

LYTLE'S BEAUTY COLLEGE

Student Catalog

Rules, Regulations & Guidelines

July 1, 2023 – June 30, 2024

170/176/186 Wikiup Drive • Santa Rosa, CA 95403 • 707.545-8490 • www.lytlesrebc.edu

All classes will be held at the address listed above.

Revision Date: January 28, 2024



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Hello Prospective Student

The purpose of the catalog is to provide prospective and current students with information regarding Lytle's Redwood Empire Beauty College (hereafter referred to as "Lytle's Beauty College," or "College"), including its rules, policies, and procedures.

This catalog is available on Lytle's Beauty College website (lytlesrebc.edu). Upon request a paper copy of this catalog will be provided.

Lytle's Beauty College is proud to be family owned and operated for over 47 years, and has remained committed to helping students achieve dreams, accomplish goals, and seize opportunity.

With the partnership of Pivot Point, Milady, and Muse Beauty, we offer education to become a Cosmetologist or an Esthetician. An education from Lytle's Beauty College enables students to become entry-level industry professionals within the beauty industry. Our educators will train and guide students to apply their knowledge and techniques on mannequins and clients in a salon-like environment.

Cosmetology Program

The Cosmetology Program is a 1500-hour program of technical instruction and practical operations covering the practices of a Cosmetologist. We offer extensive training above and beyond the requirements set forth by the California Board of Barbering and Cosmetology for a student to obtain an entry level position upon graduation. Below is the scope of learning that will be provided at Lytle's Beauty College:

Students will learn the fundamentals and theory of cutting, coloring, perming/relaxing, styling, and finishing hair; skin care, eyelash extensions, brow and lash tinting, lash lifting, waxing, sugaring, and makeup; nail care, nail techniques. Students will also learn customer service, business basics, and product knowledge in a module setting. Students attend a total of 4 12-week modules and complete training in a 5th module, the length of which will depend on the remaining required hours per student. Students will start in module 1 (also referred to as primary training), learning the fundamentals that will enable them to provide services to clients in the student salon. In modules 2-5 students spend time in theory class continuing to build on the fundamentals from the prior modules. In these modules they will continue in a classroom setting, as well as provide services to clients, and complete operations in the student salon. The student will spend on average 30.25 hours per week for their education.

Esthetician Program

The Esthetician Program is a 600-hour program of technical instruction and practical operations covering practices of an Esthetician in accordance with the requirements set forth by the California Board of Barbering and Cosmetology for a student to obtain an entry level position upon graduation.

Students will learn the fundamentals and theory of skin structure, upper body massage, our collection of signature facials and back treatments; the application of electrical modalities with these treatments; microdermabrasion, dermaplaning, facial and body waxing, sugaring, makeup application, lash and brow tinting, as well as eyelash extensions. Students will also learn customer service, business basics, and product knowledge in a module setting. The students first five weeks of training will be module 1 (also referred to as primary training). This is where students will learn the fundamentals to service clients in the student spa. Weeks 6-20 will consist of a combination of classroom time with theory and instruction building on the fundamentals from module 1 as well as time in the student spa administering services to clients. The student will spend on average 30.25 hours per week for their education.

Mission Statement

The mission of Lytle's Redwood Empire Beauty College is to prepare students to pass the states written exam and enter the work force at an entry level. We provide a creative and nurturing educational environment, encouraging students desire to serve clients, which promotes personal and professional success in Cosmetology, Esthetics, and life. To help the student see the path to becoming the best professional they can be, while stimulating curiosity, and equipping them with the knowledge these professions are a journey of lifelong learning.

History

Redwood Empire Beauty College, Inc. was originally founded in 1936. Ed Lytle purchased the College in 1976. Following in her father's footsteps, Kathleen Lytle entered the world of Cosmetology, and purchased the college from her father Ed in 2009 and is still the owner today. Kathy has been actively involved in the field for many years as a hair stylist, salon owner, guest lecturer, and platform artist. Lytle's Redwood Empire Beauty College became accredited by NACCAS in 1976 and has maintained that accreditation since. Shortly after becoming accredited, Lytle's Beauty College was authorized by the Department of Education to participate in the Title IV federal student aid programs. Throughout the years Lytle's Beauty College has continued to evolve and grow.

Lifelong Learning

The beauty industry is an ever-growing and changing field, which requires professionals to seek continuing education to maintain their licenses. Additional training or experiences may also be necessary or desired in some specialty areas to achieve all goals and meet the diverse needs of clients today. Students at Lytle's Beauty College are encouraged to participate in lifelong learning via continuing education or outside educational opportunities. The California State Board of Barbering and Cosmetology does not require continuing education for license renewal.

Languages Offered

Our programs are only offered in English. The student must have the ability to read and write in English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. The College does not provide English as a Second Language (ESL) instruction. Students may request a catalog and enrollment agreement for the purpose of having them translated into their native language at their own expense.

Rights

The College reserves the right to change its rules, policies, and procedures. The College will notify students of any policy change in writing. The College also reserves the right to add or withdraw any course and may change, create, or modify supplies, dress code, curriculum format, educational methods and delivery, program schedules, or any other published information as conditions warrant.

Accreditation, Licensure, Membership and Association

Accreditation and Licensure

Lytle's Beauty College is accredited by the **National Accrediting Commission of Career Arts and Sciences (NACCAS)**, 3015 Colvin St. Alexandria, VA. 22314, 703-600-7600 www.naccas.org. NACCAS is an accrediting agency recognized by the U.S. Department of Education.

Lytle's Beauty College is a private institution that is approved to operate by the **California Bureau of Private Postsecondary Education (BPPE)**. Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR and contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

Through the **U.S. Department of Education**, the College is eligible to participate in student financial assistance programs authorized by Title IV of the Higher Education Act of 1965, as amended.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P. O. Box 980818, West Sacramento, CA 95798-0818, (888) 370-7589.

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

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.

The College is approved and registered with the following agencies that provide financial and/or other assistance to students.

- U.S. Department of Education
- State Department of Rehabilitation
- California Student Aid Commission
- U.S. Department of Veterans Affairs
- Department of Indian Affairs

Memberships and Associations

Lytle's Beauty College memberships include the following professional organizations:

- Pivot Point International
- American Association of Cosmetology Schools (AACCS)
- National Association of Student Financial Aid Administrators (NASFAA)
- California Association of Student Financial Aid Administrators (CASFAA)

Admission Requirements

Lytle's Beauty College determines eligibility through the admissions process and an entrance exam. The College does not recruit students who have been admitted to or who are already attending another institution that offers similar programs of study.

The Process

Open House and Admission appointments are conducted electronically. The admission process platforms used include, but are not limited to: Zoom, Lytle's Beauty College App, DocuSign, and Email. To be considered for admission as a full-time student, a prospective student must complete the following requirements:

- Attend a virtual Open House presentation via ZOOM
- Submit a professional reference on the College's Letter of Recommendation form.
- Submit a completed Enrollment Application.
- Submit a 250-Word Essay reflecting your personal and professional history, as well as how this has influenced your decision to join the Cosmetology or Esthetician field. This would also apply to the Nail Care program, which we are not offering at this time.
- Be at least 18 years old by the first day of class.
- Applicants must have completed high school and provide their official high school transcript (transcript must show high school completion); or have completed the 10th grade and provide a General Education Development Official Transcript (GED) or an equivalent certificate, or California High School Proficiency Examination Certificate (CHSPE) or provide a state certification of home-school completion. This College does not accept Ability to Benefit applicants.
 - All foreign high school transcripts must be translated and evaluated by an outside company that is qualified to translate documents into English prior to being submitted to the College for verification. Foreign high school diplomas will be evaluated to ensure the academic equivalence to a U.S. high school diploma are met.
 - Students who have been home schooled may be eligible for enrollment if they meet the standards under state law and if they are beyond the age of compulsory education. See an Admissions Representative for home school qualification evaluation.
- Demonstrate proficiency in general English comprehension and mathematics by passing the College's Admissions Exam with a score of 75% or higher.
- Applicants must be a U.S. citizen, or an eligible non-citizen and may be required to provide proof of citizenship status.
- Schedule final admissions appointment via ZOOM where the Admission Representative will:
 - Review tuition and fees with Admissions Representative.
 - Collect a \$100.00 non-refundable enrollment deposit.
 - Prepare the Letter of Acceptance for signature.
- All requested items may be submitted to the College digitally, or in person, prior to being scheduled to take the Entrance Exam.

Arbitration and Class Action Waiver Disclosure:

Lytle's Beauty College requires each student to agree to a pre-dispute arbitration agreement and a class action waiver as a condition of enrollment ("Arbitration Agreement"). The Arbitration Agreement does not, in any way, limit, relinquish, or waive a student's ability to pursue filing a borrower defense claim, pursuant to 34 C.F.R. § 685.206(e) at any time. The Arbitration Agreement does not require that the student participate in arbitration, or any internal dispute resolution process offered by the College prior to filing a borrower defense to repayment application with the U.S. Department of Education pursuant to 34 C.F.R. § 685.206(e). Any arbitration, required by the Arbitration Agreement, tolls (pauses) the limitations period for filing a borrower defense to repayment application pursuant to 34 C.F.R. § 685.206(e)(6)(ii) for the length of time that the arbitration proceeding is under way. Any questions about the Arbitration Agreement or a dispute relating to a student's Title IV Federal student loans or to the provision of educational services for which the loans were provided should be directed to Contact: Deb Prolo, Director, 707 545-8490.

Re-Entry Policy

A withdrawn student interested in re-entry must submit a written request to the Director, stating why re-enrollment should be considered. Lytle's Beauty Colleges' Director will review the request for re-entry and make a determination on whether a student should be re-enrolled. When considering a written request for re-enrollment, the following factors are considered: (a) Previous academic and attendance record; (b) Ability of student to work with staff, students, and clients; (c) Reason for re-enrollment; and (d) Current student capacity.

Note: Students with balances sent to collections are not eligible for re-enrollment. Students may only re-enroll two (2) times.

Transfer Policy

Lytle's Beauty College considers hours for transfer students from other institutions on a case-by-case basis. The College will accept a maximum of 400 clock hours for the Cosmetology program and 150 clock hours for the Esthetician program for students who have completed previous training at an accredited cosmetology school in California within the past five years. Transfer hours accepted by the College are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted.

Students who have had previous training outside the State of California must furnish proof to the California Board of Barbering and Cosmetology ("BBC") of clock/credit hours earned. After an evaluation, the BBC will notify the student, in writing, of the required number of hours that must be completed in a California School of Cosmetology to be eligible to take the state licensing examination. If a student is licensed in another state and does not meet the reciprocity requirements from the BBC and is required by the BBC to complete deficient hours. The student will need to follow the Admission Requirements and Process above, in addition, it is the student's responsibility to provide copies of all records of withdrawal from periods of previous training.

The cost for transfer students is based upon the current per-hour tuition rate. The per-hour cost does not include the cost of the required equipment and textbooks. The College does not grant credit for prior experiential learning. The College has not entered into an articulation or transfer agreement with any other college or university. The College does not accept credits through challenge examinations or achievements tests.

Notice Concerning Transferability of Credits and Credentials Earned at Our Institution

The transferability of credits you earn at Lytle's Beauty College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at Lytle's Beauty College are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your program work at that institution. For this reason, you should make certain that your attendance at Lytle's Beauty College will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Lytle's Beauty College to determine if your credits or diploma will transfer.

Director's List Program

The Lytle's Beauty College Honors Program includes Honors Awards, Discounted Personal Services and Honors Field Trips.

The minimum standard for qualification is 95% attendance and 95% academic average.

Upon graduation, students who have an overall GPA and attendance of 95% will graduate with honors and will receive an honors award.

All Graduate students receive life-time Alumni Discounts for services in our Student Salon.

All Programs Goals and Objectives

Lytle's Beauty College Programs are designed to train the student in the basic manipulative skills, proper safety procedures and work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in entry-level positions.

Objectives:

- Train and prepare students to pass the state written exam.
- Prepare students for entry-level employment.
- Perform the basic manipulative skills in the art of:
 - **Cosmetology:** hair styling, hair shaping, hair coloring, texture service, scalp and hair conditioning, skin and makeup, waxing, sugaring, brow and lash services and nail care.
 - **Esthetician:** facial treatments, waxing, sugaring, brow and lash services and makeup.
- Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
- Teach students professionalism and customer service.
- Project professionalism, visual poise, and proper grooming.
- Provide current teaching techniques and introduce contemporary trends.
- Maintain a well-rounded instructional and administrative staff.
- Teach students to project a positive attitude and a sense of personal integrity and self-confidence.
- Train students to deliver service and value in an employment environment.
- Teach students to be able to perform basic analytical skills to advise clients.
- Train students how to apply academic learning, technical information, and related matters to ensure sound procedures, judgments, and decisions.

Programs Disclosure Summary

In addition to the information contained in the School Performance Fact Sheet as required by the Bureau for Private Postsecondary Education, NACCAS requires institutions to disclose a program's graduation rate, licensure rate, and job placement rate. The information below is from the College's 2019 annual report submitted to NACCAS. A paper copy of these statistics is available upon request. Below is statistical information provided for the Lytle's Beauty College's Programs.

Cosmetology:

Graduation Rate: **89%**

Placement Rate: **62%**

Exam Pass Rate: **98%**

Esthetician:

Graduation Rate: **91%**

Placement Rate: **64%**

Exam Pass Rate: **97%**

Programs

Careers In the Beauty Industry

Careers in the beauty industry are not just professions; they are also exciting opportunities. Professionals in the industry provide personal beauty services that improve and enhance clients' appearances. The industry offers a wide range of opportunities to suit a variety of interests and needs. It is a profession that gives you the opportunity to meet people and express creativity, no matter where you may find yourself.

Professionals in all areas of this industry should have a sense of form and artistry. They should enjoy dealing with the public and be sensitive and aware of their clients' requests and preferences.

The skills and talents developed through a beauty education can be employed in a variety of ways, which are well-suited to both scientific and creative minds. There is a high degree of flexibility that allows professionals to work part-time or full-time to accommodate individual needs. The environment also varies from working in a salon or spa, to working in motion pictures. The world of beauty is open to everyone and can be catered to the interests and skill level of the designer or esthetician.

Cosmetology Career Opportunities

The list below shows career opportunities for Cosmetologists and Estheticians and is not intended to represent all the career opportunities available. Students are trained for entry-level employment.

Salon, Spa and Barber Shop

- Esthetician/Facial Expert
- Hair Color Specialist
- Hair Designer
- Lash Extension Pro
- Makeup Artist
- Nail Technician
- Permanent Wave Specialist
- Salon Manager or Owner
- Salon Trainer
- Sculptured Nail Specialist
- Spa Trainer
- Trichologist*
- Waxing/Sugaring Specialist

Business Management

- Hair extension *
- Lash extension *
- Permanent makeup *
- Product Analyst
- Sales Executive
- Spa Trainer, Owner, Manager, Director
- State Board Inspector

Sales

- Industry Representative
- Manufacturer's Rep
- Retail Manager

Education

- College Educational Director*
- College Educator*
- Corporate Educational Director*
- Retail Product Educator

Travel

- Cruise line Specialist
- Photo Stylist or Make-up Artist
- Platform Artist
- Salon or Corporate Sales Director

* Require additional certification or licensure.

Estheticians Career Opportunities

The list below shows career opportunities for Estheticians and is not intended to represent all the career opportunities available. Students are trained for entry-level employment.

Salon, Spa

- Makeup Artist
- Salon Manager or Owner
- Salon Trainer
- Spa Trainer
- Esthetician/Facial Expert
- Waxing/Sugaring Specialist
- Lash extension

Business Management

- Spa Trainer, Owner, Manager, Director
- Product Analyst
- Sales Executive
- State Board Inspector

Education

- Retail Product Educator
- College Educator*
- Corporate Educational Director*
- College Educational Director*

Sales

- Retail Manager
- Manufacturer's Rep
- Industry Representative

Travel

- Platform Artist
- Salon Director
- Corporate Sales Director
- Cruise Line Specialist

*Requires additional certification or licensure

Cosmetology Education Program Curriculum/Outline

Cosmetology Program Description and Outline: 1500 Hours, 51-Week Curriculum

The curriculum for students enrolled in a cosmetology program shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the California Barbering and Cosmetology Act.

The Department Of Labor Standard Occupation Classification code for Hairdressers, Hairstylists, and Cosmetologists is 39-5012. The description for this classification is to provide beauty services, such as shampooing, cutting, coloring, and styling hair, and massaging and treating scalp. May apply makeup, dress wigs, perform hair removal, and provide nail and skin care services.

For 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: 1500-hour program

Pursuant to B&P 7632©, the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:

Technical and Practical Training Areas	Minimum Hrs. State Required	Minimum Hrs. Lytle's Beauty College Provides
<p>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 regulations, and preventing communicable diseases</p> <p>Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p>	100	200
<p>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 establishments</p>	100	100
<p>Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p>	200	360
<p>Hairstyling 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.</p>	200	380
<p>Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.</p>	150	150
<p>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 hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves, which are commonly known as rays.</p>	50	70
<p>Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including, but not limited to, acrylic, liquid and powder brush-ons, dip, tips, wraps, and repairs.</p>	100	140
<p>Once the minimum required hours have been met, it is up to Lytle's Beauty College to determine what subject(s) they will allocate additional hours to meet the 1500-hour requirement for the course</p>		

Learning Resources: Students Textbooks, Lab Online Resources, Redken App. Students may use their personal device for other professional resources and references in the beauty industry.

Cosmetology Minimum Credit and Length to Complete Operations

These are guidelines for minimum credit given on a mannequin or client. Instructors will use judgment based on difficulty of service and skill level of student to determine if credit above the minimum will be given. This will vary for each student, as each student is at different levels in their training. All practical services on a client, student, or mannequin must be checked by an instructor for any credit to be given. PLEASE NOTE: There is no half credit given for any operation.

**** IMPORTANT: Complete Set-up required for each service, to receive credit.**

Procedure	Operational Credit	Approx. Time to Complete
Wet Hairstyling: Shampoo set rolled, dried, combed out	1	1.5 hours
Up do	1	.75 hour
Extension Braids	1 op for every 3 braids	.75 hour
Braids	TBD	TBD
Finger wave - Whole Head	1	1 hour
Thermal Hairstyling: Blow dry full head with a brush	1	.75
Rough Dry without sectioning and brush control	0	.25 hour
Thermal Hairstyling: Curl with iron, one-time base size, whole head	1	1.0 hour
Thermal Hairstyling: straighten with flat iron, one-time base size, whole head	1	.75 hour
Press and Curl: Straightening comb and Marcel curling iron - full head	2	.75 hour
Permanent Waving: 9-section or brick-lay perm wrap (grey or smaller)	1	1.0 hour
Permanent Waving: Custom perm wrap (Instructor approved rod size)	1	1.0 hour
Chemical Straightening, full head virgin application	1	1.0 hour
Keratin Smoothing (1 Chemical Straightening, 2 Thermals)	1 chem. str, 2 thermals	3
Haircut (with shampoo or spray bottle dampening)	1	1.0 hour
Fringe Trim, (No Mannequins)	1	.25 hour
Tint Touch Up, full head, with shampoo (No Mannequins)	1	1.25 hour, +
Scalp treatment, with brushing, massage, shampoo (No Mannequins)	1	1.0 hour
Deep Conditioning Treatment -add on (No Mannequins)	1	1.0 hour
Facial on live model - must include exfoliant and mask	2	.75 hour
Facial on Mannequin – must follow rubrics (2 facials per Op)	1	.75 hour
Makeup on live model, full makeup application	1	1.0 hour
Eyelash Extension	1	1 Per hour
Lash Tinting Both Eyes	1	.75 hour
Lash Perming/Lift Both Eyes	1	1 hour

Procedure	Operational Credit	Approx. Time to Complete
Brow Lamination Both Brows	1	1 hour
Brow, Lip, or Chin Wax	1	.5 hour
Full Face Wax	3	.75 hour
½ Leg Wax	2	.75 hour
Full Leg Wax	4	1 hour
Bikini Wax	2	.75 hour
Underarm Wax	1	.75 hour
Arm Wax (Both Arms)	2	.75 hour
Chest Wax	4	1 hour
Back Wax	4	1 hour
Manicure (water, oil, Hawaiian, gel)	1	1 hour
Pedicure (water, oil, Hawaiian, gel)	1	1 hour
Acrylic over tips or sculptured must be painted	1 op per nail	.25 per nail
Gel Manicure	1	.25 per nail
Nail Art 20 fingers	1	TBD

Esthetician Education Program Curriculum/Outline

Esthetician Program Outline and Description - 600 Hours, 20-Week Curriculum

The curriculum for students enrolled in a skin care program 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.

The Department of Labor Standard Occupation Classification code for Skincare Specialist is 39-5094. The description for this classification is to provide skincare treatments to face and body to enhance an individual's appearance.

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:

Technical Instruction and Practical Training Types	Minimum Hours of Instruction
Health and Safety shall include, but is not limited to, the following techniques and procedures: Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, communicable diseases including HIV/AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin care preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	100
Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. Proper disinfection procedures. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	100
Manual Facials include cleansing, scientific manipulations, packs, and masks	100
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.	100
Chemical Peels and Masques: include chemical skin peels, packs, masks and scrubs.	100
Hair Removal shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows: Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, Sugaring, and manual or electrical depilatories.	25
Lashes and Brows: shall include, but is not limited to, lash extensions, brow lamination, lash lifts, and lash/brow tinting.	25
Makeup shall include, but is not limited to, the following issues: Skin analysis, basic and corrective application, application of false eyelashes. Shall also include skin analysis, basic and corrective application, and application of false eyelashes.	50

Using Reference Materials and Resources

Learning Resources: Students Textbooks, Students may use their personal device for other professional resources and references in the beauty industry.

Esthetician Minimum Credit and Length to Complete Operations

These are guidelines for minimum credit given on a mannequin or client. Instructors will use judgment based on difficulty of service and skill level of student to determine if credit above the minimums will be given. This will vary from one student to another, as you are all at different levels in your training. All practical services on a client, student, or mannequin must be checked by an instructor.

Procedure	Operation(s) Earned	Minutes to Complete
Disinfection & Sanitation	1 Operation	15
Facial: Manual with Mask	1 Manual Operation, 1 Chemical Peel/Mask Operation	60
Facial: Electrical with Mask	1 Electrical or Manual Operation, 1 Chemical Peel/Mask Operation	60
Back Facial	1 Electrical or Manual Facial Operation, 1 Chemical Mask Operation	30
MDA with Facial	1 Electrical or Manual Facial, 1 Chemical Peel/Mask Operations	60
Face Wax (Brow Lip & Chin)	3 Waxing Operations	30
Eyebrow Arch (both eyes)	1 Waxing Operation	30
Lip Wax/Sugar	1 Waxing Operation	15
Chin Wax/Sugar	1 Waxing Operation	15
Face Wax/Sugar (sides or cheeks only)	1 Waxing Operation	20
Arm Wax/Sugar (1 for each arm)	1 Waxing Operation	30
Underarm Wax/Sugar (both arms)	2 waxing operations	30
½ Leg Wax/Sugar (1 for each leg)	1 Waxing Operation	30
Full Leg Wax/Sugar (2 for each leg)	2 Waxing Operations	60
Chest Wax/Sugar	1 Waxing Operation	30
Back Wax/Sugar	2 Waxing Operations	45
Bikini Wax/Sugar	2 Waxing Operations	40
Makeup	1 Makeup Operation	30
Brow Lamination	1 Brow Operation	30
Lash Lift	2 Lash Operations	60
Lash Extensions	3 Lash Operations	120
Lash/Brow Tinting	1 Lash/Brow Operation	30
Dermaplaning	1 Manual Facial Operation	30

Class Schedules and Holidays

Class Start Calendar

COSMETOLOGY	
Class Orientation Dates	Class Start Dates
February 13, 2023	February 14, 2023
March 27, 2023	March 28, 2023
May 15, 2023	May 16, 2023
June 26, 2023	June 27, 2023
August 14, 2023	August 15, 2023
September 25, 2023	September 26, 2023
November 6, 2023	November 7, 2023
ESTHETICIAN	
Class Orientation Dates	Class Start Dates
June 12, 2023	June 13, 2023
December 11, 2023	December 12, 2023

Note: Approved Accredited Programs Not Currently Offered: Nail Care Program

2023 Lytle's Campus Holiday Closings

Holiday	Days
Christmas Break Holiday Ends	1 st Day of Class Jan 2 nd
Martin Luther King Jr. Day	Jan 14 th – 16 th
Presidents Day	February 18 th – 20 th
Spring Break	April 9 th -16 th
Memorial Day	May 27 th – 29 th
Juneteenth	June 17 th – 19 th
Fourth of July Holiday	July 1 st – 9 th
Labor Day	Sept 2 nd – 4 th
Thanksgiving Break	Nov 19 th – 27 th
Christmas Break	Dec 17 th – Jan 2 nd

Facilities

Lytle's Beauty College is approximately 10,000 square feet and furnishes equipment as mandated by the Board of Barbering and Cosmetology to serve an average daily attendance of 100 students.

The College provides separate primary training classrooms for the Cosmetology and Esthetician programs and fully equipped Esthetician and Cosmetology student training salon. Each classroom is equipped and made available to students during operating hours; all cosmetology students have 24-hour access to Pivot Point LAB online learning, which includes their textbooks and other online resources. Each classroom has equipment and products necessary for practical demonstration and practical operations.

The Student Salon is equipped with dryers, 6 shampoo bowls, 35 training stations. With additional working classrooms provided in other areas of the school. The Student Spa features 7 facial tables, 2 wax areas, magnifying lights, steamers, wax & sugar pots, dressing rooms, and other current modalities to perform in-demand services.

The College also maintains a laboratory supplied with professional products. Each student will be assigned a day-use locker to accommodate student storage. Lytle's Beauty College does not offer any student housing; however, free parking is available, and the college is located near public transportation.

General Policies

Cell Phone Policy

Cell phones may be used for professional use only while in theory, in the classroom, or in the student salon. Professional apps and searches are encouraged to share products or styles with educators, clients, and fellow students. Students can text, check social media, emails, and make phone calls, etc, while on a break. Students should give the school their cell phone number in case of emergency.

Conduct Policy

Lytle's Beauty College Conduct Policy ensures a safe and professional environment. A student found to have committed any of the following violations of the College's policy will be subject to a range of penalties up to and including counseling, suspension, termination, and legal prosecution at the discretion of the administration:

- Abusive behavior: physical, verbal, harassment, bullying, discrimination to any faculty, staff, student or guest.
- Alcohol and any illegal substance (including marijuana): use, possession, sale, distribution, public intoxication.
- Breach of Peace: disorderly, disruptive, indecent behavior.
- Possession of firearms, explosives, dangerous chemicals, or other weapons.
- Property damage, vandalism, and theft.
- Cheating or plagiarism.
- Exhibiting violence (or threat of violence), insubordination, or inappropriate language toward any College staff, faculty, student, or guest.
- Unprofessional conduct.

- Falsifying information included but not limited to attendance or information submitted to obtain financial aid.
- Violating a Lytle's Beauty College rule or policy.

Lytle's Beauty College expects students to observe the Conduct Policy and behave in a professional manner. Conduct that interferes with the education of other students and the operation of the College may result in discipline up to and including dismissal.

Dress Policy

As a student who has chosen a career in the field of Cosmetology or Esthetician, your professional appearance is critical. From your very first day of training to your last day, even after you have entered your career professionally, your poise, professionalism, even your ability to perform services will be judged by your own appearance. Since most students enter this profession because they enjoy making people feel good about the way they look, it is just as important to project yourself as the "professional" who can do just that.

Personal Hygiene: Proper personal hygiene must always be maintained. Be particular about your personal hygiene including cleanliness, mouth hygiene, and use of deodorants. Hair must be clean. Students who smoke during breaks and lunch must be odor free upon returning to classroom/student salon.

Makeup: Appropriate makeup (eyes, lips, and cheeks) is strongly recommended OR skin should have a polished and professional appearance.

Hair: Styled hair is required. Remember that your appearance has an impact on how your clients view you professionally. All grooming (hair and skin) must have a polished look.

Clothing: All students are required to dress in a fashionable and appropriate manner, with the highest standards of the professional beauty industry. Dresses, skirts and "dress shorts" are permitted so long as they are of an appropriate length; meaning you can bend over, reach up or down without exposing your personal self. **Bare midriffs, low-cut tops, and provocative clothing are not permitted.** Athletic wear such as sweatshirts, sweatshirt hoodies, crewneck sweatshirts, bicycle shorts, athletic shoes, baseball caps, etc. are not permitted. **Clothing items bearing lewd and/or offensive symbols are not permitted.** Thick knit leggings are permitted with a **top that covers the backside and front of the lower body.** Mildly distressed jeans are permitted, **heavily distressed jeans are not permitted.** Distressed areas must not expose personal areas (such as under garments).

Shoes: Shoes need to be comfortable and clean. The following shoes are not allowed: Flip flops, Uggs (or their cousins), Crocs, slippers or shoes that resemble slippers, and athletic shoes.

ALL Students must wear their provided black or grey lab vest and nametag while receiving clock hours.

This standard should be maintained during classroom and student salon/spa time, as well as during approved off-site educational events. Dress to be a success in our fashion forward industry. If a Student chooses to dress sloppily and is lacking a polished look, he/she will be advised and may be sent home.

For "DO" and "DO NOT" examples visit our Pinterest Board: Dress Policy
<https://www.pinterest.com/lytlesrebc/dress-policy-for-students>

Constitution Day

The College holds a class for the student body on Constitution Day, around September 17 of each year, to commemorate the signing of the Constitution on September 17, 1787.

www.constitutionday.com.

Locker Policy

Students in Modules 2-4 are provided the use of a locker and key to store student belongings for on campus modules only. [The belongings must be removed at the end of the scheduled locker period and the locker must be disinfected per state guidelines](#). Depending on if the student is in MOD or on the salon floor; At the end of the 1 week or 2-week period, each student is required to remove/take home their items from the locker, disinfect the entire locker and the key, and turn the key into their instructor. An instructor is to inspect the locker before signing the students' timecard at the end of day. Students are expected to keep their lockers locked, as the college will not be responsible for lost items. The replacement fee for a key is \$25.00 and may be purchased at the front desk in the Student Salon.

Smoking Policy

The designated smoking area is located at the back of 170 Wikiup Drive. All other areas of the Campus are smoke-free, including all areas of the 186 Wikiup Drive building. The smoking area is available during designated breaks and lunch periods. It is the responsibility of those using the smoking area to keep it clean. The smoking area is considered a break area, please be mindful and respectful of others.

Student Right of Access

The Family Education Rights and Privacy Act (FERPA) (20 U.S.C. § 1234g; 34 CFR Part 99) is a federal law that protects the privacy of education records. FERPA generally gives students the right to:

- The right to review their educational records.
- The right to seek correction of the contents of these records.
- The right to a formal hearing if seeking the correction of these records.
- The right to place a note of explanation in the records if their requested correction was unsuccessful.
- The right to request disclosure of the contents of the records.
- The right to file a complaint with the Department of Education if the College fails to comply with FERPA policies.

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave, SW.
Washington DC, 20202

Students who wish to inspect and review their records may do so by submitting written request to the College Director or a Student Services Advisor during regular business hours. Records will be made available during regular business hours and on an appointment basis. Lytle's Beauty College will attempt to schedule such a review within 5 business days of the request receipt. Under the law the review must take place within 45 days. The review of all records will be supervised by an appropriate College official who may assist in the interpretation of the records. There is no fee for reviewing records. However, an administrative fee may be charged if copies are requested.

The disclosure of information will be recorded in the file and will include parties receiving information and the legitimate interests of the parties for inspection of the records.

Release of educational information is limited to authorized persons only unless such a release is with the written consent of the student. Requests for such release are to be submitted to the Student Services Advisor during regular business hours and must specifically state to whom and what records/information is to be released and for what purpose. Conditions, variations and/or exceptions of these requirements are listed below.

No personally identifiable information will be released to a third party without the written consent of the student unless it is:

1. To College officials (including but not limited to educators) who have a legitimate educational interest in the information. A college official is defined as a person employed by the College in an administrative, supervisory, academic, research, or support staff position (including law enforcement until personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, information technology contractor, consultant, or collection agent); or assisting another College official in performing his or her tasks. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College.
2. To officials of another school where the student seeks or intends to enroll.
3. To representatives of the U.S. Government, state, and local authorities where required, and accrediting agencies.
4. To comply with a judicial order, subpoena, or *ex parte* order.

The College provides access to student and other College records to our accrediting agency, the National Accrediting Commission of Career Arts and Sciences (NACCAS).

Disclosure to Parents

When a student turns 18 years old, all rights afforded to parents under *FERPA* transfer to the student. However, *FERPA* also provides ways in which schools may share information with parents without the student's consent.

For example:

- Schools may disclose educational records to parents if the student is a dependent for income tax purposes.
- Schools may disclose educational records to parents if a health or safety emergency involves their son or daughter.
- Schools may inform parents if the student who is under age 21 had violated any law or its policy concerning the use or possession of alcohol or a controlled substance.
- A school official may generally share with a parent information that is based on that official's personal knowledge or observation of the student.
- In all other circumstances Lytle's Beauty College will request written permission from the student giving the college permission to talk with the parent.

Voter Registration

We encourage students to register to vote. You can go to the following website and follow the instructions to register to vote – sos.ca.gov/elections. This webpage 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.

Campus Security/Drug and Alcohol Prevention Policy

To maintain compliance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”) and related Higher Education Act (“HEA”) requirements, and to continuously promote and improve safety and security measures on campus, the College collects, maintains, and disseminates information regarding its current safety and security policies, victim services and crime statistics. Once collected, the information is presented annually in its Annual Safety and Security Report (“ASR”) to prospective and current students, faculty and staff and the public. The College’s most recent ASR is available on the College’s website at: <http://www.lytlesrebc.edu/wp-content/uploads/2021/09/CLERY-ACT-2021.pdf> Upon request, the College will provide a paper copy of its ASR. Please contact the campus Director, Deb Prolo in the Administrative Office located at 176D Wikiup Drive, Santa Rosa Ca. 95403 / (707) 545-8490 / dprolo@lytlesrebc.edu to request a paper copy of the ASR or if you have any questions about the ASR.

Drug and Alcohol Policy

Lytle’s Beauty College is committed to the well-being of its students and employees. Thus, the College maintains alcohol and drug abuse policies and programs consistent with the Drug-Free Schools and Communities Act (DFSCA). Related to such policies and programs are internal implementation plans and procedures for ensuring effectiveness and to ensure consistency in enforcement, for both students and employees. On a biennial basis, the College will review its compliance with the DFSCA and necessary updates or changes to the policy or program will be made. A notification will be disbursed to students and staff if any changes or updates are made. Lytle’s Beauty College strictly forbids the possession, distribution, use, or sale of alcoholic beverages and/or illegal drugs by students and employees on the College’s property or as part of any College activity. Medical marijuana or state legalized recreational marijuana is federally illegal and are included and covered by this policy. Students and staff members should report any knowledge of such activities to the appropriate College personnel. Any infraction is cause for immediate suspension and possible termination. When appropriate, such infractions will also be reported to the local authorities. The College reserves the right to require drug testing based on reasonable suspicion.

Additional information on Lytle’s Beauty College’s Drug and Alcohol policy including our Drug and Alcohol Abuse Prevention Program, as well as disciplinary sanctions for violating the College’s policy is distributed annually to all staff and students as part of the Annual Security Report, located on the College’s website at <https://www.lytlesrebc.edu/college/consumer-student-information>.

Federal Financial Aid Penalties for Drug Violations

The following notice provides information about the Title IV federal financial aid penalties associated with drug related offenses under section 484(r) of the Higher Education Act. It also describes how to regain eligibility for such financial aid after conviction of a drug-related offense.

As prescribed in Section 484(r), a student convicted of any offense under any federal or state law involving the possession or sale of a controlled substance during a period of enrollment when he or she was receiving any grant, loan, or work assistance under Title IV will be ineligible to receive such assistance for the following period:

- For one year from the date of conviction for the first offense involving the possession of a controlled substance.
- For two years from the date of conviction for the second offense involving the possession of a controlled substance.
- Indefinitely from the date of conviction for the third offense involving the possession of a controlled substance.
- For two years from the date of conviction for the first offense involving the sale of a controlled substance.
- Indefinitely from the date of conviction for the second offense involving the sale of a controlled substance.

A student whose eligibility was suspended under the previous provision may resume eligibility before the end of the prescribed ineligibility period by one of the following means:

- The student satisfactorily completes a drug rehabilitation program that complies with criteria the secretary of education prescribes and includes two unannounced drug tests.
- The conviction is set aside, reversed or otherwise rendered nugatory.

Copyright Policy

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code).

These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S. Copyright Office at <https://www.copyright.gov/>

Peer to Peer File Sharing

Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course-related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privileged use of any institutional equipment. If the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment onto the school premises. Second violation, the staff member may be terminated, or the student may be expelled from school. This decision will be taken by school administration. The College conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The College will keep a log summarizing violation reported and disciplinary actions taken.

Attendance Policy

All students are expected to attend class regularly and be on time. Students are required to complete all program clock hours in accordance with state requirements. Students are expected to maintain 90% attendance or better to assure timely completion of his or her educational program. If a student drops below 85% attendance, additional fees will be assessed for "overtime" charges. Please keep in mind that if a student is sick, they are required to stay home and utilize their absence hours.

All time is calculated in 15-minute increments. 15 minutes will be deducted whether you are one minute late or 15 minutes late after class start time. It is best practice to be on campus at a minimum of 15 minutes early to ensure you are on time, have all equipment needed for class, be in your seat, ready to learn, at class start time.

Students are allowed 10% of their contracted program length in hours to be absent.

Example: Cosmetology Program 1500 hours 10% = 150 hours for absences

Example: Esthetician Program 600 hours 10% = 60 hours for absences

The 10% absence policy and school calendar are built into the student enrollment agreement and contracted graduation date.

When a student requests to participate in an outside event such as Externship or field trips, a student's attendance and academics will be reviewed for qualification. Every month students with perfect attendance receive an award certificate.

Overtime Charges

A student who exceeds the allowed 10% absences will be charged \$20 dollars an hour for all additional absences. These fees are due once charged. If payment arrangements are needed to be considered, a student will need to make an appointment with the Director.

If a student drops below 80% attendance, they will be dropped from their program.

Late Arrival (Tardy Policy)

If a student is running late, they will be permitted into class or student salon, using their "Get Out of Jail Free" card, within 15 minutes of the class or student salon start time. The student will need to relinquish the card to the office to gain entry. Students arriving later than 15 minutes may be sent home. Absent hours will apply if a student is sent home.

"Get Out of Jail Free" cards are provided to the students, or they can win additional cards through our monthly contests. The student's name is written on their "Get Out of Jail Free" card and can only be utilized by that student.

Request for Absence Form

When a student knows that they will be requiring time off, a Request for Absence Form needs to be completed at the earliest knowledge of need to the absence. This form needs to be completed for all requested time off, full days, partial days, pre-approved late arrival, and pre-approved early departures.

Once the Request for Absence form is completed, the Administrative Office will review the request, and depending on the student's attendance history, the request may be granted or denied. Students who are below 90% attendance or have a large sum of absent hours may be denied a Request for Absence.

****IMPORTANT:**

Please Note: There are no unexcused or excused absences. All absences accrue absent hours.

Education and coursework missed due to absence is the sole responsibility of the student to make up.

Pre-Approved Late Arrival: A student may formally request, in writing using the Request for Absence Form, late admittance into class due to mitigating circumstances, such as medical appointment, court appearance or other verifiable circumstances. The formal request should be submitted to the admissions office in advance of the requested date, and documentation is required prior to late entry to class.

Pre-Approved Early Departure: Leaving the College prior to regular dismissal time is an early departure. If a student must leave earlier than his or her scheduled dismissal time, he or she should complete a Request for Absence Form in advance of the departure, and he or she must clock out to receive hours. Exceptions to this rule may occur at the discretion of the College Director.

No Call/No Shows: A student who does not call in and does not come to school is called a "No Call/No Show". If a student "No Calls/No Shows" it really lets the team down. Should this happen twice during the duration of the student's education, they will be dropped from their program. This policy is inclusive of any grad nights or field trips that the student has signed up for.

A student who is absent, with no contact with the College, for 14 consecutive calendar days, will be automatically withdrawn from the program.

Attendance Advising

Should a student fall below 90% attendance or have excessive absences/tardiness, they will be given an attendance warning. Our goal is to ensure that a student can successfully complete their program without exceeding the 10% absentee policy. If the attendance warning does not improve attendance, the student will be placed on probation. The student will be required to attend a meeting with FA Compliance staff or the Director, these meetings are designed to keep students on track and encourage great attendance.

Due to the curriculum structure of Module 1 (primary training for cosmetologist and estheticians), it is highly encouraged that students maintain perfect attendance (100%). During primary training there is little option to make up coursework. Students with too many absences in Module 1 will be advised and based on academics, and curriculum missed the student's ability to continue with their module may be lost. A Leave of Absence should be considered.

Leave of Absence (LOA) Policy

A Student may request a Leave of Absence (LOA) due to various circumstances. Qualifying reasons for taking a LOA include pregnancy; hospitalization of the student, immediate family member, or someone to whom the student is designated as primary caregiver; military duty; temporary disability; or a serious medical emergency.

These are reasons that will require a temporary interruption in a student's program of study. A Leave of Absence (LOA) refers to the specific time during an ongoing program when a student is not in academic attendance. Students must follow the College's LOA policy in requesting a LOA.

A Leave of Absence must be a minimum of two weeks and all LOAs combined cannot exceed 180 days in a 12-month period. Students must follow the institution's Leave of Absence policy. Regardless of the time out, a student will need to return to the same number Module and week that they were in when they left for the LOA. This is the only way to ensure quality training.

LOA Procedures

1. The student must submit in advance and in writing, using the Leave of Absence form, a request for a LOA; the request must include the reason for the student's request, and include the student's signature. If the student is unable to complete the LOA form the student must submit in writing by means of mail or email a letter stating the nature of the request, and the requested start and end date of the LOA. Once the college receives your request, you will be contacted, notifying you if the LOA can be approved or not. The date of this notification will be the *official request date*.
2. Lytle's Beauty College may grant an LOA to a student who did not provide the request prior to the LOA for unforeseen circumstances if the College documents the reason for its decision, collects the request from the student at a later date, and established the date of the approved LOA as the first date the student was unable to attend. An example of an unforeseen circumstance is: if a student were injured in a car accident and needed a few weeks to recover before returning.
3. A Leave of Absence will only be granted if there is a reasonable expectation that the student will return from the LOA.
4. The LOA request and documentation reflecting the circumstance for the LOA must be completed and submitted to administration *within seven days of the official request date*. The return date for a Leave of Absence may be determined by Lytle's Beauty College administration.
5. No additional institutional charges will be assessed during a Leave of Absence. Students will not be assessed any additional charges because of a requested LOA.
6. A student granted a Leave of Absence that meets the LOA criteria is not considered to have withdrawn and no refund calculation is required at this time.
7. Lytle's Beauty College will extend the student's contract period by the same number of calendar days taken in the LOA. Such changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum to the enrollment agreement must be signed by all parties.
8. Should a student need to extend a Leave of Absence, the extension must be submitted in writing prior to the end date on the original LOA. The student will be notified by Administration if the extension is approved.
9. When returning from a Leave of Absence, the student must report to administration and if returning from a medical LOA, a doctor's release may be required.
10. A student will be withdrawn if the student takes an unapproved Leave of Absence or does not return by the expiration of an approved LOA. Under these circumstances, the student's official withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.
11. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the LOA. The hours elapsed during a LOA will not be included in the student's cumulative attendance percentage calculation.

If a student has not completed the proper LOA procedures, all time missed will count as absences from school and will affect overtime charges and Satisfactory Academic Progress. If a student misses over 14 calendar days without an official Leave of Absence, his/her contract will be terminated.

Time Clock Procedure

Lytle's Beauty College expects students to be punctual and prepared to begin theory class on time. The student clocks in and out on a virtual time clock using a displayed QR code and their own mobile device, which downloads automatically in the FAME software.

The student must be within dress policy to clock in. After the student has been dismissed by his or her educator at the end of the day, the student is required to clock out. Students will not earn hours for periods in which they do not both clock in and out.

Applied Effort

Students must be engaged in practical or theory applications while clocked in. If a student is not applying effort they will be clocked out, or will not receive full hourly credit, and may be sent home. Operations and theory must be appropriate to the hours registered on a student's timecard.

Field Trips

When performing approved extra-curricular activities, in addition to scheduled hours, a student must complete a Field Trip form signed by the attending educator and must turn it in with the corresponding timecard to ensure appropriate credit is given. Appropriate practical credit will be given depending on the nature of the field trip and as certified by an attending staff member. Clock hours will be earned for the time certified by the staff member on the Field Trip form.

Teaching and Learning Methods

The clock-hour education is provided through a sequential set of learning steps which address specific knowledge necessary for written state board preparation, Lytle's Beauty College's practical evaluation and graduation. A graduate of Lytle's Beauty College is equipped with entry level skills and ready for employment. Clinic equipment, implements, and products are comparable to those used in the industry today. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are utilized in the course.

Satisfactory Academic Progress (SAP) Policy

Future Professionals enrolled in any NACCAS approved program must meet formal standards that measure satisfactory academic progress towards graduation. The policy is provided to all students at class orientation. The policy is consistently applied to all students. Satisfactory Academic Progress Policy is maintained in the student's file.

SAP Quantitative and Qualitative Factors

Factors for measuring the student's progress toward satisfactory completion of the program include maintaining:

- A minimum cumulative average on written exams of 75% for Cosmetology, Esthetician, and Nail Care.
- A minimum cumulative average on practical exams of 75% for Cosmetology, Esthetician, and Nail Care.
- Maintain 90% attendance rate not to exceed 80% of their scheduled hours. **
- Grades are based on a 100% scale. Progress is evaluated at the hour markers listed in the chart below.

** To determine your rate of attendance, divide the cumulative number of hours completed by the scheduled hours to date.

A student who has not achieved the minimum written cumulative GPA of 85% and minimum practical cumulative GPA of 80% and/or who has not successfully completed at least a cumulative rate of attendance of 70% is not eligible for Title IV assistance, if applicable, unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Grading Scale

Lytle's Redwood Empire Beauty College uses the grading scale below for written exams:

Percent Correct Written Answers	Grade
90% - 100%	4 = A
85% - 89%	3 = B
75% - 79%	2 = C
Below 75%	Failing

Lytle's Redwood Empire Beauty College uses the below grading scale for practical exams:

Percent Correct Practical Answers	Grade
90% - 100%	4 = A
80% - 89%	3 = B
75% - 79%	2 = C
Below 80%	Failing

Satisfactory Academic Progress Report

Satisfactory academic progress is measured by the following Lytle's Beauty College standards and applies to all students regardless of what program they are enrolled in:

Program Name	First SAP Report	Second SAP Report	Third SAP Report
Cosmetology (30.25 average weekly hourly schedule)	450 hours (15 academic weeks)	900 hours (30 academic weeks)	1250 hours (41 academic weeks)
Esthetics (30.25 average weekly hourly schedule)	300 hours (10 academic weeks)	N/A	N/A
Nail Care (29.5 average weekly hourly schedule)	200 hours (8 academic weeks)	N/A	N/A
Transfer Students (Any Program)	Midpoint of the contracted hours or the established evaluation periods whichever comes first		
Note: All hours are based on actual hours			

The first evaluation will occur no later than the midpoint of the academic year. The SAP evaluations are completed within 7 school business days of the student reaching the evaluation points.

The following grading system is used to evaluate a student's academic ability:

- Examinations are given in all subjects.

- Satisfactory Academic Progress Evaluations are reviewed and signed by the student and maintained in the student's financial file. The Satisfactory Academic Progress Evaluation will reflect if the student's evaluation impacts the student's eligibility for Financial Aid. The student may request to review their financial aid file from the Financial Aid Officer or Director.

Practical and clinical work is graded by a signature on the student's practical clinic worksheet or guest ticket. A signature from an instructor represents a passing grade which means all elements of the practical grading criteria were met. No signature indicates a failing score which means one or more of the practical grading criteria elements were not met and the student has not met minimum satisfactory standards on the practical application. Students are required to continue and/or repeat the practical application until they receive a signature from an instructor. Students must make up failed or missed tests and incomplete assignments.

NOTE: *The school uses a 900-hour academic year for Title IV purposes.

Completion of Course Within Designated Period of Time

Full-time day students attend five (5) days Tuesday through Saturday, 30.25 hours per week, from 8:30 AM to 4:00 PM Tuesday, Wednesday, Friday, Thursday 10:00-4:00, and from 8:30 AM to 3:00 PM on every other Saturday after primary training. During primary training, the first 12 weeks of training, the student's schedule is Tuesday, Wednesday, Friday 8:30-4:00 and Thursday 10:00-4:00.

Program Name	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Cosmetology (30.25 average weekly hourly schedule)	Closed	Off	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	8:30-3:00
Esthetician (30.25 average weekly hourly schedule)	Closed	Off	8:30-4:00	8:30-4:00	10:00-4:00	8:30-4:00	8:30-3:00
Nail Care (29.5 average weekly hourly schedule)	Closed	8:30-4:00	8:30-2:30	Off	10:00-2:30	8:30-2:30	8:30-3:00 (Every)
Note: All hours are based on actual hours							

The state of California requires 1000 clock hours for the cosmetology course. Students at Lytle's Redwood Empire Beauty College are trained for 1500 hours. Students are expected to complete the course in no more than 80% of the program length. If a student is never absent, he/she should complete the course within 51 academic weeks for a full-time student.

The state of California requires 600 clock hours for the esthetician's course. Students are expected to complete the course in no more than 80% of the program length. If a student is never absent, he/she should complete the course within 20 academic weeks for a full-time student.

The state of California requires 400 clock hours for the nail care course. Students are expected to complete the course in no more than 80% of the program length. If a student is never absent, he/she should complete the course within 14 academic weeks for a full-time student.

Maximum Time Frame

Students must complete the educational program within the maximum time frame, which is based on attending at least 80% of the scheduled hours.

Course	Length	Maximum Time Frame
Cosmetology – Full Time	51 weeks	59.5 weeks
Esthetician – Full Time	20 weeks	24 weeks
Nail Care – Full time	14 weeks	16 weeks

The maximum time frame allowed for transfer students who need less than full course requirements will be determined based on 80% of the scheduled contracted hours. If any student enrolled fails to complete the program within the maximum time frame, they will lose their eligibility for Title IV programs and will be terminated from the program. Students who exceed the maximum time frame will be permitted to re-enroll in the program on a cash-pay basis. Whether a student pays out of pocket or receives Title IV Financial aid all hours attempted and completed are considered part of the Satisfactory Academic Progress calculation. For students with a disability that appeal, the student's disability will be considered as a factor towards maintaining Satisfactory Academic Progress.

Interruptions, Course Incompletes, and Withdrawals

If the student needs to take off more time than allotted in the enrollment agreement or more than 14 consecutive calendar days without an approved Leave of Absence (LOA), he/she must drop and reenroll when ready to return. Students who withdraw prior to completing the course of study and who wish to reenter will reenter at the same progress status as applicable at the time of withdrawal.

Noncredit, Remedial Course, and Repetitions

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

Transfer Hours

Transfer hours accepted by the school are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the institution.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation.

Warning

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

Probation

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

Re-Establishment of Satisfactory Academic Progress

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

Graduation Requirements

1. Completion of the required program clock hours, theory hours and practical operations as mandated by the State and the College.
2. Complete and successfully pass all practical and written tests; and
3. Fulfill all financial obligations owed to the College.

A diploma will be issued upon satisfactory completion of all the above items.

Practical and Written Grading Policies

Students are evaluated and tested based on their technical skills and theoretical knowledge. The evaluation of progress is administered through written tests and grading practical operations while in the student salon and during Module classroom time.

Students are required to receive a 75 percent or higher on all exams, assignments and practical exams within the program curriculum as described and/or assigned. Written exams are graded on a point system that is then converted to a percentage. The converted percentages will be used when determining the grade average.

Written Grading Policy

The grading scale is based on percentages. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are satisfactory (passing). Scores of 74% and below are unsatisfactory/failing.

4 (A) 100-93, 3 (B) 92-85, 2 (C) 84-75, 1 (D) 74-0

During Primary Training, students can retake up to 2 failed chapter tests. Based on academic history with the college, the college will determine if the student will be able to benefit from the training, in some cases a student may be withdrawn for 3 or more failed tests.

All students outside of primary training can only retake failed tests **once**, without consequence. The grade for a theory subject will be an average of assignments and the student's test scores in that subject (when applicable). If the average of all scores in a subject is below 75%, but the student attained a score of 75% or better on the re-test, a score of 75% will be recorded. Scores for exams in a repeated theory subject will only be recorded if they are better than the original score. However, students are required to take and pass all exams.

Practical Exam Grading Policy

Students are evaluated and tested based on their technical skills. The evaluation of progress is administered through practical examination using practical rubrics like the state exam. Practical exams are scored with a "yes" and "no" system. To calculate the overall competency, the educator will tally all "yes," "no," divide the number correct into the number possible, to determine the score, using a 100% scale. Letter grades are not issued nor are incomplete ratings. Scores of 75% to 100% are satisfactory (passing). Scores of 74% and below are unsatisfactory/failing.

4 (A) 100-93, 3 (B) 92-85, 2 (C) 84-75, 1 (D) 74-0

Student Salon Practical Progress

The four criteria below have been set as the bar for Salon activity with clients, mannequins, or working on each other.

Criteria	Description
1. Consultation and Preparation	Meet our professional dress policy, greet the client warmly and introduce yourself. The discussions are about the service and the client's needs, not about yourself.
2. Setup	Setup is accurate, complete, and on time. Working area is clean and neat. Student listens to the needs of clients, asks questions, and estimates cost of service.
3. Services & Procedures	At midpoints of service, movements, timing, product application, and steps of service are accurate and consistent to rubrics/protocols from primary training or manufacturers instructions.
4. Closure	Student understands products and educates client about homecare. Student escorts client to reception area and cleans work area.

Additional Progress Guidelines

The following are additional guidelines to follow when graduating from the Primary Training to the Senior Salon Floor or Spa:

Progress Guidelines	Description
1. Operations	Have work evaluated at checkpoints for appropriate credit. For us to service your needs timely, communicate exactly what you need from us, we are advocates for your success.
2. Theory	Theory starts promptly at the applicable start time, you must be in your seat, ready to learn. Late arrivals and pre-approved late arrivals will be managed in accordance with the Attendance Policy. You may not leave theory at any time. All students are required to attend weekly theory and participate in practical theory when applicable. Be prepared with writing tools, paper, text, and workbooks.
3. Operational Credit for a Mannequin	To receive credit for operations on a mannequin, you must perform the entire operation on the mannequin, including full SMA, set-up and break-down.
4. Personal Work	<p>Any service received by a student is considered personal work (see receptionist for student pricing). To be eligible to receive personal work, students must meet the following criteria: 90% attendance, NO ABSENCES, LEAVE EARLY OR LATE ARRIVAL 7 DAYS PRIOR TO REQUESTED SERVICE. You must also be current on all operations and tests, with a passing score of 75% or better. A "REQUEST FOR PERSONAL WORK" form must be completed and signed by <u>Receptionist and Section Leader</u> that day, then turned in to the receptionist with a deposit for chemical, facial and waxing services.</p> <p>Additionally, the <u>Receptionist or Section Leader</u> may deny personal work requests based on staffing or client levels. You may only receive the service requested. Any service not approved by appropriate staff will be terminated immediately.</p> <p>Additionally, any student who does not meet the above criteria for Personal Work becomes ineligible for student pricing during their unscheduled hours. Generally, one operation must be completed prior to receiving personal work, <i>work may not be received or performed the first hour of the day or on Saturdays.</i></p>
5. Request for Absence	If you need to request time off, complete a Request for Absence form, and have appropriate staff sign, and turn into receptionist. The COVID-19 pandemic does not allow for vacations during the school year.
6. Adding a Day	If you would like to add an extra day that is not part of your schedule, complete a "Request Make up Hours" form and have it signed by the receptionist. Attendance Policy applies to making up hours.
7. Cleanup	<p>Lytle's Beauty College has a nightly cleaning service to ensure the overall cleanliness of the college. Each student is responsible for his or her own area in classroom or the student salon. The Cleanup of the Facial Room, Makeup Station and Wax Room is a shared responsibility by the Esthetician Class.</p> <p>After completing a service, it is the responsibility of the student to clean the area they were working in. Cleaning protocols are posted in the Student Salon.</p>

Progress Guidelines	Description
8. Clients	<p>Always have a full consultation with client prior to starting service. All services need to be priced by the instructor and the student prior to start. Always complete a Client Consultation Card; be sure to include your name, date, cost, and service. When a service is complete your workmanship must be checked and graded on the Service. Escort your client to the front desk. This is the perfect opportunity to prescribe product. Students receive 15% of a full price sale in Beauty Bucks'.</p> <p>Should you ever have a misunderstanding or feel uncomfortable with a client, immediately ask for an instructor's guidance.</p>
9. Desk	<p>Students are required to assist with the daily responsibilities of booking and answering appointment calls for the Esthetician Room and returning phone messages for appointments at the Front Reception Desk. It is the responsibility of the entire Esthetician class to keep the Esthetician Lab clean and restocked with professional products at each station. Use discretion when approaching and talking around the front desk; this is a place of business.</p>
10. Where Are You?	<p>We need to know where you are always. When you leave the floor (including going upstairs) please let an instructor and the receptionist know.</p>

State Licensure Requirements

Qualifications to take the California Board of Barbering and Cosmetology exams:

- Be at least 17 years of age. Lytle's Beauty College requires a student to be at least 18 years of age to attend the College.
- Completed the 10th grade in a public school or its equivalent.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code
- Paid the required pre-application, exam application, and licensing fees (see fees listed below).
- Completed the following hours in a Board Approved School
 Cosmetologist: 1000 Hours Esthetician: 600 Hours

State Board Exam Fees and Explanation of Fees

Cosmetology exam fee: \$125.00*

Esthetician exam fee: \$115.00*

Cosmetology license renewal fee: \$50.00*

Esthetician license renewal fee: \$40.00*

* Fees subject to change

The student is responsible for the cost of the exam fee. The license fee is the cost to renew your license every two years.

Criminal Background

The California Board of Barbering and Cosmetology also requires information regarding misdemeanors and felonies. The State may refuse to grant a license if a student has been convicted of a crime or any other act that the California Board of Barbering and Cosmetology considers grounds to deny licensure. If you have a criminal background, you will need to contact the BBC to identify any resolution available to you. You may need to complete an additional form for the Board of Barbering & Cosmetology. This question may determine your eligibility to take the state written exam.

The programs offered at the College only lead to licensure within the State of California.

Non-Discrimination Policy

Lytle's Beauty College is committed to providing a work and school environment free of unlawful harassment and discrimination. The College prohibits harassment or discrimination based on race, religion, creed, color, ethnic origin, ancestry, sex, military, or veteran status, physical or mental disability, medical condition, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by federal, state, or local law. Unlawful harassment or discrimination may include racial epithets, slurs and derogatory remarks, stereotypes, and/or jokes based on legally protected categories.

The College cannot resolve matters that are not brought to our attention. If you believe that you have experienced or witnessed discrimination or harassment, immediately report the incident to the Director-- Deb Prolo located at 186 Wikiup Drive Santa Rosa CA 95403, (707) 545-8490; dprolo@lytlesrebc.edu. The College will investigate all discrimination/harassment complaints. Individuals will not be retaliated against for bringing a complaint or participating in an investigation.

In accordance with Title IX of the Education Amendments of 1972, the College does not discriminate based on sex/gender in its education programs or activities, which extends to admission and employment. The College also prohibits Sexual Harassment (as defined within the Title IX policy) committed against persons in the United States as part of its education program or activity.

The College prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internally or externally. Reports of misconduct, questions regarding Title IX, and concerns about noncompliance should be directed to the Title IX Coordinator or Deputy listed below. For a complete copy of the policy or for more information, please contact the Title IX Coordinator/Deputy or the Assistant Secretary of Education within the Office for Civil Rights, email OCR@ed.gov, website <https://www2.ed.gov/about/offices/list/ocr/index.html>.

Other incidents of discrimination or sexual misconduct may be handled in accordance with the College's conduct policy. The College's Title IX policy is available on the College's website, at [\[www.lytlesrebc.edu\]](http://www.lytlesrebc.edu). The College reserves the right to make changes to this policy as necessary, and once those changes are posted online, they are in effect. If government laws, regulations or court decisions change requirements in a way that affects this Policy, the Policy will be construed to comply with the most recent government regulations or holdings. The Title IX Coordinator coordinates the College's efforts to comply with its Title IX responsibilities. The Title IX Coordinator is responsible for implementing the College's Title IX policy, intaking reports and Formal Complaints of Sexual Harassment, providing Supportive Measures and maintaining accurate Clery Act crime statistics.

Title IX Coordinator: Deb Prolo, Director, 707 545-8490

Instructors and Administrative Staff

Staff and Faculty Members	
Farideh Saharkhizan Cosmetology Educator Licensed Cosmetologist since 2000	Jaime Berry Esthetician Educator Licensed Esthetician since 2002
Joanne Sullivan Curriculum Director/ Cosmetology Educator Licensed Cosmetologist since 1997	Audrey Morrison Esthetician Educator Licensed Esthetician since 2017
Kimmi Vetter Cosmetology Educator Licensed Cosmetologist since 2011	Victoria Peterson Esthetician Educator Licensed Esthetician since 1987
Nichole Muellerleile Cosmetology Educator Licensed Cosmetologist since 2015	Madison Ciddio Cosmetology Educator Licensed Cosmetologist since 2015
Candace Costello Salon Manager Licensed Cosmetologist since 2022	Cynthia Alvarez Cosmetology Educator Licensed Cosmetologist Since 2007
Guadalupe Vasquez Salon/Front Desk Coordinator	Alex Tawney Cosmetology Educator Licensed Cosmetologist Since 2019

Administrative Staff	
Kathleen Lytle Owner Licensed Cosmetologist since 1976	Kathy Melton Business Manager 30+ Years Business Management Experience
Deb Prolo Director 30+ years Management and Finance experience, Licensed Cosmetologist since 1989	Jordyn Vehmeyer Admissions/Student Services 5+ years Student Services
Adrienne Riska Admissions/Student Services 1 year Student Services Licensed Cosmetologist since 2011	Amy Bertozzi Admissions/Student Services 1 year Student Services Licensed Esthetician since 2013

Record Retention and Transcripts

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use. Any student information located on the college's computer system is secure and safeguarded with password protection and other measures.

Lytle's Beauty College will retain student records for a period of seven (7) years following the student's completion or withdrawal from the program in which they were enrolled. Academic transcripts will be held in perpetuity, beginning in 1988.

The College will provide a duplicate transcript or diploma at a cost of \$25 for each. Contact the Admissions Office for transcript requests (707) 545-8490.

Student Location and Contact Information

Lytle's Beauty College will make a determination for all students regarding the state in which a student is located at the time of enrollment based on the address provided on the admissions application. **It is the student's responsibility to immediately notify Student Services, in writing, if any of their contact information changes, including address, phone number or email address.** Updates to such information is recorded in the College's student information system.

Externship Policy

NOTE: Reference Section 7395.1, Business and Professions Code.

The College participates and complies with the Board of Barbering and Cosmetology (BBC) Externship program, which serves as a bridge between the college experience and employment. This program provides opportunities for the student to experience a Salon atmosphere, receive school credit in our personally selected (and approved by the BBC) partner salons throughout the greater Bay Area. It helps students hone what they have learned in school and helps prepare them for the professional world. Externships are provided based on salon availability, student eligibility and Lytle's Beauty Colleges' discretion.

Students must meet the following requirements to participate in Lytle's Beauty College's Externship program.

- Cosmetology students must have at least 750 hours and have attended the extern field trip in Mod 3.
- Esthetic students must have at least 300 hours.
- Students who wish to extern need to have completed at least 50% of the required minimum practical operations and minimum hours of technical instruction. See Goal Setting document for required number of theory hours and operations.
- Externship hours and schedules will be personalized for each student by the Curriculum Director.
- Students must be current on all academics: tests, homework, operations, theory.
- Students may not extern more than 25 hours in any week (Monday through Sunday).
- Students may not extern during Theory hours, Mod week, Scheduled Saturday's, or Student announcements. Students may extern during salon floor hours with approval of the Curriculum Director.
- Student must punch out before leaving to extern, and track extern hours on the extern timesheet.
- Tuition must be current to participate in the extern program.
- Students must always wear their extern's name badge when externing.

- Students are responsible for calling the salon where they are assigned to schedule an externing appointment, find out about the salon's dress code, operating hours, directions, etc.
- If a student is unable to make it to an extern appointment, it is the student's responsibility to call the salon and the school and let them know.
- Externs can perform services on paying clients, in an assisting capacity only with the direct and immediate supervision of a licensee. An extern is allowed to receive financial compensation if it is offered by the partner salon.

Students may be withdrawn from the Externship program for the following reasons:

- Failing to show up for an extern assigned shift.
- Calling out of an assigned shift twice, or any unapproved missed Saturday shifts
- Calling in sick, to Lytle's Beauty College, or late more than 3 times at during the duration of their externship participation.
- Allowing their attendance, academic average, or attitude to fall below the requirements of Lytle's Beauty College.
- Any misconduct at school or at an externship salon, including school write-ups.

Student Support Services

Educational Advising

Upon request, every student is extended the privilege of consulting with a supervisor of the College. Students receive automatic advising at the end of their basic training and near or at the completion of their education.

Referrals/Advising

The College, through the Director, will provide advising on general issues of a non-academic or non-attendance nature as needed or requested by the student. Lytle's Beauty College does not employ a professional counselor nor does the college assert responsibility for professional counseling services. In the event a student is having difficulty about a personal issue, the College staff may provide referral information (not limited to), childcare, housing, transportation, and medical referral. Students needing assistance and referral should contact the Student Services Director during regular business hours. Students are hereby advised that the college is required by its accreditation agency to maintain a record of professional referrals made. Such records are kept confidential and are maintained with the student's rights to privacy in mind.

Housing

In looking at the current range of apartment rentals in our area, we found that apartment rentals are going for \$2,000-\$3,500.00 per month. There are several apartment complexes located conveniently near the college, including but not limited to: Sonoma Ranch Apartment Homes, Hopper Lane Apartments, Creekside Apartments at Wikiup, and Vineyard Creek Apartments. The College does not have any affiliation with any of these apartment complexes, and this statement is not an endorsement for or against any facility.

Placement Assistance

Lytle's Beauty College does NOT guarantee employment for graduates. The College does, however, aid in finding employment by posting job openings for students on various social media platforms. Students also may receive training in job search skills including how to create their professional online social media presence. Externing students are often offered employment with their externing salon. Graduates are encouraged to maintain contact with the College and follow-up with the College on current employment or employment needs.

Student Business Cards

We encourage our students to do self-marketing. We provide students with an unlimited number of student business cards that can be redeemed for 50% off any service for first-time clients. Cards must be given to a new client prior to coming in for a service. This is a way for students to build their clientele while in school, which will follow them into a salon once they are licensed. We also encourage cosmetology students to bring in and keep 20 clients, and Esthetician students to bring in and keep 10 clients while in school.

General Information and Conduct Issues

Students must attend the Open House and the class orientation prior to the first day of class. Open House provides general information about the College/industry/financial aid. Class Orientation is intended to inform and advise students of their rights and responsibilities while attending Lytle's Beauty College. The College will provide verbal or written advising regarding student conduct and/or violations of College policies and procedures as needed. The student must abide by all the student guidelines, rules of the college, and of the Board of Barbering and Cosmetology.

Student Status

Individuals who enroll in a program of study at Lytle's Beauty College are students. Students at the College will learn in a variety of settings, including campus classrooms, practical labs, and in the student salon. Each learning environment is designed to advance and reinforce students' knowledge of their course of study in a different way.

The student salon offers students the opportunity to learn by doing in a simulated salon environment. Students will practice their skills on real, paying customers of the salon under the supervision of instructors. Practical skills learned in the salon include, but are not limited to, providing services for clients relating to hair, skin, and nails; light cleaning and disinfection; laundry related to client services; and practicing product knowledge and sales techniques.

Students are not employees of Lytle's Beauty College and will not be paid for any time spent learning by performing tasks in the College's student salon. A student's relationship with the College can only be changed from student to school employee-employer by following the College's ordinary application, interview, and hiring process. If a student believes that they are performing services for the College for which they should be paid, they should immediately contact Deb Prolo at dprolo@lytlesrebc.edu (707)545-8490.

Financial Assistance

Grants and/or student loans may be available for students, this is determined by completing the FAFSA <https://studentaid.ed.gov/sa/fafsa>.

Additional scholarship information can be found through Beauty Changes Lives <https://beautychangeslives.org/>, as well as, American Association of Cosmetology Schools (AACCS) beautyschools.org/careers-inbeauty/grants_scholarships/

In addition, there are occasional scholarships that Lytle's Beauty College is informed of and they are shared with the student body.

Student loan advising is also provided for students who request student loans. Such advising is called entrance and exit counseling. Students should see a Financial Aid Advisor for assistance. For additional information, refer to Tuition and Financial Services in this catalog.

Tuition and Financial Services

Cosmetology Tuition and Fees	
Tuition for scheduled clock hours 1-900	\$14,793.89
Tuition for scheduled clock hours 901-1500	\$9,862.60
Total charges for the current period of attendance (clock hours 1-1500)	\$24,656.49
Cosmetology books & equipment fees*	\$7,563.51
Non-refundable student tuition recovery fund (STRF)	\$80.00
Non-refundable enrollment deposit	\$100
Estimated total charges for the entire educational program	\$32,400.00
Total charges the student is obligated to pay upon enrollment	\$ 2,100.00

**Equipment list provided first day of class and upon request.*

Esthetician Tuition and Fees	
Tuition for scheduled clock hours 1-300	\$6,783.95
Tuition for scheduled clock hours 301-600	\$6,783.95
Total charges for the current period of attendance (clock hours 1-600)	\$13,567.90
Esthetician book & equipment fees*	\$5,584.60
Non-refundable student tuition recovery fund (STRF)	\$47.50
Non-refundable enrollment deposit	\$100
Estimated total charges for the entire educational program	\$19,300.00
Total charges the student is obligated to pay upon enrollment	\$ 2,100.00

**Equipment list provided first day of class and upon request.*

Payment Methods

A student may fulfill his/her financial obligations to the College via: (a) full payment at the time of signing the Enrollment Agreement; (b) down payment paid at the time of signing the Enrollment Agreement with balance paid on start date; or (c) down payment paid at the time of signing the Enrollment Agreement with an approved payment schedule (as stated on student's Enrollment

Agreement). Methods of payment of monies owed to the College include credit card (excluding American Express), money order, check, Title IV or other federal/state financial aid or loans.

Different payment methods are available. Whether through the various financial aid programs, additional resources, or a combination of methods, each student is treated as an individual and a final payment schedule will be agreed upon in writing prior to the start of class.

Payments made in accordance with the student's payment schedule are due on the 1st of each month and can be made by cash, check, money order, cashier's check, credit card or debit cards (excluding American Express). Payments 10 days past due will be charged a \$25.00 late fee.

The college reserves the right to change tuition and fees, make changes in the subjects when necessary, and make substitutions in kits, as required, without prior notice. Any change in fees will not affect currently enrolled students.

Determination of Financial Need and Cost of Attendance

A student's financial need is determined using the predetermined Cost of Attendance and their Expected Family Contribution (EFC). The Expected Family Contribution (EFC) is a measure of the student's family financial strength and is calculated according to a formula established by law. The student's family taxed, and untaxed income, assets, and benefits (such as unemployment or Social Security) are all considered in the formula. Also considered are the family size and the number of family members who will attend college or career school during the year. The information the student reports on the Free Application for Federal Student Aid (FAFSA) is used to calculate the EFC. The College utilizes the student's EFC to determine the amount of financial aid a student is eligible for.

The basic formula for calculating financial need is:

$$\begin{aligned}
 &\text{Cost of Attendance (COA)*} \\
 &\textbf{Less: EFC *} \\
 &\textbf{Less: Scholarships received*} \\
 &\textbf{Less: Any assistance received from outside resources*} \\
 &= \text{Financial Need*}
 \end{aligned}$$

Note: Financial Need is calculated at the beginning of each academic year for the Cosmetology program.

Federal Title IV Financial Aid (available to those who qualify)

Complete the Free Application for Federal Student Aid (FAFSA) studentaid.gov Completing and submitting the FAFSA is free, and it gives you access to the largest source of financial aid to pay for college or career schools.

To complete the Free Application for Federal Student Aid (FAFSA), you will need:

- Your Social Security Number
- If you are not a citizen, your Alien Registration Number
- Your federal income tax returns, W-2's, and other records of money earned and or monies received.

NOTE: You may be able to transfer your federal tax return information into your FAFSA using the IRS Data Retrieval Tool.)

- If applicable, additional asset information may be required.

- If applicable, the same information as above for your parent(s)
- Lytle's Beauty College, School Code: 013807
- An FSA ID to electronically sign your FAFSA.

The FSA ID is a username and password combination that serves as a student's or parent's identifier to allow access to personal information in various U.S. Department of Education systems and acts as a digital signature on some online forms.

Once the college receives a student's FAFSA information a Financial Aid Package will be created. The Financial Aid Package will include the total amount of financial aid a student is offered by Lytle's Beauty College.

NOTE: Student assistance funds are intended for educational purposes only. All students must always meet the eligibility requirements.

Types of Federal Financial Aid:

Grants and Scholarships

The U.S. Department of Education (DE) offers a variety of federal grants to students attending college or career schools. Grants are financial aid that does not have to be repaid (unless you withdraw from school and owe a refund of the grant). Listed below are the grants Lytle's Beauty College participates with:

1. **Federal Pell Grant:** The Federal Pell Grant Program provides need-based grants to undergraduate students to promote access to postsecondary education.
2. **Federal Supplemental Educational Opportunity Grant (SEOG):** Will be awarded to students based financial need, as determined by the FAFSA.

Federal Direct Loans (Subsidized and Unsubsidized)

The U.S. Department of Education (ED) offers the federal student loan program, which eligible students and parents borrow directly from the U.S. Department of Education at participating schools. Student loans do have to be paid back. Direct Subsidized Loans, Direct Unsubsidized Loans and Direct PLUS Loans are types of Direct Loans.

1. **Direct Subsidized Stafford Loan:** Are loans made to eligible undergraduate students who demonstrate financial need. Interest charges and payments begin six (6) months after the students last day of attendance.
2. **Direct Unsubsidized Stafford Loan:** These loans are for undergraduate students. Students are not required to demonstrate financial need to be eligible for these loans. Interest charges begin thirty days after loan funding and payments are not required while still attending college.
3. **Direct PLUS Loan:** Are loans made to parents of dependent undergraduate students to help pay for education expenses not covered by other financial aid. This fixed rate loan is available only to parents upon credit approval from federal government.

* Financial Need is the difference between the cost of attendance (COA) at a school and your Expected Family Contribution (EFC). While COA varies from school to school, your EFC does not change based on the school you attend.

Loan Counseling and Master Promissory Note (MPN)

Entrance Counseling will provide students with information such as what a Direct Loan is and how the loan process works, ways to manage your educational expenses, your rights and responsibilities as a

borrower. The Master Promissory Note (MPN) is a legal document in which you promise to repay your loan(s) and any accrued interest and fees to the U.S. Department of Education. It also explains the terms and conditions of your loan(s) including but not limited to, repayment requirements, sample repayment schedules, repayment options, and default consequences. Both Entrance Counseling and MPN must be completed upon acceptance of the loans.

Exit Counseling: In addition to entrance counseling, all student loan recipients are also required to complete exit counseling. The exit counseling process will review the repayment requirements, options, and default consequences.

Loan Repayment Requirements

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest.

Additional Financial Assistance Information

Continued Eligibility: All students must remain eligible for aid at all times; this includes but is not limited to satisfactory academic progress standards. Changes in the student's status and other eligibility requirements will result in recalculation of the aid package, which may lead to a reduction or loss of awards. In the event the aid package is reduced or terminated, the student will be responsible for all financial obligations to the College.

Renewal Applications: An academic year is defined as the period of time normally spent completing one year of academic work. If part of the second academic year is in the next award year, applicants may be eligible for additional aid for the new academic year. Students must file a new FASFA application for the corresponding award year. Eligibility requirements still apply.

Award Year/Academic Year

All financial aid is impacted by the definition of an Award Year and an Academic Year. An Award Year is defined by the Federal Government as July 1 of a year to June 30 of the following year. An Academic Year is defined by the College for each program offered. The academic year must be within guidelines established by the Federal Government.

Financial aid awards are prorated according to the length of the program according to the number of hours and weeks the student will be in attendance during an academic year.

Payment of Awards

Most funds are disbursed according to payment periods or award periods. Award amounts in most cases are divided into two payment periods and will only be disbursed after the payment period has begun and only if the student is deemed to be in satisfactory progress. In the case of second payment periods, awards will be disbursed only if the student has successfully completed the appropriate number of clock hours and weeks of instruction required for the payment period. Failure to successfully complete the proper number of clock hours and weeks of instruction by the required date of evaluation may delay the next payment. To avoid delays in the payment of awards, students applying for financial assistance should make sure that all corresponding application materials, verification documents and/or other financial aid related items are into the financial aid office. Lytle's Beauty College is not responsible for the reduction or cancellation of aid due to a student's failure to submit required application materials or a failure to maintain eligibility standards.

Pell Grant Disbursements

The earliest the Financial Aid department will request student Pell Grant funds is the day after the first day of attendance. Lytle's Beauty College will not disburse funds prior to the start date. The College issues books and equipment to students on the first day of class or at class orientation, providing that all admissions and financial aid requirements are met. Books and equipment are included as part of the student's total expected cost for the program and do not have to be paid for separately.

Pell Grants are disbursed over two or more payment periods.

Cosmetology:

- 1st disbursement 1 – 450 clock hours
- 2nd disbursement covers 451 – 900 clock hours*
- 3rd disbursement covers 901 – 1,250 clock hours*
- 4th disbursement covers 1,251 – 1,500 clock hours*

Esthetician:

- 1 – 300 clock hours
- 301 – 600 clock hours

* To be eligible to receive multiple disbursements, students must have remaining eligibility for Pell funds during the payment period of that award year.

In addition, all students must maintain Satisfactory Academic Progress to be eligible for disbursement of a Pell Grant Award.

Verification

During the Financial Aid application process, the U.S. Department of Education randomly selects Financial Aid applications for the institution to verify. It is the responsibility of all students chosen for verification to submit the required verification documentation within 15 days of being notified by the college. Should the college receive the required documentation later than 15 days, enrollment or aid may be delayed. Should there be discrepancies in the information provided by the student or parent, the Financial Aid Advisor will notify them that additional information may be required.

Verification must be completed timely. Students who fail to comply with verification requirements, including submitting documentation within required timelines, will not have Federal Title IV funds disbursed and may have Federal Title IV funds cancelled. Lytle's Beauty College considers the student to be the responsible party for providing information and completing the verification process. Students can complete the verification process with the Financial Aid Advisor. The advisor will enter the corrections (if needed) into FAME, financial aid software, who will transmit the information to the Central Processing System and inform the students of any changes in eligibility.

When a student is selected for verification after being awarded Title IV aid, the student will be subject to all the rules and requirements of verification as those applicants who were selected before being awarded. If the student's federal Title IV aid eligibility changes because of corrections made through the verification process or by the student (online), the student will be responsible for any reduction to their Title IV aid. Lytle's Beauty College will notify the student in writing of any changes to his or her Title IV aid. All Title IV aid changes will also be reflected on the student's monthly payment plan.

It is illegal to falsify documents in effort to secure federal or state funds for educational or other purposes. After review of an application, Lytle's Beauty College will refer an applicant to the Office of Inspector General if it has any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her financial aid application. Intentional misreporting or misrepresentation of information on application forms and/or other documents is a violation of the law, is considered a criminal offense and will subject all parties involved to penalties under the U.S. Criminal Code. Tampering with grades and/or clocking in/out of another student and/or other time clock misuse is considered a misrepresentation of information and therefore may be considered fraud. Disciplinary action up to and including termination will result.

Veterans Tuition Assistance

Department of Veteran Affairs provides education benefits to Veterans and Eligible service members and or their families. Lytle's Beauty College participates in various VA programs based on the student's specific eligibility.

For Post 9/11 GI Bill® (Ch 33) students and VA Vocational Rehabilitation and Employment (Ch 31) students, our tuition policy complies with 38 USC 3679(e) which means Post 9/11 and Vocational Rehabilitation and Employment students will not be charged or otherwise penalized due to a delay in VA tuition and fee payments. For eligibility consideration, a Post 9/11 GI Bill student must submit a VA Certificate of Eligibility (COE) and a Vocational Rehabilitation Student must provide a VAF 28-1905 form. All persons seeking enrollment must meet the general admissions policies. Those seeking to use VA Education Benefits must submit all prior transcripts for a transfer evaluation and submit one of the following a 22-1990, 22-1995, 22-5490, or a 22-5495 to the VA.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at benefits.va.gov/gibill

Financial Aid Advisors are available to assist students with questions regarding cost of attendance, FAFSA completion and determination of need.

Student's Right to Cancel and Refund Policy

This is a state mandated policy following the Bureau for Private Postsecondary Education Code of Regulation 71750. This policy applies to all students and programs.

1. You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance at the seventh (7th) calendar day after enrollment. YOU MUST CANCEL IN WRITING. Students do not have the right to cancel by telephoning the school or by not coming to class. Lytle's Redwood Empire Beauty College shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance in the 7th day after enrollment.
2. Any monies due to the student shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. A student is not accepted by the school. This student shall be entitled to a refund of all monies paid to the school except an application fee.
 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment agreement and demands his/her money back in writing, through attendance at the seventh (7th) calendar day after enrollment. In this case, all monies collected by the school shall be refunded except a nonrefundable application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. A student who cancels his/her enrollment agreement after the seventh (7th) calendar day of signing the enrollment agreement but prior to entering classes is entitled to a refund of all monies paid to the school less the application fee.
 - d. A student notifies the institution of his/her official withdrawal in writing.
 - e. A student is expelled by the institution.
 - f. For official cancellations as defined in paragraphs b, c, d, or e, the cancellation date will be determined by the postmark on the written notification received at the following address: Lytle's Redwood Empire Beauty College, 186 Wikiup Drive, Santa Rosa, CA 95403, or by the date said information is delivered to the school administrator/owner in person. Written cancellations need not take any particular form.
 - g. A student on an approved leave of absence notifies the school that he/she will not be returning. That date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
3. Any monies due a student who unofficially withdraws from Lytle's Redwood Empire Beauty College shall be refunded within 30 days of a determination by the college that the student has withdrawn without notifying Lytle's Redwood Empire Beauty College. Unofficial withdrawals are monitored every 30 days and a determination is made to withdraw a student who has been absent from school for 14 or more consecutive calendar days; the withdrawal date that will be used in this calculation is the student's actual last date of attendance.
4. When situations of mitigating circumstances are in evidence, such as serious illness, a disabling accident, or death in the immediate family, the school may make a settlement that is reasonable and fair to both parties.
5. All extra costs, such as books, equipment, application fee, and other such charges, are not considered in the tuition adjustment computation if the charges are itemized separately in the enrollment agreement.

6. Monies paid for supplies and equipment are nonrefundable after seven (7) calendar days of signing the enrollment agreement, but prior to entering classes, whichever is later.
7. If a course and/or program is cancelled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
8. If a course and/or program is cancelled and ceases to offer instruction after the student has enrolled and instruction has begun, the school shall either provide a full refund of all monies paid or provide completion of the course and/or program.
9. A student's account may be sent to collections for nonpayment.
10. If an institution closes or discontinues a program prior to the completion of the contracted services, the institution shall provide a pro-rata refund only if the Bureau determines the school made provisions for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the student beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, the institution shall provide students a full refund of all institutional charges.
11. A student is entitled to a refund of monies not paid from federal student aid program funds. Students are responsible for the amount owed. If a student obtains a student loan, he/she is responsible for repaying the loan amount, plus interest, less the amount of any refund. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance. Lytle's Redwood Empire Beauty College shall refund 100% of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed \$250, if notice of cancellation is made through attendance in the 7th day after enrollment.

If you are eligible for a loan guaranteed by the federal or state government and you default on the loan, both of the following may occur:

- a. 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.
- b. You may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract the registration/application fee not to exceed \$250.00. The school does charge an application fee of \$100.00.

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965. The institution shall also provide a pro rata refund of non-federal student financial aid program monies paid for institutional charges to students who have completed 60 percent or less of the period of attendance.

Step 1: Identify all amounts paid for instruction less cost of equipment.

Step 2: Subtract the registration/application fee not to exceed \$250.00.

Step 3: Apply a pro rata refund based on the percentage of scheduled hours completed in the program.

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Cosmetology students:

Percentage of Enrollment (scheduled) Cosmetology 1500 hours – Due to Lytle's Beauty College

Enrollment Percentage	Hours	Amount Due
0.01%-10%	1 - 150 hours	Up to 10%
10.1% - 25%	151 - 375 hours	Up to 25%
25.1% - 50%	376 - 750 hours	Up to 50%
50.1% - 60%	751 - 900 hours	Up to 60%
60.1% or more	901 - 1500 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Esthetician students:

Percentage of Enrollment (scheduled) Esthetician 600 hours – Due to Lytle's Beauty College

Enrollment Percentage	Hours	Amount Due
0.01%-10%	1 - 60 hours	Up to 10%
10.1% - 25%	60.1 - 150 hours	Up to 25%
25.1% - 50%	150.1 - 300 hours	Up to 50%
50.1% - 60%	300.1 - 360 hours	Up to 60%
60.1% or more	360.1 - 600 hours	100%

If you cancel after the cancellation date, the following schedule of tuition pro rata refund shall apply for Nail Care Program (*Program not currently offered*) students:

Percentage of Enrollment (scheduled) Nail Care Program 400 hours – Due to Lytle's Beauty College

Enrollment Percentage	Hours	Amount Due
0.01%-10%	1 - 40 hours	Up to 10%
10.1% - 25%	40.1 - 100 hours	Up to 25%
25.1% - 50%	100.1 - 200 hours	Up to 50%
50.1% - 60%	200.1 - 240 hours	Up to 60%
60.1% or more	240.1 - 400 hours	100%

Lytle's Redwood Empire Beauty College does not have a pending petition in bankruptcy, has never filed for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy filed against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

Cancellation of Enrollment

You have the right to cancel your enrollment agreement and obtain a refund of charges paid through attendance at the seventh (7th) calendar day after enrollment. **YOU MUST CANCEL IN WRITING.** Students do not have the right to cancel by telephoning the school or by not coming to class. The school will remit a refund less an application fee, if applicable, within 45 days following your withdrawal, you are only obligated to pay only for educational services rendered and your kit, equipment, textbooks, supplies.

IF THE AMOUNT YOU HAVE PAID IS MORE THAN THE AMOUNT YOU OWE FOR THE TIME YOU ATTENDED, THEN A REFUND WILL BE MADE WITHIN 30 DAYS OF WITHDRAWAL. IF THE AMOUNT YOU OWE IS MORE THAN THE AMOUNT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY IT.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by telephoning the school or failing to attend classes. If you have any complaints, questions, or problems that you cannot resolve with the school, write or call the Bureau for Private Postsecondary Education 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589, or visit its Web site at www.bppe.ca.gov.

YOU ARE RESPONSIBLE FOR THIS AMOUNT. IF YOU RECEIVE A STUDENT LOAN, YOU ARE RESPONSIBLE FOR REPAYING THE LOAN AMOUNT, PLUS ANY INTEREST, LESS THE AMOUNT OF ANY REFUND.

Student Tuition Recovery Fund

Student Tuition Recovery Fund Disclosure

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.

2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120day 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 more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Physical Requirements and Safety Demands of the Beauty Industry

The College's programs require physical stamina, including, but not limited to the following:

Cosmetology program: the ability to stand for multiple hours at a time; bend; reach; twist; manipulate instruments such as scissors, combs, and brushes; and perform repetitive motions. Additionally, many products used in the educational process and in the field may contain harsh chemicals, including but not limited to, metal hydroxide relaxer, hydroxide relaxer, ammonia, hydrogen peroxide and Barbicide. Students will also be using sharp implements such as scissors, razors and razor blades and may be exposed to scalp irritations and rashes. Students are responsible for wearing protective gear such as disposable gloves and/or aprons.

Esthetician program: the ability to sit, stand and lean forward for multiple hours at a time; Hands will need protection from chemicals and continuous exposure to water and cleaning agents. Additionally, many products used in the educational process and in the field may contain harsh chemicals, including but not limited to Barbicide. Although the school utilizes standard precautions, students may be exposed to bodily fluids such as blood or pus as well as skin irritations and rashes. Students are responsible for wearing protective gear such as disposable gloves and/or aprons.

Nail Care program (Program is not currently being offered): The ability to sit, stand and lean forward for multiple hours at a time; Hands will need protection from chemicals and continuous exposure to water and cleaning agents. Additionally, many products used in the educational process and in the field may contain harsh chemicals, including but not limited to Barbicide. Although the school utilizes standard precautions, students may be exposed to bodily fluids such as blood or pus as well as skin irritations and rashes. Students are responsible for wearing protective gear such as disposable gloves and/or aprons.

All Students must be able to perform these physical requirements, with or without reasonable accommodations. Students wanting to request a reasonable accommodation for physical or mental disabilities should contact the ADA Compliance Coordinator [Deb Prolo] and review the College's Disability Accommodation policy.

Safety: To protect the public, state laws, rules, regulations, and/or standards apply to this field. All persons working in the field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law. The state is not required to directly notify any person or entity of changes in the law and/or changes to standards.

Disability Accommodation and Grievance Policy

Statement of Non-Discrimination and Accommodation

Lytle's Beauty College ("the College") does not discriminate based on disability. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of the College, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA") and their related statutes and regulations.

Section 504 prohibits discrimination based on disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating based on disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, who has been designated to coordinate the efforts of the college to comply with Section 504 and ADA.

ADA Compliance Coordinator:

Deb Prolo
186 Wikiup Drive Santa Rose, CA 95403
(707) 545-8490; dprolo@lytlesrebc.edu

Requests for Disability Accommodation

Individuals with disabilities wishing to request a reasonable accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the ADA Compliance Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, which is also available on the College's website:

https://www.lytlesrebc.edu/wpcontent/uploads/2017/08/reasonable_accomodation_fillable_form.pdf

To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations form at least two weeks prior to when the accommodation is needed.

Individuals requesting reasonable accommodation may be asked to provide medical documentation substantiating his/her physical and/or mental impairment(s) and/or the need for the requested accommodation(s), including but not limited to when the limitation or impairment is not readily apparent and/or a requested accommodation does not clearly relate to the impairment(s). Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified professional in the arena of the student's disability, as enumerated below:

Disability	Qualified Professional
Physical disability	MD, DO
Visual impairment	MD, ophthalmologist, optometrist
Mobility, orthopedic impairment	MD, DO
Hearing impairment	MD, Audiologist (Au. D) *audiology exam should not be more than a year old
Speech and language impairment	Licensed speech professional
Learning disability	PhD Psychologist, college learning disability specialist, another appropriate professional
Acquired brain impairment	MD neurologist, neuropsychologist
Psychological disability	Psychiatrist, PhD Psychologist, LMFT or LCSW
ADD/ADHD	Psychiatrist; PhD Psychologist, LMFT or LCSW
Other disabilities	MD who practices or specializes within the field of the disability.

Documentation used to evaluate the need and reasonableness of potential accommodations may include a licensed professional's current medical diagnosis and date of diagnosis, evaluation of how the student's disability affects one or more of the major life activities and recommendations, psychological and/or emotion diagnostic tests, functional effects, or limitations of the disability, and/or medications and recommendations to ameliorate the effects or limitations. The College may request additional documentation as needed.

After the ADA Compliance Coordinator receives the Request Form and the required documentation, he/she (or his/her trained designee) will engage the student or applicant in an interactive process to determine what accommodations may be appropriate.

If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the U.S. Department of Education's Office for Civil Rights or a similar state entity. The College will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The ADA Compliance Coordinator will be responsible for such arrangements.

Grievance Policy Relating to Complaints of Disability Discrimination

The College has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA. Any person who believes she/he has been subjected to discrimination based on disability, including disagreements regarding requested

accommodations, may file a grievance with Deb Prolo, 176 Wikiup Drive Suite D Santa Rosa CA 95403 (707) 545-8490, dprolo@lytlesrebc.edu. Grievances must be in writing, containing the name and address of the person filing it, state the problem or action alleged to be discriminatory, and the remedy or relief sought.

The College will investigate the complaint filed and will not retaliate against anyone who files a grievance or cooperates in the investigation of a grievance. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the student will be advised and provided an update as to the status of the investigation. The student may also inquire as to the status of the investigation at reasonable intervals. Based on the results of the investigation, the College will take all appropriate actions to prevent any reoccurrence of discrimination and/or to correct any discriminatory effects.

The availability and use of this grievance procedure do not prevent a person from filing a complaint of discrimination based on disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.

Termination Policy

A student may be terminated from the College under the following conditions:

- Student who fails to attend classes for 14 consecutive days without notifying the College verbally or in writing of their intent to drop, shall be terminated 14 days after the student's last day of physical attendance.
- Failure to meet the College's rules and standards of conduct.
- Failure to meet financial obligations to the College.
- Unsatisfactory attendance preceded by reprimand, probation, and suspension.
- Failure to maintain a 75% grade average on both written exams and practical applications and/or failure to maintain at least 85% attendance.
- Misrepresentation of personal information on contracts or documents.
- Failure to meet any of the conditions as set forth and agreed to in the Enrollment Agreement.

Observance of the College's rules, policies and procedures as well as maintaining a professional manner is always required. Conduct which interferes with the education of other students and the operation of the College may result in termination.

A student can appeal a termination determination by filing an appeal with the Director within 10 business days from the date the student is notified of the termination.

1. An appeal committee will be formed and provide written notice to the student of its decision within 15 days.
2. The appeal committee will be comprised of 3-4 staff members in different departments. Each member of the appeal board must sign a confidentiality agreement.

3. The decision of the committee shall be final.

Grievance Procedure

In accordance with the College's mission statement, the College will make every effort to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in the administrative office to determine the frequency, nature, and patterns of complaints.

If you have a problem with an individual, try to resolve the matter with that person. If the problem cannot be resolved, please submit a formal grievance letter to the administrative office.

Formal grievances may be filed by following these steps:

1. All grievances must be in writing using any form you prefer and describe in detail any allegation that may be affecting your education. The complaint should include full detail indicating what happened, when the event occurred and who was involved. Please also indicate when and with whom you have already spoken to regarding your complaint and what attempts have been made towards a resolution. The specific solution you are seeking or recommending should be included.
2. The grievance must be submitted within **60** days from the date that the incident occurred to the Director, deliver the written grievance to 176 Wikiup Drive Suite D Santa Rosa, Ca. 95403.
3. The Director will evaluate the grievance within 30 days and submit a written response back to you. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the Director, it will be referred to an appropriate agency, if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. Once able, the Director will submit the final resolution to the student in writing.
7. Should the student disagree with the decision of the Director; an appeal must be filed within 10 business days.
8. An appeal committee will be formed and provide written notice to the student of its decision within 15 days. The appeal committee will be comprised of 3-4 staff members in different departments. Each member of the appeal board must sign a confidentiality agreement.
9. The decision of the committee shall be final.
10. If you feel at any time during the complaint procedure that the issue is not being satisfactorily resolved by the College, you may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.
11. Once a student has exhausted the College's internal complaint process, the student can submit the complaint to the College's accrediting agency:

3015 Colvin St Alexandria, VA 22314
703-600-7600; www.naccas.org

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

Approved Courses Not Currently Offered

In this section you will find tuition costs for accredited programs that are not currently being offered.

Nail Care Program Itemized Cost

Item Type	Cost
Tuition for scheduled clock hours 1-400 hours	\$8,548.00
Total charges for the current period of attendance	\$8,548.00
Nail care books and equipment fees*	\$1697.11
Non-refundable student tuition recovery fund (STRF)	\$25.00
Non-refundable enrollment deposit	\$100.00
Estimated total charges for the entire educational program	\$10,370.11
Total charges the student is obligated to pay upon enrollment	\$2,100.00

Schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire education program

Nail Care Payments

- Down payment: \$2000.00
- 3 Monthly payments: \$2,756.70

\$2,000 down payment is required for each course at class orientation, regardless of Financial Assistance applied for.

Nail Care Program Curriculum (400 Hours) (Approved Program Not Currently Offered)

Nail Care Program Outline and Description 400 Hours, 19-Week Curriculum

The curriculum for students enrolled in a nail care course shall consist of not less than four hundred (400) hours of technical instruction and practical training covering all practices of a manicurist, pursuant to Section 7316 of the Barbering and Cosmetology Act.

The DOL Standard Occupation Classification code for Manicurists and Pedicurists is 39-5092. The description for this classification is to clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative examples: *Nail Technician, Fingernail Sculptor*

Nail Care Program Minimum Credit and Length to Complete Operations

These are guidelines for minimum credit given on a mannequin or client. Instructors will use judgment based on difficulty of service and skill level of student to determine if credit above the minimum will be given. This will vary for each student, as we are all at a different levels in our training. All practical services on a client, student, or mannequin must be checked by an instructor.

NOTE: To receive credit, a complete set-up is required for each service.

Procedure	Operational Credit	Approx. Time to Complete
Manicure	1	1 hour
Pedicure	1	1 hour
Weekender	1	.25 per nail
Sculptured Nail	1	.25 per nail

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	Minimum Hrs. Technical Instruction	Minimum Practical Operations
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.	10	
The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practices of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.	25	
The subjects of Bacteriology, Anatomy and Physiology shall include, but are not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.	10	
Training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers.	10	
The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures: Procedures to protect the health and safety of the consumer as well as the technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as specified in Sections 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 Sections 980.1, 980.2 and 980.3.	20	10

SUBJECT	Minimum Hrs. Technical Instruction	Minimum Practical Operations
The subject of Manicures and Pedicures shall include, but is not limited to, the following techniques and procedures: Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, and nail analysis.	30	60
Application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.	30	180

Learning Resources

Learning Resources: Students Textbooks, Students may use their personal device for other professional resources and references in the beauty industry.

Nail Care Program Class Schedule

Students will start in Module 1/Primary Training learning all the fundamentals to be able provide services to clients in the student salon. In Zone 2 you will spend time in theory, continue building the fundamentals from the prior zone, provide services to clients and complete operations in the student salon.

Nail Care Program Disclosure Summary

The school has not enrolled any students for the Nail Care Program so there are no statistics.

Inspiring Your Future

170/176/186 Wikiup Drive • Santa Rosa, CA 95403 • 707.545-8490 • www.lytlesrebc.edu

All classes will be held at the address listed above.

Revision Date: January 28, 2024



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