator	Licensed esthetician since 2011, 95145 Educator since 2019
Taylor Robertson	Esthetics Educator	Licensed esthetician since 2018, 127823 Educator since 2022
Ashley (Allie) Suan	Substitute Cosmetology Educator	Licensed cosmetologist since 2015 Educator since 2024

HOSS LEE ACADEMY

organizational chart



Consumer Information

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.

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 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

Hoss Lee Academy is approved with the U.S. Department of Education for Federal Title IV funding.

This institution 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, or has 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.)

Hoss Lee Academy does not assume responsibility for student housing, does not have dormitory facilities under its control, nor does it offer student housing assistance. According to rentals.com for Roseville, CA, rental properties start at approximately \$595 per month.

Vaccination Policy:

While the school encourages its students to lead happy, healthy lifestyles and stay disease-free free it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of California.

Campus Security Policy:

Students and employees of the school are advised to call 911 immediately if they are personally involved in or witness a crime being committed in the immediate building or the surrounding parking areas. They are further instructed to immediately report the incident to the School Director at their campus. A Crime Reporting Form is available at the campus for reporting any type of crime, though the Roseville Police Department can also be notified directly by calling 911.

School Directors will keep a log of reported incidents by category on a calendar year basis (January – December). The statistics will be reported annually and made available to students and employees the following October 1st. The categories to be included, but not limited to, are murder, rape, robbery, aggravated assault, burglary, motor vehicle theft, sexual offenses, arson, liquor law violations, drug abuse violations, weapons violations, and hate crimes.

The statistics will be made available to any applicant for enrollment or employment upon request and distributed to all employees annually. This information will also be published in the orientation information, which is given to and discussed with all students at orientation. The school does not employ campus law enforcement personnel. The possession, use, and sale of alcoholic beverages and illegal drugs are prohibited on the campus or at any school-sponsored function.

Campus Security Information:

Hoss Lee Academy makes every effort to provide a safe, crime-free campus for our students. However, in the event a crime does occur, we want you to be aware of the procedure you should follow. If you are personally involved in or witness a crime in progress in our immediate building or surrounding parking areas, you should call 911 from the nearest available telephone as soon as possible. You should also immediately report the crime to the School Director or the most senior official available in his/her absence. A Crime Reporting Form is available on the campus for reporting any type of crime.

If you are the victim of a sexual assault in our campus/the parking area, you should report the assault to the School Director. If the assault involves the Director, the incident should be reported to the other owner. In any case, you should feel free to notify local law enforcement of the assault. Students or staff committing any crime or sexual offense while employed by or enrolled in Hoss Lee Academy face possible suspension or termination at the discretion of the School Director, and dependent upon the outcome of the investigation of the crime by law enforcement authorities. In such a case, the accuser and accused are entitled to the same opportunities to have others present during a disciplinary proceeding. Both the accuser and the accused will be informed of the outcome of any institutional disciplinary proceeding brought alleging a sexual offense. Compliance with this paragraph does not constitute a violation of the Family Educational Rights and Privacy Act. For this paragraph, the outcome of a disciplinary proceeding means only the institution's final determination with respect to the alleged sex offense and any sanction that is imposed against the accused. The school reserves the right to impose sanctions following a final determination of an institutional disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offense.

The school also works closely with the local Sexual Assault Response Team. For more information about this critical program, call the Placer County SART Coordinator at (916) 543-2533. The Placer County Sexual Assault Response Team has been created to provide immediate medical care, victim advocacy, and criminal justice services for sexual assault victims in Placer County. SART is made up of dedicated professionals committed to reducing further trauma to victims of sexual assault while obtaining quality evidence to support a successful prosecution of the perpetrator.

Law enforcement agency information concerning registered sex offenders can be obtained from the Roseville Police Department. Information can also be obtained via a national online sex offender registry at www.stropsexoffenders.com. All students are encouraged to use the "buddy system" for extra protection when leaving the building. The following statistics are provided as

part of the requirement under the Student Right to Know and Campus Security Act, Public Law 101-542, regarding the occurrence of the following criminal offenses reported to campus authorities for the period **January 1, 2024 through December 31, 2024.**

Category	Incidents 2024
Murder	0
Rape /Forcible Sex Offenses	0
Non-Forcible Sex Offences	0
Robbery	0
Aggravated assault	0
Burglary	0
Motor vehicle theft	0
Liquor law violations	0
Drug abuse violations	0
Weapons possessions	0

Violence Against Women Reauthorization Act (VAWA) Policy and Title IX Policy Summary:

The School is committed to maintaining a safe, respectful, and non-discriminatory educational and work environment. In compliance with the Violence Against Women Act (VAWA), the Clery Act, and Title IX, the School strictly prohibits sexual misconduct, including domestic violence, dating violence, sexual assault, and stalking, regardless of sex, gender, sexual orientation, gender identity, or gender expression.

This policy is distributed annually to students and employees, reviewed during orientation and onboarding, and supported through annual training provided by local law enforcement agencies and/or crisis centers. The School Director serves as the Campus Security Coordinator.

Prohibited Conduct

The following behaviors are strictly prohibited and may result in disciplinary action up to and including suspension, expulsion, termination of employment, and/or criminal prosecution:

- Domestic violence
- Dating violence
- Sexual assault (non-consensual sexual activity)
- Stalking

Consent

Consent must be affirmative, voluntary, informed, and ongoing. It may be withdrawn at any time. Consent cannot be given by individuals who are incapacitated due to alcohol, drugs, unconsciousness, sleep, coercion, or physical or mental impairment. Silence or lack of resistance does not constitute consent. Minors and incapacitated individuals cannot legally give consent.

Bystander Intervention & Risk Reduction

The School encourages safe and reasonable bystander intervention when concerning behavior is observed. Options may include engaging directly, distracting, seeking assistance, or checking in afterward. While risk-reduction strategies may help increase safety, responsibility for sexual violence rests solely with the perpetrator.

Reporting Sexual Misconduct

Victims and bystanders are encouraged to report sexual misconduct to any of the following campus officials:

Title IX Coordinator:

Name: _____ Lisa Lee _____

Office Location: _____ 200 Whyte Avenue, Roseville CA 95661 _____

Phone: _____ 916.726.5577, ext 3 _____

Email: _____ lisa.lee@hosslee.com _____

Campus Security Coordinator / School Director:

Name: Eddie Clark

Phone: 916.726.5577

Email: eddie.clark@hosslee.com

Reports may also be made to any campus administrator.

Victims are encouraged to seek medical attention, preserve evidence, and access supportive resources.

Investigation, Discipline & Support

The School will conduct prompt, fair, and impartial investigations conducted by trained officials. Both the complainant and the respondent have equal rights during the process, including the right to an advisor. All parties will be notified in writing of outcomes and appeal rights.

Supportive measures may be available, when reasonably possible, to assist with academic, employment, or transportation arrangements, regardless of whether a report is made to law enforcement.

Copyright Laws 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 section 485(a).

Student Diversity:

Student Body Diversity: Full-time students active from 7/1/25 to 6/30/26 were as follows:

Gender	Race	Pell Recipients
Female: 219	African American: 5	126
Male: 4	American Indian: 5	
	Asian: 7	
	Caucasian: 132	
	Hispanic: 40	
	Pacific Islander: 3	
	2 or More: 19	
	Other: 2	

Job Demand:

The State of California Employment Development Department is the state's primary source of occupational information (<https://labormarketinfo.edd.ca.gov/> → LMI by Subject Occupations → Occupations → Occupational Guides → [Launch the California Occupational Guide](#)).

Occupation	Capital Region	2024 1 st Quarter Hourly Wage	Occupational Projections Annual Average Openings 2022-2032
Hairdressers, Hairstylists, and Cosmetologists	Counties: Alpine, Colusa, El Dorado, Glenn, Placer, Sacramento, Sutter, Yolo, and Yuba	25 th Percentile: \$17.23 Median: \$17.63 75 th Percentile: \$22.03	4,190
Skin Care Specialists	Counties: Alpine, Colusa, El Dorado, Glenn, Placer, Sacramento, Sutter, Yolo, and Yuba	25 th Percentile: \$17.40 Median: \$18.00 75 th Percentile: \$23.05	26,750

Friends and Family Discount:

Students are able to bring in friends and family to receive services at a discounted rate on Tuesday through Saturday. The appointment must be identified as a “Friends and Family” client at the time of booking. Students must perform their services on their own friend or family. The friends and family discount is only valid on services you perform. The appointment must be booked in advance and not conflict with any previously booked appointment. We will only move previously booked appointments if they are not a request and there is another student available to take the service. If a student has three no-show or cancelled appointments when requesting to have a service(s) moved, they will lose the ability to participate in the Friend and Family program. The friend and family discount is 15% off services. The discount is designed to give students the opportunity to gain confidence and skill in performing certain services and to build a clientele before graduation. It will not be priced as “Friends and Family” if it is not identified as such at the time of the appointment being booked. Any student extending the discount to a customer who is not a friend or family member will not be allowed to participate in the program any further.

Veteran Policy Statements

EVALUATION OF PRIOR CREDIT – CFR 21.4254(b)(12) CFR 21.4254(c)(4)

This institution will conduct an evaluation of previous education and training for all veterans and eligible persons, grant appropriate credit, shorten the training period proportionately, and notify the student accordingly. Evaluation will be based upon an evaluation of records of prior training, written exam, and/or oral exam.

Credits will be recorded on the enrollment record.

SATISFACTORY ACADEMIC PROGRESS – CFR 21.4254(b)(6)(7)

Students are evaluated at 450 hours, 900 hours, 950 hours, and 1000 hours (Cosmetology) and 300 hours and 600 hours (Esthetics) to assess compliance with minimum progress standards. Students who have not maintained the required grade average of 75% are placed on probation for 12 weeks (Cosmetology) and 5 weeks (Esthetics). Those students who have not achieved the required minimum average by the end of the probationary period will have their VA benefits terminated.

ATTENDANCE POLICY – CFR 21.4254

Students are required to maintain a 75% attendance average. Those students whose attendance is below the required average will be placed on probation for a period of 12 weeks (Cosmetology) and 5 weeks (Esthetics). Those students who have not improved their attendance to the required minimum average by the end of the probation period will have their VA benefits terminated.

CONDITIONS FOR RE-ENROLLMENT CFR 21.4254(b)(7)

Re-enrollment or re-entrance will be approved only after evidence is shown to the Director's satisfaction that conditions that caused the interruption for unsatisfactory academic progress have been rectified.

REFUND POLICY FOR NON-ACCREDITED COURSES – CFR 21.4255

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws or is dismissed therefrom at any time before completion. The amount charged to the veteran or eligible person for tuition, fees, and other charges does not exceed the approximate pro-rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its length.

Note: The maximum non-refundable application fee allowed by VA is \$10.00 for non-accredited courses.

FOR POST 9/11 GI BILL® (Ch 33) STUDENTS AND VA VOCATIONAL REHABILITATION (Ch 31) STUDENTS

Our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE), and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following: a 22-1990, 22-1995, 22-5490, or 22-5495 to the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at www.benefits.va.gov/gibill.

SAMPLE FORMS

Student Grievance Form

NAME _____ ADDRESS _____

Student ID# _____ TELEPHONE _____

1. Please provide a one or two-sentence description of your complaint.

2. Please describe the nature of your complaint in full detail, indicating what happened, when the event occurred, and who was involved. If additional space is needed, use the reverse side.

3. Indicate when and with whom you have already spoken regarding this grievance and what attempts have been made toward resolution.

4. Indicate what specific resolution you are seeking or recommending.

I hereby certify that the statements made pertaining to my complaint are truthful and accurate.

Signature of Complainant

Date

Authorization Form – Release of Information

I understand that I have the right to gain access to my records according to the school's Access to Files Policy by making an appointment with the appropriate school official.

I also understand that I have the right to authorize certain individuals, organizations, or classes of parties (such as potential employers) to gain access to certain information in my student file. I also understand that I have the right to rescind the authorization in writing at any time.

I hereby authorize _____ to have access to the following information:

Signature of Student or
Parent or Guardian if Student is a Dependent Minor

Date

Note: This form is to be used each time the school wants or has a need to release information from the student file to a third party unless a class of parties has been identified.

This form need not be used when releasing information from the student's file to the student or the student's parent/guardian if the student is a dependent student under IRS laws.