



**SCHOOL CATALOG
2023**

May 1st, 2023 to April 30, 2024

BAMBOO ADVANCE BEAUTY COLLEGE, CALIFORNIA LOCATION

14624 East 14th Street San Leandro CA 94578
Tel: (510) 827-1114 Fax: (510) 827-1232
Email: Admin@bbabc.info
Institute Website: WWW.BBABC.EDUCATION

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Bamboo Advance Beauty College

Dear Student,

We're pleased to welcome you to Bamboo Advance Beauty College, the first step toward your new career in one of the most exciting beauty industries. We are honored that you have chosen to start your career here, and we look forward to helping you reach your goals as a professional.

At Bamboo Advance Beauty College, we not only offer you the basic training to pass the State Board examination, but also the skills that make you salon ready. Relationships with our industry partners make our program one of the most successful. We are using top quality products, providing our students with customized kits, and having modern equipment. We also place emphasis on how to be successful in the marketplace and how to succeed at every operation necessary to create the lifestyle you desire.

Bamboo Advance Beauty College is owned by Mai-Pham Investments LLC. Our goal is to help you discover your ability to transform your life by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Bamboo Advance Beauty College welcomes all prospective students interested in a beauty and wellness career. We are happy to have you visit the school at any time. Come in and see our student facilities, meet the experienced teaching staff and consider the many advances that our school can provide. We will be pleased to answer all of your questions.

Best regard,

Christina Mai
INSTRUCTOR/CEO/FOUNDER

MISSION

The mission of Bamboo Advance Beauty College (BBABC) is to provide a quality educational system to prepare students to pass the state board examination and create very satisfied and loyal graduates, clients, and salon owners in the beauty industry who recommend family and friends to experience our outstanding education programs and services. We strongly believe a solid educational foundation our team provided you to success will follow.

OBJECTIVE

Our objective is to provide each enrolled student with a high-quality education, in an environment conducive to attaining all the basic skills to pass the state licensing exam and to become employable in the beauty industry. Upon completing the course of study, the graduate student should be able to learn with Three Stage Methods at Bamboo Advance Beauty College and gain to be Empower many specialty areas such as: Hair Stylist, Hair Colorist, Nail Professional, More over Professional Make-Up Artist, Skin care Treatments, Eyelashes Extension, and Brazilian Wax. All Three Stage Methods above and Advanced class should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, and School Supervisor.

Students will be introduced and provided with structured instruction in a modern learning environment. Under these conditions, students acquire hands-on experience and the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our school simulates salon conditions to help our students “learn-by-doing”, with modern equipment and a variety of supplies that help enhance the student’s product knowledge. Our objective is to help the student become “salon-ready” for an entry level position in a salon.

Bamboo Advance Beauty College’s faculty provides theory and practical lessons in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers, and trainers with proven expertise from virtually all cosmetology, manicuring, advanced manicuring and skin care professions.

NONDISCRIMINATION

Bamboo Advance Beauty College in its admission, instruction, and graduation policies and practiced does not discriminate on the basis of sex, race, religion, age, ethnic origin, color, disability, sexual orientation, or ancestry. The school does not allow or tolerate discrimination of any kind, bullying, harassment, or hazing of any sort.

If any student or team member experiences or witnesses anyone being bullied, harassed, or hazed in any way, he or she is required to report the matter to the school’s Director in person or by calling (510) 827-1114 immediately so appropriate action can be taken.

SCHOOL FACILITIES

Bamboo Advanced Beauty College is fully equipped to meet all the demands of modern hair, skin care, and nail while providing a high-tech atmosphere with central heat, Exhaust Fan and attitude for progressive personal development. The space is 4,756 square-foot facilities with many benefits for our staff and students. Our school simulates salon conditions to help our students “lean-by-doing” with modern equipment and a variety of supplies that help enhance the student’s product knowledge. A student lounge is provided for the students with facilities eating and rest areas. The cosmetology clinic area includes **15 single** hair styling stations, **8 single** hair and makeup stations, and **5 backwash** shampoo units and **3 chair** dryer and 3 Hood dryer with ionic and lockers. The manicure area has 15 manicure tables and **4 portable** tables, and **3 footsie** pedicure spa chairs. The esthetician area includes **7 facial** beds, and **4 machines with 3 in1 functions:** (Aromatherapy Facial Steamer, 5x Magnifying Lamp & High Frequency), **1 facial machine with 7 multifunction:** (Facial steamer, facial brush, high frequency, Magnifying lamp, Vacuum and spray bottle, Galvanic and wood lamp) and UV Sterilizer and Towel Warmer. **1 machine with 13 in 1 Multifunction:** (Aromatherapy Facial steamer with Ozone, Exfoliating massaging Rotary Brush, High frequency, Magnifying lamp, Vacuum Extractor and Spray Diffuser, Galvanic Current, and Wood lamp skin Analyzer, (2) Utility Bowls, (2) Tool Storage Racks, and Utility Shelf, 2-1 Compact Min UV Sterilizer & Towel Warmer. **1 Machine Dermal Skin Scope, 1 double** Wax heater and guest reception and Waiting area. 1 offices management for students’ enrollment and record, **3 private** classrooms for lectures and practical. Classrooms are equipped with audio visual equipment, screen projector and eraser dry board. The school has 2 wheelchair handicap bathroom stalls.

LICENSING AND DISCLOSURE STATEMENT

Bamboo Advance Beauty College is a private institute approved by the Bureau of Private Postsecondary Education to operate in the State of California. Approved to operate means the institute met the minimum compliance with state standards as set forth in the CEC and 5, CCR.

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

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION

2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833-0818

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

Web site Address: www.bppe.ca.gov

Telephone: (888) 370-7589 or Fax (916)263-1897

Toll Free: (916) 431-6959 or Fax (916)263-1897

“A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling.

Toll free telephone #: (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site: www.bppe.ca.gov”

STATEMENT OF BANKRUPTCY STATUS

The institution is not pending a petition in bankruptcy, has not filed a petition within the preceding five years, and as not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. The institution is also not operating as a debtor in possession.

ENGLISH AS A SECOND LANGUAGE

Bamboo Advance Beauty College does not recruit English as a Second Language (ESL) students, as the school does not offer instruction in English as a Second Language, and neither does it provide services for obtaining Visa services.

Our institution instruction and learning materials will be in English and Vietnamese. Cosmetology, Esthetician and Manicure instructions are provided in the English and Vietnamese instructors.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the beauty industry must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending, and stretching, sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands.

PROGRAMS OF STUDY EDUCATIONAL GOALS

Bamboo Advance Beauty College is a private institution that offers several programs of study. Cosmetology (1600 Clock Hours), Cosmetology (1000 Clock Hours) Manicuring (400 Clock Hours). Advanced Manicuring (200 Clock Hours), Esthetician (600 Clock Hours). The course of study for students enrolled shall consist of the state mandated technical instructional and practical operations covering all practices constituting the art of Cosmetology, Manicuring, Advanced manicure, and Esthetician.

EDUCATIONAL GOALS: The courses of study are designed to prepare students for the state licensing examination and for profitable employment. Cosmetology: (CIP code 12.0401, SOC Code -39.5012.00 Hairdressers, Hairstylists, and Cosmetologists); Manicuring and Advanced manicure: (CIP Code 12.0410, SOC Code-39-5092.00 Manicurists and Pedicurists; Esthetician: (CIP Code 12.0409, SOC Code-39-5094.00 Skin Care Specialist.

CALENDAR/HOLIDAYS

The school is open from 9:00am to 5:30pm Monday through Saturday. It is closed on Sundays, and the following holidays: **The Fourth of July, Thanksgiving Day, Christmas Day, and New Year's Day. Memorial Day, Labor Day. Martin Luther King Day, President's Day.**

A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The school reserves the right to change dates of holidays with prior notice.

STARTING CLASS SCHEDULES

Day classes for Cosmetology, Esthetician, Manicuring and Advanced Manicure courses start weekly, every Monday or as scheduled for students in our San Leandro Campus.

ORIENTATION CLASSES

San Leandro: Orientation classes for students are held each Monday morning at 9:00am prior to any new class starting. All new students, transfers and re-enrollment students are required to attend prior to beginning class.

MAKE-UP POLICY

Students who are having medical or extended personal problems which make it difficult to attend class are considered excused absences. Due to excused absences, all hours, assignments, and tests may be made up. Any deviation from the policy must be in writing in the office and signed by a member of administrative staff.

- Students need to notify the office before the start of class on that day and obtain an approval from the office.
- Students need to inform their instructor that they are here for make-up hours, assignments tests.
- All make-up hours, tests and assignments have to be made-up within two (2) weeks following the date the student comes back to school from excused absences.

BAMBOO ADVANCE BEAUTY COLLEGE, CALIFORNIA LOCATION

Class Session is held at the following address.

14624 East 14th Street San Leandro CA 94578

Tel: (510) 827-1114 Fax: (510) 827-1232

Email: admin@bbabc.info

Institute Website: www.bbabc.education

AWARD OF CREDIT FOR PRIOR EXPERIENTIAL LEARNING

Our institution does not award credit for prior experiential learning.

ADMISSION REQUIREMENT

Our institution instruction and learning materials will be in English and Vietnamese. Enrolling area admitted as regular students under the following criteria.

1. An applicant must provide one of U.S. government issued I.D. Card (e.g. Driver's License, State Identification Card, Passport, Resident Alien, and valid Social Security Card.
2. High School Diploma (optional)

ADMISSION PROCEDURES

-To apply for admission, an applicant should contact an admission officer at the school to schedule an appointment for a personal interview and tour the school facilities. At this time the school's catalog, syllabus, and general brochure is given to an applicant.

-The admission officer will explain to the prospective student the admission requirement, education providing, and all the requirements to the program, rules, and regulations as well as the costs of the program or monthly payment plan for school.

-The school's admission officer will direct prospective students to schedule an appointment with the Financial Aid Administrator for questions, information regarding financial aid eligibility requirements or monthly payment plan for school.

-The school's admission officer will set up an enrollment process. -To complete the enrollment process:

a) The applicant must submit all requirements documents and the completed application form.

b) 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.

c) The admission officer also completes the prospective student evaluation form. Admission decisions must be based on fair, effective, and consistent applied criteria that enable the school to make judgment that the applicant is capable of successfully completing the training offered.

-The school will then review the prospective student's file and notify the applicant either in writing or by phone whether he/she has been accepted.

STUDENT FINANCIAL ASSISTANCE

Bamboo Advance Beauty College is not participating in federal and state financial aid programs.

Bamboo Advance Beauty College is not participating in State and Federal funding programs.

ARTICULATION AGREEMENT

Bamboo Advance Beauty College is not an articulation agreement with any other College or University that provides for the transfer of credits earned in the program of instruction.

SCHOLARSHIPS

Our college does award scholarships periodically

THE COLLEGE RESERVES THE RIGHT TO CHANGE THE TUITION AND FEES AND MAKE SUBJECT CHANGES WITHOUT PRIOR NOTICE WHEN NECESSARY. ANY CHANGES WILL NOT AFFECT ATTENDING STUDENT.

TEACHING EQUIPMENT & TEACHING MATERIAL

The institution have to provide the minimum equipment requirements from the Board of Barbering and Cosmetology shall be as follow; electrical facial machine with facial (facial steamer, galvanic machine, vacuum and spray machine, high frequency machine, skin analysis, magnifying lamp and wood lamp), 10 mannequins (with a full head of hair, 1 time clock, 5 back wash shampoo bowl, 6 dryers, 2 facial chair bed, 6 manicure stations. Thermal hair straightener: such as, 3 non-electric oms, 1 stove, 1 electric curling iron, 3 non-electric curling irons (at least two sizes), and 15 hairstyling chairs.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievance in the following manner.

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the instructor in charge.
3. If you are unable to deliver the form to the instructor in charge you may deliver it to the Director. All grievances, regardless of their nature, will be turned over to the Director and reviewed.
4. The Director will evaluate the grievance and set an appointment with the person within 5 days of the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
5. A student or any member of the public may file a complaint at any time 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.
6. For any grievances that you cannot work out with the school, you may contact:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION P.O. Box 980818 West Sacramento, CA 95798, Phone (916) 574-7720

TEXTBOOK AND REFERENCE

Bamboo Advance Beauty College uses the Milady's series textbooks:

COSMETOLOGY PROGRAM

- Milady Standard Cosmetology 13th Edition. ISBN-13: 9781285769417
- Exam Review for Milady Standard Cosmetology 13th Edition. ISBN-13: 9781285769554
- Vietnamese Translated Milady Standard Cosmetology 13th Edition. ISBN-13: 9781285769448
- Hair 900 Professional Cosmetology. Theory & Practice ISBN 9780979965128

ESTHETICIAN PROGRAM

- Milady Standard Esthetics Fundamentals, 13th Edition ISBN-13: 978-1-337-09502-0
- Milady Standard Esthetics Foundation, 10th Edition ISBN-10: 978-1-337-09505-9
- Workbook for Milady Standard Esthetics, 11th Edition. ISBN-13:
- Exam Review for Milady Standard Esthetics Fundamentals & Foundation, 13th & 11th Edition.
ISBN-13: 978-1-337-09502-0 ISBN-10: 978-1-337-09505-9
- Esthetician Vietnamese: Facial 900, Theory & Practice
ISBN-978-097996651-1-1

MANICURE AND ADVANCED MANICURE PROGRAM

- Milady Standard Nail Technology 7th Edition ISBN-13: 9781285080475
- Exam Review for Milady Standard Nail Technology, 7th Edition.
ISBN-13: 978-1285080543
- Vietnamese Translated Milady Standard Study Summary Nail Technology 7th Edition,
ISBN-13: 9781285080567

ACADEMIC PROBATION

Students who fail to meet SAP standards during a given evaluation period will be placed on academic or attendance probation for one additional evaluation period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making

satisfactory academic/and or Attendance Progress will be terminated at the discretion of the institution. In the event a student is allowed to continue with instruction, reinstatement will only be after the student has reestablished SAP in accordance with the attendance and grading standards indicated in SAP STANDARDS 1- 4 of this policy. Reinstatement of aid is limited to the period under evaluation. Prior periods in which the student was determined ineligible for aid will not be included in the student's reinstatement of eligibility. Students making SAP by the conclusion of the probation period will be removed from the probation status and will regain eligibility for Title IV aid.

In the event a student is terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply.

Probationary students who meet SAP by the conclusion of the probationary period will be removed from academic probation.

LIBRARY RESOURCE

Bamboo Advance Beauty College maintains a library of supplemental resources for student use. The procedure for students to access the library and other learning resources includes the students being permitted to sign out one book or media resource at a time during school hours. Students are encouraged to check books out when they are not working on clients or in lectures to reinforce their academic learning.

- a. Ask Supervisor/instructor/ for library list of items.
- b. Provide Student timecard to instructor.
- c. Utilize materials during school hours.
- d. Return item before student time out.

BBABC offer the following:

Manicure and Advanced Manicure: Flat TV Gel Nails, Nail Arts, Magazines and school youtuber Acrylic Brush on, UV light, dry erase board, Trade magazines, Hand mannequins

Esthetician: Flat TV, Facial machines, Facial steamer, Facial High-Frequency, Facial brush, Minifying lamp, Wood lam, Facial spray bottle, Facial galvanic Microdermabrasion, Dermal scope machine, Makeup stations, Facial treatment, Wax techniques, Dry erase board, Trade magazines, face mannequin, makeup book and youtuber channel.

Cosmetology: Flat TV, Hair cutting styling book, Hair do' styling book, Hair color, Hair lightening, Manicure, Pedicure, Gel Nails, Nail Arts, Acrylic Brush on, UV light, Facial machines, Facial steamer, Facial High-Frequency, Facial brush, Minifying lamp, Wood lamp, Facial spray bottle, Facial galvanic Microdermabrasion, Dermal scope machine, Makeup stations, Facial treatment Wax techniques, Dry erase board, Trade magazines, face mannequin

ACADEMIC GRADING SYSTEM

Cosmetology, Esthetician, Manicuring and Advanced Manicure Grading System

Each program consists of both a theoretical and hands on component that covers the applicable skills and competencies in the course. Academic performance is measured by written examinations administered periodically by the instructor. Grading for exams is based on the scale listed below. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy assigning them an absolute grade of “yes” or “no”. The total number of “yes” answers is divided by the number of questions on the grading criteria, which gives the final grade for the operation evaluated. The cumulative score of both academic exams and practical evaluations makes up a student’s overall GPA. Students must maintain a “C” (80%) average to maintain satisfactory academic status.

ACADEMIC GRADING

100%-95% A.....Excellent

94%-90% B.....Good

89%-80% C.....Average

CLINIC FLOOR GRADING

Practical operations completed by the student are recorded on the student’s timecard for each operation. Practical operations are evaluated periodically for mastery using the practical grading criteria to determine whether the skill is performed with the required degree and accuracy assigning them an absolute grade of “1-100 %”. Please review the Grading System.

GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operations in Cosmetology/Esthetician/ Advanced Manicure/Manicurist with a GPA of “C” (80%) or better he/she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate and Cosmetology Examination

TRANSCRIPTS & PROOF OF TRAINING

Upon completion of the school course requirement for registered course of study, the student will receive two (2) certified copies of the proof of training. Students are to submit one copy of the proof of training to the Board of Barbering and Cosmetology prior to taking the states exam, and to retain a copy of the proof of training for record. If the student proof of training becomes lost, stolen, damaged, or rendered in a way where it becomes illegible, additional certified proof of training may be processed by the institution for a fee of **\$ 200.00**.

CALIFORNIA STATE BOARD APPLICATION REQUIREMENTS

1. Complete both for theory and practical hours
2. Maintain a cumulative average attendance level of at least 100% of the schedule hours indicated on their enrollment contract.
3. Tuition must be current payoff.

If all the above requirements are not met by the time the student is completed, the student may lose the opportunity to apply for the California State Board Exam.

CALIFORNIA BOARD OF BARBERING AND COSMETOLOGY LICENSING REQUIREMENTS

To receive a Cosmetology license in the State of California, for the Board of Barbering and Cosmetology, a student must:

1. Be at least 17years of age or older
2. Complete required course hours in a school approved by the California State Board of Barbering and Cosmetology.
3. Submit an application and required fee.
4. Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code
6. Receive a passing score of 75% on the written exam.

To receive an Esthetician license in the State of California, for the Board of Barbering and Cosmetology, a student must:

1. Be at least 17years of age or older
2. Complete required course hours in a school approved by the California State Board of Barbering and Cosmetology.
3. Submit an application and required fee.
4. Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code
6. Receive a passing score of 75% on the written exam.

To receive a Manicurist license in the State of California, for the Board of Barbering and Cosmetology, a student must:

1. Be at least 17years of age or older
2. Complete required course hours in a school approved by the California State Board of Barbering and Cosmetology.
3. Submit an application and required fee.
4. Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professional Code
6. Receive a passing score of 75% on the written exam.

TRANSFER OF CREDITS

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Bamboo Advance Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Diploma or Certificate you earn in Cosmetology, Esthetician and Manicure and Advanced Manicuring is also at the complete discretion of the institution to which you may seek to transfer. If the Diploma or Certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bamboo Advance Beauty College to determine if your Diploma or Certificate will transfer.

TRANSFER ACADEMIC TRANSCRIPTS

Bamboo Advance Beauty College accepts transfers of academic credit and hours obtained from an outside institution. If an applicant wishes to transfer their credits and hours from a different institution into Bamboo Advance Beauty College, that student must first obtain their academic transcript and proof of training from their previous institution. **After the Diploma or Certificate has been verified, credits and hours will be accepted as is.**

COSMETOLOGY COURSE (1,000 CLOCK HOURS)

LOCATION: SAN LEANDRO CAMPUS

SESSIONS: BEGIN WEEKLY ON MONDAY OR AS SCHEDULES

COSMETOLOGY COURSE DESCRIPTION: The course is divided into freshmen classroom instruction and clinical service-learning experiences.

Freshman Classroom Instruction: The first 400 hours are the Touch Stage in classroom workshops where students learn related in the basic cosmetology skills and student will be required to test out the freshman class prior to moving to the clinic floor.

Clinic Classroom Learning Experience: The remaining 600 hours are spent on the clinic floor area where practical experience and to prepare student for the State Board exam.

COSMETOLOGY COURSE OUTLINE

Bamboo Advance Beauty College prepared our students at (beginning to Future Professionals) for careers in the beauty industry as licensed cosmetologists. Students are guided by our Learning Leaders through all programs with three stages—Stage 1. Touch, Stage 2. Create, Stage 3. Empower—taking on more advanced techniques and building real-world skills and confidence as they move through each stage.

Touch Stage. The first 0-400 hours is Basic learning in Theory and Practical Instruction techniques relate to the subjects; Law & Regulation, Health & Safety Considerations, Disinfection and Sanitation, Theory of electricity in cosmetology Anatomy and Physiology, Hair styling, thermal

hair styling, Hair cutting, Hair coloring/Bleaching, Facials/Electrical/Chemical facials/, Eyebrow arching and hair removal, Makeup, Water manicure and pedicure, Artificial nail-Acrylic liquid/powder brush on, Nail tips, nail wraps and nail repairs.

Create Stage: From 401 to 800 hours, you will enter a new stage of specialty at a clinic and work on real clients with challenging practical services designed, you are also continue learning to build your skills as industry professional.

Empower Stage. You will spend your last 200 hours at Bamboo Advance Beauty College with your last Stage learning and preparing your confidence in the beauty industry and helping you to prepare for the written State Board Exam.

COURSE MISSION AND OBJECTIVE: It is the mission of Bamboo Advance Beauty College to prepare each enrolled student with a high-quality education, in an environment conducive to attaining all the basic skills to pass the State Board exam.

COSMETOLOGY PERFORMING OBJECTIVES: Upon completion of the Cosmetology program will qualify for entry-level positions as Cosmetologists, Hair Stylist, Hair Colorists, Make-up, Facial treatments, Artists or Beauty Salon Operator. Graduates of this program are expected to:

1. The student will develop the communication skills required for employment.
2. Present themselves as a professional in appearance and attitude.
3. Develop good communication skills with instructors, fellow students and clients.
4. Have developed the proper safety and sanitation practices.
5. Through practice develop basic skills for entry level position in cosmetology field.
6. Student will be exposed to the many careers related to the cosmetology field.
7. The student will develop knowledge of electricity, anatomy, physiology, bacteriology, infection control, and basic chemistry, it applicable to the cosmetology industry and related fields

INSTRUCTIONAL METHODS USED: Direct method instruction by demonstration, lecture, classroom participation, examination and curriculum below.

CURRICULUM FOR COSMETOLOGY PROGRAM (6.1/4 Months or 25 Weeks)

The curriculum for student enrolled in a cosmetology program shall consist of One thousand (1000) hours of technical instruction and practical training covering all practices constitution the art of cosmetology pursuant to B&P 7362.5(b)of the Barbering and Cosmetology Act.

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

SUBJECT	TECHNICAL INSTRUCTION Minimum Hour Required	PRACTICAL OPERATIONS Minimum Required
HAIRSTYLING SERVICES (200 total hours required)		
Hairstyling Styling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.	60	200
CHEMICAL HAIR SERVICES (200 total hours required)		
Chemical Hair services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and stand tests, safety precautions, formula mixing, and the use of dye remover	40	200
HEALTH AND SAFETY (100 total hours required)		
Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulation, and preventing communicable diseases.	100	0
DISINFECTION AND SANITATION: (100 total hours required)		
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishment.	20	80
Anatomy and Physiology The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology.	15	0
SKIN CARE (150 total hours required)		
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating cleansing, or beautifying the face, scalp, neck, or body by the uses of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	30	120
HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION: (50 total hours required)		
Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing superfluous air for the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and	15	35

appliances of any kind or description, except by the used of lasers or light waves, which are commonly known as rays.		
MANICURING AND PEDICURING (100 total hours required)		
Manicuring and Pedicuring: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail Analysis, and artificial nail services, including, but not limited to, acrylic, liquid and power brush-ons, dip, tips, wraps, and repairs.	30	70

CLASS SIZE: Limit 30 students = 1 teacher

REQUIRED TEXTS FOR COSMETOLOGY COURSE:

Milady Standard Cosmetology 13th Edition. ISBN-13:9781285769417. Price \$170
Vietnamese Translated Milady Standard Cosmetology 13th Edition. ISBN-13:9781285769448. Price \$170

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT

Salon management, record keeping, client service record cards, preparing a resume, modeling, desk and reception, and other subjects relating to cosmetology filed.

GRADING PROCEDURE

Students are evaluated in practical (hand on) procedures as well as academic theory knowledge. All exams are evaluated periodically for mastery using the grading criteria to determine and assigning them an absolute grade of “yes” or “no”. The total number of “yes” answers is divided by the number of questions on the grading criteria, which gives the final grade.

Practical operations completed by the student are recorded on the student’s timecard for each operation (hand on). Practical skills are assessed using skills checks where a learning leader observes and evaluates the retention, accuracy, and level of skill using a grading scale of “1-100 %). After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained. Please review the Grading System.

The cumulative score of both academic exams and practical evaluations makes up a student’s overall GPA. Students must maintain a “C” (80%) average to maintain satisfactory academic status.

Grading for exams is based on the scale listed below.

ACADEMIC GRADING

- 100%-95% A.....Excellent
- 94%-90% B.....Good
- 89%-80% C.....Average

COSMETOLOGY COURSE (1,600 CLOCK HOURS)

LOCATION: SAN LEANDRO CAMPUS

SESSIONS: BEGIN WEEKLY ON MONDAY OR AS SCHEDULES

COSMETOLOGY COURSE DESCRIPTION: The course is divided into freshman classroom instruction and clinical service-learning experiences.

Freshman Classroom Instruction: The first 400 hours are the Touch Stage in classroom workshops where students learn related in the basic cosmetology skills and student will be required to test out the freshman class prior to moving to the clinic floor.

Clinic Classroom Learning Experience: The remaining 1,200 hours are spent on the clinic floor area where practical experience and to prepare student for the State Board exam.

COSMETOLOGY COURSE OUTLINE

Bamboo Advance Beauty College prepared our students at (beginning to Future Professionals) for careers in the beauty industry as licensed cosmetologists. Students are guided by our Learning Leaders through all programs with three stages—Stage 1. Touch, Stage 2. Create, Stage 3. Empower—taking on more advanced techniques and building real-world skills and confidence as they move through each stage.

Touch Stage. The first 0-400 hours is Basic learning in Theory and Practical Instruction techniques relate to the subjects; Law & Regulation, Health & Safety Considerations, Disinfection and Sanitation, Theory of electricity in cosmetology Anatomy and Physiology, Hair styling, thermal hair styling, Hair cutting, Hair coloring/Bleaching, Facials/Electrical/Chemical facials/, Eyebrow arching and hair removal, Makeup, Water manicure and pedicure, Artificial nail-Acrylic liquid/powder brush on, Nail tips, nail wraps and nail repairs.

Create Stage: From 401 to 1200 hours, you will enter a new stage of specialty on floor and work on real clients with challenging practical services designed, you are also continue learning to build your skills as industry professional.

Empower Stage. You will spend your last 400 hours at Bamboo Advance Beauty College with your last Stage learning and preparing your confidence in the beauty industry and helping you to prepare for the written and practical State Board Exam.

COURSE MISSION AND OBJECTIVE: It is the mission of Bamboo Advance Beauty College to prepare each enrolled student with a high-quality education, in an environment conducive to attaining all the basic skills to pass the State Board exam.

COSMETOLOGY PERFORMING OBJECTIVES: Upon completion of the Cosmetology program will qualify for entry-level positions as Cosmetologists, Hair Stylist, Hair Colorists, Make-up Artists, or Beauty Salon Operator. Graduates of this program are expected to:

1. The student will develop the communication skills required for employment.
2. Present themselves as a professional in appearance and attitude.
3. Develop good communication skills with instructors, fellow students, and clients.
4. Have developed the proper safety and sanitation practices.
5. Through practice develop basic skills for entry level position in cosmetology field.
6. Student will be exposed to the many careers related to the cosmetology field.
7. The student will develop knowledge of electricity, anatomy, physiology, bacteriology, infection control, and basic chemistry, it applicable to the cosmetology industry and related fields

INSTRUCTIONAL METHODS USED: Direct method instruction by demonstration, lecture, classroom participation, examination, and curriculum below.

**CURRICULUM FOR COSMETOLOGY PROGRAM
(10 Months or 40 Weeks)**

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

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

SUBJECT	TECHNICAL INSTRUCTION Minimum Hour Required	PRACTICAL OPERATIONS Minimum Required
HAIR DRESSING (1100 total hours required)		
Hairstyling The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.	65	260
Permanent Waving and Chemical Straightening The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.	50	125
Hair Coloring and Bleaching The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand	65	190

tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	30	200
Five Minute Stress Relief Spa Treatment	05	70
HEALTH AND SAFETY (200 total hours required)		
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.	30	0
Disinfection and Sanitation The subject of Disinfection and Sanitation shall include but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures for equipment used in establishments.	30	60
Health and Safety Considerations The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Cosmetology chemistry including the chemical composition and purpose of cosmetic, nail, hair, and skin care preparations. Elementary chemical makeup, chemical skin peels and chemical and physical changes of matter. Hazardous substances including training in chemicals and health in establishments, protection from hazardous chemicals and preventing chemical injuries, ergonomics, theory of electricity in cosmetology, bacteriology, communicable diseases, including HIV/AIDS, Hepatitis B, and staph and Material Safety Data Sheets.	45	0
Anatomy and Physiology The subjects of Anatomy and Physiology shall include but is not limited to the following issues: Human Anatomy, Human Physiology.	15	0
ESTHETICS (200 total hours required)		
Manual, Electrical, and Chemical Facials The subject of manual, electrical and chemical facials shall include, but is not limited to, the following techniques and procedures: Manual Facials including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights, and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so a +/s to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	30	60
Eyebrow Beautification and Make-up	30	60

<p>The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow Arching and Hair Removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, the application of false eyelashes, and lash and brow tinting, if a product exists that is not disapproved, prohibited or banned by the U.S. Food and Drug Administration, the Occupational Safety and Health Administration, or the U.S. Environmental Protection Agency.</p>		
<p>MANICURING AND PEDICURING (100 total hours required)</p>		
<p>Manicuring and Pedicuring The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: Water and oil manicure, including nail analysis, and hand/foot and arm/ankle massage.</p>	<p>10</p>	<p>25</p>
<p>Artificial Nails and Wraps Artificial nails including acrylic: liquid and powder brush-ons, artificial nail tips and nail wraps and repairs</p>	<p>25</p>	<p>120 Nails</p>

CLASS SIZE: Limit 30 students = 1 teacher

REQUIRED TEXTS FOR COSMETOLOGY COURSE:

Milady Standard Cosmetology 13th Edition. ISBN-13:9781285769417. Price \$170
Vietnamese Translated Milady Standard Cosmetology 13th Edition. ISBN-13:9781285769448. Price \$170

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT

Salon management, record keeping, client service record cards, preparing a resume, modeling, desk and reception, and other subjects relating to cosmetology filed.

GRADING PROCEDURE

Students are evaluated in practical (hand on) procedures as well as academic theory knowledge. All exams are evaluated periodically for mastery using the grading criteria to determine and assigning them an absolute grade of “yes” or “no”. The total number of “yes” answers is divided by the number of questions on the grading criteria, which gives the final grade.

Practical operations completed by the student are recorded on the student’s timecard for each operation (hand on). Practical skills are assessed through the use of skills checks where a learning leader observes and evaluates the retention, accuracy, and level of skill using a grading scale of “1-100 %). After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained. Please review the Grading System.

The cumulative score of both academic exams and practical evaluations makes up a student’s overall GPA. Students must maintain a “C” (80%) average to maintain satisfactory academic status.

Grading for exams is based on the scale listed below.

ACADEMIC GRADING

100%-95% A.....Excellent
94%-90% B.....Good
89%-80% C.....Average

ESTHETICIAN COURSE (600 CLOCK HOURS)**LOCATION:** SAN LEANDRO CAMPUS**SESSIONS:** BEGIN WEEKL ON MONDAY OR AS SCHEDULES**ESTHETICIAN COURSE DESCRIPTION:**

The course is divided into freshmen classroom instruction and clinical service-learning experiences.

Freshman Classroom Instruction: The first 180 hours are the Touch Stage in classroom workshops where students learn related to esthetic skills. A student will be required to test out the freshman class prior to moving to the clinic floor.

Clinic Classroom Learning Experience: The remaining 420 hours are spent on the clinic floor area where practical experience and preparing student for the State Board exam.

ESTHETICIAN COURSE OUTLINE

Bamboo Advance Beauty College prepared our students at (beginning to Future Professionals) for careers in the beauty industry as licensed Esthetician. Students are guided by our Learning Leaders through all programs with three stages—Stage 1. Touch, Stage 2. Create, Stage 3. Empower—taking on more advanced techniques and building real-world skills and confidence as they move through each stage.

Touch Stage: At first 0-180 hours is Basic learning in theory and practical Instruction techniques relate to the subjects, such as, Law & Regulation, Health and Safety Considerations, Disinfection and Sanitation, Anatomy and Physiology, Facial Manual/Electrical/chemicals facial, Eyebrow Arching: Tweezing & Waxing, Basic facial Make up, Individual and Strip lashes.

Create Stage: From 181 to 420 hours, you will enter a new stage of specialty on clinic floor and work on real clients with challenging practical services, you are also continue learning to build your skills as industry professional.

Empower Stage: You will spend your last 180 hours at Bamboo Advance Beauty College with your last Stage learning and preparing your confidence in the beauty industry and helping you to prepare the written and practical State Board Exam.

COURSE MISSION AND OBJECTIVE: It is the mission of Bamboo Advance Beauty College to prepare each enrolled student with a high-quality education, in an environment conducive to attaining all the basic skills to pass the State Board exam.

ESTHETICIAN PERFORMING OBJECTIVES: Upon completion of the Esthetician program will qualify for entry-level positions as Esthetician, Skincare Treatments, Eyebrow waxing, brow tweezing, Make-up Artists, or Beauty Salon Operator. Graduates of this program are expected to:

1. The student will develop the communication skills required for employment.
2. Present themselves as a professional in appearance and attitude.
3. Develop good communication skills with instructors, fellow students, and clients.
4. Have developed the proper safety and sanitation practices.
5. Through practice develop basic skills for entry level position in esthetician field.
6. Student will be exposed to the many careers related to the esthetician field.
7. The student will develop knowledge of electricity, anatomy, physiology, bacteriology, infection control, and basic chemistry, if applicable to the esthetician industry and related fields.

INSTRUCTIONAL METHODS USED: Direct method instruction by demonstration, lecture, classroom participation, examination, and curriculum below.

**CURRICULUM FOR ESTHETICIAN PROGRAM
(4 Months or 16 Weeks)**

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

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

SUBJECT	TECHNICAL INSTRUCTION Minimum Hour Required	PRACTICAL OPERATIONS Minimum Required
FACIALS (350 total hours required)		
Manual, Electrical, and Chemical Facials Includes, but is not limited to, the following techniques and procedures: Manual Facials, including cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights, and electrical apparatus, for facials and skin care purposes; however, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks, and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification.	75	195

Preparation: Includes, but is not limited to, the following issues: client consultation, intake procedures, contraindications, professionalism, client record keeping, pre- and post-operative care, and salon and spa skills.	15	40
HEALTH AND SAFETY (200 total hours required)		
Laws and Regulations: Includes, but is not limited to, The Barbering and Cosmetology Act and the Board's Rules and Regulations	10	0
Disinfection and Sanitation: Includes, but is not limited to, the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment	10	40
Health and Safety Considerations: Includes, but is not limited to, the following techniques and procedures: training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases, including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, and physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment	40	0
Anatomy and Physiology: Includes, but is not limited to, Human Anatomy, Human Physiology, Bacteriology, skin analysis, and conditions	15	0
HAIR REMOVAL and MAKE-UP (50 total hours required)		
Eyebrow Beautification: Includes, but is not limited to, eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, and manual or electrical depilatories	30	50
Make-Up: Includes, but is not limited to, skin analysis, basic and corrective application, and application of false eyelashes	30	50

CLASS SIZE: Limit 30 students = 1 teacher

REQUIRED TEXTS FOR ESTHETICIAN COURSE:

Milady Standard Esthetics Fundamentals, 11th Edition ISBN-13: 978111306892, Price \$200

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT

Salon management, record keeping, client service record cards, preparing a resume, modeling, desk and reception, and other subjects relating to esthetician filed.

GRADING PROCEDURE

Students are evaluated in practical (hand on) procedures as well as academic theory knowledge. All exams are evaluated periodically for mastery using the grading criteria to determine and assigning them an absolute grade of “yes” or “no”. The total number of “yes” answers is divided by the number of questions on the grading criteria, which gives the final grade.

Practical operations completed by the student are recorded on the student’s timecard for each operation (hand on). Practical skills are assessed through the use of skills checks where a learning leader observes and evaluates the retention, accuracy, and level of skill using a grading scale of “1-100 %). After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained. Please review the Grading System.

The cumulative score of both academic exams and practical evaluations makes up a student’s overall GPA. Students must maintain a “C” (80%) average to maintain satisfactory academic status.

Grading for exams is based on the scale listed below.

ACADEMIC GRADING

100%-95% A.....Excellent

94%-90% B.....Good

89%-80% C.....Average

MANICURE COURSE (400 HOURS)

LOCATION: SAN LEANDRO CAMPUS

SESSIONS: BEGIN WEEKL ON MONDAY OR AS SCHEDULES

MANICURE COURSE DESCRIPTION:

The course is divided into freshmen classroom instruction and clinical service-learning experiences.

Freshman Classroom Instruction: The first 120 hours are the Touch Stage in classroom workshops where students learn related to nail technician skills. A student will be required to test out the freshman class prior to moving to the clinic floor.

Clinic Classroom Learning Experience: The remaining 280 hours are spent on the clinic floor area where practical experience and to prepare for the State Board exam.

MANICURE COURSE OUTLINE

Bamboo Advance Beauty College prepared our students at (beginning to Future Professionals) for careers in the beauty industry as licensed Manicurist. Students are guided by our Learning Leaders through all programs with three stages—Stage 1. Touch, Stage 2. Create, Stage 3. Empower—taking on more advanced techniques and building real-world skills and confidence as they move through each stage.

Touch Stage: At first 0-120 hours is basic learning in theory and practical instruction techniques relate to the subjects, Law and Regulation, Health and Safety considerations, Disinfection and

Sanitation, Anatomy and Physiology, Manicure and Pedicure, Artificial Nails-Liquid/Powder brush-on, Nail tips, Nail wraps and Nail repairs.

Create Stage: From 121 to 280 hours, you will enter a new stage of specialty on clinic and work on real clients with challenging practical services, you are also continue learning to build your skills as industry professional.

Empower Stage: You will spend your last 120 hours at Bamboo Advance Beauty College with your last Stage learning and preparing your confidence in the beauty industry and helping you to prepare the written and practical State Board Exam.

COURSE MISSION AND OBJECTIVE: It is the mission of Bamboo Advance Beauty College to prepare each enrolled student with a high-quality education, in an environment conducive to attaining all the basic skills to pass the State Board exam.

MANICURE PERFORMING OBJECTIVES: Upon completion of Manicuring Program will qualify for entry-level positions as Manicurists, pedicure Technician, and nail Salon Operators. Graduates of this program are expected to:

1. The student will develop the communication skills required for employment.
2. Present themselves as a professional in appearance and attitude.
3. Develop good communication skills with instructors, fellow students, and clients.
4. Have developed the proper safety and sanitation practices.
5. Through practice develop basic skills for entry level position in manicure field.
6. Student will be exposed to the many careers related to the manicure field.
7. The student will develop knowledge of anatomy, physiology, bacteriology, infection control, and basic chemistry, if applicable to the manicure industry and related fields.

INSTRUCTIONAL METHODS USED: Direct method instruction by demonstration, lecture, classroom participation, examination, and curriculum below.

**CURRICULUM FOR MANICURING PROGRAM
(2 ½ Months or 10 Weeks)**

The curriculum for students enrolled in a manicure course shall consist of Four hundred (400) hours of technical instruction and practical training covering all practices of a manicure pursuant to Section 7316 of the Barbering and Cosmetology Act.

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

SUBJECT	TECHNICAL INSTRUCTION Minimum Hour Required	PRACTICAL OPERATIONS Minimum Required
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NAIL CARE (300 total hours required)		
Manicures and Pedicures: Includes, but is not limited to, the water and oil manicures including foot and ankle massage, application of artificial nails including liquid, gel and powder brush-Ons, nail tips, nail wraps and repairs, and nail analysis.	60	60 190 Nail
HEALTH AND SAFETY (100 total hours required)		
Laws and Regulations: Includes, but is not limited to, The Barbering and cosmetology Act and the Board's Rules and Regulation.	10	0
Health and Safety Considerations: Includes, but is not limited to, Chemistry to practices of a manicurist including the chemical composition and purpose of nail care reparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, Material Safety data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	0
Disinfection and Sanitation: Includes, but is not limited to, the procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Section 980.0, 980.2 and 980.3.	20	25
Bacteriology, Anatomy and Physiology: Includes, but is not limited to, The Bacteriology, Anatomy, Physiology and nail analysis and conditions.	10	0

CLASS SIZE: Limit 30 students: 1 teacher

REQUIRED TEXTS FOR ADVANCED MANICURING COURSE:

- Milady's Standard Nail Technology, ISBN 9781285080475, Price \$160
- Milady's Standard Nail Technology-Vietnamese Study Summary, ISBN 9781285080567, Price \$160

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT

Salon management, record keeping, client service record cards, preparing a resume, modeling, desk and reception, and other subjects relating to manicure filed.

GRADING PROCEDURE

Students are evaluated in practical (hand on) procedures as well as academic theory knowledge. Theory learning is evaluated at the end of each topic and grade by instructor.

All exams are evaluated periodically for mastery using the grading criteria to determine and assigning them an absolute grade of “yes” or “no”. The total number of “yes” answers is divided by the number of questions on the grading criteria, which gives the final grade.

Practical operations completed by the student are recorded on the student’s timecard for each operation (hand on). Practical skills are assessed through the use of skills checks where a learning leader observes and evaluates the retention, accuracy, and level of skill using a grading scale of “1-100 %). After the skill check, the student will be coached on their performance and any areas of improvement needed. If performance does not meet satisfactory academic requirements, it must be repeated until a passing grade is obtained. Please review the Grading System.

The cumulative score of both academic exams and practical evaluations makes up a student’s overall GPA. Students must maintain a “C” (80%) average to maintain satisfactory academic status.

Grading for exams is based on the scale listed below.

ACADEMIC GRADING

100%-95% A.....Excellent

94%-90% B.....Good

89%-80% C.....Average

ADVANCED MANICURE COURSE (200 CLOCK HOURS)

LOCATION: SAN LEANDRO CAMPUS

SESSIONS: BEGIN WEEKLY ON MONDAY OR AS SCHEDULES

THIS COURSE DO NOT REQUIRED STATE BOARD EXAM

ADVANCED MANICURE COURSE DESCRIPTION:

The advance manicure course is 200 hours. This course develops the knowledge to recognize the various skin conditions and disorders, goes beyond the basics of manicuring, pedicure and artificial nails will add advanced techniques to prepare students to be salon ready.

COURSE MISSION AND OBJECTIVE: It is the mission of Bamboo Advance Beauty College to prepare each enrolled student with the technical skills and skills to be salon ready.

ADVANCED MANICURE PERFORMING OBJECTIVES:

Upon completion of Advanced Manicuring Program will qualify for salon ready positions as Spa Manicurists, Spa pedicure Technician, and nail Salon Operators. Graduates of this program are expected to:

1. Acquire knowledge of laws and rules regulating California Cosmological establishments’ practice
2. Understand sterilization procedures.
3. Acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.

4. Acquire business management techniques common to manicurist
5. Acquire the knowledge, practice communication skills, proper grooming, and manipulation skills.
6. Develop the knowledge of analyzing the hands and feet, prior to all services to determine any disorders.
7. Develop the knowledge of safety precautions in use of manicuring, pedicure, and artificial nails
8. Develop the knowledge spa manicure and spa pedicure
9. Develop the knowledge gel enhancements systems including sculptured gel application, dipping powder system, pink and white acrylic application, electric file, and trending nail shape techniques including stiletto, coffin, ballerina, almond, and lipstick.
10. Develop the knowledge nail art techniques will also be explored with emphasis on freehand nail art, stamping, foil, ombre, rhinestone, dotting, Nail striping tape, French Manicures, and glitter nail techniques.

INSTRUCTIONAL METHODS USED: Direct method instruction by demonstration, lecture, classroom participation, examination, and curriculum below.

**CURRICULUM FOR ADVANCED MANICURING PROGRAM
(200 Total Clock Hours)**

The curriculum for students enrolled in a manicure course shall consist of Two hundred (200) hours of technical instruction and practical training covering all practices of Advance manicure. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

SUBJECT	TECHNICAL INSTRUCTION Minimum Hour Required	PRACTICAL OPERATIONS Minimum Required
HEALTH AND SAFETY (40 total hours required)		
Laws and Regulations: Includes, but is not limited to, The Barbering and cosmetology Act and the Board's Rules and Regulation.	05	0
Health and Safety Considerations: Includes, but is not limited to, Chemistry to practices of a manicurist including the chemical composition and purpose of nail care reparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, Material Safety Data Sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and	05	0

agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.		
Disinfection and Sanitation: Includes, but is not limited to, the procedures to protect the health and safety of consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Section 980.0, 980.2 and 980.3.	05	20
Anatomy and Physiology: Includes, but is not limited to, The Bacteriology, Anatomy, Physiology and nail analysis and conditions.	05	0
MANICURE ADVANCED COURSE (160 total hours required)		
Water and oil Manicure Includes, but is not limited to, water and oil manicures application.	05	20
Complete Pedicure: Includes, but is not limited to, the spa pedicure including foot and ankle massage	05	20
Gel Enhancements: Includes, but is not limited to, The application gel techniques.	05	25
Acrylic Nail: Includes, but is not limited to, The liquid and Powder Brush on nails	10	25
Nail Arts: Includes, but is not limited to, The hand on nail arts application	05	15
Gel Polish: Includes, but is not limited to, Gel application	05	20

REQUIRED TEXTS FOR ADVANCED MANICURE COURSE:

- Milady’s Standard Nail Technology, ISBN 9781285080475. Price \$160
- Milady’s Standard Nail Technology-Vietnamese Study Summary, \$160 ISBN 9781285080567

METHOD OF PAYMENT: TUITION POLICIES AND FEES

Bamboo Advance Beauty College offers a variety of monthly payment schedules.

1. Personal payment accepts cash, credit card, debit card, money order, and check.

2. If any payment towards tuition is made by credit card a processing fee of four percent (4.0%) will apply. For more details, email to the Admission Office at admin@bbabc.info

For short term programs of less than 4 months - ALL TUITION AND FEES ARE PAYABLE IN ADVANCE unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged by this institution when the program is paid in full prior to completion of the program.

For long term programs of 4 months or longer -Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged by this institution when the program is paid in full prior to completion of the program.

Our Institution does not offer private loan funding. For any of those students who obtain a loan through private banking, those students are not obligated for indebtedness that exceeds the total charges for the current period of attendance.

All students are expected to pay a registration fee, kit, textbook, lab coat, badge, and STRF fee as a down payment.

TUITION, TEXTBOOKS, EQUIPMENT AND SUPPLIES

For the first week of classes, new students will be taught the school rules and regulations. Students must purchase textbooks before lecture. Students also must purchase a kit for training before starting classes. However, a student will only receive a kit for their registered program once they complete the first week of class. After seven days of learning the rules and regulations will a student be able to receive their kit to do training.

All needed supplies and equipment will be maintained in the freshman classroom. At the beginning of the freshman training, each student will be issued a complete set of supplies with a carrying case. The kit contains the tools and supplies necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for s student kits, either lost or stolen. Students must learn to be responsible for the tools of their trade.

Bamboo Advance Beauty College must occasionally change equipment to remain current and serves the right for the following tuition information to be subject to change.

The following fees are due at the time of the Enrollment Agreement contract signing and are required to secure a spot in class.

1. \$200.00 Registration Fee (non-refundable)
2. Student Tuition Recovery Fund (STRF) Fee (non-refundable) — \$25.0 & 32.50 for Cosmetology students; \$20.0 for Esthetics students; \$7.50 for Nail Technology students.
3. Cosmetology 1600 \$3,032.00 deposit, Cosmetology 1000 \$3,025.00 deposit, Esthetician \$ 2,520.00 deposit, Manicuring \$ 1,807.50 deposit, and Advanced Manicuring \$1,757.50 deposit.

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATION PROGRAM

TUITION – COSMETOLOGY 1000 Hour Tuition: _____ \$9,800.00 Registration Fee (Nonrefundable): _____ 200.00 Student Tuition Recovery Fund (STRF) (Nonrefundable): _____ 25.00 Student Kit & Book Fee(nonrefundable): _____ <u>1070.00</u> TOTAL COST: _____ \$11,095.00	
TUITION – COSMETOLOGY 1600 Hour Tuition: _____ \$11,600.00 Registration Fee (Nonrefundable): _____ 200.00 Student Tuition Recovery Fund (STRF) (Nonrefundable): _____ 32.50 Student Kit & Book Fee(nonrefundable): _____ <u>1200.00</u> TOTAL COST: _____ \$13,032.50	
TUITION - ESTHETICIAN Tuition: _____ \$6,900.00 Registration Fee (Nonrefundable): _____ 200.00 Student Tuition Recovery Fund (STRF) (Nonrefundable): _____ 20.00 Student Kit & Book Fee(nonrefundable): _____ <u>1,378.00</u> TOTAL COST: _____ \$8,498.00	
TUITION – MANICURE Tuition: _____ \$3,200.00 Registration Fee (Nonrefundable): _____ 200.00 Student Tuition Recovery Fund (STRF) (Nonrefundable): _____ 7.50 Student Kit Fee(nonrefundable): _____ <u>400.00</u> TOTAL COST: _____ \$3,807.50	

TUITION – ADVANCE MANICURE Tuition: _____ \$2,000.00 Registration Fee (Nonrefundable): _____ 200.00 Student Tuition Recovery Fund (STRF) (Nonrefundable): _____ 7.50 Student Kit Fee(nonrefundable): _____ <u>450.00</u> TOTAL COST: _____ \$2,657.50	
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NOTE: The total charges for a period of attendance are equivalent to the cost of the entire program, due to the length of the program

PLEASE NOTE: All prices above include books and Kits. Once used, kits are not returnable.

Course	Total charges for the current	Estimated total charge for the	Total charges the student is	Total remaining balance due
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	period of attendance	entire educational program	obligated to pay upon enrollment	upon 60% of course hours
Cosmetology (I)	\$ 11,095.00	\$ 11,095.00	\$ 3,025.00	\$ 8,070.00
Cosmetology (II)	\$13,032.50	\$13,032.50	\$ 3,032.50	\$10,000.00
Esthetician	\$ 8,498.00	\$ 8,498.00	\$ 2,520.00	\$ 5,978.00
Manicuring	\$ 3,807.50	\$ 3,807.50	\$ 1,807.50	\$ 2,000.00
Advanced Manicuring	\$ 2,657.50	\$ 2,657.50	\$ 1,757.50	\$ 900.00

COURSE LENGTH TIMEFRAME

Maximum Allowed Completion Hour not Exceeds 150% of Course Length.

Program	Part Time	HR/ Week	Time to Completion
Cosmetology Program 1600 Hour	Part Time	16 HR	100 Weeks
	Part Time	24HR	70 Weeks
Cosmetology Program 1000 Hour	Part Time	16HRS	62.5 Weeks
	Part Time	24HRS	41.7 Weeks
Esthetician Program 600 Hour	Part Time	16 HR	38 Weeks
	Part Time	24HR	25 Weeks
Manicure Program 400 Hour	Part Time	16 HR	25 Weeks
	Part Time	24HR	18 Weeks
Advanced Manicure Program 200 Hour	Part Time	16 HR	12.5 Weeks
	Part Time	24HR	8.4 Weeks

COURSE LENGTH FOR FULL TIME

Maximum Allowed Completion Hour not Exceeds 150% of Course Length.

Program	Full Time	HR/ Week	Time to Completion
Cosmetology Program 1600 Hour	Full Time	32 HR	50 Weeks
	Full Time	40 HR	40 Weeks
Cosmetology Program 1000 Hour	Full Time	32 HR	31.2 Weeks
	Full Time	40 HR	25 Weeks
Esthetician Program 600 Hour	Full Time	32 HR	19 Weeks
	Full Time	40 HR	15 Weeks
Manicure Program 400 Hour	Full Time	32 HR	13 Weeks
	Full Time	40 HR	10 Weeks
Advanced Manicure Program 200 Hour	Full Time	32 HR	6.25 Weeks
	Full Time	40 HR	5 Weeks

COURSE ACADEMIC GRADE AND PROGRESS POLICY

Bamboo Advance Beauty College Grading Scale in attendance, exams and practical operation

ACADEMIC GRADING

100%-95% A.....Excellent
94%-90% B.....Good
89%-80% C.....Average

SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARD

This institution expects students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:

- 1) Maintain a cumulative academic average of 80% (C) or better on all tests, work projects (operations) and other required program work.
- 2) Maintain a cumulative average attendance level of at least 75% of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 32 hours per week would have to maintain an average weekly attendance of at least 24 hours per week ($30 \times 0.75 = 24$).

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days are encouraged to request a Leave-of Absence.

- 3) The maximum time frame for students to maintain Satisfactory Academic Progress is 150% of student's scheduled enrollment. For example, if the student has contracted to complete the program within 40 weeks, he or she must complete it within 60 weeks.
- 4) Students must meet minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

COSMETOLOGY, ESTHETICIAN, MANICURE AND ADVANCED MANICURE TEST AND FINAL EXAM**Cosmetology Program 1600 Hrs.**

- BBABC students are required to have an average of 80% or higher in attendance, theory exam and practical exam.
- Full time students are required to take 1 chapter exam each week.
- Part time students are required to take 1 chapter exam every other week.
- Midterm exam at completion of 400-hour, 800-hour, 1000 hour, 1200 hours,
- Final exam at completion of 1600 hour.

Cosmetology Program 1000 Hrs.

- BBABC students are required to have an average of 80% or higher in attendance, theory exam and practical exam.
- Full time students are required to take 1 chapter exam each week.
- Part time students are required to take 1 chapter exam every other week.
- Midterm exam at completion of 400-hour, 800 hour and 1000 hour
- Final exam at completion of 1000 hour.

Esthetician Program

- BBABC students are required to have an average of 80% or higher in attendance, theory exam and practical exam.
- Full time students are required to take 1 chapter exam each week.
- Part time students are required to take 1 chapter exam every other week.
- Midterm exam at completion of 300-hour, 450 hours
- Final exam at completion of 600 hour.

Manicure Program

- BBABC students are required to have an average of 80% or higher in attendance, theory exam and practical exam.
- Full time students are required to take 1 chapter exam each week.
- Part time students are required to take 1 chapter exam every other week.
- Midterm exam at completion of 240 hour
- Final exam at completion of 400 hour.

Advanced Manicure Program

- BBABC students are required to have an average of 80% or higher in attendance, theory exam and practical exam.
- Full time students are required to take 1 chapter exam each week.
- Part time students are required to take 1 chapter exam every other week.
- Midterm exam at completion of 120 hour
- Final exam at completion of 200 hour.

SATISFACTORY ACADEMIC PROGRESS (SAP) EVALUATION PERIODS

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times of the scheduled course completion.

The following table represents the number of hour schedules by the institution.

Evaluation Period	<u>Cosmetology 1600 Hours</u>		<u>Cosmetology 1000 Hours</u>		<u>Manicure</u>	
	Actual Hours	Max Hours	Actual Hours	Max Hours	Actual Hrs.	Max Hrs.
1	400	600	400	600	240	360
2	800	1200	800	1200	400	600
3	1200	1800	1000	1500	N/A	
4	1600	2400	N/A	N/A	N/A	
Evaluation Period	<u>Esthetician</u>		<u>Advanced Manicure</u>			
	Actual Hours	Maximum Hours	Actual Hrs.	Max Hrs.		
1	300	450	120	180		
2	450	675	200	300		
3	600	900	N/A			

Example: For the 1600 clock hour Cosmetology program, a student will be evaluated at the increments in which the student is scheduled to reach 400, 800, 1200, and 1600 clock hours.

Example: For the 400-clock hour Manicuring program a student will be evaluated at the increments at which the student is scheduled to reach 200, and 400 clock hours.

Example: For the 200-clock hour Advanced Manicuring program a student will be evaluated at the increments at which the student is scheduled to reach 120, and 200 clock hours.

Example: For the 600-clock hour Esthetician program a student will be evaluated at the increments at which the student is scheduled to reach 300, and 450, 600 clock hours.

“STUDENT’S RIGHT TO CANCEL”

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (**first day of classes**), or the seventh calendar date after enrollment (**seven calendar days from the date when enrollment agreement was signed**), whichever is later. The notice of cancellation shall be in writing and submitted directly to the **Office**, and that may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.

LEAVE-OF-ABSENCE POLICIES (LOA)

Students who are unable to attend the school should notify the instructors and fill out the leave-of absence (LOA) form. BBABC may allow a student to take leave of absence once approved by administrative staff and instructor. Leave of absence may be granted for a minimum of 14 calendar days and maximum up to 180 calendar days within a twelve-month period. BBABC will extend the students’ contract period by the same number of days taken in LOA. LOA form will become part of the student attendance record and will be kept in students’ file. Students need to call in on the same day as taking absence without giving notice. If a student does not return to institute at the expiration of approval LOA, the student’s withdraw date is the date student began the LOA. Students must return to the institute at the expiration of an approval of LOA, unless granted extended leave of absence in certain period.

WITHDRAWAL POLICY

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 or more days up to 180 days are encouraged to request a Leave-of-Absence.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

1. The date you notify the Office Administration of your intent to withdraw.
2. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog
3. The date you fail to attend classes for a 14-day period and fail to inform the school that you are not withdrawing.
4. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of determination of withdrawal will be the scheduled date of return from LOA.

REFUND POLICY: After the cancellation period, the institution provides a pro rate refund of **All** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to students.

A registration fee of \$ 200.00 is a **Non-refundable item**. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable. **Once received by the student** it will belong to the student and will represent a liability to the student.

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from the school after the cancellation period, the refund policy described above will apply. If the amount you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See the Refunds section below. If the amount that you owe is more than the amount that have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student’s notification or school’s determination.

Course Hourly Rate x Number of hours not attended = Total amount of refund

The course hourly rate is calculated based on the cost of tuition divided by the number of hours of the course.

The number of hours a student was scheduled to complete is subtracted from the total number of course hours. The costs of registration and STRF are non-refundable.

Refund Example: Assume that a student, upon enrollment in a 1000-hour course, pays \$9,800 for tuition, \$200 for registration (non-refundable), \$25.0 STRF fee, and \$1070 for equipment (non-refundable), as specified in the enrollment agreement. The student withdraws after completing 540 hours, but was scheduled to have complete 600 hours; the pro-rata refund to the student would be based on the calculation stated below:

Course Hourly Rate	Tuition Paid on Hours Received “Earned Tuition”	Hours Paid for but not received	Refund calculation of tuition	Summary of Refund Calculation
Tuition / Course Hours	# Course Hours Scheduled x Hourly Cost of Tuition	# Total Course Hours - # Course Hours Scheduled to Attend	# Hours Paid for but not received x Course Hourly Rate	Total Tuition Paid – Earned Tuition, Kit, Registration Fee
\$9,800 / 1000	600 x \$9.8	1000 - 600	400 x \$9.8	\$11,095 - \$5,880 - \$1070 - \$225
\$9.8	\$5,880	400 Hours	\$3,920	\$3,920

STUDENT WHO WITHDRAWS

Students who withdraw from Bamboo Advance Beauty College are required to empty their locker and gather all personal items. Any items left behind by the student will be stored for 30 days, at

which time the items become the property of Bamboo Advance Beauty College. Students wishing to transfer to another institution must pay all monies owed to Bamboo Advance Beauty College, and all applicable academic requirements must be met in order for the student transcripts to be released.

PLACEMENT ASSISTANT

BBABC provides a high quality of education program, professional training and state exam preparation. BBABC assists our graduates with preparing individual resumes, interview procedures, and professional manners. BBABC builds strong relationship with beauty related businesses, such as salon, spa, and nail shop, and. And our institute continues to develop more and more opportunities to support and assist students. BBABC does not guarantee job placement to our students.

BBABC will actively follow up each of our students after graduation. We will continue to provide information hiring information from prospective employers upon students' request.

BBABC also keeps student placement records in file.

HOUSING

Bamboo Advance Beauty College does not provide dormitory facilities. Bamboo Advance Beauty College is not responsible for finding or assisting a student in finding housing. However, there are Condo available located near our institution 14400 E 14th St, San Leandro, CA 94578. Condo options around the area 2 bedrooms and 1 bathroom a cost range between \$2,499.00 -\$3,000. For more information, you may check online at www.apartment.com.

STUDENT TUITION RECOVERY FUND (STRF)

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 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 directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589 To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 14624 East 14th Street, San Leandro, CA 94578

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 has 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.”

EXTRA INSTRUCTION CHARGES

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will charge students per hour depending on contract course/programs, until graduation. Graduation/Completion records will not be released until all payments are received. BBABC suggest all students follow their schedule and complete the clock in an hour in the time frame to avoid extra cost.

DISCIPLINARY PROCEDURE AND DISMISSAL

All disciplinary matters will come before the admission office, which will review the written complaint, interview the parties involved, and make a determination of the action to be taken. This

may result in the dismissal of the charge, probation, suspension for a particular length of time, dismissal of the student, termination, or other appropriate action. Termination may occur as the result of a student violating the following policies: a) Satisfactory Academic Progress, b). Attendance, c). Student conduct and regulations policy.

STUDENT RIGHTS AND RESPONSIBILITIES

The student has the right to ask the school:

*The name of its accrediting and licensing organizations.

•About its programs; laboratory, and other physical facilities; and its faculty.

•What the cost of attending is and the policy on refunds to students who drop out.

•What financial assistance is available: including information on all federal, state, local, private and institutional financial aid programs.

•How the school determines whether you are making satisfactory progress and what happens if you are not.

•Review and consider all the information about the school program before enrolling. •Provide all documentation, corrections, and/or new information requested by either the financial aid officer or the agency to which you submitted the application

•Notify the school of any information that has changed since you applied.

•Read, understand, and keep copies of all forms you are asked to sign

•Notify the school of a change in your name, address, phone number, or attendance status (full/part-time student).

•Understand your school's refund policy.

•Understand and comply with the enrollment status, financial charges, financial terms, time allowed to complete, refund policy and termination procedures as specified in the enrollment contract you will be asked to sign.

•Understand that it is your responsibility and your liability when errors are made and funds for which you are not eligible or are advanced to you or credited to your school account.

TIME SHEET CREDIT

In order to complete the program of study, the student must complete the minimum hours and operations as prescribed by the Board of Barbering and Cosmetology. The student must be aware at all times of the hours and operations required for completion. All students will receive "Daily Record" Time-sheet bi-weekly. Credit will only be given by instructors. Credits will need to be earned on a daily basis with the instructor's initial or credit will not be given. It is the student's responsibility to transfer all prior hours and operations to a new "Daily Record" Timesheet. The previous "Daily Record" Timesheet must be turned into the admission office by the end of following Friday, or you will lose all credit for that week. It is the student's responsibility to maintain your time. If the timesheet is lost, the student will lose all credits on that timesheet.

The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.

2. The portion of the timesheet reflecting the Theory hours earned and any class the instructor has demonstrated.
3. The portion of the timesheet concerning operations is to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the State Board gives for each operation.

Wet hair styling = 1 ½ hours Scalp Treatment= ½ to 1 hour

Shampoo/set = 1 ½ hours

Scalp Treatment= ½ to 1 hour

Pedicure = 1 to 1 ½ hours

Permanent Wave = 2 to 2 ½ hours

Facial= 1 ½ to 2 hours

Hair cut= ½ to 1 hour

Manicure= 1 hour

Hair coloring 1 ½ hours

FRESHMAN CLASS-ENROLLMENT

The freshman curriculum for each of the programs requires a specific number of hours of classroom lectures, demonstrations, and student practice. **SEE CURRICULUMS STARTING ON PAGE 16-29.** The freshman class teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass State Board examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent in the freshman class are as follows: Manicuring 120, Esthetic 180, and Cosmetology 400.

Bamboo Advance Beauty College considers the freshman classes to be the foundation for your future.

STUDENT ATTENDANCE

Students are required to attend school according to their student schedule as indicated by their enrollment agreement. Attendance is verified by clock in time and roll call. A student who is not present at roll call will not receive clock hour credit. Full time enrollment is defined as any student scheduled to attend 24 hours or more per week. Part-time enrollment is defined as 16 or more but less than 24 hours per week. Less than 12 hours per week is considered less than half time enrollment.

FACULTY

Under the controlling school director of prestigious designers, you will receive a quality education in the beauty industry of cosmetology, esthetician, manicure, and advanced manicure program. Our instructors are licensed by the Board of Barbering and Cosmetology California and are successful professionals has a minimum of three years of experience in the field of cosmetology, Manicure and Esthetician to work at Bamboo Advance Beauty College. All new instructors are required to complete a minimum of 40 hours training of BBABC methods and complete a minimum 8 hours continuing education annually related to cosmetology, manicure, advanced manicure and esthetician.

ADMINISTRATION AND STAFF

Name	Title
Christina Mai	CEO/CAO/COO
My Tran	Admission/ Student Registrar

FACULTY (ALL FACULTY HAVE AT LEAST 3 YEARS EXPERIENCE FOR QUALIFICATION AS AN INSTRUCTOR)

Name	License Held
Anayantzin Amezcua	Cosmetology/Baber
My Tran	Cosmetology
Evelyn Aldarondo	Esthetician
Denisse Patricia Gradiz	Cosmetology
Christina Mai	Esthetician/Cosmetology/Instructor Authorization/Commission on Teacher Credentialing

RETENTION OF STUDENT RECORD

Bamboo Advance Beauty College maintains a file for each student who enrolls in the school for a period of 5years from the student’s date of completion or withdrawal. These student files are kept in locked fireproof cabinets in a file room inside the school administrative office. Only authorized personnel have access to the file room. Student data are also entered into a school management system on a daily basis to back up students’ information in electronic format. A student’s file consists of admission records, academic records, and financial records as one file. Each student’s file shall contain all the following pertinent student records.

1. Student Profile Picture: SSN, Residence Card, Driver’s License, High School Diploma or equivalency (GED, home school) or Successful completion of ability-to-benefit, Enrollment Application, Enrollment Agreement, Books Received, Kits Received, Leave of Absence (LOA), Enrollment Addendums.
2. Student Timecards
3. Satisfactory Academic Progress (SAP):
Cosmetology (SAP): 400 hours, 800 hours, 1,200 hours, 1,600 hours.

Cosmetology (SAP): 400 hours, 800 hours, 1,000 hours.

Esthetician (SAP): 300 hours, 450 hours, 600 hours

Manicure (SAP): 240 hours, 400 hours

Advanced Manicure (SAP): 200 hours

4. Financial Aid: Institution student information record, Verification forms, Award Letter, Financial Aid Checks, Tax Return, Tax Transcript, Financial Aid Holds/Clears, Understanding FSA Disbursement page form enrollment agreement.
5. Complaints received from the students. All students and parents or guardians of dependent minors have the right to inspect information contained in their records. The college observes the "Right to Privacy Act" and will not release any information of any student without the student's written consent. Government agencies and accrediting agencies, including BPPE, BBC and NACCAS may inspect, review, and copy the student's records without the student's consent. The college maintains, for each student granted a certificate by the college, permanent records of all the following:
 - a. The certificate granted and the date on which that certificate was granted.
 - b. The courses and units on which the certificate was based.
 - c. The grades earned by the student in each of those courses.
 - d. The college award of credit or acceptance of transfer credits
 - e. Student withdrawal, completion, transcript of any formal education

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without loss of credit hours. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. Applicable registration and fees will be applied. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

SAFETY AND PHYSICAL CONSIDERATION

Students must follow health and safety precaution guidelines during practice and client service in our school. It is important to read and follow all the manufacturer safety instructions, the state health and safety requirements. Students are required to wear gloves when handling chemicals. Students must perform PROTECTION, PREVENTION, and PRECAUTION. In case an incident happens, STOP your service; follow proper procedure and report to school staff immediately.

Students must be aware in this related beauty industry, require a great physical demand to work with client in the typical setting. The related work might need to stand or sit long period of time, repeatable motion,

STUDENT RIGHT OF ACCESS AND RECORD RETENTION POLICY

The Family Educational Rights and Privacy Act (FERPA) sets a limit on the disclosure of personally identifiable information from school records and defines the rights of students to review and request changes to the record. FERPA generally gives postsecondary students the rights to:

1. Review their education records.
2. Seek to amend inaccurate information in their records.
3. Provide consent for the disclosure of their records.

Students (or parents or guardians, if the student is a dependent minor) are guaranteed access to their school records, with a staff member present, within 45 days of the date of the request. Copies of all records can be requested at \$0 .25 per page.

JOB AND CAREER OPPORTUNITY

COSMETOLOGY

- Hairdressers
- Skin therapists
- Makeup Artists
- Hair removal Professionals
- Product Educator
- Business Owner
- Beauty Field Sales Representative
- Instructor in Cosmetologist School
- Manicurist

ESTHETICIAN

- Skin analysis specialist
- Work with dermatologist in medical spa
- Makeup Artist
- Hair removal Professionals
- Facial Treatments/Chemical Peels
- Microdermabrasion with Diamond Tip and Crystal Powder
- Product Educator
- Business Owner
- Beauty Field Sales Representative
- Esthetic Instructor

MANICURE

- Manicurist
- Pedicure
- Nail Art Designer
- Product Educator
- Business Owner
- Beauty Field Sales Representative
- Manicure Instructor

ADVANCED MANICURE

- Spa Manicure
- Spa Pedicure

- Dipping powder systems
- Pink and White Acrylic
- Nail shapes techniques include stiletto, coffin, almond, and lipstick.
- Nail art with stamping, foil, ombre, rhinestone, dotting, and striping tape

AMERICANS WITH DISABILITIES ACT (ADA)

BBABC does not discriminate on the basis of race, sex, color, age, disability, ethnic religion. Please contact the school manager if you would like to request academic adjustments or auxiliary aid. You may request academic adjustments or auxiliary aids at any time. BBABC manager is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990.

Applicants, who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The school will work with the applicant or students to determine whether reasonable accommodations can be effective and/or are available.

Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

1. Notify the School Director in writing of the type of accommodation needed, date needed, documentation of nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed.
2. The school manager will respond within two weeks of receiving the request.
3. If you would like to request reconsideration of the decision regarding your request, please contact the school manager within one week of the date of the response. Please provide a statement of why and how you think the response should be modified.

FAMILY EDUCATIONAL RIGHT AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 abbreviated as FERPA, is an act that allows students and their guardian to review their educational records and financial information, this information is not disturbed to the public. The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

For more information regarding FERPA, visit the [U.S. Department of Education](#) or review the Office of the Registrar's [notification of student privacy rights](#), which is sent to all active CU Boulder students every fall and spring semester.

Bamboo Advance Beauty College maintains a file for each student who enrolls in the school for a period of 5years from the student's date of completion or withdrawal.

VOTER REGISTRATION INFORMATION

Bamboo Advance Beauty College encourages students to register to vote. The following website contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications.

http://www.sos.ca.gov/elections/elections_vr.htm Go to above website and follow the instructions to register.

DRUG & ALCOHOL ABUSE POLICY

In accordance with the Drug-Free School and Communities Act of 1989, and the Drug-Free Workplace Act of 1988, Bamboo Advance Beauty College has implemented a thorough Drug and Alcohol Abuse Policy and prevention policy to prevent Drug Abuse around our campus. Bamboo Advance Beauty College applies “ZERO TOLERANCE” policy and establishes a drug and alcohol-free area.

STUDENT RIGHT TO KNOW

The Student Right-to-Know Act, passed by Congress in 1990, requires institutions eligible for Title IV funding, under the Higher Education Act of 1965, to calculate completion or graduation rates of certificate- or degree-seeking, full-time students entering that institution, and to disclose these rates to current and prospective students. Every institution that participates in any Title IV program and is attended by students receiving athletically related student aid is required to disclose graduation/completion rates of all students as well as students receiving athletically related student aid by race/ethnicity, gender and by sport, and the average completion or graduation rate for the four most recent years, to parents, coaches, and potential student athletes. To read more about the Student Right-to-Know Act, please visit the National Center for Education Statistics website at <http://nces.ed.gov>

COSMETOLOGY, ESTHETICIAN, MANICURE AND ADVANCED MANICURE KITS

COSMETOLOGY KITS

<p>1.TEXTBOOK APPROVED BY BPPE & BBC</p> <ul style="list-style-type: none"> •Milady’s Standard Cosmetology 13thEdition SBN 9781285080475 •BBABC Completion Certificate •BBABC Transcript 	<p>CAPES</p> <ul style="list-style-type: none"> 1.Bbabc Apron 1.Bbabc Tote Bag 1.Salonchic Ultralight Nylon Cape
<p>HAIR COMB</p> <ul style="list-style-type: none"> 1.Aristocrat Rattail Comb Fine Teeth 1.Scalpmaster Carbon Tail Comb 1.Salonchic 8” Dual Purpose Carbon Comb 1.Salonchic 6-1/4” Fluff Carbon Comb 1.Salonchic 7” Styling Carbon Comb 1.Salonchic 9” Pin Tail Carbon Comb-Coarse 1.Salonchic 83/4” Rake Carbon Comb 1.Scalpmster Barber Comb 1. Wahl Flat Top Styling Comb W/Slide Guide 1.Wahl Nylon Flattop Styling Comb White 	<p>HAIR TOOLS</p> <ul style="list-style-type: none"> 1.Hot Tools 1600w Dryer 1.Hot Tools Spring Grip Iron 85w 1” 1.Hair Cutting Kits(Includes) 2 Scissor, 1 Shear And1 Razor 1. Wahl Peanut Clipper/Trimmer-Blk 1.Wahl Color Coded Cutting Guides With Caddy 1.Pro Tools 1” Tourmaline Flat Iron 1.Celebrity Gadget Manikin Tripop 1.Celebrity Super Clamp Adjustable Holder
<p>HAIR ACCESSORIES</p> <ul style="list-style-type: none"> 1.Deluxe Travel Case On Wheel 1.Celebrity Whitney Ethnic Manikin 17-19” (Brown) 1.Celebrity Lexi Hair Cutting Manikin 26-28” 	<p>HAIRBRUSHES</p> <ul style="list-style-type: none"> 1.Scalpmaster 2” Ionic Ceramic Brush With Pik 1.Scalpmaster 2-3/4” Ionic Ceramic Brush W/Pik 1.Scalpmaster Ball Tip Vent Antistatic Large 7 Row

<ul style="list-style-type: none"> 1.Celebrity Sam Manikin 19-22" (Brown) 1.Soft N Style 16oz Designer Spray Bottle 4.Pk Soft N Style Super Grip Clips-Large 80/Box Soft N Style Dual Purpose Curl Clips 12.Dozen Soft N Style Smooth Roller Flat Pack 1.Soft N Style Hair Funnel 1.Soft N Style Tint Bowl Black 3.Translucent Dye Brush Set 6 Dozen E-Z Flow Cold Wave Rods-Long Lilac 8 Dozen E-Z Flow Cold Wave Rods-Long Blue 1.Soft N Style Steel Control Oil Clip 1.Satinedge Callus Shaver W/10 Refill Blades 1.Satin Edge Spatula 1.Pro Clear Storage Container W/Lid-6qt 1.Soft N Style 200 Pc Hair Accessory Set 1 Jumbo End Paper 2-1/2" X 4 1000/Box 1.Soft N Style Round Hand Held Mirror 	<ul style="list-style-type: none"> 1.Scalpmaster Teasing Brush/Comb 1 Scalp master Rund Neck Brush 5 Row Black 1.Scalpmaster Shower Cap-White 1.Paddle Brush <p>HAIR PRODUCTS</p> <ul style="list-style-type: none"> 1.Product Club Pop Up Foil Precut Sheet 200ct 1.Clairel Basic White Powder Lightener 16 Oz Tub
<p>MANICURE & PEDICURE</p> <ul style="list-style-type: none"> 1.Chamois Nail Buffer 1.Nail Brush 1.Manicure Bowl 1.Cuticle Nipper 2.Emery Boards 1.Cuticle Scissor 1.Triple Cut Metal File 1.Manicure Stick 1.Nail Clipper 1.Cuticle Pusher/Cleaner 1.Plastic Storage Case 1.2 Slice Pedicure File 1.Toenail Clipper with File 1.Pair of Toe Separators 1.Clear Plastic Storage Container French Manicure Kit 1.Base Coat 1.Topcoat 1.White Polish 1.Light Pick Polish 1.Mancure French Clean Up Brush 	<p>ARTIFICIAL NAIL TRAINING KIT</p> <ul style="list-style-type: none"> 1.Soft Practice Hand With Mounting Tray 1.Glass Sterilizing Jar With Lid 1.Glass Dappen Dish 1.Nail Brush 1.Sapphire Nail File 1.20 Double Thick Nail Form5. Wooden Dowels

ESTHETICIAN KIT

STUDENT NAME: _____

<p>EDUCATION</p> <p>1.TEXTBOOK APPROVED BY BPPE & BBC</p> <ul style="list-style-type: none"> • Milady Standard Esthetics Fundamentals, 11th Edition ISBN-13: 978111306892 • BBABC Completion Certificate 8 ½"x 11" • BBABC Transcript 	
<p style="text-align: center;">MANIKINS</p> <p style="text-align: center;">Professional Derma-Grade Mannequin Head</p> <p style="text-align: center;">PROFESSIONAL SUPPLIES/MAKEUP CASE (W/D/H-14.1",9.4",30.7")</p> <p style="text-align: center;">SKINCARE PRODUCTS SAMPLES</p> <ul style="list-style-type: none"> 1.Clear it Blemish Control Gel 1.Control Yourself Gel Cleanser 1.Let's Be Clear Here Gel Cleanser 1.Power Peel Refining Glycolic Acid Gel 	<p style="text-align: center;">BODY WAX SUPPLIES KIT TUEL BERODIN</p> <ul style="list-style-type: none"> 1.Aqua Soft Wax Tin 1.Black Soft Wax Tin 1.Blue Hard Wax Beads 500g 1.Empty Wax Tin 1.Non-woven Strips 100 pack 1.Large Spatulas 1.Disposable Spatulas 1.Post Wax Essential Oil 1.Lavender Lotion 1.Jasmine Oil

<p>1.Moisture Nourishing Cream 1.Make Amends Healing Moisture Cream 1.Calm Soothing Moisture Cream</p>	<p>1.Post Wax Soothing Cream 1.Bleamish Control Gel</p>
<p>STRIP, INDIVIDUAL AND EYELASH EXTENSION KITS</p> <p>10 Pairs Self Adhesive Practical Lashes 20 Pcs Disposable Mascara Wands 4 Pcs Professional Lash Extensions Tweezers 1.Digital Lashing Course 3 Pcs Professional Eyelash Tape 10 Pairs Professional Under Eye Pads 1.Individual Volume Eyelash Extensions 1.Premade 5D Volume Fans Cluster Lashes 1.Professional Grade Practice Lash Glue 1.Lash Glue Debonder 1 Pcs Eyelash scissors 1.30ml Lash Cleanser 1.Pink Zippered Clear Makeup Bag 1 Glue Drying Air Blower 1.Jade Stone + 30 Stickers 10 Pcs Applicator Wands 1.Lash Success Blueprint PDF 25 Pcs Eyelash Glue Rings 10 Pcs Lash Micro Brushes 1 Pc Silicon Forehead Sticker</p>	<p>SKINCARE, PEEL AND BODY WRAP PRODUCTS “Tuel”</p> <p>5 Travel Mini Pack Sets for Dry, Combo, Oily, Acne, Reactive and Mature Skin Types - 5 Deep Pore Cleansing Duo - 5 Milk Cleanser - 5 Hydrate Serum - 5 Moisture Cream 1.Balance Refining Moisture Cream 1.Recue Ultra-Rick Moisture Cream 1.Daily Protect SPF 30 Daytime Moisturizer 1.Fresh Eyes De-Puff Moisture Lotion 1.Eye Corrector Firm & Lighten Gel 1.Eye Revive Firming Peptide Cream 1.Moisture Plus Nourishing Mask 1.Super Soothe 2 in 1 Calming Mask 1.Enzyme Peel Exfoliating Mask 1.Desert Clay Hydrating Mask 1.Relax Essential Oil 1.Power Scrub Ultra Fine Polishing Paste 1.Pre Extraction Solution (8oz) 1.Post Extraction Solution (8oz) 1.Glycolic Solution (8oz)</p> <p>Extra Facial Online Education Access Tester Booklet Kit Tuel Berodin Tech Manual</p>

MANICURE & ADVANCE MANICURE KITS

<p>MANICURE EDUCATION KIT</p> <p>1.TEXTBOOK APPROVED BY BPPE & BBC</p> <ul style="list-style-type: none"> • Milady’s Standard Nail Technology, ISBN 9781285080475 • BBABC Completion Certificate 8 ½”x 11” • BBABC Transcript 	<p>ACCESSORIES</p> <p>1.LIGHT LARGE NYLON TOTE 22”X11”X12” BLK</p>
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<p>MANICURE</p> <ul style="list-style-type: none"> 1.CHAMOIS NAIL BUFFER 1.NAIL BRUSH 1.CUTICLE NIPPER 2.EMERY BOARDS 1.CUTICLE SCISSOR 1.TRIPLE CUT METAL FILE 1.MANICURE STICK 1.NAIL CLIPPER 1.CUTICLE PUSHER/CLEANER 3.PALSTIC STORAGE CASE 1.MANICURE BOWL 1.SOFT PRACTICING HAND 	<p>MANICURE PRODUCT</p> <ul style="list-style-type: none"> 1.BEELEST 20 PCS GEL NAIL POLISH KIT 1.160 PC. COTTON ASSORTMENT 1.ALMOND CUTICLE OIL 2.5 OZ 1. MILKY BAS E COAT 2.5 OZ. 1. QUICK DRY TOPCOAT 2.5 OZ. 1. 4 BOTTLE TRAVEL SET 4OZ with (polish removal, cuticle removal, hand lotion)
<p>ARTIFICIAL NAIL</p> <ul style="list-style-type: none"> 1.480 PCS EXTRA LONG CLEAR NAIL TIP (1 PACK HALF COVER CLEAR COFFIN NAIL TIP AND 1 PACK C CURVE NAIL TIP) 1.NAIL GLUE 1.NAIL FORMS - 500PCS. 5.MINI BUFFING BLOCK-BLUE; FINE GRIT 5.80/80 GRIT BACK NAIL FILE 3.PRO SANDING BLOCK ORANGE MEDIUM 1.100 GRIT WHITE BUFFING BLOCK 1.SILK WRAP FINGERS - 10 SHEETS ASST <p>NAIL ART</p> <ul style="list-style-type: none"> 1.MODELONES BROWN GEL POLISH NAIL ART GEL LINER SET-4 COLORS 	<p>ADVANCED ACRYLIC TOOL KIT</p> <ul style="list-style-type: none"> 1.MELODYSUSIE 30000 RPM PROFESIONAL NAIL DRILL-SCARLET 1.MANICURE LIQUID AND PODER JAR SET3PC 1.ACRYLIC NIPPER-FULL JAW 2.BIG BRUSH (#4 #12) 1.NAIL FILE -100/180 GRIT 1.RUBBER GRIP CITICLE USHER & AND NAIL CLEANER <p>SMOOTH SET ACRYLIC NAIL KIT INCLUDES</p> <ul style="list-style-type: none"> 1.ACRYLIC LIQUID (4 oz) 4 ACRYLIC POWDER INCLUDED 1.Ultra Pink (2oz) 1 Crystal Clear (2oz) 1.Super White(2oz) 1. Midnight Pink (2oz)

Student Name: _____ Date: _____ Instructor Initial _____

SCHOOL RULES AND REGULATIONS

1. School hours are Monday – Friday 9:00am until 5:30pm, Office hours are Monday – Friday 9:00am until 4:30pm.

2. Students must use the electronic time clock system to Swipe "IN" when entering and "OUT" when leaving. Students must clock in and out only their own card.
3. Record timesheet must be clearly legible. Students must turn in their record timesheet at the end of the second week.
4. In case of illness or emergency on any day, the student must call in to the school supervisor/instructor to report his/her absence before 9:45am that morning.
5. Students are required to be in class for roll call promptly at 9:15am in clean, prescribed uniform
*** Student must wear a Free Black Uniform and required Uniform, closed toe shoes and no higher than 2 inches. Shorts, skirt and dresses need to touch the knee.
*** Lab Coats is to be purchased at the school only since our school logo is required and it appears on the lab coat.
6. Students appearing in school with their hair not set and neat will be asked to clock out. Beauty needs are to be done in the student's own time.
7. A student who comes to school after 9:10am may not attend theory class. Students who are habitually tardy (5 times in one month) will be advised. If tardiness continues the student may be suspended or be placed on probation until tardiness ceases.
8. Students will have lunch between 11:30am and 12:00noon. Students should report to an instructor if they have not had lunch by 1:30pm. Lunch is 30 minutes applied to student more than 5 hours in school and Lunch period is each student's responsibility.
9. No student is allowed to clock out during college hours without permission from the supervisor. No student may clock in or out for another student. This rule is strictly enforced.
10. No gum chewing is allowed in the college at any time. Smoking is allowed in designated areas only OUTSIDE of the building.
11. No visitors are permitted in the classroom or student lounge area unless approved by the supervisor.
12. College business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation and disaffection and personal hygiene is always required.
14. Students must keep their workstations in class or on the floor clean and sanitized at all times.
15. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is ground for suspension.
17. No student may leave a patron while doing a service on a patron, except in an emergency and is excused by an instructor.
18. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
19. Students will pay in advance for supplies or personal services such as permanents, tints, bleaches, etc. Freshman students are not allowed to work with senior students and vice versa at

any time. Personal services will be allowed on **Monday through Tuesday** with the instructor's permission.

20. Students are responsible for returning the school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.

21. Students always have the privilege to consult with the school's official regarding his/her personal problems. The school positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes discord.

22. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.

23. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Credit will be given for applied effort only and continuously engaged in training and study of the program for which you are enrolled. All work must be checked by an instructor or credit will not be given.

24. All students must maintain an average of 80% in theory and in all practical subjects. Probationary status will result in case of failure to do so.

25. Only products furnished by the college may be used unless otherwise approved by the supervisor.

26. Students are to park only in the area designated by the college. The supervisor/BBABC teams will show you the parking area and where to park during orientation class.

27. Students must comply with all instructions, directions, orders, etc., given by personnel related to school activities. No insubordination will be tolerated.

28. Students must comply with college policy and state rules and regulations.

29. Notify the office immediately of any address or telephone change.

30. Absence of three (3) days or more without notification shall be considered cause for suspension. Any student who is continuously absent more than fourteen (14) days will be terminated.

31. Students are required to bring their full kit, equipment and textbooks every day. We recommend all students mark their name on all of personal tools, equipment and books. BBABC will not be responsible for stolen property. BBABC campus installed security cameras, but it is not for the purpose of tracking students' personal items.

32. Limited Lockers are available. Lockers are first come first serve basic. Lockers are for personal belongings, should have a name and locker number registered with the school. BBABC must keep a copy of key or combination code for record. No food or drink to be stored in the lockers. BBABC reserves the right to inspect all the student lockers at any time for the safety issue.

33. Students are not bringing their kits to the school, will not give credit for the day.

34. Forging instructors' signature is a serious problem, and it is an act of a crime, which can be prosecuted. Students who are forging instructors' signature can be terminated immediately.

These rules are designed to form excellent work habits and attendance, and to aid in completing your program as soon as possible so that you may become employed as a cosmetologist,

manicurist, and esthetician. **Violation of school rules may result in suspension or termination.**

In addition to the school Rules and Regulations, the following reasons a student may be terminated:

1. If a student gets caught cheating on tests.
2. If a student clocks in/Out for other students.
3. If a student uses drugs or alcohols in school.

ACCREDITATION

The institution is not accredited by an accrediting agency recognized by the United States Department of Education.

That a student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

RETURN OF TITLE IV

Special note to students receiving Pell grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been receive that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid. Refunds are to be made no later than 45 days from the date of determination of withdrawal.

GAINFUL EMPLOYMENT PROGRAM

COSMETOLOGIST, ESTHETICIAN, MANICURE, AND ADVANCED MANICURE

Related Occupations & SOC (Standard Occupational Classification) Code:

39-5012 Hairdressers, Hairstylist, and Cosmetologist

39-5092 Manicurist and Pedicurists

39-5094 Skincare Specialists

39-5091 Makeup Artists

25-1194 Vocational Education Teachers, Postsecondary

41-4012 Sales Representative For more information on cosmetology, please visit:
<http://www.onetonline.org/link/summary/39-5012.00>

COSMETOLOGY (1600 Hours)

Program Length in Month	10 Months
COST:	
Tuition and Fees:	\$13,032.50
Estimated Cost of Supplies:	\$ 1,406.50
Debt at Program Completion:	No

Number of students completing between May1, 2022 – April 30, 2023:	0
On Time Completion Rate:	0 %
Job Placement Rate:	0 %
Median Federal student loan debt:	\$0.00
Median Private student loan debt:	\$0.00
Median Institutional finance plan debt:	\$0.00

COSMETOLOGY (1000 Hours)

Program Length in Month	6.25Months
COST:	
Tuition and Fees:	\$11,095.00
Estimated Cost of Supplies:	\$1100.50
Debt at Program Completion:	No

Number of students completing between May1, 2022 – April 30, 2023:	0
On Time Completion Rate:	0 %
Job Placement Rate:	0 %
Median Federal student loan debt:	\$0.00
Median Private student loan debt:	\$0.00
Median Institutional finance plan debt:	\$0.00

MANICURE (400 Hours)

Program Length in Month	2 ½ Months
Related Occupations & SOC (Standard Occupational Classification) Code:	
39-5092 Manicurist and Pedicurists	
COST:	
Tuition and Fees:	\$3,807.5
Estimated Cost of Supplies:	\$ 450.00
Debt at Program Completion:	No

Number of students completing between January 3, 2022 – January 2, 2023:	0
On Time Completion Rate:	0 %
Job Placement Rate:	0 %
Median Federal student loan debt:	\$0.00
Median Private student loan debt:	\$0.00
Median Institutional finance plan debt:	\$0.00

ESTHETICIAN (600 Hours)

Program Length in Month 4 Months
 Related Occupations & SOC (Standard Occupational Classification) Code:
 39-5094 Skincare Specialists

COST:

Tuition and Fees: \$8,498
 Estimated Cost of Supplies: \$1,178
 Debt at Program Completion: No

Number of students completing between May1, 2021 – April 30, 2022: 0
 On Time Completion Rate: 0 %
 Job Placement Rate: 0 %
 Median Federal student loan debt: \$0.00
 Median Private student loan debt: \$0.00
 Median Institutional finance plan debt: \$0.00

ADVANCED MANICURING (200 Hours)

Program Length in Month 11/4 Months
 Related Occupations & SOC (Standard Occupational Classification) Code:
 39-5092 Manicurist and Pedicurists

COST:

Tuition and Fees: \$ 2,657.50
 Estimated Cost of Supplies: \$ 601.50
 Debt at Program Completion: No

Number of students completing between May1, 2021 – April 30, 2022: 0
 On Time Completion Rate: 0 %
 Job Placement Rate: 0 %
 Median Federal student loan debt: \$0.00
 Median Private student loan debt: \$0.00
 Median Institutional finance plan debt: \$0.00

EXTERNSHIPS:

As a student, you may become eligible to extern in (a) salon(s), spas, and nail shops of your choice. This is a great opportunity to witness daily life as a professional, while building a strong connection with potential employers. We have seen many jobs offers made as a result of the Externship Program. Students may qualify when they reach 240 hours for manicure, 120 hours for advanced manicure, 360 hours for esthetician and 960 hours for cosmetology.

If you are a salon looking to provide externship opportunities, please email us at admin@bbabc.info

What is an externship? It is a program designed to provide students with practical salon experience and exposure through the collaboration of participating schools, salons, and students.

It is approved by the Board of Barbering and Cosmetology and allows students to receive clock-hours credit toward graduation. Below are some highlights of the program:

- Externships are voluntary and unpaid.
- Students are required to complete 60% or more of program hours to participate.
- Students can earn up to 8 hours a week and a maximum of 10% of their total hours through the externship program.
- Students earn clock-hour credit toward graduation along with theory and practical operations.

Externship is a great way to get your foot in the door of that salon you've always dreamed of. Most salons will welcome the opportunity to receive an extra set of helping hands all the while training this potential future employee. We have a network of industry leading salon partners participating in externships. Whether it be hair, facial, waxing, or nails, we have a salon for you. Benefits of externships:

- Earn credits toward graduation.
- Experience professional salon atmosphere and culture
- Learn new styles and trends.
- Show your skills and work ethics to potential employers.
- Grow your network with customers and employers.

As you can see, the externship program is a great opportunity for students and salons to participate in. If you're interested, please contact us and we would be happy to provide you with more information.

At Bamboo Advance Beauty College, we are committed to helping prepare our students for careers after they finish their education. We are excited to announce our new externship program, an opportunity for students to get valuable salon experience while still in school.

As of January 1, 2019, the California Board of Barbering and Cosmetology relaunched the externship program, allowing students to work as unpaid externs in salons for up to eight hours per week. Students may start the externship after completing 60% of their coursework in school.

Why Should You Do an Externship?

In many fields, students can complete an externship to gain valuable on-the-job experience. In addition to training in the school's student clinic to develop practical skills, you will be able to broaden your knowledge by externing in salons.

You can experience the culture and atmosphere of the salon(s) where you complete your externship. This will help you decide which salons you want to work for or what things to avoid when looking for a job. For example, you might pay attention to the level of creative freedom stylists are allowed to have and realize that after graduation you would like to work in a salon that gives its stylists opportunities to stretch the limits of their creativity.

Completing an externship can also make you more desirable to potential employers. When you apply to salons with an externship on your resume, the salons will see that you already have experience working in a professional salon setting. It can set you apart from other students who do not have this experience.

If you are a hard worker and do well at your externship, you can potentially come back to work at the salon as a stylist when you're finished with your education. Even if you decide not to go back to that salon, your supervisor will make an excellent reference for you as you are looking for a job at a different salon.

What to Expect at an Externship

The externship is a time for you to get on the job experience at a salon. You will likely be assisting the stylists with duties like shampooing or blow-drying clients. Even if these are not your required tasks, you can always help out where needed by sweeping the floor, answering the phone, dusting the product retail shelves, or folding towels. Showing that you care about the salon and want to be as helpful as possible will help the management see you as a responsible and valuable team member.

Is an Externship Right for You?

If you are in the beauty school student with some class hours already under your belt, an externship could be a great next step for you.

Requirements for an Externship

- Students need a minimum of 60% program completion to qualify.

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