



Estes Institute of Cosmetology Arts and Sciences

CATALOG

**324 East Main Street
Visalia, CA 93291
(559) 733-3617
www.estescosmetology.com**

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For the period January 1, 2017 to December 31, 2016*

LYDIA ESTES, R.C.

A hair designer since 1960, Lydia Estes has been the co-owner and Business Manager of Don Estes Hair Productions for over 40 years. Her education in hair design includes both Section D'Art (Paris, France) and Vidal Sassoon (London, England).

Lydia continues to appear in numerous trade shows as a stylist and platform artist. Nationally acclaimed, she continues to be the coordinator for Estes Hair Production Fashion Shows and educational seminars.

DON ESTES, R.C., R.C.I.

Don Estes founded Don Estes Hair Productions in 1959. He served on the committee to write the California State Board of Cosmetology Examination. Additional national and international accomplishments and awards include:

- USA Youth Team Trainer for World Championships 1998
- USA Youth Team Trainer for World Championships 1996
- Appointment to the Advisory Council for the California Barbering and Cosmetology Program 1997
- Appointment to 1991 Cosmetology Business America Steering Committee for the National Cosmetology Association.
- Appointment to 1990 spring/summer design team for the National Cosmetology Association.
- Appointment to 1990 fall/winter design team for the National Cosmetology Association.
- Appointment to 1988 fall/winter design team for the National Cosmetology Association.
- Since 1970, has been affiliated with the Miss America Pageant system as an official hairstylist and make-up artist.
- Member of the World Congress Hair Colorists
- Member of Hair America
- California State Coiffure Champion
- National Coiffure Champion of the USA
- America's Cup Winner
- Member of USA Olympic Hairstyling Team

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INTRODUCTION AND FACILITIES

The Estes Institute of Cosmetology Arts And Sciences is located at 324 E. Main Street in Visalia, California. All courses are taught at this address. The school is downtown near a major shopping area with restaurants and theaters close by. Our facilities are equipped to accommodate 200 students and provide classrooms (a theory room, a freshman room, a facial room, and a student lounge) and a large clinic with modern equipment in which students can gain practical experience before graduation. A lounge, lockers, library, and private advising rooms are available for students. A large free parking area adjoins the Institute.

Estes Institute of Cosmetology is open Tuesday through Saturday. Classes for the Cosmetology course are from 8:00 a.m. to 4:00 p.m., Tuesday through Saturday. Classes for the Manicuring course are from 8:00 a.m. to 5:00 p.m., Tuesday through Saturday.

ACCREDITATION, APPROVALS, RECOGNITION, AND AFFILIATIONS

ACCREDITED BY:

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS AND SCIENCES
4401 Ford Avenue, Suite 1300
Alexandria, VA 22302
P: 703.600.7600

APPROVED BY:

BOARD OF BARBERING & COSMETOLOGY
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
Mailing Address:
PO Box 944226
Sacramento, CA 94244-2260
www.barbercosmo.ca.gov
P: 800.952.5210 / F: 916.575.7281

APPROVED BY:

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

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400

West Sacramento, CA 95798-0818 Sacramento, CA 95833

www.bppe.ca.gov

Phone: 916.431.6959

Toll Free: 888.370.7589

Fax: 916.263.1897

RECOGNIZED BY:

U.S. DEPARTMENT OF EDUCATION

Washington, DC 20202

AFFILIATIONS:

- The National Cosmetology Association
- Association of Accredited Cosmetology Schools
- California Association of Student Financial Aid Administrators
- California Cosmetology Association
- Hair America
- Clairol President Hair Color Council
- Coiffure Creation Committee
- World Congress Hair Colorists
- Cosmetology Business America
- California Association of Student Financial Aid Administrators

ADMINISTRATION AND INSTRUCTORS

ADMINISTRATION

- Don Estes, R.C.I, Director and Owner
- Lydia Estes, R.C., General Manager, Owner and Instructor
- Susan Estes-Winey, Fiscal Operations Director
- Scott Hedstrom, Administrative Assistant and Financial Aid Officer
- Sonya McFarland, Administrative Assistant and Admissions Officer

LICENSED COSMETOLOGY INSTRUCTORS

- Don Estes, R.C.I, Director and Owner
Over 50 Years' Cosmetology Experience and Over 30 Years Cosmetology Instructor Experience.
- Lydia Estes, R.C., General Manager, Owner and Instructor
Over 50 Years' Cosmetology Experience and Over 30 Years Cosmetology Instructor Experience.
- Victoria Gurule, Instructor

Over 6 Years' Cosmetology Experience and Over 2 Years Cosmetology Instructor Experience.

- Kimberly Cox, Instructor
Over 14 Years' Cosmetology Experience and Over 10 Years Cosmetology Instructor Experience.
- Rosie Camacho, Instructor
Over 30 Years' Cosmetology Experience and Over 2 Years Cosmetology Instructor Experience.
- Erica Lopez, Instructor
Over 11 Years' Cosmetology Experience and Over 4 Years Cosmetology Instructor Experience.

HISTORY

Visalia College of Beauty was founded in 1934. Donald and Lydia Estes purchased this business in 1989. The school was relocated to the downtown shopping district of Visalia, and the name was changed to Estes Institute of Cosmetology Arts and Sciences. Estes Institute was decorated and designed to fill the needs of the community for quality education in the profession of Cosmetology.

SCHEDULE

The following is a general outline of student scheduling at Estes Institute.

Cosmetology

Ten weeks of freshman orientation begin a course of training at Estes Institute of Cosmetology Arts and Sciences. During this eight-week period, students attend special freshman classes with instruction in all basic fundamentals of cosmetology. The freshman period consists of a minimum of 300 hours of instruction.

Manicuring

50 hours of freshman orientation begin a course of training at Estes Institute of Cosmetology Arts and Sciences. During these hours students attend special freshman classes with instruction in all basic fundamentals of manicuring.

Weekly Schedule

The weekly schedules are as follows:

Cosmetology Course:

Tuesday - Saturday

8:00 - 4:00, Theory, Class or Clinic as assigned

Manicuring Course:
Tuesday - Saturday
8:00 - 5:00, Theory, Class or Clinic as assigned

Lunch breaks are one hour.
School is closed on Sunday and Monday.

START DATES

The following are tentative new start dates for the 2017 school year. The start dates for the Cosmetician Course will be announced when a minimum number of students have expressed an interest in this course.

COSMETOLOGY & MANICURING

- January 17, 2017
- March 28, 2017
- August 15, 2017
- October 24, 2017

SCHOOL CALENDAR

The Estes Institute of Cosmetology Arts and Sciences operates on a year-round basis. The school is closed one week for spring break and two weeks for winter break. Estes Institute is closed on the following holidays: Christmas Day, New Year's Day, Fourth of July, Labor Day, Memorial Day, and Thanksgiving.

If Estes Institute must be closed unexpectedly due to extenuating circumstances, all currently enrolled students will be notified and arrangements will be made regarding their continued education. Students who have inquired about or are enrolled in future classes will be notified, and necessary arrangements will be made.

MISSION AND OBJECTIVES

The mission of Estes Institute is to prepare our students for a successful career in the cosmetology field and to prepare them to pass a State Licensing Examination related to their training. The curriculum contains a unit that deals with interviewing for jobs and professionalism. The primary goals of Estes Institute are teaching future Cosmetologists and Manicurists the technical skills required for success in the field and preparing all of our students to pass a State Licensing Examination.

ENGLISH

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

1. The admissions interview.

2. Passing the entrance test (Milady), with the required passing score of 70% or above.
3. Receipt of high school diploma or GED.

STATEMENT OF NON-DISCRIMINATION

The Estes Institute of Cosmetology Arts and Sciences does not discriminate on the basis of sex, age, race or color, religion, or ethnic origin in the educational programs, admissions, instruction, graduation, or other activities it offers. Estes Institute is prohibited from discrimination in such manner by law. This practice and requirement of non-discrimination also extends to employment by Estes Institute and to the admission of students to programs and activities by Estes Institute.

CREDIT EVALUATION

All prior training and education will be evaluated. Estes Institute will give credit for up to 900 hours based on the results of the evaluation. In certain circumstances, Estes Institute may determine that no credit will be allowed. Students transferring from another school of cosmetology will be admitted only after contact is made with their former school. To insure that the student does not lose hours and operations, the withdrawal form from the previous school is necessary to transfer information. Any credit allowed will shorten the length of the course, and the student will be notified of such changes. For Veterans receiving course credit, the Veterans administration will also be notified of any course length changes. Estes Institute has not entered into an articulation or transfer agreement with any other college or university.

Estes Institute does not grant credit through challenge examinations, achievement tests or experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

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

DRUG AND ALCOHOL ABUSE

Information regarding drug and alcohol abuse programs available to all students and staff may be obtained from the school's financial aid officer. The Omnibus Drug Initiative Act of 1988 (P.L. 100-690) provides that, if an individual is convicted of certain drug-related Federal or State offenses, the Court may suspend his or her eligibility for Federal benefits, including Federal student

aid. The President of Estes Institute has been required to certify to the U.S. Federal Government that Estes Institute, as a federal sub-contractor, maintains a "Drug-Free Work Place." This means that if a student is convicted of a drug-related offense while on Estes Institute property, they will be terminated from school and/or forced to enter a rehabilitation program.

ADMISSION POLICY AND PROCEDURES

Entrance is open to career-minded people who, in the opinion of the staff, would be able to learn and utilize the skills taught for employment. Candidates are thoroughly screened and tested to determine their capabilities and career potentials. Estes Institute admits as regular student's persons who are at least 16 years of age and have either a high school diploma or General Education Development (GED) certificate. The admission requirements apply to Cosmetology and Manicuring Courses as well as to the Cosmetician Course.

All applicants for enrollment are screened by:

1. An interview to determine background and accomplishments
2. An entrance test (Milady), with required passing score of 70% or above.
3. Receipt of high school diploma or GED.

ABILITY-TO-BENEFIT FROM TRAINING

The Estes Institute of Cosmetology does not accept Ability-to-Benefit students. All students must have their high school diploma, GED, or equivalent.

REQUIREMENTS FOR STATE EXAMINATION

Eligibility requirements for the State Examination include completing a relevant course at a licensed school of cosmetology. All students will be eligible for State Board Examination upon completion of the required hours of practical and theoretical training as prescribed by the California Barbering & Cosmetology Program. The Cosmetologist, Cosmetician, and Manicurist applicant must be 17 years of age or older and must have completed the tenth grade or equivalent. Applicants to take the State Exam must have a social security number. Any applicant with a felony conviction may be prohibited to take the Exam at the discretion of the State.

SATISFACTORY ACADEMIC PROGRESS POLICY

Students must maintain satisfactory academic progress to graduate and maintain eligibility for financial aid. The Satisfactory Academic Progress Policy is consistently applied to all student enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences and the federal regulations established by the US Department of Education. Students will be evaluated at each mid-point.

EVALUATION PERIODS

- Cosmetology: 450, 900, and 1,250 actual hours.
- Manicuring: 200 actual hours
- Cosmetician: 300 actual hours

Transfer Student – Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory academic progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours actually attended by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate with in the maximum time frame allowed. Students will be notified of their current attendance percentage at the end of each month.

Students are given a seven minute grace period in which to clock in. Students arriving after the grace period will not be allowed to clock in until 9:23 a.m. There are no excused absences. In order to earn credit for attendance, the student must actually be in attendance. If a student is not in attendance for three consecutive weeks, the student will be automatically withdrawn unless he or she has a signed Leave of Absence recorded in the Financial Aid Office.

ATTENDANCE POLICY FOR VETERANS ONLY

In case of emergency, the student will be granted a leave of absence, at which time the Veteran's Administration will be advised. Upon three unexcused absences during one month, the student will be called for a consultation with the administrator.

Administrative consultation regarding any excessive tardiness or class cuts is required. A student is allowed one month's probation to establish signs of improvement. A student who cuts class must lose hours for that day. Rotation course operations are repeated weekly. Make-up work is permitted and effort is all that is necessary.

A student will be granted probation status. However, if signs of improvement are not shown in the following month, the student will be dismissed. Once dismissed, the student will not be readmitted. The student will have the right to appeal. The policy regarding interruption for unsatisfactory attendance is as follows:

- Three consecutive unexcused absences shall be grounds for interruption.
- The student and the Veteran's Administration will be notified.

MAXIMUM TIME FRAME

The maximum time frame (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory progress is stated below:

Course	Maximum Time Allowed	
	Weeks	Scheduled Hours
Cosmetology (35hrs/wk)	69 weeks	2400
Manicuring (40hrs/wk)	15 weeks	600
Cosmetician (40hrs/wk)	23 weeks	900

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If performance is not rated satisfactory, it is not counted and must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a cumulative grade average of 70%. Students must make up failed or missed exams and incomplete assignments. Numerical grades are considered according to the following scale:

- 90-100% = A
- 80- 89% = B
- 70- 79% = C
- 60- 69% = D
- Below 60% = F

Students will be notified of their current cumulative grades at the end of every month.

WARNING AND PROBATION STATUSES

If a student has not met the criteria for satisfactory progress listed above, consultation with a school official will be scheduled within one week to discuss the warning status. The student will

remain eligible for Title IV assistance for one payment period while on warning status. If the student does not meet the Satisfactory Academic Progress at the end of the warning period, the student will be placed on probation status and will be ineligible for Title IV assistance. The student may appeal loss of eligibility for Title IV assistance.

APPEAL PROCEDURE

Students who wish to appeal the determination that they are no longer eligible for Title IV assistance must submit a letter to the School Director within one week of being placed on probation. The elements to be included in the appeal are:

- How the student will obtain satisfactory progress;
- The basis for the appeal:
 1. Death of a relative
 2. Injury or illness of the student; or
 3. Other special circumstances;
- Information as to why the student failed to meet satisfactory progress and what has changed in the student's situation that will allow the student to meet satisfactory progress at the next evaluation.

The student will be notified of the appeal's acceptance or rejection within one week. If the appeal is granted, the student will remain on probation and eligibility for Title IV assistance will be reinstated for one payment period. Probation status will only be granted once. If a student has not met his/her terms of probation he/she will be withdrawn from the program.

COURSE REPETITIONS, COURSE INCOMPLETE AND NON-CREDIT REMEDIAL COURSES

Students are allowed to repeat theory one time and still be considered to be meeting satisfactory progress. Students are permitted to take any failed exam over once with the second grade substituting for the first, even if it is lower. The Institute does not offer noncredit remedial programs or English.

DISMISSAL AND READMISSION

Students who have been withdrawn from their program of study by the institute may apply for readmission after a waiting period of three months from the date of withdrawal. Such students will be enrolled under the probation status. A student will remain on probation for one month and must comply with all the rules thereunder. Readmission will never be granted more than once.

Reentering students will be charged at the current tuition rates for newly entering students.

MAKE-UP POLICY

All tests and projects must be completed. If the student is absent on the day of the test, he or she must make arrangements with the instructor to make it up. It is the student's responsibility to obtain class notes and/or handouts for missed classes.

LEAVE OF ABSENCE

Estes Institute must be notified in writing of a request for leave of absence within three weeks of the student's last date of attendance. Such requests may be granted to students at the discretion of the school's financial aid officer. Periods during which a student has formally requested and received a leave of absence will not be considered in calculating the attendance rates. Students will remain at the same level of satisfactory progress when they return from leave of absence. The student's contract will be lengthened according to the length of the leave of absence. This school adheres to all federal regulations regarding leave of absence policies. A leave of absence may not exceed a total of 180 days in any 12-month period.

GRADUATION REQUIREMENTS

All students must complete the required number of hours for their programs, complete the required number of theory hours and practical operations, and maintain a 70% or above GPA. In addition, all tuition and fees must be paid in full or otherwise accounted for.

- Cosmetology 1600 Hours
- Manicurist 400 Hours
- Cosmetician 600 Hours

CERTIFICATE

Upon graduation, each student will receive a certificate of completion in the student's chosen course.

CURRENT FEES AND TUITION

	Cosmetology	Manicurist	Cosmetician
Student Tuition Recovery Fund <i>Non-Refundable</i>	\$0	\$0	\$0
Tuition	\$12,000.00	\$1000.00	\$1,700.00
Registration Fee <i>Non-Refundable</i>	\$75.00	\$75.00	\$75.00
Application Fee	\$25.00	\$25.00	\$25.00
Lab Fee	\$4,500.00	\$595.00	N/A

Textbooks	\$651.00	\$162.37	\$100.00
Master Kit	\$1,844.50	\$378.87	\$200.00
*TOTAL COST	\$19,095.50	\$2,236.24	\$2100.00

*Estimated charges for the period of attendance and the entire program.

ADDITIONAL CHARGES

- Return Check Fee: \$25.00
- Estes Institute Shirts: \$16.00

If additional instruction is needed for completion of any course offered at Estes Institute of Cosmetology beyond the normal completion time (see curriculum), at the owner's discretion the enrollment agreement may be extended at the hourly rate agreed upon at the time of enrollment.

COST OF STATE EXAMINATION

The present cost of the State Examination for Cosmetology is \$125.00 per student. Manicurist cost is \$110.00 per student. Cosmetician cost is \$115.00 per student. Passing this examination entitles the student to issuance of a license in the appropriate field. Each student must furnish his or her own traveling expenses. The Licensing Examinations are given in Glendale and Fairfield.

STUDENT TUITION RECOVERY FUND

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

1. You are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

1. You are not a California resident or are not enrolled in a residency program, or,
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

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

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

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

FINANCIAL AID

Financial aid is available to qualified students. Estes Institute of Cosmetology participates in the Title IV Federal Financial Aid Program. The U.S. Department of Education, Office of Post-secondary Education, and the Office of Student Financial Assistance authorizes this participation.

Eligible students at Estes Institute may apply for financial aid to assist in meeting their educational expenses. Programs include Pell Grant, Federal Direct Student Loan Program, and Supplemental Educational Opportunity Grants. Estes Institute makes no representation that a student will receive any financial assistance. Individual need determines program eligibility. This need determination will comply with all Title IV Federal Financial Aid regulations.

Federal Pell Grants do not have to be repaid. Federal Direct Student Loans must be repaid. 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. Repayment begins six months after the student graduates or is terminated from the program, whichever occurs first. If the student has received federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal student financial aid program funds.

OTHER PAYMENT PLAN

Private pay students will be required to make a down payment. Thereafter, payments will be divided into the number of months in school. The account must be paid in full at the time of graduation.

REFUND POLICY

STUDENT'S RIGHT TO CANCEL

1. You have the right to cancel your program of instruction, without any penalty or obligations, through attendance at the first class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: Estes Institute of Cosmetology Arts and Sciences, 324 E. Main Street, Visalia, California This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in the current payment period in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for three weeks.
- Failure to return from a leave of absence.

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

withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of three weeks.

For programs beyond the current “payment period,” if you withdraw prior to the next payment period, all charges collected for the next period will be refunded. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

UNIFORMS, MATERIALS, AND EQUIPMENT

Each student is required to purchase a Master Kit from Estes Institute. The uniform and materials you will need to start your training in Cosmetology include the following:

Uniforms - Female Students

1. Black or white blouse with black or white slacks or skirt
2. Black leather shoes

Uniforms - Male Students

1. Black or white shirt
2. Black or white slacks
3. Black leather shoes

A smock to be worn over shirt or blouse will be provided in each Master Kit. Institution shirts are available for purchase.

The Master Kit the cosmetology student is required to purchase from Estes Institute includes the following:

- Roll-a-bout
- Blow dryer
- Sharper blades
- Thinning shear
- Shaper
- Two cushion brushes
- Four mannequins
- Mannequin holder
- Round brush
- Heat resistant brush
- Air blow brush
- Tail comb
- Tint brush
- Style combs
- Duck bill clips
- Pin tail comb
- Single prong clips
- Butterfly clamps
- Double prong clips
- Neutralizer bib

- Shampoo capes
- Roller flat pack
- 11 dozen perm rods
- End wraps
- Comb-out cape
- Spritzer bottle
- Spray bottle
- Manicure implement kit
- Manicure bowl
- Manicure brush
- Applicator bottles
- Text books
- Smock
- Clippers
- Shear
- Marcel Iron
- Gloves
- Flat iron
- Rules and Regulations Cosmetology Act Book

The Master Kit the manicurist student is required to purchase from Estes Institute includes the following:

- Text book
- Pedi file
- Buffer block
- Dampen dish
- Bottles
- Polish kit
- Practice finger
- Nail brush
- Toenail clipper
- Acrylic brush
- Pusher
- Implement case
- Satin buffer
- Nipper
- Nail file

- Finger bowl
- Orangewood sticks
- Abrasive board
- Emery boards
- Toe separators
- Two sterilizer jars
- Nail tips
- Acrylic kit
- Fiberglass kit
- Plastics kit
- Scissors
- One case
- UV light

The Master Kit the cosmetician student is required to purchase from Estes Institute includes the following:

- Textbook
- Eye cream
- Lip liner
- Smock
- Facial masque
- Eyeliner
- Case
- Cover stick
- Tweezer
- Cleansing gel
- Foundation
- Make-up compact
- Gentle toner
- Powder
- Cosmetic wedges
- Exfoliant
- Mascara
- Make-up cape
- Dry skin lotion
- Make-up brushes
- Aveda products

STUDENT RIGHTS

Students (or parent/guardian if the student is a dependent minor) have a right to gain access to their cumulative records under the supervision and interpretation of an instructor. Arrangements to view

records will be made upon request from the student. All records must remain on school property. It is the policy of Estes Institute to receive requests for copies of cumulative records from students in writing. Request forms are available from the Admission Office. The Estes Institute of Cosmetology policy for releasing information about an individual student to pertinent agencies or prospective employers requires written authorization from the student (or parent/guardian if the student is a dependent minor) before such information can be released. Exceptions will be made for legal, audit, and accreditation purposes.

GRIEVANCE POLICY

Estes Institute wants you to have a pleasant and successful experience during your education. Should you have any academic, personal, or faculty problems affecting your progress, you should see the instructor in charge of your class. Should advising be necessary, the instructor will direct you to the appropriate person.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888.370.7589 toll-free or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.

REQUIRED CURRICULUM FOR COSMETOLOGIST

The required Cosmetology course shall have 1600 clock hours of practical training and technical instruction covering all practices constituting the art of cosmetology for entry-level employment. The 1600 hours may be completed in approximately thirteen months.

Program Mission:

To prepare students for a successful entry-level career as a Cosmetologist.

Program Objectives:

- To teach future Cosmetologists the technical skills required for success in the field.
- To prepare students to pass the California State Licensing Examination.

Subject	Minimum Theory Hours	Minimum Operations
Cosmetology Act, Rules & Regulations	20	0
Cosmetology Chemistry	20	0
Health & Safety/Hazardous Substance	20	0
Electricity in Cosmetology	5	0
Disinfection & Sanitation	20	10
Bacteriology, Anatomy & Physiology	15	0
Wet Hairdressing	25	100
Thermal Styling	35	100
Press & Curl		20
Permanent Waving	20	80
Chemical Straightening	20	25

Haircutting	20	80
Haircoloring	60	40
Bleaching		10
Scalp & Hair Treatments	5	10
Facials - Manual	5	10
Facials - Electric	10	15
Facials - Chemicals	10	15
Eyebrow Arching and Hair Removal	10	20
Make-up	15	10
Manicuring	5	15
Pedicuring	5	10
Artificial Nails - Acrylic Brush-ons	10	50 Nails
Artificial Nails - Nail Tips	10	50 Nails
Artificial Nails - Nail Wraps & Repairs	5	20 Nails

REQUIRED CURRICULUM FOR MANICURIST

The curriculum for the Manicurist course shall consist of 400 hours of practical and technical instruction covering all practices constituting the art of manicuring for entry-level employment. The 400 hours may be completed in approximately two and a half months.

Program Mission:

To prepare students for a successful entry-level career as a Manicurist.

Program Objectives:

- To teach future Manicurist the technical skills required for success in the field.
- To prepare students to pass the California State Licensing Examination.

Subject	Minimum Theory Hours	Minimum Operations
Cosmetology, Acts, Rules and Regulations	10	0
Manicurist Chemistry	10	0
Health and Safety/Hazardous Substances	15	0
Disinfection and Sanitation	10	10
Bacteriology, Anatomy, Physiology	10	0
Water and Oil Manicures	15	40
Pedicures	10	20
Application of Artificial Nails – Acrylic Brush-ons	15	80 Nails
Application of Artificial Nails – Nail Tips	10	60 Nails
Application of Artificial Nails – Nail Wraps and Repairs	5	40 Nails

REQUIRED CURRICULUM FOR COSMETICIAN

The curriculum for students enrolled in the cosmetician course shall consist of 600 hours of instructions and training covering all practices of a cosmetician for entry-level employment. The 600 hours may be completed in approximately five months.

Program Mission:

To prepare students for a successful entry-level career as a Cosmetician.

Program Objectives:

- To teach future Cosmeticians the technical skills required for success in the field.
- To prepare students to pass the California State Licensing Examination.

Subject	Minimum Theory Hours	Minimum Operations
Cosmetology, Acts, Rules and Regulations	10	0
Cosmetician Chemistry	10	0
Health and Safety/Hazardous Substances	20	0
Disinfection and Sanitation	10	10
Bacteriology, Anatomy, Physiology	15	0
Manual Facials	20	40
Electrical Facials	30	60
Chemical Treatments	20	40
Eyebrow Arch & Hair Removal	5	10
Tweezers	10	40 Make-up
Wax and Depilatories	20	40

SALON BUSINESS CURRICULUM

In addition to State Board requirements, the following business skills will be taught to students enrolled in the Estes Institute of Arts and Sciences courses:

- Salon Management
- Salesmanship
- Client Communication
- Resumes and Job Interviews

CAREER OPPORTUNITIES

COSMETOLOGIST - LICENSED

- Hair Stylist
- Esthetician
- Hair Coloring Technician
- Make-up Artist
- Salon Owner
- Permanent Waving Technician

- Manicurist
- Hair and Scalp Specialist
- Salon Manager
- Salon Receptionist

MANICURIST - LICENSED

- Manicurist
- Salon Owner
- Manufacturer Representative
- Salon Receptionist

COSMETICIAN - LICENSED

- Cosmetician
- Salon Owner
- Manufacturer Representative
- Make-up Artist
- Salon Receptionist

RULES AND REGULATIONS

1. A detailed copy of the policies and procedures for students will be issued to students. Attendance, progress, dress code and student conduct policies are as follows:
2. All students must attend class regularly as scheduled.
3. All students are required to notify the Institution of an intended absence or tardiness.
4. All students are to be in class on time with all required texts or materials needed.
5. Students may not leave class without the permission of the instructor.
6. Female students must wear a clean, pressed white blouse with black slacks or black skirt, hose with skirt, and clean black leather shoes.
7. Male students must wear a clean, pressed white shirt, black slacks, and polished black leather shoes.
8. A uniform smock will be provided in each Master Kit. It is to be worn over the white shirt or blouse.
9. Students must conduct themselves in a courteous, respectful, and professional manner at all times.
10. All students must prepare all lessons, satisfactorily perform all assigned learning tasks, and satisfactorily pass all examinations. Make-up exams and assignments will be given when scheduled events are missed because of excused absences.
11. Repeated absence or tardiness, violation of dress code, school rules, and policies, or continued poor progress may result in termination of the student.
12. Students under the influence of or using drugs or alcohol on or around the Institute will be terminated immediately.
13. Credit for clock hours will be given only for time recorded by the time clock. Credit for practical operations will be given only after they are graded by an instructor.

CODE OF ETHICS

- **ESTES INSTITUTE** has as its principal objective the training of qualified cosmetologists to render the best possible service to the client.
- **ESTES INSTITUTE** strives continuously to improve its operation in order to keep abreast of the ever-changing developments and new techniques in cosmetology.
- **ESTES INSTITUTE** observes all rules and regulations issued by the California Barbering and Cosmetology Program and the Health Department.
- **ESTES INSTITUTE** encourages its instructors to learn the latest teaching methods in cosmetology by attending teachers' refresher or advanced courses, workshops, and continuing education seminars.
- **ESTES INSTITUTE** takes part in education conferences and regional meetings in order to advance the cosmetology profession.
- **ESTES INSTITUTE** makes use of acceptable teaching techniques and training aids (such as textbooks, workshops, films, filmstrips, and other audiovisual aids) in order to provide the best possible training for its students.
- **ESTES INSTITUTE** maintains honest and fair relationships with its staff, students, patrons, State Board, and other schools.
- **ESTES INSTITUTE** purchases only high-grade standard equipment, cosmetics, and supplies to be used for the instruction of its students.
- **ESTES INSTITUTE** refrains from any advertisement or criticism that might reflect unfavorably on other schools or upon the cosmetology profession.
- **ESTES INSTITUTE** advertises truthfully and makes honest representations to its students.
- **ESTES INSTITUTE** believes it is ethical to train students to obtain realistic professional skills to compete in today's market.

STUDENT SERVICES

STUDENT ADVISING

Estes Institute is committed to the success of its students, both personally and academically. Students experiencing academic challenges are encouraged to speak with their instructors right away so that an action plan can be developed to assist in their success. Students with personal challenges may prefer to speak with the school director. Members of the school staff may refer students to appropriate community service agencies to assist them with needs.

LIBRARY AND RESOURCES

Estes Institute has a variety of books and materials that may be checked out for student use. Resource materials are located in the instructors' office. Estes Institute also has a computer lab area, in which students may have access to the internet. Student textbooks and class videos are available online.

HOUSING

Estes Institute does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According to rentals.com for Visalia, CA rental properties start at approximately \$500.00 per month.

PLACEMENT ASSISTANCE

Estes Institute cannot guarantee placement as an inducement to enrollment. However, one of our primary goals is to provide the specialized, intensive training that will make graduates highly employable upon licensure from the California Board of Barbering and Cosmetology.

Our instructors work closely with salon owners and employers throughout California. Estes Institute lists all known vacancies on the "job placement bulletin board".

Students should make an appointment with the head instructor for assistance and advising.

HANDICAP FACILITIES

No special services are provided for handicapped students. However, all doors, hallways, pay telephones, and restroom facilities are in compliance with standards for access by handicapped persons required at the time of their construction or installation.

RECORD RETENTION

Student records are maintained in hard copy form for a minimum of five years. Transcripts are maintained permanently and provided when all tuition and fees due are paid in full or otherwise accounted for. Records that are no longer current are stored in a secure manner electronically.

STATE OF CALIFORNIA

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the school may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888)370-7589 or by fax (916)263-1897.

REVIEW OF DOCUMENTS

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.

BANKRUPTCY

Estes Institute has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law. Estes Institute has never filed for bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under Federal law.

DISCLOSURE – GAINFUL EMPLOYMENT

Gainful Employment Report

The United States Department of Education requires all schools to give certain consumer information to all students and all prospective students.

COSMETOLOGIST: CIP CODE: 120401 (COSMETOLOGY)

Other Related Occupations:

Hairdressers, Hairstylists and Cosmetologists (39-5012)
Manicurist and Pedicurists (39-5092)
Makeup Artists, Theatrical and Performance (39-5091)
Skincare Specialists (39-5094)
Shampooers (39-5093)
Vocational Education Teachers, Postsecondary (25-1194)
Receptionists (43-4171)
Sales Representative, Whole-Sales and Manufacturing (41-4012)
Retail Salesperson (41-2031)
Whole-Sale and Retail buyers except farm products (13-1022)

Standard Occupational

Cost	
Tuition and fees	\$ 16,600
Textbooks	\$ 600
Kit & Supplies	\$ 1,700

Median Loan Debt (2014 – 2015):	
Title IV	\$ 3,818
Private Education Loans	\$ 0
Institutional Finance Plans	\$ 0

On – Time Graduation Rate - 34%

Based upon the number of students that completed the program during the most recent award year (2015) divided by the number of students completed within normal time.

Student Outcome Statistics

Based upon the formula used by the National Accrediting Commission of Career Arts and Sciences for the year 2016.

Graduation Rate – 75%

Licensure Rate – 88%

Placement Rate – 64%