

# **SAVVY BEAUTY ACADEMY**

**SCHOOL CATALOG  
JANUARY 1<sup>ST</sup> 2024-  
DECEMBER 31<sup>ST</sup> 2024**

**Get Hands on Training:**

Cosmetology  
Manicuring  
Esthetician  
Barbering

**240 S Market Street, Inglewood, California 90301**

**1 (424) 437-8915**

**[www.savvybeautyacademy.com](http://www.savvybeautyacademy.com)**

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# **SAVVY BEAUTY ACADEMY CATALOG 2024**

## **PHYSICAL LOCATION AND CAMPUS ADDRESS**

Savvy Beauty Academy is in Inglewood, CA  
and occupies 7,500 square feet in a facility located at  
**240 S Market Street, Inglewood, California 90301**

**Phone: (424) 437-8915**

[www.savvybeautyacademy.com](http://www.savvybeautyacademy.com)

## **SCHOOL HOURS & DAYS OF OPERATION**

Monday-Friday 9:00 AM to 5:00 PM

Monday-Friday 4:00 PM to 9:00 PM

Saturday – Sunday Closed

**All instructions will be delivered at the address listed above.**

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.

# WELCOME TO SAVVY BEAUTY ACADEMY

Congratulations on taking your first step along the path towards a rewarding career in the beauty and wellness industry. Savvy Beauty Academy is dedicated to the highest level of education for our students and graduates. This continues until our graduates are placed in rewarding careers. We help guide our students to achieve their career goals with all the educational resources by providing real-life settings. Savvy's cutting-edge classroom instruction and hands-on practical and theory training, prepare our students for the California Board of Barbering and Cosmetology licensing exam, job search, and career assistance.

This catalog contains important information about the programs we offer and will help guide you to take the next important steps so that you can choose the right career path for your future.

Warm Regards,

*Rebecca Silva*

**Rebecca Silva**

Director of Operations  
Savvy Beauty Academy

# APPROVAL DISCLOSURE STATEMENTS

## CONSUMER INFORMATION DISCLOSURE

### General Information

Name of Institution: Savvy Beauty Academy  
Physical Address: 240 S Market Street, Inglewood, California 90301  
Phone: (424) 437-8915 | [www.savvybeautyacademy.com](http://www.savvybeautyacademy.com)  
Approval year: 2021  
Chief Academic Officer and Director of Operations: Rebecca Silva

### Agency Email Contact Information:

Savvy Beauty Academy is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the California Education Code (CEC) and Title 5, of the California Code of Regulations (CCR). Savvy Beauty Academy does not imply that the Bureau (BPPE) endorses programs or that Bureau (BPPE) approval means the institution exceeds minimum state standards.

California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Toll Free: (888) 370-7589 Fax: (916) 236-1897.

Savvy Beauty Academy offers the following programs:

- Cosmetology 1000 Clock Hours
- Barbering 1000 Clock Hours
- Esthetics 600 Clock Hours
- Manicuring 400 Clock Hours

Savvy Beauty Academy is not authorized by the U.S. Department of Education (USDE) for participation in Title IV programs, including Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Iraq and Afghanistan Service Grant and Federal Student Loans.

Savvy Beauty Academy is not accredited by National Accrediting Commission of Career Arts & Sciences (NACCAS). 3015 Colvin Street, Alexandria, VA, 22314 [www.naccas.org](http://www.naccas.org) Phone: (703) 600-7600 Fax: (703) 379-2200

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

[www.bppe.ca.gov](http://www.bppe.ca.gov).

# **SAVVY BEAUTY ACADEMY MISSION STATEMENT**

## **OUR MISSION**

We strive to create a quality academic environment that provides students with the tools, knowledge, and skills needed to obtain a state license and prepare for an exciting and lucrative career in the beauty and wellness industry.

## **OUR ACADEMIC PRINCIPLES AND EDUCATIONAL OBJECTIVES ARE:**

- Commitment to Our Students.
- Create a learning-focused environment.
- Offer a curriculum that stimulates an interest in learning.
- Provide practical hands-on experience to the student clinic.
- Prepare and assist students in obtaining their licenses.
- Provide students with job placement assistance.
- Actively participate in activities and events that support global needs thereby supporting the local communities in which we operate.
- Inspire the beauty and wellness industry through our commitment to innovation and excellence.

## **OBJECTIVES**

- Students will gain the technical skills, knowledge, and training necessary to pass the California State Board of Barbering and Cosmetology examination required for a state license.
- Provide hands-on training that supports and preserves the program and increases the effectiveness of the educational services.
- Provide administrative support that reinforces and preserves academic and financial resources necessary to enable students to meet their educational objectives and professional goals.
- Develop and maintain an effective ethics program of resource development that supports the mission of Savvy Beauty Academy.
- Provide exemplary admissions, course enrollment, and student record-keeping services, and demonstrate a commitment to helping Students and Faculty in a friendly and timely manner.

## **SAVVY BEAUTY ACADEMY COVID PROTOCOL**

- Savvy Beauty Academy will educate our employees on preventative measures provided by the CDC.
- Increase the frequency and extent of cleaning practices, such as additional wipe-downs of all hard surfaces including, bathrooms, stations, reception, and office spaces.
- Provide additional resources that are available to students and guests including hand sanitizers.
- Implement heightened sanitation and hand-washing procedures for all employees and students.

### **Students and staff musts:**

- Wash hands often with soap and water, for at least 20 seconds.

- If soap and water are not readily available, provide an alcohol-based hand sanitizer with 70 percent to 95 percent alcohol.
- Avoid touching eyes, nose, and mouth with unwashed hands.
- Stay home when students are sick and cover your mouth if they cough and/or sneeze.
- Avoid close contact with people who are sick.
- Clean and disinfect frequently touched surfaces and objects.

## **COMMUNICATION**

- Savvy Beauty Academy will communicate directly with students through their email addresses on file with the Admission Department.
- Questions regarding Coronavirus and its impact on school attendance, clinic services, and college operations should be emailed to [rebecca@savvybeautyacademy.com](mailto:rebecca@savvybeautyacademy.com)

# **SAVVY BEAUTY ACADEMY CAMPUS**

Savvy Beauty Academy is located at 240 S Market Street, Inglewood, California 90301. The campus is a 20+ year historic facility devoted to teaching the science and art of the beauty and wellness industry.

Savvy Beauty Academy is equipped with professional equipment used in top salons and spas around the country. The campus is carefully designed and furnished to simulate a salon atmosphere providing our students with the best training environment possible.

Savvy Beauty Academy's training facility includes several classrooms and practical training areas. Students have access to the internet, e-books on beauty, reference books on topics related to the cosmetology industry as well as current magazines and other reference materials are available. Students may access this material by speaking to a faculty member and/or Student Services. All instructors hired by Savvy Beauty Academy are qualified to teach all courses for the program in which they are hired to teach.

## **NON-DISCRIMINATION DISCLOSURE STATEMENTS**

In compliance with federal, state, and local government requirements, the Institute does not discriminate against any individual based on age, sex, race, color, religion, national and ethnic origin, handicap, or sexual orientation in the administration of its educational programs, school-administered programs, and publications, or employment practices.

Savvy Beauty Academy follows the requirements established by the Americans with Disabilities Act. Savvy Beauty Academy does not discriminate against qualified individuals with disabilities. Savvy Beauty Academy does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees, or fellow students.



# OUR TEAM

Our team at Savvy Beauty Academy is hired for their expertise in the field of beauty and wellness. Our team is licensed by the California State Board of Barbering and Cosmetology and is required to be licensed for a minimum of 3 years in their field of study. All instructors hired by Savvy Beauty Academy are qualified to teach all courses for the program in which they are hired to teach.

## **Rebecca Silva- Director of Operations, Chief Academic Officer**

Rebecca has 23 years of experience in the Beauty and Esthetics industry. She specializes in advanced skincare and is also working as the Head Stylist & Salon Educator in West Covina and Burbank, CA. In 2014, she became a Cosmetology Instructor for Marinello Beauty School in Lomita, CA. A few years later, she attended The Dermal Institute in Carson, CA. She then built the Esthetics Program for David's Beauty Academy in Pico Rivera, CA and headed the Esthetics Program at Palace Beauty Academy in Los Angeles, CA. She is also a current Salon owner in the City of Whittier, CA.

Areceli Fernandez- Esthetics Instructor

Gabriela Aisemberg- Esthetics Instructor

Gwendolyn Moore- Nail Tech Instructor

Caren Ramos- Nail Tech Instructor

Rebecca Silva- Cosmetology Instructor/Director

# BUSINESS HOURS / SCHOOL HOLIDAYS

Business office hours are Monday through Friday 9:00AM to 5:00PM. Full time class schedule is Monday Friday 9:00AM to 5:00PM. Part time evening classes are held Monday-Friday 5:00PM to 9:00PM. Your schedule will be determined based on the specific program you choose.

Savvy Beauty Academy is closed on the following holidays: Civil Rights Day, Labor Day, President's Day, Memorial Day, Veteran's Day, July 4th, Juneteenth, Thanksgiving Day, and Christmas, and New Year's. We are closed on the holidays and not always the Federal holiday.

## ADMISSIONS

### ADMISSION PROCEDURES

As a prospective student, you are required to visit the Savvy Beauty Academy campus and speak to an Admissions Representative. Prior to enrollment (signing an enrollment agreement) prospective students are required to review the Savvy Beauty Academy Catalog, Savvy Beauty Academy Performance Fact Sheet. These documents will assist the student to make a more educated selection of the programs of study offered by this institution.

Note: The Board of Barbering and Cosmetology requires information regarding misdemeanors and felonies. If this applies to you it will be necessary to let an Admissions Representative know and provide a copy of the criminal record.

**VISA SERVICES:** Savvy Beauty Academy DOES NOT provide Visa Services for International students and will NOT vouch for student status and any associated charges.

### ENGLISH PROFICIENCY

All classes are taught in the English language. All prospective students that are accepted for enrollment must be proficient in the English language. English Proficiency is determined by successful completion of High School where English is the sole language of instruction or a GED certificate. Evidence of English proficiency is equivalent to a high school diploma from English speaking country.

**English language services, including instruction such as ESL, are NOT provided. Savvy Beauty Academy does not grant credit for "prior experiential learning".**

### ADMISSION REQUIREMENTS

**Prior to signing an Enrollment Agreement all Prospective students must:**

- ✓ Visit and tour the campus.
- ✓ Complete a personal interview with the Campus Admissions Advisor.
- ✓ Possess a valid government-issued photo verification card or driver's license.

## **INTERNATIONAL STUDENTS**

International students do not qualify to take the state licensing exam unless they possess a valid Social Security Number or tax identification number.

## **STUDENT RECORDS**

Savvy Beauty Academy will maintain student records permanently, as required by state law and accrediting agencies. Student transcripts will be maintained indefinitely.

# **TRANSFER: CREDITS & CREDENTIALS**

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

The transferability of credits you earn at Savvy Beauty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (diploma) you earn in (Program), is also at the complete discretion of the institution to which you may seek to transfer.

If the (diploma) that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all your coursework at the institution you are transferring to. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (Savvy Beauty Academy) to determine if your (diploma) will transfer. **Savvy Beauty Academy does not have an articulation agreement with any other institution.**

# **GRIEVANCE PROCEDURE**

## **STUDENT GRIEVANCE PROCEDURE AND GRIEVANCES**

Students wishing to express a concern should use the school internal complaint process first however it is not required that students use the internal complaint process and may contact the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the Bureau's internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

1. Discuss the concern with the appropriate instructor. All discussions are to be held before, after class, or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the Student Service Representative. It is strongly recommended that all grievances be presented in writing; Savvy Beauty Academy will also accept oral grievances.
3. Unresolved concerns may be appealed to the Academic Director in writing. Appointments with the Academic Director are scheduled through the Admissions Office. The Academic Director has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
4. If the grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to the following agency:

The Bureau for Private Postsecondary Education, Physical Address: 1747 N. Market Blvd. Ste. 225, Sacramento, CA 95834; Mailing Address: P.O Box 980818, West Sacramento, Ca 95798- 0818 phone (916)431-6959 or (888)370-7589 [www.bppe.ca.gov](http://www.bppe.ca.gov)

## ORIENTATION

All new students are required to attend an orientation prior to or on their first day of class. During orientation, students will be introduced to the campus staff and learn about the policies, expectations, and student services.

Savvy Beauty Academy, (also referred to as “Savvy Beauty Academy,” the “School,” or the “Institute”) is a private institution approved by the Bureau for Private Postsecondary Education (BPPE). Savvy Beauty Academy is approved to teach the following programs of study in Inglewood, California.

Clock Hours:

- Cosmetology            1000 Clock Hours
- Esthetics                600 Clock Hours
- Manicurist               400 Clock Hours

## METHOD OF PAYMENTS

Cash, Credit Card (Visa, Master Card, American Express), Cashier’s Check. (No personal checks accepted).

# **FINANCIAL AID & OTHER ENROLLMENT INFORMATION**

Savvy Beauty Academy is not Title IV and therefore does not participate in federal and state financial aid programs (Pell grants or federal student loans).

## **BANKRUPTCY DISCLOSURE**

Savvy Beauty Academy does not have a pending petition in bankruptcy, nor is Savvy Beauty Academy operating as a debtor in possession.

Savvy Beauty Academy has not filed a petition within the preceding five years, nor has Savvy Beauty Academy 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.).

## **RE-ENTRY POLICY**

All students who withdraw in good standing will be allowed to reenter during the next class start date at the discretion of a school official. Previously enrolled Savvy Beauty Academy students who have not completed their program requirements may apply for re-enrollment by contacting an administrator and presenting a written request for re-enrollment.

The request should include both a detailed explanation of the reasons for the student's previous withdrawal and why the student should be allowed to re-enroll.

A campus committee consisting of our School Director (Rebecca Silva) at [rebecca@savvybeautyacademy.com](mailto:rebecca@savvybeautyacademy.com) will consider the request for re-enrollment based on the student's letter, the student's past enrollment history, how long the student has been out of school and how many hours the student is required to complete to receive their diploma.

If the student is approved for re-enrollment, full credit for previous properly documented and paid for instruction hours will be granted in accordance with state regulations. Charges for re-enrollment will be based on tuition charges in effect at the time of re-enrollment.

Unpaid balances from any previous enrollment must be resolved prior to re-enrollment.

# STUDENT SERVICES HOUSING

Savvy Beauty Academy **IS NOT** responsible to find or assist students in finding housing. Savvy Beauty Academy **DOES NOT** have dormitory facilities. There are many housing options available for students near the institution and generally within Los Angeles County. The cost of housing in Los Angeles County is between \$1,400.00 to \$2,400.00 per month.

# STUDENT SERVICES

To help students achieve their fullest personal development and make the best use of all of Savvy Beauty Academy educational resources, we offer guidance and career advice beginning with the first admissions interview. Faculty and administrative staff will continue to be available for guidance throughout the enrollment at Savvy Beauty Academy and beyond.

The student's success is our primary goal. Various situations outside of school like transportation, employment challenges, or childcare may arise that could jeopardize the student's ability to complete their studies. Faculty and staff want to know so they can assist all students stay on track toward their goals.

Students will have access to:

- State Licensing Assistance: Savvy Beauty Academy maintains close contact to make sure students have all the resources they need to pass their exam and obtain their state license.
- Audio visual aids / Access to Milady Online Licensing Exam Preparation Course.
- Access to Milady Beauty and Wellness Career Transitions.

## GED CLASSES AVAILABLE

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

### **Abram Friedman Occupational Center**

1646 S. Olive St. Los Angeles, California 90015  
(213)765-2573

### **Southwest Community College**

1600 W Imperial Hwy, Los Angeles, CA 90047  
(323)241-5321

# JOB PLACEMENT ASSISTANCE

Savvy Beauty Academy Student Services personnel provide students with job placement assistance. Students will have access to:

- ✓ Industry guest speakers, field trips, projects, activities.
- ✓ Career fairs and career development workshops concentrating on job search and

employment strategies.

- ✓ Workshops in resume writing, portfolio building, interview strategies, customer service skills and building a client base.
- ✓ Additional counseling sessions are available at any time for career development upon student's request.

SAVVY BEAUTY ACADEMY DOES NOT GUARANTEE EMPLOYMENT TO GRADUATES.

# EDUCATION / IMPORTANT ACADEMIC RULES AND INFORMATION

## SATISFACTORY ACADEMIC PROGRESS (SAP) STANDARDS

Savvy Beauty Academy expects all students to maintain Satisfactory Academic Progress (SAP). Each student enrolled at Savvy Beauty Academy must:

1. Maintain a cumulative academic Practical grade of "Satisfactory" at the end of each evaluation period.
2. Students must complete 100% of the scheduled program clock hours to be eligible for licensure through the California Board of Barbering and Cosmetology. The student is expected to complete the course of study within the 150% of the period stated in the enrollment agreement.
3. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be making Satisfactory Academic Progress (SAP) until the next evaluation period. Evaluation Periods: Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:
4. Evaluation Periods: Satisfactory Academic Progress (SAP) will be assessed at the following benchmarks of actual attended hours

<b>COSMETOLOGY</b>	500 HOURS	1000 HOURS
<b>MANICURING</b>	200 HOURS	400 HOURS
<b>ESTHETICS</b>	300 HOURS	600 HOURS

# TRANSFER HOURS (SAP)

With regards to satisfactory academic progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. For transfer students, the SAP will take place at the midpoint of their program or at the institution's established evaluation periods.

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Progress. Determination at the time of each of the evaluation periods.

## WARNING PERIOD

Students attending school during the "warning" period are still deemed to be in Satisfactory Academic Progress.

- If at the end of the warning period, the student meets both the attendance and academic requirements, they will re-establish Satisfactory Academic Progress.
- If at the end of the warning period, the student has not met both the attendance and academic requirements, the student will be placed on "probation."

## PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be considered not making satisfactory academic progress. IF the student appeals the decision AND prevails in the appeal:

1. Developing an academic plan for the student that, if followed, will ensure that the student is able to meet satisfactory academic progress standards by a specific point in time. The student will be advised in writing within 15 days of submission of the appeal of the actions required to attain satisfactory academic progress. If a student meets the minimum attendance and academic requirements by the end of the probationary period, satisfactory progress has been re-established.



2. If a student has not met the minimum attendance and academic requirements by the end of the probationary period or if Savvy Beauty Academy has determined that the student did not meet the requirements specified in the academic plan for the student, they will not be in satisfactory academic progress and will be subject to enrollment termination.
3. Appeal Procedure: If a student is determined to not be making satisfactory progress when placed on probation, the student will appeal the determination. The student must submit a written appeal to the school on the SAP Appeal Form with supporting documentation as to the reasons why the determination should be reversed. This information should include what has changed about the student's situation (such as a death in the family, an injury or illness of the student or other allowable special circumstances) that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 15 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed.
4. Re-establishment of Satisfactory Academic Progress – Students may re-establish Satisfactory Academic Progress as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.
5. Interruptions, Course Incompletes, Withdrawals: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.
6. Noncredit and Remedial Courses: Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory progress standards.
7. Transfer Hours: Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours. SAP evaluation periods are based on actual contracted hours at the institution.

## **DISMISSAL/UNOFFICIAL WITHDRAWAL**

If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program. The fifteenth day then constitutes the day of withdrawal. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

## **AUTOMATIC WITHDRAWAL/TERMINATION OF ENROLLMENT**

A student will automatically be withdrawn from the program for the following reasons:

- ✓ The student notifies the school of his/her withdrawal.
- ✓ Failure to fulfill financial agreements.
- ✓ Failure to maintain satisfactory progress for two consecutive evaluation periods.
- ✓ Failure to return from an approved leave of absence on the scheduled return date.

Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance.

# LICENSING REQUIREMENTS

To be eligible to take the California Board of Barbering and Cosmetology licensing examinations, students must be at least seventeen years of age, have a Social Security number or Tax Identification Number, have committed no acts of crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

They must also submit Proof of Completed Training of their selected program, from an approved California school, present a valid government issued ID, file an Application for Examination, and remit an examination fee. Students must furnish an examination kit, traveling expenses, and pay all necessary fees to the Board of Barbering & Cosmetology Examination center. Required Hours: Cosmetology 1000 Hours, Barbering 1000 Hours, Esthetics 600 Hours, Manicuring 300 Hours, Cosmetology Crossover 300 Hours, Barber Crossover 200 Hours.

# BACKGROUND CHECKS

**California Board of Barbering and Cosmetology:** The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

**Board of Barbering and Cosmetology**  
**P. O. Box 944226 Sacramento, CA 94244-2260**  
**Phone: (800) 952-5210 | Fax: (916) 575-7281 | [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)**

# STUDENT CLINIC SUCCESS

As a student you will get practical hands-on training providing services for real people in the student clinic. This will help prepare you for the demands of the workplace once you graduate and become a licensed professional. Student success is dependent not only on technical skill level but also to a large degree on customer service/business skills to be successful in a chosen occupation. Students are expected to bring their own guests to the student clinic to receive clinic services. This expectation is a part of the Savvy Beauty Academy teaching which strives to develop a student's customer service and business skills while in school so that upon graduation and starting their first job the graduate will have developed customer service tools and experience necessary to build a loyal client base. Practical training includes students working on models, clinic guests and training assignments on mannequin heads. A student's success is dependent upon their ability to use what they have learned at Savvy Beauty Academy including attendance, punctuality, professional image, attitude, and the ability to attract and retain clients, service productivity and retail sales promotion.

# PHYSICAL, HEALTH AND SAFETY

Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back, and neck. Some individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations. A student must be physically capable of performing all required activities conducted at the school and complying with all safety policies and procedures.

## NOTICE TO STUDENTS WHO MAY BE PREGNANT

**WARNING:** Exposure to chemicals used in the cosmetology industry may cause cancer and birth defects or other reproductive problems to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing the enrollment agreement.

# POTENTIAL EARNINGS

As with any career, the amount of earnings the student can receive in the beauty and wellness industry is related to the amount of effort the student applies to their career. Minimum efforts can result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. The student's ability to earn income in the beauty and wellness industry is dependent upon the student's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude.

The Savvy Beauty Academy curriculum is designed to teach students these skills to obtain an entry level position upon graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, income levels can depend on work location, tipping habits, competition, the discretion of your employer and/or the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, Savvy Beauty Academy does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program.

Please see our School Performance Fact Sheet as it relates to the outcomes in the educational program you select. The School Performance Fact Sheet will contain wage and salary data for particular career occupations. Also, additional data for your review and consideration is available from the US Department of Labor at its Bureau of Labor Statistics which will provide wage data by area and occupation at

<http://www.bls.gov/bls/blswage.htm>

The following career opportunities exist:

Hair Stylist, Beauty School Counselors, Beauty Consultant, Salon Coordinator, Sales Representatives, Barber Instructors, Cosmetology Instructors, Beauty Editor, Salon Owner, Skin Care Specialists, Manicurist, Professional Makeup, Private Assistants, School Owners, Dermatologist Assistant, Esthetician.

Employment of barbers, hair stylists, and cosmetologists is projected to grow 8 percent from 2018 to 2028, faster than the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair care services. In addition, demand for hair coloring, hair straightening, and other advanced hair treatments have risen in recent years, a trend that is expected to continue over the coming decade.

## **REFERENCE**

Occupational Outlook Handbook: US Bureau of Labor Statistics

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

# PROGRAMS OF STUDY

Savvy Beauty Academy offers a complete selection to help turn your creativity and motivation into a successful career. Savvy Beauty Academy offers expert training by experienced instructors. Savvy Beauty Academy has aligned its programs with the National Accrediting Commission of Career Arts and Sciences (NACCAS) so students can be assured they are getting a solid beauty and wellness education from a reputable institution.

## GRADING SYSTEM AND EVALUATIONS

Academic progress will be measured according to the grading system below. **Theory:** Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination.

Theory work will be graded as follows:

GRADING	INTERPRETATION	AVERAGE	GRADE POINT
A	EXCELLENT	90%– 100%	4.0
B	GOOD	80% - 89%	3.0
C	AVERAGE	70% - 79%	2.0
D	UNSATISFACTORY	60% -69%	1.0
F	FAILING	60% OR BELOW	0
I		INCOMPLETE	

**Practical Training or Practical Operations** are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin.

Practical Training work will be graded as follows:

GRADING	INTERPRETATION	AVERAGE	GRADE POINT
A	EXCELLENT	90%– 100%	4.0
B	GOOD	80% - 89%	3.0
C	AVERAGE	70% - 79%	2.0
D	UNSATISFACTORY	60% -69%	1.0
F	FAILING	60% OR BELOW	0
I		INCOMPLETE	

# **ATTENDANCE**

Students must complete 100% of the scheduled program clock hours to be eligible for licensure through the California Board of Barbering and Cosmetology.

# **GRADUATION REQUIREMENTS**

To graduate, each student must maintain a minimum grade average of 70% in Theory and a Satisfactory in Practical Training. Savvy Beauty Academy students receive a diploma for their program of study once they have completed their program's required clock hours and provided, they have met their Theory and Practical Training.

# TUITION AND FEES / PROGRAM COSTS

<b>PROGRAM</b>	<b>REGISTRATION FEE</b> (Non-Refundable)	<b>TUITION</b>	<b>SUPPLIES</b> (Non- Refundable)	<b>TEXTBOOKS</b> (Non-Refundable)	<b>STRF</b> (non-refundable)	<b>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</b>
<b>COSMETOLOGY</b> SOC CODE 39.5012 CIP CODE 12.0401	\$200	9,025.00	\$1,350	\$350	\$0	\$10,925.00
<b>MANICURING</b> SOC CODE 39.5092 CIP CODE 12.0410	\$200	\$4,012.50	\$700	\$350	\$0	\$5,262.50
<b>ESTHETICS</b> (CIP #12.0409, DOT #332.271-010, SOC #39-5094)	\$200	\$6,237.50	\$830	\$350	\$0	\$7,617.50

# **COSMETOLOGY PROGRAM**

## **1,000 CLOCK HOURS**

Full-Time: 29 weeks, 8 months

Part-Time: 40 weeks, 11 months

CIP CODE 12.0401

SOC # 39-5012.00

### **PROGRAM DISCRIPTION**

Cosmetology is a 1,000-clock hour program that includes classroom instruction and supervised practice of job-related skills, which includes the study of related subjects, such as health and safety, board approved health and safety course, disinfection and sanitation, chemical hair services, hairstyling services, skin care, hair removal, lash, and brow beautification. The program also includes the study of related subjects, such as bacteriology, anatomy, chemistry, and health; and uses the Milady Curriculum and Board Approved Health & Safety Course including instruction on hazardous substances, basic laws, physical, and sexual assault awareness. The plan of study is the union of art and design, as well as the most innovative techniques used in the industry.

### **PROGRAM FORMAT**

The curriculum for student enrolled in the Cosmetology program consist of 1,000 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin. Classes are held in English only.

### **EDUCATIONAL GOALS**

Our primary goal is to provide a quality educational system following the state mandated cosmetology curriculum that prepared students to pass the state board of barbering and cosmetology written exam and gain employment within the chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructor, and curriculum developed through years of experience and expertise.

### **PROGRAM OBJECTIVES**

1. To educate students in the principles and practices of the profession of Cosmetology so that they can successfully complete the written examination by the Board of Barbering and Cosmetology and obtain their cosmetology license.
2. To develop habits of good workmanship and orderly performance of various tasks of the Cosmetology profession.
3. To develop habits of correct performance of Cosmetology in the interest of safety and hygiene for oneself and for others.
4. To learn how to properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Cosmetology.
7. To assess the effectiveness of education course completion, licensure, and employment.

<b>COSMETOLOGY (1,000 HOURS)</b>	<b>Minimum Required Technical Instruction (Hours)</b>	<b>Minimum Required Practical Instruction (Hours)</b>
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<b>Health and Safety:</b> Includes instruction on hazardous substances, chemical safety, safety data sheets, protecting from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board Approved Health & Safety Course: Including instruction on hazardous substances, basic labor laws, and physical and sexual awareness.	100	
<b>Disinfection and Sanitation:</b> 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.	25	100
<b>Chemical Hair Services:</b> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.	40	160
<b>Hairstyling Services:</b> 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	50	150
<b>Additional Training:</b> Hairstyling Services	25	75
Skin Care: Including instruction on chemical and manual facials and massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body using hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	50	100
<b>Hair Removal and Lash and Brow Beautification:</b> Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and includes removing of superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemicals, or waxing, or using devices and appliances of any kind or description, except using laser or light waves, which are commonly known as rays.	10	40
<b>Manicure and Pedicure:</b> 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.	40	60
<b>TOTAL HOURS NEEDED: 1,000</b>	340	660

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER Salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk, and reception.

NOTE: Effective January 1, 2022, the Service of lash and brow tinting is approved in the scope of Cosmetology; however, according to the U.S Food and Drug Administration (FDA) ([www.fda.gov](http://www.fda.gov)), there is still no product that has been approved to tint or dye lashes or brows.

Effective: January 1, 2022, the services below have been approved in the scope of: Licensed Cosmetologist can perform Dermaplaning. Licensees should ensure that they are fully trained prior to performing this service to ensure the safety of the consumer.

Students will be issued a complete Cosmetology kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy.

# MANICURING PROGRAM

## 400 CLOCK HOURS

Full-Time: 13 weeks, 3 months

CIP CODE 12.0410

SOC # 39-5092

### PROGRAM DESCRIPTION

The Manicuring program consist of 400 clock hour program that includes classroom instruction and supervised practice of job – related skills, which includes the study of the related subjects, such as health and safety, disinfection, and sanitation. Nail care, water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.

### PROGRAM FORMAT

The curriculum for students enrolled in the nail care program consist of 400 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operations mean actual performance by the student of complete service on another person or mannequin hand. Classes are held in English only.

### EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system following the state mandated nail care curriculum that prepares students to pass the state board of barbering and cosmetology written exam and gain employment within the chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

### PROGRAM OBJECTIVES

1. To educate and train students in the principles and practices of the profession of Manicuring so that they can successfully complete the written examination by the Board of Barbering and Cosmetology and obtain their Nail Technician license
2. To develop habits of good workmanship and orderly performance of various tasks of the Manicuring profession.
3. To develop habits of correct performance of Nail Care in the interest of safety and hygiene for oneself and for others.
4. To learn how to properly select, care for, and use the commercial products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of Nail Technology.
7. To assess the effectiveness of education course completion, licensure, and employment.

MANICURING (400 HOURS)	Minimum Required Technical Instruction (Hours)	Minimum Required Practical Operations (Hours)
<b>Health and Safety:</b> Includes hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.	100	

<b>Disinfection and Sanitation:</b> Includes disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.	25	75
<b>Manicuring and Pedicuring:</b> Includes water and oil manicures, hand and arm massage, complete pedicures, foot and ankle massage, nail analysis, nail repairs, and application of artificial nails, liquid, gel, powder brush-ons, dip, nail tips, and wraps.	50	150
TOTAL HOURS NEEDED: 400	175	225

### **ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER**

Salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk, and reception

Students will be issued a complete Manicuring kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy.

## **ESTHETICIAN PROGRAM**

### **600 CLOCK HOURS**

Full-Time: 20 weeks, 5 months

Part-Time: 29 weeks, 7 months

**CIP CODE 12.0409**

**SOC # 39-5094**

### **PROGRAM DESCRIPTION**

The Esthetician program consists of 600 – clock hour program that includes classroom instruction and supervised practice of job – related, skills, which includes the study of related subjects, such as health and safety, board approved health & safety course, disinfection and sanitation, the practice of skin care is all or any combination of the following practices: Giving facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, hands, arms, feet, legs, or upper part of the human body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics or creams for purpose of improving the appearance or well-being of the skin that do not result in the ablation or destruction of the living tissue. Tinting and perming of the eyelashes and brows or applying eyelashes to any person. Removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, nonprescription chemical, or waxing.

### **PROGRAM FORMAT**

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of technical instruction given by demonstration, lecture, classroom participation, or examination. Practical operations mean actual performance by the student of a complete service on another person or mannequin. Classes are held in English only.

## EDUCATIONAL GOALS

Our primary goals are to provide a quality educational system following the state mandated Skin Care Curriculum that prepares students to pass the state board of barbering and cosmetology written exam and gain employment within the chosen field of study. Our quality educational system includes an outstanding facility, experienced and competent instructors, and a curriculum developed through years of experience and expertise.

## PROGRAM OBJECTIVES

1. To educate and train students in the principles and practices of the profession of Esthetics so that they can successfully complete the written examination by the Board of Barbering and Cosmetology and obtain their Esthetician license.
2. To develop habits of good workmanship and orderly performance of various tasks of the esthetic profession.
3. To develop habits of correct performance of skin care in the interest of safety and hygiene for oneself and for others.
4. To learn properly, select, care for, and use the commercial and professional products that are related to the application of beauty treatments.
5. To impart ideals and attitudes of willingness to cooperate between employers and employees and the practice of the highest standard of professional and personal ethics.
6. To educate students in the fundamentals of successful business operations as they relate to the field of esthetics.
7. To assess the effectiveness of education course completions, licensure, and employment.

<b>ESTHETICIAN PROGRAM (600)</b>	<b>Minimum Required Technical (Hours)</b>	<b>Minimum Required Practical (Hours)</b>
<b>Health and Safety:</b> Includes instruction on hazardous substances, chemical safety, safety data sheets, protecting from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Board <b>Approved Health and Safety Course:</b> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	<b>100</b>	
<b>Disinfection and Sanitation:</b> Includes 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.	<b>25</b>	<b>75</b>
<b>Skin Care:</b> Which includes chemical and manual facials and massaging, stimulating, exfoliating, cleaning, or beautifying the face, scalp, neck, or body using hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.	<b>150</b>	<b>200</b>

<b>Hair Removal and Lash and Brow Beautification:</b> Which includes tinting and perming eyelashes and brow and applying eyelashes to any person including removing superfluous hair from the body of any person by use depilatories, tweezers, sugaring, nonprescription chemicals, or waxing or using devices and appliance of any kind or description, except using laser or light waves, which are commonly known as rays.	<b>25</b>	<b>25</b>
TOTAL HOURS NEEDED: 600	<b>300</b>	<b>300</b>

**ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER**

Salon management, communication skills that includes professionalism, salesmanship, decorum, record keeping, client service record cards and resume development, interview preparation, job search skills, employment development, desk, and reception.

**NOTE:** Effective January 1, 2022, the Service of lash and brow tinting is approved in the scope of Esthetics; however, according to the U.S Food and Drug Administration (FDA) ([www.fda.gov](http://www.fda.gov)), there is still no product that has been approved to tint or dye lashes or brows

**Effective: January 1, 2022, the services below have been approved in the scope of:**

Licensed Estheticians can perform lash perms/brow lamination. Licensees should ensure that they are fully trained prior to performing this service to ensure the safety of the consumer. Licensed Estheticians can perform dermaplaning. Licensees should ensure that they are fully trained prior to performing this service to ensure the safety of the consumer.

Students will be issued a complete Esthetician kit. The kit contains the equipment necessary for the satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The school is not responsible for a student’s equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade. All kits are to be purchased from Savvy Beauty Academy

# RULES AND REGULATIONS

In this section, we outline important rules and regulations relating to a student’s enrollment at Savvy Beauty Academy. Savvy Beauty Academy reserves the right to modify these rules and regulations and those in the Student Handbook at any time.

**ALL STUDENTS MUST COMPLY WITH SAVVY BEAUTY ACADEMY’S RULES AND REGULATIONS AS A CONDITION OF THEIR ENROLLMENT. FAILURE TO COMPLY WITH THESE SCHOOL RULES AND REGULATIONS CAN LEAD TO ANY OR ALL OF THE FOLLOWING DISCIPLINARY ACTIONS BEING TAKEN, DEPENDING ON THE SEVERITY OF THE MISCONDUCT: WRITTEN WARNINGS, PROBATION, SUSPENSION AND TERMINATION FROM SCHOOL.**

Students who are terminated for failure to comply with Savvy Beauty Academy rules and regulations may appeal their termination. Students must submit a written appeal to the school Director stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of their status. Supporting documentation should be

included, as necessary.

This appeal must be received by the school Director within five (5) business days of termination. Should a student fail to appeal this decision within the time required, the decision to terminate will be final. A decision on the student's appeal will be made by the Savvy Beauty Academy Executive Committee and will be communicated to the student in writing. The Executive Committee's decision on the appeal is final.

## **DRESS CODE AND APPEARANCE**

All students are required to adhere to the following uniform dress code: Shear, see-through, or revealing garments are not acceptable attire unless covered by the lab coat. Sandals, slippers, flip-flops, or shoes with heels more than two inches are not acceptable and are not to be worn in class. All students are required to wear black smocks, black bottoms except for Esthetics students who are required to wear white medical scrub shirts, white pants, and a white lab coat.

## **LEAVE OF ABSENCE (LOA)**

Occasionally, students may experience extended personal, and/or medical challenges which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence.

Leave of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be out of school for a period of more than 20 days but less than 60 days. For financial Aid recipients, a student may be granted multiple leaves as long as the total number of days for all leaves does not exceed 180 days within a 12-month period, this period initiates from the first day the student's first LOA. Students will not be assessed additional tuition charges while on their Leave of absence.

Before the leave of absence can be approved, students must be aware that upon returning from an authorized LOA, the student will retain all credit for clock hours and work projects completed and will return to the academic progress status they held prior to the LOA. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. The student may request a LOA using the institutional form at the Financial Aid Office.

# **RIGHTS OF PRIVACY & RETENTION OF STUDENT RECORDS**

The Federal Right of Privacy Act of 1974 enables all students to review their academic records, including grades, attendance, and counseling reports. Students' records are confidential and only such agencies or individuals authorized by law are allowed access without written permission of the student. Students may request a review of their records by writing to the school Director. All such reviews will be scheduled during regular school hours under appropriate supervision. The institution retains student transcripts permanently. Savvy Beauty Academy will provide one transcript and Proof of Training to each graduate at no charge. A fee of \$10.00 will be charged for each additional transcript, reprint of Diploma, or copy of Proof of Training document. The student's financial

accounts must be current prior to the institution furnishing any diplomas or Proof of Training documents.

\*Those students who do not have an SSN or Tax Identification Number will not receive a Proof of Training document, as they are not eligible for state licensure.

## **CANCELLATION AND REFUND POLICY**

### **STUDENTS RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (first day of classes or the seventh day after enrollment (seven days from date when enrollment agreement was signed, whichever is later. However, the registration fee of \$150.00 is non-refundable.

**Mandated by the State of California** This refund policy applies to all terminations for any reason, by either party, including student decision, course or program, cancellation, or school closure.

The notice of cancellation shall be in writing and submitted directly to the school Director at [rebecca@savvybeautyacademy.com](mailto:rebecca@savvybeautyacademy.com), a withdrawal may be initiated by the student's written notice or by the institution due to the student's academics or conduct, including, but not necessarily limited to, a student's lack of attendance.

### **APPLICATION OF REFUND / REFUND POLICY**

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student is entitled to a refund of monies not paid from federal student financial aid program funds.

A registration fee of \$ 150.00 is a non-refundable item. Equipment, textbooks, supplies, uniforms, and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student.

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

### **DETERMINATION OF WITHDRAWAL FROM SCHOOL**

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have



withdrawn from school on the earliest of: The date you notify the school Director Rebecca Silva at [rebecca@savvybeautyacademy.com](mailto:rebecca@savvybeautyacademy.com) of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw. The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing. The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled, to reduce the balance owed on the loan.

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

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.

## **DISMISSAL / UNOFFICIAL WITHDRAWAL**

If the student fails to attend the institution for more than 14 consecutive days, the institution will consider the student a drop and automatically withdraw him/her from the program. The fifteenth day then constitutes the day of withdrawal. The institution will send the student a letter of withdrawal on the date of withdrawal determination.

## **AUTOMATIC WITHDRAWAL / TERMINATION OF ENROLLMENT**

A student will automatically be withdrawn from the program for the following reasons

The student notifies the school of his/her withdrawal.

Failure to fulfill financial agreements.

Failure to return from an approved leave of absence on the scheduled return date.

Students who fail to return from a LOA will be considered dismissed, and the withdrawal date for the purposes of calculating a refund will be determined by the student's last day of attendance. Failure to maintain satisfactory progress for two consecutive evaluation periods.

## **COURSE CANCELLATION**

If a course is canceled by Savvy Beauty Academy after a student's enrollment and before instruction in the course has begun, the school shall provide a full refund of all money paid.

## **SCHOOL CLOSURE**

If the school closes after a student's enrollment and before instruction in the course has begun, the school

shall provide a full refund of all money paid.

## **STUDENT TUITION RECOVERY FUND**

### **STUDENT TUITION RECOVERY FUND: (STRF): 5, CCR §76215 (A)**

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, Suite 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution more than tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary awards 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 had 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.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment if either of the following applies:

You are not a California resident.

Your total charges are paid by a third party, such as an employer, government program, or other payers, and you have no separate agreement to repay the third party.

## **REFUNDS**

If any refunds are due based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of the withdrawal date in the order stated in section CFR 34 section 668.22. This order would apply in accordance with the aid programs available at the institution.

## **STUDENT LOANS**

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

## **SAVVY BEAUTY ACADEMY LIBRARY**

The library is located on the clinic floor which is equipped with a study area that includes computers, online licensing preparation from Milady Pro, instructional books, resource magazines, and studying supplies. Savvy Beauty Academy is a member with Associated Skin Care Professionals to provide online educational and marketing resources including, but not limited to, the following programs: Cosmetology, Barbering, Manicuring, Esthetics, and Professional Makeup Artistry. Each student will be provided a code to access online learning resources. Students must see an instructor or administrator for permission to check out books and magazines overnight. All materials must be returned to the school the following day prior to the start of the students' classes.

## **SAVVY BEAUTY ACADEMY FACILITIES AND EQUIPMENT**

Savvy Beauty Academy is a spacious (7500 sq. ft.) air-conditioned, two story modern, facility close to all public transportation (Metro, Bus, Uber, Lyft, and Taxi). Savvy Beauty Academy simulates an upscale salon design with modern equipment and a variety of supplies that help enhance the student's product knowledge. A student lounge is provided for students for eating and rest areas. Lockers are provided to keep his/her uniform and private articles.

### **FACILITIES AND EQUIPMENT**

#### **THE BUILDING IS A (2) LEVEL 7500 SQUARE FEET BUILDING CONSISTING OF:**

Reception Desk and Reception Area

3 Display cabinets

4 Display shelves

74 Stations downstairs

18 Stations upstairs

13 Shampoo bowls

12 Shampoo chairs

15. Dryers

3 Large classrooms for Cosmetology, Esthetics, Skin Care

\*\*One of the classrooms has 12 desks and 22 chairs.

Skin care service room with:

6 Facial beds and steamers

An audio-visual area

3 Computers and a student library 6 Offices for administrators

A Lunchroom with 6 tables and 23 chairs

4 TV's

2 Vending machines

Water fountain

4 Bathrooms

## **THE BUILDING IS A (2) LEVEL 7500 SQUARE FEET BUILDING CONSISTING OF: 74 STATIONS DOWNSTAIRS**

18 Stations upstairs  
13 Shampoo bowls  
12 Shampoo chairs  
15 Dryers  
1 Large classroom for Cosmetology An audio-visual area  
3 Computers and a student library 3 Facial beds and steamers  
3 Manicuring Tables

### **ESTHETICS**

1 Large classroom for Esthetics Skin care service room with: Esthetics Practical Room  
6 Facial beds and steamers An audio-visual area  
3 Computers and a student library  
Towel Warmers Sink  
Sanitation and Sterilization Machine Teaching Materials for Instructors Cabinetry

18 Stations upstairs  
13 Shampoo bowls  
12 Shampoo chairs  
15 Dryers  
1 Large classroom for Cosmetology An audio-visual area  
3 Computers and a student library 3 Facial beds and steamers  
3 Manicuring Tables

### **MANICURING**

1 Large classroom for Manicuring An audio-visual area  
Foot Spas  
3 Computers and a student library 8 Manicuring Tables  
Teaching Materials for Instructors Sanitation and Sterilization Area Sink  
Display Case

### **PROFESSIONAL MAKEUP ARTIST**

1 Large classroom for Makeup An audio-visual area  
12 makeup stations  
12 chairs  
2 Ring lights  
3 Computers and a student library Sanitation and Sterilization Area Sink  
Display Case

## **TEXTBOOKS**

Students may purchase their own textbook and workbook if the items are the same as those offered through the kit. Notice that the student will be purchasing their own books before the enrollment contract is completed. Currently used textbook editions and ISBN numbers are provided below:

**Milady Standard Cosmetology, 13th Edition Hardcover Textbook** – ISBN-13: 9781285769417  
**Theory Workbook** – ISBN-13: 9781285769455  
**Practical Workbook** – ISBN-13: 9781285769486  
**Milady Standard Barbering, 6th Edition Textbook** – ISBN-13: 978130510058  
**Student Workbook** – ISBN-13: 978130510064  
**Esthetician Milady Standard Esthetics: Fundamentals, 12th Edition**  
**Esthetics Fundamentals and Foundations Textbook Package** – ISBN: 9780357263792  
**Foundations Workbook** – ISBN: 9781337095273  
**Esthetics Workbook** – ISBN: 9781337095044  
**Manicuring Milady Standard Nail Technology, 7th Edition**  
**Textbook** – ISBN-13: 9781285080475  
**Student Workbook** – ISBN-13: 9781285080512

## **IMPORTANT CONTACT INFORMATION**

Savvy Beauty Academy is owned and operated by Savvy Beauty Academy LLC

## **PHYSICAL LOCATION AND CAMPUS ADDRESS**

SAVVY BEAUTY ACADEMY

240 S MARKET STREET, INGLEWOOD, CA 90301

TELEPHONE: (424) 437-8915

[www.savvybeautyacademyla.com](http://www.savvybeautyacademyla.com)

## **ADMINISTRATORS**

Chief Academic Officer: Rebecca Silva

Chief Financial Officer: Terry Yee

## **GOVERNING AND REGULATORY AGENCIES CONTACT INFORMATION**

Bureau for Private Postsecondary Education

1747 N. Market Blvd., Suite 225 Sacramento, CA 95834

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

Telephone: (888) 370-7589 Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Board of Barbering and Cosmetology

PO Box 944226 Sacramento, CA 94244-2260

Telephone: (800) 952-5210 Facsimile: (916) 575-7281

Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (916) 263-1897 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

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























