2026

VICTORY CAREER COLLEGE CATALOG

January 1, 2026, to December 31, 2026

Contact Information & Classes locations:

455 E. Carson Plaza Drive, Suite C

Carson, CA 90746

Admissions Office Phone: (310) 808-9194

www.victorycareercollege.edu

This Institution is authorized under Federal law to enroll nonimmigrant students

VICTORY CAREER COLLEGE IS ACCREDITED WITH NATIONAL ACCREDITING COMMISSION FOR CAREER ARTS & SCIENCES (NACCAS) # 014401-00 Bureau for Private Postsecondary Education #44298610 CA Massage Therapy Council Approved # SCHO067 Board of Barbering & Cosmetology #14006(barbercosmo@dca.ca.gov)

UNITED STATES DEPARTMENT OF EDUCATION #04273300

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Emergency plan and Safety: Report any building outbreak of fire, hazards, violence on a person, and suspicious person to the office. CALL 911. Students will follow direct instructions from instructor: Evacuate staff and students via a preplanned evacuation drill annually via a route to a safe area at the corner of Carson Plaza Court and Carson Plaza Drive on the grass area. Roll call will be made.
Earthquake/ Fire: Fire extinguishers are in each suite. Doors are kept unlocked and exits are kept open during class. During an active shooter, instructor will lock doors and barricade, remain calm and keep far away from the door and hide.
https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

DISCLOSURES:

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the Institution Performance Fact Sheets, which must be provided to you prior to signing an enrollment agreement.
All classes will be held: 455 E. Carson Plaza Drive, Suite C Carson, CA 90746. When campus is open to the public, students are invited to tour the facility and given the opportunity to ask any questions regarding the facilities and equipment ma de available to the student during the program. We are approved to offer four (4) permanent online programs with 50% DE and 50% on campus as of 10/4/21. The Barbering online 1000 hours 50% DE and Cosmetology online 1000 hours 50% DE approved as of 06/07/2022. As of 04/04/2023, the institution does not accept re-entry submission until further notice.
This institution does not and cannot promise or guarantee employment upon completion of a program of study.
Notice of availability: Campus Safety & Security Report, Drug & Alcohol Abuse Policy and Violence Against Women Act Policy are posted on the website in Customer Disclosure and given to student a pre-enrollment.
Gainful Employment Program disclosure is not applicable on this date of publishing.
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau 's Internet Web site at www.bppe.ca.gov
Published updates: Change of hours programs to 1000 Cosmetology and Barbering 06/07/2022.Added clinical amount requirement to COS, BB, SC, NC 09/01/2022 KF Annual Review 1/1/23 KF Updated HDE policy 3.9.2023 KF Norvel opt-out option 3.24.2023 KF. 11/01/23 Updated (SC) Schedule Tuition Charges Table and COA updated DT.1/1/24 Flat fee of $150 to transfer to transfer within institution/from another institution. KF 1/1/24 updated Student Diversity table DT. DT Schedule Tuition Charges Table STRF Fee $0.00 and COA update as of 4/01/24. Pending New Hairstylist program.6/1/24KF. Added Nail Care Online 400 clock hours. 6/17/24KF. Estimated Payment Table Per Program10/16/24 DT. Added to Student Services "The Office of Student Assistance and Relief" 10/21/24DT.11/01/24 Added Hairstylist program schedule. Removed Barbering Online from Schedule of Tuition charges & Fees Table. Added Nail Care Online 400 Hours to Schedule of Tuition charges & Fees Table. Updated Cost of Attendance Table with NC Online 400 2/1/25KF.DT. Updated SCHEDULE OF TUITION CHARGES & FEES new Sales Tax 10.50% as of 04/1/25 DT. Moved Barbering Online 1000 Hours to inactive programs.10/01/25 DT. 2026 update. DT Removed Canvas09/01/26 DT Added QR Clock-in Policy 08/19/26 DT 10/01/26 Updated All Programs Sales Tax & New SC program Derma Kit cost.

WELCOME FROM THE DIRECTOR

Dear Student,

Welcome to **Victory Career College** and thank you for considering our accredited college to assist you in obtaining your desired training. Our goal is to provide you with every opportunity for a successful future in the massage, spa, salon and/or beauty industry.

At **Victory Career College**, we offer training in Massage Therapy, Cosmetology, Barbering, Hairstylist, Skin Care and Nail Care. We place emphasis on how to be successful in the marketplace and how to create the lifestyle that you desire. This means hard work, dedication and practice on your part.

My goal is to help students discover their abilities and to transform their lives through these discoveries. More importantly, your future success will depend on the effort you are willing to make during the entire course of study.

Victory Career College welcomes all people interested in a massage or beauty career. We are happy to have you visit the Institution at any time. Come in and see our educational facilities, the teaching staff and consider the many advantages for the serious student. We will be pleased to answer all your questions.

With peace and respect**, Ms. Karine Fougoux, Director**

MISSION STATEMENT:

The mission of Victory Career College is to offer in person and hybrid distance education training in the Career Arts & Sciences and to prepare our students to pass licensing examinations to secure careers in the marketplace.

EDUCATIONAL GOALS:

To fulfill our mission, the College has established the following goals:

- Victory Career College will provide high quality instruction using learning management systems and portals such as Cengage, Zoom that encourage students to participate in dynamic, interactive, and stimulating online and classroom environment.
- The College will continually update instructional texts, materials, and methodologies, and will evaluate new technologies.
- The College will provide students with an environment conducive to the development of the essential skills needed for success in Institution, work, and life. Emphasis is placed on critical analysis, decision-making skills, and self-improvement skills to maintain relevance to real world situations.
- The College will solicit student feedback regarding the program and instructor effectiveness.

Students are taught in high energy fun learning environment be online or on campus. We use conference presentations and videos. Our online platforms are updated daily; our campus equipment is updated regularly. Under these conditions, students acquire hands-on experiences and acquire the knowledge and techniques needed to successfully complete their program of study. Students are encouraged to utilize the resource library, which can supplement their learning experience. Our Institution simulates spa & salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. As in any profession, acquiring and retaining employment requires basic standards. Students will learn the importance of:

- Personal Appearance
- Professional Demeanor
- Professional Responsibility
- Ethical Behavior

Our objective is to help the student become "salon and spa-ready" for an entry-level position of employment.

FACILITIES:

Victory Career College offers a campus lifestyle and is conveniently located in the heart of South Bay within the city limits of the City of Carson. The Victory Career College building is located in a plaza court surrounded by pine trees, grass, and a walkable area to relax during breaks. The facility is 6,154 sq. ft. is an air-conditioned, one-story modern facility accessible to all public transportation. Conveniently, near the 110 and 405 Freeways and serving the entire EAST/WEST and NORTH/ SOUTH cities around Los Angeles. The facility consists of four (4) combined lecture/lab rooms, a laundry facility, a student resource library and an open floor student lounge and a kitchenette (both w/ refrigerator, microwave oven). A large lobby area, and administrative offices will welcome new students. The college, the building it occupies, and the equipment fully comply with all Federal, State and Local laws, regulations, and ordinances. This includes those requirements as to fire safety, building safety and health regulations. The college receives biweekly janitorial services. The equipment shall be as follows: Electrical equipment for giving instruction in skin care and electrical facials: 3 facial steamers 1 Red light emitting diode (LED) hand held device, 1 bridge led multicolor, 1 Glamcor, 2 "9 in 1" facial machines including the following functions: 1 galvanic machine, 1 micro current machine, 1 microdermabrasion machine, 1 vacuum and spray machine, 1 high frequency machine, and 1 skin analysis machine – 3 Hot Towel Steamer Ovens -10 Mannequins (with full head of hair) 1 Time clock QR CODE- 5 Shampoo bowls-6 Dryers-5 Facial chairs or facial couches – 6 Manicure stations – 3 Thermal Hair Straighteners – 3 Non-electric combs – 1 Stove (for non-electric combs) – 1 Electric curling iron– 3 Non-electric curling irons (at least two sizes) –1 Stove (for non-electric curling irons) –15 Hairstylist or barber chairs – 8 Massage Tables -4 Massage Chairs-8 Exercises Mats- 1 Exercise Stretch ball. From time to time, we provide ancillary equipment when needed and repair equipment when needed within 30 days.

At least one book used in the institution and approved by the NIC shall be available for the use of students in the school list of the text and reference books approved by the NIC. Victory Career College is surrounded by restaurants, busy nightlife, free summer concerts, two shopping malls located 15 minutes away. Come visit the most beautiful beaches (Redondo Beach, Hermosa Beach, Manhattan Beach, El Segundo, San Pedro, and Long Beach).

Prospective enrollees are encouraged to visit the physical facilities of the Institution and to discuss personal, educational, and occupational plans with Institution personnel prior to enrolling or signing enrollment agreements.

VC College faculty and staff are available to advise students on academic problems and, if necessary, to provide referrals to special counseling services when deemed appropriate. All efforts will be made to provide a supportive environment to assist each student in maintaining his/her academic progress to successfully complete the program. Our college does not offer private tutoring.

APPROVAL DISCLOSURE STATEMENT:

PROGRAMS AND ACCREDITATIONS:

Victory Career College was granted institutional approval by the Bureau for Private Postsecondary Education, pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions but does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be renewed every five years and is subject to continuing review.

Approved courses:

BARBER CROSS-OVER COURSE FOR COSMETOLOGIST-200 CLOCK HOURS

BARBERING 1000 CLOCK HOURS

BARBERING ONLINE-1000 CLOCK HOURS

COSMETOLOGY CROSS-OVER COURSE FOR BARBER- 300 CLOCK HOURS

COSMETOLOGY - 1000 CLOCK HOURS

COSMETOLOGY ONLINE- 1000 CLOCK HOURS

HAIRSTYLIST ONLINE- 600 CLOCK HOURS

MASSAGE THERAPY 500 CLOCK HOURS

MASSAGE THERAPY COURSE 720 CLOCK HOURS

NAIL CARE ONLINE- 400 CLOCK HOURS

NAIL CARE - 600 CLOCK HOUR

NAIL CARE ONLINE- 600 CLOCK HOURS

SKIN CARE - 600 CLOCK HOURS

SKIN CARE ONLINE - 600 CLOCK HOURS

The following state Bureau, Board and Council set minimum standards for our programs in accordance with Education Code Section 94316.12:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) Institution code 44298610

BOARD OF BARBERING AND COSMETOLOGY (BBC) Institution code 14006

CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) Institution code 067

A student or any member of the public with questions that have not been satisfactory answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at One Capitol Mall Suite 800 Sacramento CA 95814 www.camtc.org phone 916-669-5336 or fax 916-669-5337

ACCREDITATION:

The NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and departments of cosmetology arts and sciences and massage therapy. Institution Code 014401-00

3015 Colvin Street, Alexandria, VA 22314 TEL (703) 600-7600 www.naccas.org

UNITED STATES DEPARTMENT OF EDUCATION: This institution participates in the following programs authorized under the Higher Education Act offer Federal Financial Aid, to qualified students who may apply for and receive financial assistance for tuition and other costs.

Institution Code 042733- Classification of Instructional Programs (CIP) Code:

CIP Code	Program Name
51.3501	Massage Therapy Course 720 Clock Hours
12.0401	Cosmetology 1000 Clock Hours
12.0402	Barbering 1000 Clock Hours
12.0407	Hairstylist 600 Clock Hours
12.0409	Skin Care 600 Clock Hours
12.0410	Nail Care 600 Clock Hours

Federal Student Financial Aid Programs: (ALL AS OF 1/4/2018)

Federal Pell Grants
Federal Direct Unsubsidized Loans
Federal Direct Subsidized Loans
Federal Direct PLUS Loan

The following programs are approved, however not currently open for enrollment.

BARBERING ONLINE 1000 CLOCK HOURS
BARBERING 1000 CLOCK HOURS (on campus 100%)
COSMETOLOGY - 1000 CLOCK HOURS (on campus 100%)
NAIL CARE- 600 CLOCK HOURS (on campus 100%)
SKIN CARE- 600 CLOCK HOURS (on campus 100)

FINANCIAL STATEMENT:

Victory Career College does not have any pending Bankruptcy petitions. It is not operating as a debtor in possession. VC College has never filed for bankruptcy nor has had a petition in bankruptcy filed against it that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).

COST OF ATTENDANCE

	Barbering 1000	Cosmetology 1000	Hairstylist 600	Nail Care 600	Nail Care 400	Skin Care 600	Massage Therapy 720
Direct Costs:	$18,676.82	$19,816.03	14,508.84	$11,666.84	$6,452.48	$15,219.34	$12,256.88
Dependent Indirect Costs*:	$39,295.82	$40,344.03	$26,481.84	$23,639.84	$15,015.68	$27,092.35	$24,235.88
Independent Indirect Costs*:	$53,045.82	$54,094.03	$34,503.84	$31,661.84	$20,753.68	$35,114.35	$32,263.88

**Published 7/15/2025 *(room, board, transportation, food, etc.)*

STUDENT BODY DIVERSITY

Gender/Race	*Percentage of enrolled, full-time students:
Male	8%
Female	92%
Hispanic/Latino/Latina	44%
Black or African American	19%
Asian	19%
Other	9%
White	9%
Percentage of Federal Student Financial Aid Pell Grant Recipients	79%
*Published: 1/1/2026 numbers for year 2024-2025 only	

ADMISSION POLICY

A. Complete the Application for Enrollment and pay the Application fee of $100.00 (cash & non-refundable)

B. Provide verification documents:

1. Applicants must be 17 years old at least and provide a copy of a high school diploma or high school transcript showing date diploma awarded **or** a state recognized equivalent (GED, state certificate, approved home-school credentials) or academic transcript showing completion of two-year program that is acceptable for full credit toward a bachelor's degree.
   If a **high school graduate from outside of the United States**, the high school diploma must be translated into English and must be certified by an independent evaluator that high school completion equivalency meets the required California Board of Education standards (Document-by-document necessary only) and verified as equivalent to a U.S high school diploma or a minimum two-year U.S college degree, must be submitted to VC College administration within 14 days of start date **OR** for **Non-Title IV** applicants only **Ability-to-Benefit Test (ATB)**can be administered by a qualified third party, by appointment only, and passed by an applicant to allow registration without a high school Diploma or GED.
   Currently, our Institution is using the **Wonderlic Basic Skills Test**. This test is approved by the Secretary of Education, Washington, DC. The minimum passing score for this test is **Verbal 200 points and Quantitative 210 points**. This test will be administered and monitored directly on the computer. An option to test prior to enrollment is after enrollment, the student may satisfactorily complete 225 clock hours as applicable, if the program is 600 hours or more **AND**

2. Thedegreepeople.com is one of the recommended sites to obtain a foreign document evaluated. The cost of the diploma evaluation is not included in the program cost.

3. Submit Photo Identification (i.e., Driver's License, State ID Card, Birth Certificate or Passport) **AND**

4. Social Security Number*or Temporary Tax Identification* (TIN) (*effective 9.10.2015)

FOR FOREIGN STUDENTS:

5. A valid passport is required with a I.20 F1 or M1 SEVP from other Institutions or M1 from Victory Career College; VC College is an approved M1 Visa SEVP Institution**. Victory Career College does provide Form I.20for Visa M1**. VC College cannot vouch for student status unless entered in SEVP and $500 process fee applies, and fee applies to pay SEVIS (approx. $200); **OR**

6. Temporary Tax Identification (TIN)* and a picture identification document are now accepted to enroll (*effective 9.10.2015). **AND**

7. If a **high School graduate from outside of the United States**, the high school diploma must be translated into English and must be certified by an independent evaluator that high school completion equivalency meets the required California Board of Education standards (Document-by-document necessary only) and verified as equivalent to a U.S high school diploma or a minimum two-year U.S college degree, must be submitted to VC College administration within 14 days of start date **OR for Non-Title IV applicants only Ability-to-Benefit Test (ATB)** can be administered by a qualified third party, by appointment only, and passed by an applicant to allow registration without a high school Diploma or GED. Currently, our Institution is using the **Wonderlic Basic Skills Test**. This test is approved by the Secretary of Education, Washington, DC. The minimum passing score for this test is **Verbal 200** points and **Quantitative 210** points. This test will be administered and monitored directly on the computer **AND**

8. Thedegreepeople.com is one of the recommended sites to obtain a foreign document evaluated. The cost of the diploma evaluation is not included in the program cost.

As part of the Admissions process, when it is deemed necessary to determine the validity of the high Institution diploma or GED, the Admissions administrator may check with the National Center for Education Statistics (NCES) to determine if the diploma from the Institution (which is not required to be accredited) is recognized by the state. Another source is www.parchment.com which provides a listing of free and public accredited online high Institutions. GED: Los Angeles GED Test Center 1646 S. Olive Street Los Angeles CA 90015 Call 213-765-2573 Must register Tuesday, Wednesday, or Thursday 12 pm to 3 pm. Student would find out if they passed in 15 days.

VERIFICATION POLICY

POLICY FOR VERIFICATION OF TITLE IV FUNDING:

Once a student completes and submits the FAFSA to the Central Processing System (CPS), there is a possibility that the application will be selected for a process called "Verification." The Verification process is the way in which an Institution must confirm the information listed on the FAFSA is accurate and ensures that eligible students received all the federal financial aid to which they are entitled. If you are selected for Verification, you must complete the process in its entirety before your FAFSA is considered complete.

If you are selected for Verification by the Department of Education, there will be an asterisk next to your Student Annual Index (SAI) on your Student Aid Report (SAR). Additionally, VICTORY CAREER COLLEGE will notify each student via phone call or email. VICTORY CAREER COLLEGE will also provide the student with a Verification Worksheet along with instructions for submitting verification documents to the Institution. VICTORY CAREER COLLEGE reserves the right to institutionally select any student, even those not selected by the Department of Education, for Verification based on discrepant or incomplete information reported on the FAFSA. Time period to submit verification documents:

All Financial Aid applicants selected for Verification must complete the process by the deadline published in the Federal Register. Students are notified, in a timely manner, of all required documents to submit to the Institution. The verification process cannot begin and/or be completed until all required documents are submitted. Generally, from the time we send the student the initial notice, students are given 14 calendar days.

Consequences for failing to submit documents in time:

Ø Documents not submitted timely could result in:

1) The student being responsible for paying his/her fees out of pocket.
2) The student cannot be processed for a Financial Aid award.
3) The student not being considered for a Financial Aid Deferment.
4) The program- year ends with the student having an outstanding balance with the Institution. This could result in late fees and the student's account being turned over to a collection agency.

COLLECTION POLICY:

The Collection procedures shall reflect ethical practices. Our accreditor's name is not used for collection effort. Collection agency and/or third parties' correspondence regarding cancellation and settlement from the institution itself acknowledge and comply with the Withdrawal and Settlement Policy of Victory Career College.

PROFESSIONAL JUDGMENT & DEPENDENCY OVERRIDE:

If a prospective student feels they have had an unusual circumstance, including they have proof/detailed statements (i.e., Severe family situations, financial or medical hardship), they can contact our Financial Aid Director, Dario Torres in the main office or by email at dario@victorycareercollege.edu.

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

The transferability of credits you earn at Victory Career College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in Victory Career College 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 that institution. For this reason, you should make certain that your attendance at this institution using hybrid distance education portion of the program will meet your educational goals.

Academic achievement earned via hybrid distance education may not be accepted for reciprocity or eligible for licensure in other states. This may include contacting an institution to which you may seek to transfer after attending Victory Career College to determine if your diploma will transfer.

TRANSFER STUDENTS:

Transfer means you may be able to use the "clock hours" you have earned at an Institution*, that is closed or that you are transferring from, toward the completion of a similar or identical program of study at VC College. You MAY incur additional costs. You may be required to repeat some or all the course work. Applicants with previous hours from approved BPPE (including CAMTC approved Institutions starting 1/1/2015) California based massage or cosmetology Institutions who wish to enroll in VC College must request permission during the admissions process for the Admission Officer to determine if those hours will be accepted, and be able to show Proof of Training or Transcript and Record of Withdrawal from the previous California Institution at enrollment or prior to completion; failure to provide the required documentation of previous training prior to completion of the course, will result in those transfer hours not being approved, and student may have to complete the course in which he seeks to transfer.

If the applicant is transferring barbering, cosmetology, Hairstylist, skin care or nail care hours from another state or from another country, the applicant must first contact California's Board of Barbering and Cosmetology (BBC) and make application for approval of hours from the previous Institution. The California BBC will then issue a letter indicating the credit it will approve for the hours taken at the previous Institution along with requirements. VC College will then make the final decision; this will be based on appropriate transfer of clock hours granted for prior training, hours-to-hours training, or experience upon the CA State board's review and verification by college officials. The validity will be based on the Cosmetology Act and the Board of Barbering and Cosmetology Acts and Regulations. Occasionally, a student's acceptance by VC College will depend entirely on the Board of Barbering and Cosmetology. The sum or any part of the accepted transfer hours is at the discretion of VC College. If more than 70% of the required clock hours are transferred to VC College, the applicant may enroll after instructor's senior skills evaluation of the comprehension of the material by the applicant. No more than 250 hours from an approved CAMTC Institution can be transferred from another Institution. **Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC.** Applicants for certification shall meet all requirements as listed in California Business and Professions Code Section 4600et. Seq. VC College does charge a fee of $150.00 (cash method, non-refundable) to transfer programs within the institution or from another institution. Applicants for certification shall meet all requirements as listed in California Business and Professions Code sections 4600 et. seq. Any questions a student may have regarding this Catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste225, Sacramento, CA 95834, www.bppe.ca.gov, **toll-free telephone number (888) 370-7589** or by fax (916)263-1897. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll-free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov *Our Institution does not recruit students already attending or admitted to another Institution offering a similar program of study. This institution has not entered into an articulation or transfer agreement with any other college or university.

RE-ADMISSION POLICY:

All students who withdraw may re-enter into the program without the loss of clock hours provided it is within five (5) years from the date of withdrawal. All records for students are stored for six (6) years student transcripts for all students, graduated or not are to be kept indefinitely. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment. The Institution will charge an application fee for students enrolling or transferring or re-entry to the Institution of $100.00. The tuition rates current at the time of re-admission will apply to the balance of training hours needed for students who re-enroll more than 180 consecutive calendar days after the formal withdrawal date unless mitigating circumstances apply.

Students who withdraw and then reenter the same program at the same Institution within 180 consecutive calendar days are considered to be in the same payment period he or she was in the time of the withdrawal.

The student retains his or her original eligibility of that payment period and is treated as though he or she did not cease attendance. For Title IV eligible students, the Institution will restore the type and amount of aid the student was eligible for before the student ceased attendance and schedule the appropriate disbursements. Actions to be taken by the Institution will include:

- Reimbursing aid that had been disbursed and then returned under the R2T4 provisions.
- Disbursing aid, the student was otherwise eligible for that had not yet been disbursed at the time the student withdrew; and,
- Canceling any overpayments assessed the student as a result of the prior withdrawal if those funds were disbursed upon re-entry.

Once the student completes the payment period for which he or she has been paid, he or she becomes eligible for subsequent Title IV student aid payments.

Students who withdraw prior to completion of the course and wish to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal. Students re-entering after 180 consecutive calendar days will be charged at the current tuition rates for newly entering students. Students returning within 180 consecutive calendar days will keep the initially contracted rate.

Consistent with Leave of Absence (LOA) policy. This arrangement is similar to a LOA, and the 180-day time frame is consistent with the maximum 180 calendar days allowed for an approved LOA in the Return regulations. The difference, of course, is that with an unauthorized LOA, the institution would not know that the student would be returning and would have treated the student as a withdrawal. Based upon that withdrawal, the institution would have completed the R2T4 calculation, which may have required both the institution and the student to return funds to the Title IV programs.

If the student returns within 180 days to his or her original program, while an official leave was not granted and the provisions of the Return regulations were applied, upon the student's return, the student can be treated as though he or she had been on an approved LOA. **The institution does not allow re-entry; however, the student can appeal to re-enter.**

ACADEMIC FREEDOM:

"Academic Freedom" means the degree to which faculty at an institution are allowed latitude with respect to their discussions with students and the positions they take. Under such a policy, a faculty member can articulate or even advocate positions or concepts which may be controversial in nature without fear of retribution or reprisal. Victory Career College allows for "Academic Freedom" when an instructor explains personal professional experience to the class and voluntary sharing personal information pertaining to the scope of the program with the class or with an individual with the objective to share a learning experience and sharing the positive or negative outcomes of such professional experience.

COURSES OF STUDY:

Massage Therapy for 500 Clock Hours, Massage Therapy Course for 720 Clock Hours Classes, Cosmetology cross-over course for Barber 300 Clock Hours, Barber cross-over course for cosmetologist 200 Clock Hours, Nail Care for 600 Clock Hours and Skin Care for 600 Clock Hours. We offer hybrid distance education for the following programs: Cosmetology Online 1000 Clock Hours, Barbering Online 1000 Clock Hours, Hairstylist Online 600 Clock Hours, Nail Care Online 600 Clock Hours, and Skin Care Online 600 Clock Hours. Each course of study consists of the state mandated technical instruction and practical operations covering all practices constituting the art & science of Massage Therapy, Barbering, Cosmetology, Nail Care, or Skin Care. Our class ratio is 25:1.

The courses of study are designed to prepare students for the state licensing examinations and for profitable employment as a **Massage Therapist** (D.O.T. # 334.374-010, CIP # 51.3501, S.O.C. #31-9011), **Cosmetologist** (D.O.T. # 332.271-010, CIP #12.0401, S.O.C. #30-9011), **Barbering** (D.O.T. # 332.271-010, CIP #12.0401, S.O.C. #30-9011), **Hairstylist** (D.O.T. #332.271-018, CIP# 12.0407, S.O.C.# 39.5012), **Manicurist** (D.O.T. # 331.674010, CIP # 12.0410, S.O.C. #39-5092), or **Esthetician** (D.O.T. # 332.271-010, CIP #12.0409, S.O.C. #39-5094)

HYBRID DISTANCE EDUCATION PROGRAMS



CURRICULUM FOR HAIRSTYLIST ONLINE 600 CLOCK HOURS

The curriculum for the Hairstylist program consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of Hairstylist. Business and Professions Code (B&P) Pursuant to B&P 7362.5 © the curriculum for a Hairstylist course shall, at a minimum, include technical and practical instruction in the following areas:

(Technical instruction means instruction given in person or online by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. Students **cannot** practice on a live model while on DE only practice on a mannequin)

Subject Hairstylist Online 600 Clock Hours	Minimum Required Technical Instruction Hours:	Minimum Practical Operations (NOT HOURS)		Hybrid Distance Education Hours	
Including 100 hours Health & Safety and 100 hours Sanitation & Disinfection in a 600 hour program of CA State Board Licensure Requirement.	Req.	Req.	On Campus	DE Theory	DE Practical on Doll Head Only
Hairstylist Analysis & Shampooing /Wet Hairstylist Thermal Styling Scalp Care	50	100	100	50	0
Hair Additions	30	70	70	30	0
Wigs	10	40	40	10	0
Haircutting	40	100	100	40	0
Electricity	5	0	0	5	0
Hairstylist Chemistry, Health &Safety	20	0	0	20	0
Communicable Diseases, HIV/Aids & Hepatitis B disease	25	0	0	25	0
Anatomy & Physiology	30	0	0	30	0
Disinfection/Sanitation/Bacteriology	20	80	80	20	0
Career: Online Portfolio, Resume, Workers right, Salon Management, Business Ethics; Inspection, work area set up, MSDS universal standards Law & Regulations from the CA Board of Barbering & Cosmetology website	70	0	0	70	0
CLINIC: Student will complete sixty (60) paid to school services from the clinic floor (public or friends & family) = Consultation + service + Pre/Post service sanitation		Yes Completed			
Total Required Hours:	300			300	0
Total Practical Minimum Operations (These are not hours)		390	390		0
Total Clock Hours 600			300	300	

HYBRID DISTANCE EDUCATION:

Victory Career College uses portal from Cengage to teach the theory portion of the course via Hybrid Distance Education. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book" and "Activity Report" which highlight and score how students are participating in the course and what sections they are clicking on and for how long. Theory clock hours are conducted using zoom video and instructor supervision. Participation must be documented within a log of all student activity comprising at a minimum of two forms of predictable and scheduled interaction between student and instructor. Once at start of class to explain the assignments and one at midpoint for a Q&A. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to Hairstylist field. CLINIC: Student will complete sixty (60) paid to school services from the clinic floor (public or friends & family) = Consultation + service + Pre/Post service sanitation.

HAIRSTYLIST PERFORMANCE OBJECTIVES:

Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.

Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of hair and scalp. Acquire knowledge of general theory relative to Hairstylist including anatomy, physiology, chemistry, and theory. Acquire business management techniques common to Hairstylist.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Hairstylist services. Acquire the knowledge of analyzing the scalp and hair prior to all services to determine any disorders. Learn the procedures and terminology used in performing all Hairstylist services and learn the application of Hair Addition, Wigs and Hairpiece.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 60 clinical full services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends and family when the public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service.

Be able to appreciate good workmanship common to Hairstylist, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Hairstylist, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Hairstylist Exam

The board shall admit to examination for a license as a cosmetologist to practice Hairstylist any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

Is not less than 17 years of age.

Has completed the 10th grade in the public schools of this state or its equivalent.

Is not subject to denial pursuant to Section 480 & has paid an application fee to the board. Upon passing the written examination, a Hairstylist license will be issued to you.

Has done any of the following: (1) Completed 600 hours program in Hairstylist from a school approved by the board.

(2) Practiced Hairstylist as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in Hairstylist from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.

(3) Has received transfer credits (hour-to-hour) from a license or prior schooling from an approved school, and completed the Hairstylist program in an approved school: For information on approved schools, please visit: https://barbercosmo.ca.gov/schools/approved_schools.shtml.

Should I be a Hairstylist or cosmetologist?

The Hairstylist license only allows you to provide Hairstylist services, regardless of whether you receive additional training. For example, if you are a Hairstylist and take a class on eyelash extensions, you still cannot provide eyelash extensions. You would need to be licensed as a cosmetologist (or esthetician). If you are interested in performing chemical hair services such as permanent waving, relaxing, tinting, coloring, or dyeing, you need a cosmetologist license. Cosmetologists are also licensed to provide skin and nail care, including but not limited to waxing, facials, eyelash extensions, tinting and perming of eyelashes, manicures, and pedicures. Think about the types of services you would be interested in offering to decide which license type is best.

CAREER LEAD: https://www.onetonline.org/find/quick?s=Hairstylist LSOC code: 39-5012.00

Graduates of Victory Career College's Hairstylist program can choose to work as a cosmetologist in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts.



CURRICULUM FOR SKIN CARE ONLINE 600CLOCK HOURS:

The curriculum for Skin Care consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of skin care, pursuant to Section 7354 of the Cosmetology Act. Technical instruction means instruction given in person or online by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. **Students cannot practice on a live model while on DE only practice on a mannequin).** Technical instruction and practical operations include:

Subject Skin Care Online 600 Clock Hours	*Minimum Required Technical Instruction Hours:*	*Minimum Practical Operations (NOT HOURS)*		Hybrid *Distance Education Hours*	
*Health and Safety (H&S) ** Board of Barbering and Cosmetology	*Req*	*Req*	*On Campus*	*DE Theory*	*DE Practical on Doll Head Only*
H&S*, BBC** Rules and Regulations, job search, career prep, resume packet,	20	0	0	20	0
H&S Blood Procedures/Datasheet HIV/AIDs/Workers rights/career	30	0	0	30	0
H&S Inspection/salon/skills/ career preparation.	30	30	30	30	0
H&S Electricity/current/CPR/AED	20	0	0	20	0
H&S Disinfection & Sanitation	20	30	30	20	0
H&S, Bacteriology, Anatomy & Physiology & Chemistry	60	0	0	60	0
Facials-Manual	20	60	60	30	0
Facials-Electrical	20	40	40	20	0
Facials-Chemical	20	40	40	20	0
Eyebrow Arching-Tweezing & Wax;	10	45	45	10	0
Hair Removal Wax & Depilatories	20	25	25	20	0
Make-up	10	0	0	10	0
Eyelash Eyebrow (Tinting-Lamination Certification)	20	40	40	20	0
CLINIC: Student will complete forty (40) paid to school operations from the clinic floor with 40 services (public & 20 can come from friends & family) = Consultation + service + Pre/Post service sanitation			Yes completed		
Total Required Hours	300			300	0
Total Practical Minimum Operations (These are not hours)		310	310		0
Total Clock Hours 600			300	300	

HYBRID DISTANCE EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course via Hybrid Distance Education. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book" and "Activity Report" which highlight and score how students are participating in the course and what sections they are clicking on and for how long. Theory clock hours are conducted using zoom video and instructor supervision. Participation must be documented within a log of all student activity comprising at a minimum of two forms of predictable and scheduled interaction between student and instructor. Once at start of class to explain the assignments and one at midpoint for a Q&A. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Management, communication skills that include professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities and preparing a resume, employment development, modeling, desk and reception care and other subjects relating to the skin care field.

SKIN CARE PERFORMANCE OBJECTIVES:

Acquire knowledge of laws and rules regulating California Esthetics establishment practices, acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of skin care, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Esthetic services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, learn the procedures and terminology used in performing all Esthetic services, learn the application of daytime and evening make-up to include the application of false individual and strip eyelashes and learn the proper procedure of plain and electrical facials.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 40 full clinical services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends & family (50% OFF menu) when the public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to Ba, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are seating most of the day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Skin Care, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Esthetician Exam

The board shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in
proper form, paid the fee required by this chapter, and is qualified as follows:
(a) Is not less than 17 years of age.
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section 480.
(d) Has done any of the following:
(1) Completed 600 hours course in skin care from a school approved by the board.
(2) Practiced skin care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in skin care from a school, the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
(3) Completed the apprenticeship program in skin care specified in
Article 4 (commencing with Section 7332).

CAREER LEAD:

https://www.onetonline.org/find/quick?s=skin+care **LSOC Code:** 39-5094.00

Graduates of Victory Career College's skin care program can choose to work as an esthetician in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts.



CURRICULUM FOR NAIL CARE ONLINE 600 CLOCK HOURS:

The curriculum for the manicuring consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of manicuring and pedicuring, pursuant to Section 7316 of the Barbering & Cosmetology Act. Technical instruction means instruction given in person or online by demonstration, lecture, classroom participation or examination. Practical operation means actual performance by the student of a complete service on a person or mannequin. Rational for additional 200 hours: Victory Career College's Nail Care is two hundred (200) hours more than the minimum requirement of 400 hours set by BBC so that our graduates are Spa and Salon ready. In depth practice of advanced manicures and pedicure techniques as well as nail enhancements and art ensure that our graduates are market ready. Additionally, neighboring states (Nevada & Arizona) require 600 clock hours for manicurists.

Students cannot practice on a live model while on DE only practice on a mannequin).

Subject Nail Care Online 600 Clock Hours	*Minimum Required Technical Instruction Hours:*	*Minimum Practical Operations (NOT HOURS)*		Hybrid *Distance Education Hours*	
*Health and Safety (H&S) *Board of Barbering and Cosmetology (BBC) *State Board Requirements (SB Req.)	*Req*	*Req*	*On Campus*	*DE Theory*	*DE Practical on Doll Hands Only*
Disinfection and Sanitation	25	80	80	25	0
Water and Oil Manicures --hand and arm massage	25	40	40	25	0
Pedicures --foot and ankle massage	30	30	30	30	0
Acrylics: Liquid and Powder Brush On Nails	15	75	75	15	0
Nail Tips	10	60	60	10	0
Nail Wraps and Repairs	10	40	40	10	0
Nail Art	0	20	20	0	0
Gel	10	10	10	10	0
Electric Drill	5	0	0	5	0
H&S* Client Prep, work area pre/post	30	25	25	30	0
H&S* --Health and Safety, Hazardous Substances which includes chemicals and health establishments, material safety data sheets, job search, career prep, resume packet, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B	70	0	0	70	0
H&S* The Cosmetology Act and the BBC* Laws and Regulations, career preparation.	20	0	0	20	0
H&S* Cosmetology Chemistry related to manicuring practices, chemical compositions and purpose of nail care preparations (career)	20	0	0	10	0
H&S* Bacteriology, Anatomy, and Physiology	30	0	0	30	0
CLINIC: Student will complete forty (40) paid to school operations from the clinic floor with 40 services (public & 20 can come from friends & family) = Consultation + service + Pre/Post service sanitation			Yes completed		
Total Clock Hours	300			300	0
Total Practical Minimum Operations (These are not hours)		380	380		0
Total Clock Hours 600			300	300	

HYBRID DISTANCE EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course via Hybrid Distance Education. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book" and "Activity Report" which highlight and score how students are participating in the course and what sections they are clicking on and for how long. Theory clock hours are conducted using zoom video and instructor supervision. Participation must be documented within a log of all student activity comprising at a minimum of two forms of predictable and scheduled interaction between student and instructor. Once at start of class to explain the assignments and one at midpoint for a Q&A. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Management, communication skills that include professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities and preparing a resume, employment development, modeling, desk and reception care and other subjects relating to the manicuring field.

NAIL CARE PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California nail establishments, understand disinfection, sanitation & sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurists.

SKILLS TO BE DEVELOPED:

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders and diseases. Develop the knowledge of safety precautions in providing manicure, pedicure and artificial nail services.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 40 full clinical services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends & family (50% OFF menu) when the public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service. 75% of clinic services must be completed to graduate.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED: Be able to appreciate good workmanship common to nail care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are seating all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Nail Care, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Manicurist Exam

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form,
paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section 480.
(d) Has done any of the following:
(1) Completed 400 hours program in nail care from a school approved by the board.
2) Practiced nail care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
(3) Completed the apprenticeship program in nail care specified in
Article 4 (commencing with Section 7332).

CAREER LEAD:

https://www.onetonline.org/find/quick?s=nail+care **LSOC Code:** 39-5092.00

Graduates of Victory Career College's nail care program can choose to work as a nail technician in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts.



CURRICULUM FOR COSMETOLOGY ONLINE 1000 CLOCK HOURS

The curriculum for the cosmetology course consists of a thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.
Pursuant to B&P 7362.5 © the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas: (Technical instruction means instruction given in person or online by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. **Students cannot practice on a live model while on DE only practice on a mannequin).**

Subject Cosmetology Online 1000 Clock Hours	*Minimum Required Technical Instruction Hours:*	*Minimum Practical Operations (NOT HOURS)*		Hybrid *Distance Education Hours*	
Including 100 hours Health & Safety and 100 hours Sanitation & Disinfection in a 1000-hour program of CA State Board Licensure Requirement.	Req.	Req.	On Campus	DE Theory	DE Practical on Doll Head Only
Hairstylist Analysis & Shampooing /Wet Hairstylist Thermal Styling	50	100	100	50	0
Permanent Waving & Chemical Straightening/Texture Straightening	50	85	85	50	0
Hair Coloring and Bleaching	60	75	75	60	0
Haircutting	75	115	115	75	0
Electricity	5	0	0	5	0
Cosmetology Chemistry, Health &Safety	50	0	0	50	0
Communicable Diseases, HIV/Aids & Hepatitis B disease	25	0	0	25	0
Anatomy & Physiology	40	0	0	40	0
Disinfection/Sanitation/Bacteriology	30	80	80	30	0
Facial Make-up	15	30	30	15	0
Esthetics: Facials-Manual Cleansing, Masks, Scrubs	13	24	24	13	0
Facials-Chemical: Peel, Masks, Scrubs	11	23	23	11	0
Facials-Electrics: Modalities	11	23	23	11	0
Eyebrow Beautifications, Lash, Waxing	15	35	35	15	0
Manicuring/Pedicuring	10	20	20	10	0
Artificial Nails & Wraps: Liquid & Powder	10	25	25	10	0
Artificial Nail Tips; Wraps and Repairs	10	25	25	10	0
Online Portfolio, Resume, Workers right, Salon Management, Business Ethics; Inspection, work area set up, MSDS universal standards Law & Regulations from the CA Board of Barbering & Cosmetology website	20	0	0	20	0
CLINIC: Student will complete sixty (60) paid to school operations from the clinic floor with 60 services (public & 30 can come from friends & family) = Consultation + service + Pre/Post service sanitation			Yes completed		
Total Required Hours:	500			500	0
Total Practical Minimum Operations (These are not hours)		660	660		0
Total Clock Hours 1000			500	500	

HYBRID DISTANCE EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course via Hybrid Distance Education. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book" and "Activity Report" which highlight and score how students are participating in the course and what sections they are clicking on and for how long. Theory clock hours are conducted using zoom video and instructor supervision. Participation must be documented within a log of all student activity comprising at a minimum of two forms of predictable and scheduled interaction between student and instructor. Once at start of class to explain the assignments and one at midpoint for a Q&A. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to Cosmetology field. CLINIC: Student will complete sixty (60) paid to school operations from the clinic floor (public or friends & family) = Consultation + service + Pre/Post service sanitation. 75% of clinic services must be completed to graduate.

COSMETOLOGY PERFORMANCE OBJECTIVES:

Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of hair, skin, and nails. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory. Acquire business management techniques common to cosmetology.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 60 clinical full services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends and family when the public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to Ba, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Cosmetology, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Cosmetology Exam

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed 1000 hours program in cosmetology from a school approved by the board.

(2) Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.

(3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.

(4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.

(5) Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

CAREER LEAD: https://www.onetonline.org/find/quick?s=cosmetology LSOC code: 39-5012.00

Graduates of Victory Career College's cosmetology program can choose to work as a cosmetologist in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts.



CURRICULUM FOR NAIL CARE ONLINE 400 CLOCK HOURS

The curriculum for manicuring consists of four hundred (400) clock hours of technical instruction and practical operations covering all practices of manicuring and pedicuring, pursuant to Section 7316 of the Barbering & Cosmetology Act. Technical instruction means instruction given in person or online by demonstration, lecture, classroom participation or examination. Practical operation means actual performance by the student of a complete service on a person or mannequin.

Students cannot practice on a live model while on DE only practice on a mannequin).

Subject Nail Care Online 400	***Minimum on Campus Required Technical Instruction Hours:***	***Minimum on Campus Practical Operations (NOT HOURS)***		***Hybrid Distance Education Hours***	
*Health and Safety (H&S) *Board of Barbering and Cosmetology (BBC) *State Board Requirements (SB Req.)	***Req****	***Req***	***On Campus***	***Theory***	***Practical on doll hands only***
H&S *Disinfection and Sanitation	25	80	80	25	0
Water and Oil Manicures --hand and arm massage	5	20	20	5	0
Pedicures--foot and ankle massage	5	20	20	5	0
Acrylics: Liquid and Powder Brush On Nails	20	80	80	20	0
Nail Tips	5	10	10	5	0
Nail Wraps and Repairs	5	10	10	5	0
Nail Art	0	5	5	0	0
Gel	5	5	5	5	0
Electric Drill	5	0	0	5	0
H&S* Client Prep, work area pre/post	10	25	25	10	0
H&S* --Health and Safety, electricity, microbiology, Hazardous Substances which includes chemicals and health establishments, material safety data sheets, job search, career prep, resume packet, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B	40	0	0	40	0
H&S* The Cosmetology Act and the BBC* Laws and Regulations	20	0	0	20	0
H&S* Cosmetology Chemistry related to manicuring practices, chemistry compositions and purpose of nail care preparations	25	0	0	25	0
H&S* Bacteriology, Anatomy, and Physiology	30	0	0	30	0
CLINIC: Student will complete 20 (20) paid to school operations from the clinic floor with = Consultation + service + Pre/Post service sanitation			Yes complete		0
Total Clock Hours	200			200	
Total Practical Minimum Operations (These are not hours)		255	255		
Total Clock Hours 400			200	200	**0**

HYBRID DISTANCE EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course via Hybrid Distance Education. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book" and "Activity Report" which highlight and score how students are participating in the course and what sections they are clicking on and for how long. Theory clock hours are conducted using zoom video and instructor supervision. Participation must be documented within a log of all student activity comprising at a minimum of two forms of predictable and scheduled interaction between student and instructor. Once at start of class to explain the assignments and one at midpoint for a Q&A. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Management, communication skills that include professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities and preparing a resume, employment development, modeling, desk and reception care and other subjects relating to the manicuring field.

NAIL CARE PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California nail establishments, understand disinfection, sanitation & sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurists.

SKILLS TO BE DEVELOPED:

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders and diseases. Develop the knowledge of safety precautions in providing manicure, pedicure and artificial nail services.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 20 clinical full services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends & family (50% OFF menu) when the public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service. 75% of clinic services must be completed to graduate.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED: Be able to appreciate good workmanship common to nail care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are seating all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Nail Care, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Manicurist Exam

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed 400 hours program in nail care from a school approved by the board.

2) Practiced nail care, as defined in this chapter, outside of this state for a period equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332).

CAREER LEAD:

https://www.onetonline.org/find/quick?s=nail+care LSOC Code: 39-5092.00

Graduates of Victory Career College's nail care program can choose to work as a nail technician in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts.

CURRICULUM FOR BARBER CROSS-OVER COURSE FOR COSMETOLOGIST 200 CLOCK HOURS:

The curriculum for the crossover course consists of two hundred (200) clock hours minimum of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. An evaluation after the first fifteen (15) clock hours will be administered by the student instructor and one evaluation at the end of the 200 hours to evaluate state board exam readiness. More instructional hours might be necessary to pass the last evaluation at the hourly dollar cost of instruction as of time of enrollment. To qualify for the barber examination a cosmetologist or an individual that has completed the cosmetology course would need to complete a minimum of 200 hours as follows:

Subject	***Minimum Required Technical Instruction Hours***	***Minimum Required Practical Operations (NOT HOURS)***
200 hours of technical Instruction and Practical in Training in Shaving		
Shaving Preparation and Performance: The subject of Preparation and Performance shall include but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services massaging and clients face and rolling cream massages, resume packet.	100	40
Total Clock Hours	100	100

CAMPUS EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course via Hybrid Distance Education. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book" and "Activity Report" which highlight and score how students are participating in the course and what sections they are clicking on and for how long. Theory clock hours are conducted using zoom video and instructor supervision. Participation must be documented within a log of all student activity comprising at a minimum of two forms of predictable and scheduled interaction between student and instructor. Once at start of class to explain the assignments and one at midpoint for a Q&A. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to the Barbering field.

BARBER CROSS-OVER COURSE FOR COSMETOLOGIST PERFORMANCE OBJECTIVES: Acquire knowledge of laws and rules regulating California's Barbering establishment practices. Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases. Acquiring knowledge of general theory related to barbering including anatomy, physiology, chemistry, and theory. Acquire business management techniques common to barbering.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Barbering services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to Barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Barbering, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Barbering Exam

The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:
(1) Completed 1000 hours program in barbering from a school approved by the board.
(2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.

(3) Practiced barbering as defined in this chapter outside of this state for a period equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.

(5) Completed a cosmetology program in a school approved by the board and has completed a barber crossover course in a school approved by the board.

(6) Completed comparable military training as documented by
submission of Verification of Military Experience and Training (V-MET) records.

CAREER LEAD: https://www.onetonline.org/find/quick?s=cosmetology LSOC code: 39-5012.00

Graduates of Victory Career College's barber cross over for cosmetologist program can choose to work as a barber in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/ Barbershops/ Cruise Ships/ Health Clubs and Fitness Centers/ Hotels/ Spas and Resorts.

CURRICULUM FOR COSMETOLOGY CROSS-OVER COURSE FOR BARBER 300 CLOCK HOURS:

The curriculum for the cosmetology crossover course for barber consists of three hundred (300) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. An evaluation after the first fifteen (15) clock hours will be administered by the student's instructor and one evaluation at the end of the 200 hours to evaluate state board exam readiness.

More instructional hours might be necessary to pass the last evaluation at the hourly dollar cost of instruction as of time of enrollment. To qualify for the cosmetology examination a barber or an individual that has completed the barbering course would need to complete a minimum of 300 hours as follows:

Subject	*Minimum Required Technical Instruction Hours:*	*Minimum Required Practical Operations (NOT HOURS)*
200 Hours of Technical Instruction and Practical Training in Esthetics		
Manual, Electrical, and Chemical Facials: The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures: Manual Facials include cleansing, scientific manipulations, packs, and masks. Electrical Facials include the use of electrical modalities, dermal lights and electrical apparatus, for facials and skin care purposes; however, machines capable of producing and electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with Section 992 regarding skin peeling.	25	40
Eyebrow Beautification and Make-Up: The subject of Eyebrow Beautification shall include, but is not limited to, the following issues: eyebrow arching and hair removal, including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair. The subject of Makeup shall include, but is not limited to, the following issues: skin analysis, complete and corrective makeup, lash and brow tinting, and the application of false eyelashes.	25	30
100 Hours of Technical Instruction and Practical Training in Manicuring and Pedicuring		
Manicuring and Pedicuring: The subject of Manicuring and Pedicuring shall include, but are not limited to, the following issues: water and oil manicure, including nail analysis, hand/ foot and arm/ ankle massage, resume packet.	10	25
Artificial nails and wraps: artificial nails including acrylic: liquid and powered brush-on, artificial nail tips and nail wraps and repairs.	25	120 Nails
Total clock hours 300	**85 clock hours**	**215 clock hours**

CAMPUS EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course via Hybrid Distance Education. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book" and "Activity Report" which highlight and score how students are participating in the course and what sections they are clicking on and for how long. Theory clock hours are conducted using zoom video and instructor supervision. Participation must be documented within a log of all student activity comprising at a minimum of two forms of predictable and scheduled interaction between student and instructor. Once at start of class to explain the assignments and one at midpoint for a Q&A. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to Cosmetology field.

COSMETOLOGY CROSS-OVER COURSE FOR BARBER PERFORMANCE OBJECTIVES:

Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of hair, skin, and nails.
Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory.
Acquire business management techniques common to cosmetology.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 (“C”, 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Cosmetology, given her/ his professional resume to office, the tuition account is paid in full, s/ he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Cosmetology Exam:

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in
proper form, paid the fee required by this chapter, and is qualified as follows:
(a) Is not less than 17 years of age.
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section 480.
(d) Has done any of the following:
(1) Completed 1000 hours program in cosmetology from a school approved by the board.
(2) Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
(3) Holds a license as a barber in this state and has completed a cosmetology crossover course in a school approved by the board.
(4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.
(5) Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332).

CAREER LEAD: https://www.onetonline.org/find/quick?s=barbering LSOC code: 39-5011.00Graduates of Victory Career College’s cosmetology cross over course for barber program can choose to work as a cosmetologist in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/ Barbershops/ Cruise Ships/ Health Clubs and Fitness Centers/ Hotels/ Spas and Resorts.



CURRICULUM FOR THE TWO (2) MASSAGE THERAPY COURSES:

The curriculum for students enrolled in the two (2) massage therapy courses shall consist of 500 clock hours common core hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals. Victory Career College offers two programs: MASSAGE THERAPY 500 hours - MASSAGE THERAPY COURSE 720 hours - After 500 clock hours and all syllabus requirements are completed, is in good academic and financial standing, a student enrolled in any of the two (2) Massage Therapy programs will be eligible to take an approved state board examination which is voluntary. Additionally, if a student is enrolled in 720 clock-hours massage programs (MASSAGE THERAPY COURSE 720 hours), he/ she shall complete 220 clock hours more to complete their program.

CALIFORNIA CERTIFICATION:

The **CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC)** handles voluntary certification of massage therapists and will give the titles of CMT consistent throughout the state. This gives local jurisdictions the benefit of professional evaluation of training, education, experience, etc. CAMTC is a private nonprofit organization that provides voluntary certification to qualified individuals. Victory Career College does not issue "license" or “permit”. CAMTC voluntary certification is a preferable certification to those who choose not to apply (or who do not qualify) for certification are not prohibited from practicing in California, as it is, by law, a voluntary certification. However, most professional massage therapists want and use the CMT/ P title. A city may choose to use CAMTC certification as a prerequisite or replacement for a permit. Or cities may request a business permit instead. It varies from city to city. As of January 2015, to receive a CAMTC voluntary certification: One must complete a 500 clock hours MT program, and one must pass a CA State Approved Exam; both must be approved by CAMTC. Massage professionals are required to comply with any local massage regulations. However, most massage professionals will find that being able to operate with a single massage certification statewide is preferable. CAMTC certificate holders are required to prominently display their original certification at their place of work. CAMTC certificate holders are also required to have their CAMTC ID card in their possession while they are working and to produce it if requested. CAMTC certificate holders are protected from certain regulations that cities and counties may impose on other massage professionals. Government Code section 51034 generally identifies regulations that cities and counties may not impose on CAMTC certified massage professionals**.**

Note: the CA license examination MBLEX is on hiatus, and graduates will not need to take the exam until further notice.

CONTACT INFORMATION: CALIFORNIA MASSAGE THERAPY COUNCIL (CAMTC) Web
info@camtc.org

PERMIT REQUIREMENTS:

In order to practice the art of massage in an establishment, a permit/ business license may be required and must be secured by your local jurisdiction. Each state/city has certain requirements, and the fees vary. In case the CAMTC certification is authorized in lieu of a permit/ business license, one must follow the CAMTC's Law related to unfair business practices as related to massage:

(1) Pursuant to California Business and Professions Code section 4611, it is an unfair business practice for a person to do any of the following:

(a) To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner," or any other term, such as "licensed," "certified," "CMT," or "CMP," in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

(b) To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

Attendance and/ or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code Section 4600et. Seq.

The acceptance of massage therapist by mainstream organizations and society at large has created a multitude of opportunities for massage therapists with employment for renting a space to commission, from self-employed to employee status. Opportunities are available and growing for those individuals who complete formal training programs and pass a professionally recognized examination.

Graduates of Victory Career College's massage therapy, massage therapy course can choose to work in a variety of locations, including (but not limited to) Beauty and Hair Salons/ Movie Studios/ Photographer Studio/ Barbershops/ Cruise Ships/ Health Clubs and Fitness Centers/ Hotels/ Spas and Resort



CURRICULUM FOR MASSAGE THERAPY 500 HOURS:

The curriculum for students enrolled in massage therapy shall consist of 500 clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals.

Massage Therapy 500	
Theory Subject	**Minimum Required Hours:**
*Health Safety--sanitation & *Medication for massage & *HIV/AIDS	20
*Anatomy *Physiology 12 Systems	165
*Ethics, Laws and Regulations	10
*Scope of Practice	5
*Effects, Benefits, and Contraindications of Massage	10
*Business Practices	20
History of Massage in the USA & World	5
Swedish Therapeutic Massage	35
Deep Tissue and Myofascial	40
Spa History and Spa techs Reflexology	5
TCM/ Thai/ Shiatsu Tech and History	20
Energy Work Modalities/ Chakras	10
Trigger Points Neuromuscular	20
Seated Massage Corp Onsite Tech	20
Sports Massage PNF/ Stretch	20
Prenatal & Postnatal & Contraindication	15
Lymph Drainage	20
Biomechanics/ Safety of body worker	10
*Consultation & Documentation SOAP Charting	10
***CAMTC required subjects**	460 Theory Hours
Clinical Cases: Full Body + Consultations + SOAP charting	40
Required Hours	500

CAMPUS EDUCATION TECHNOLOGIES:

Victory Career College uses the portal from Cengage Milady to teach the theory portion of the course. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary. Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "Grade Book" and "Activity Access" which highlight how students are participating in the course and what sections they are clicking on. Practical clock hours are conducted using instructor demonstration, correction, and supervision.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Management, communication skills that include professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities and preparing a resume, employment development, modeling, desk and reception care and other subjects relating to the massage therapy field.

MASSAGE THERAPY COURSE PERFORMANCE OBJECTIVES:

Acquire knowledge of established practices, acquire the knowledge of sanitation, disinfection and medication as related to all phases of massage, acquire the knowledge of general theory related to massage including anatomy, physiology, theory and acquire business management techniques.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services, to determine any disorders and medication, learn the procedures and terminology used in performing all massage services, learn all basic massage techniques including Swedish, Deep Tissue, Sports, Thai and learn all proper procedures of massage. Learn all the draping techniques during the freshman 160 clock hours.

Students must demonstrate professional skills and complete:

30 clinical case hours for MT 500 + 20 minutes for SOAP/ documentation

SOAP documentation must be completed before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to massage therapy, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) and studied CA State approved examination "MBLEX" in class for Massage Therapy, given her/ his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

CAREER LEAD: https://www.onetonline.org/find/quick?s=massage+therapy LSOC code: 31-9011.00

Graduates of Victory Career College's massage therapy program can choose to work as a massage therapist in a variety of locations, including (but not limited to): Beauty and Hair Salons/ Movie Studios/ Photographer Studio/ Barbershops/ Cruise Ships/ Health Clubs and Fitness Centers/ Hotels/ Spas and Resorts.

CURRICULUM FOR MASSAGE THERAPY COURSE 720 HOURS:

The curriculum for students enrolled in massage therapy courses shall consist of 720 clock hours of technical instruction and practical operations in teaching the art of massage. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operations shall mean the actual performance by massage technician of all techniques and principals. Rational for 220 hours extra hours to the voluntary certification requirement:
Credibility, marketable skills throughout the States and added expertise; longer study time to prepare for the voluntary CA State Examination.

Massage Therapy Course 720	
Theory Subject	**Minimum Required Hours:**
*Health Safety - Sanitation & *Medication for massage & *HIV/ AIDS	20
*Anatomy & *Physiology 12 Systems	165
*Ethics, Laws and Regulations	10
*Scope of Practice	5
*Effects, Benefits, and Contraindications of Massage	10
*Business Practices	20
History of Massage in the USA & World	5
Swedish Therapeutic Massage	35
Deep Tissue and Myofascial	40
Spa History and Spa techs Reflexology	5
TCM/ Thai/ Shiatsu Tech and History	20
Energy Work Modalities/ Chakras	10
Trigger Points Neuromuscular	20
Seated Massage Corp Onsite Tech	20
Sports Massage PNF/ Stretch	20
Prenatal & Postnatal & Contraindication	15
Lymph Drainage	20
Biomechanics/ Safety of body worker	10
*Consultation & Documentation SOAP Charting	10
Special Populations - study elderly/ HIV-AIDS / Athletes / Prenatal -Pathology/ Muscles/ MBLEX Blended Learning Moodle	180
***CAMTC required subjects**	640 Theory Hours
Clinical Cases: Full Body + Consultations + SOAP charting	80
Required Hours	720

CAMPUS EDUCATION TECHNOLOGIES:

Victory Career College uses the portal from Cengage Milady to teach the theory portion of the course. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary. Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "Grade Book" and "Activity Access" which highlight how students are participating in the course and what sections they are clicking on. Practical clock hours are conducted using instructor demonstration, correction, and supervision.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Management, communication skills that include professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities and preparing a resume, employment development, modeling, desk and reception care and other subjects relating to the massage therapy field.

MASSAGE THERAPY COURSE PERFORMANCE OBJECTIVES:

Acquire knowledge of established practices, acquire the knowledge of sanitation, disinfection and medication as related to all phases of massage, acquire the knowledge of general theory related to massage including anatomy, physiology, theory and acquire business management techniques.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all services, acquire the knowledge of massage prior to all services, to determine any disorders and medication, learn the procedures and terminology used in performing all massage services, learn all basic massage techniques including Swedish, Deep Tissue, Sports, Thai and learn all proper procedures of massage. Learn all the draping techniques during the freshman 160 clock hours. Rational for 220 hours extra hours to the voluntary certification requirement: Credibility, marketable skills throughout the States and added expertise; longer study time to prepare for the voluntary CA State Examination.

Students must demonstrate professional skills and complete:
60 clinical case hours for MTC 720 + 20 minutes for SOAP/ documentation
SOAP documentation must be completed before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to massage therapy, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination. Rational for 220 hours extra hours to the licensure requirement: Credibility, movability throughout the States, expertise, possible employment with Doctor of Chiropractic Care, Rehabilitation and Physical Therapy Centers.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination, and studied CA State approved examination "MBLEX" in class for Massage Therapy, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

CAREER LEAD: https://www.onetonline.org/find/quick?s=massage+therapy LSOC code: 31-9011.00

Graduates of Victory Career College's massage therapy program can choose to work as a massage therapist in a variety of locations, including (but not limited to): Beauty and Hair Salons/ Movie Studios/ Photographer Studio/ Barbershops/ Cruise Ships/ Health Clubs and Fitness Centers/ Hotels/ Spas and Resorts.

GRADING SYSTEM:

All students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Students must maintain a **2.0 ("C", 70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the Institution. A Distance Education Assessment of student performance must be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. Practical Rubrics Assessment of terms components completed within the program at the institution (in person) is tested by a qualified instructor monthly.

ACADEMIC GRADING	PRACTICAL EVALUATIONS
100% - 90% = A = Excellent 4.0	**YES =Criteria MET**
89%- 80% = B =Above Average 3.0	**NO =Criteria NOT MET**
79% - 70% = C =Average 2.0	**I = Incomplete work pending a grade**
69% - 00% = Fail=Unsatisfactory 0.0	15% penalty on late testing/assignments

BACKGROUND CHECK:

The California Board of Barbering and Cosmetology applications for examination and the California Massage Therapy Council require 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 or to receive a massage certificate. Individuals who have been convicted of a crime can still apply. The Board will request documents relating to a conviction to be included in the application. These are reviewed and evaluated on a case-by-case basis.

It is the student's responsibility to determine if any past criminal conviction will prevent them from obtaining the required state license or any local license or permit for Massage Therapy. For more information about state license requirements please visit camtc.org The following website provides sex offenders information in our area https://www.ca.gov

ATTENDANCE STATUS:

NORMAL PROGRAM COMPLETION TIME*:

Full time: Any student scheduled to attend 24 hours or more per week is considered to be a full-time student. Part-time enrollment is defined as at least 16 but less than 24 hours per week. Less than 16 hours per week is less than part time. Half-time enrollment requires a minimum of 12 hours per week. Course schedules are based on weekly attendance:

COSMETOLOGY ONLINE 1000 Clock Hours:

FULL-TIME: 34 hrs. weekly = 30 weeks to complete the program in the normal time frame.
PART-TIME: 20 hrs. weekly = 50 weeks to complete the program in the normal time frame.

BARBERING ONLINE 1000 Clock Hours:

FULL-TIME: 34 hrs. weekly = 30 weeks to complete the program in the normal time frame.
PART-TIME: 20 hrs. weekly = 50 weeks to complete the program in the normal time frame.

NAIL CARE ONLINE 400 Clock Hours:

FULL-TIME: 34 hrs. weekly = 12 weeks to complete the program in the normal time frame.
PART-TIME: 20 hrs. weekly = 10 weeks to complete the program in the normal time frame.

HAIRSTYLIST, SKIN & NAIL CARE ONLINE 600 Clock Hours:

FULL-TIME: 34 hrs. weekly = 18 weeks to complete the program in the normal time frame.
PART-TIME: 20 hrs. weekly =30 weeks to complete the program in the normal time frame.

MASSAGE THERAPY COURSE 720 Clock Hours:

FULL-TIME: 24 hrs. weekly = 30 weeks to complete the program in the normal time frame.
PART-TIME: 20 hrs. weekly = 36 weeks to complete the program in a normal time frame.

MASSAGE THERAPY 500 Clock Hours:

FULL-TIME: 24 hrs. weekly = 20 weeks to complete the program in a normal time frame.
PART-TIME: 20 hrs. weekly = 25 weeks to complete the program in a normal time frame.

COSMETOLOGY CROSS-OVER COURSE FOR BARBER 300 Clock Hours:

FULL-TIME: 34 hrs. weekly = 8 weeks to complete the program in the normal time frame.
PART-TIME: 20 hrs. weekly = 15 weeks to complete the program in the normal time frame.

BARBER CROSS-OVER COURSE FOR COSMETOLOGIST 200 Clock Hours:

FULL-TIME: 34 hrs. weekly = 5 weeks to complete the program in the normal time frame.
PART-TIME: 20 hrs. weekly = 10 weeks to complete the program in the normal time frame.

FRESHMAN CLASS:

The freshman curriculum for each course that is governed by the Board of Barbering & Cosmetology and the Massage Council requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman class teaches the fundamentals that are the basis for clinic floor success. Clinic services may start after evaluation/ verbal approval from teacher. The hours spent in the freshman class are Massage Therapy – 160 hours, Cosmetology and Barbering- 100 hours, Hairstylist – 60 hours, Skin Care - 60 hours, Nail Care – 40 hours.
Victory Career College considers the freshman class to be the foundation for your future.

SCHEDULE CHANGE POLICY:

A student may change their class schedule one time during the whole program. The students can only change their schedule if they have more than 250 hours to complete. A change of class time schedule is approved upon seat availability and may not be granted. Students may have to go on a wait list for the desired schedule and continue contracted schedule until the seat is available in the new schedule. Only then will the student receive a new or same graduation date. One extra schedule change is allowed for medical or emergency reasons with official documentation as proof.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination (for Barbering, Cosmetology, Hairstylist, Skin Care and Nail Care) and studied CA State approved examination "MBLEX" in class for Massage Therapy, given her/ his professional resume to office, the tuition account is paid in full, s/ he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination. The administrative office requires a 48- hour time frame from hours completion date to delivery of an exit packet or any other document (i.e., EA, Surveys/ Transcripts/ POT).

ENGLISH AS A SECOND LANGUAGE:

This institution does not offer any English as a Second Language ("ESL") courses. LANGUAGE: This institution does offer class in English only. English Proficiency: Student must have the ability to speak and perform in English; We reserve the right to request the Test of English as a Foreign Language (TOEFL) "competent level" documentation.

CLASS SCHEDULES:

Victory Career College has open enrollment. Classes start when a student has completed all admission requirements and payment is processed. Your class schedule will be selected during your enrollment appointment. Online hybrid distance education classes are held on Monday/ Tuesday/ Wednesday/ Thursday 10 am to 4 pm and 5 pm to 10 pm (Crossover courses are 100% on campus with the same schedule). Massage classes are held Monday/ Tuesday/ Wednesday 8 am to 4:30 pm. The school reserves the right to change start dates, based on class enrollment, staff availability and other considerations.

MAKE-UP HOURS:

Any student seeking credit for clock hours outside the student's normal schedule must obtain prior approval from the Office or Director. The student is required to email their request to the Office. If approved, the student will receive a PASS. Students may be allowed to participate in make-up hours outside of the students' normal scheduled hours as set forth therein. An email "Pass" will be emailed to both instructor and student. As required under Victory Career College's general attendance policy, the student must clock in and out at the beginning and end of their attendance, as well as for any breaks taken if outside their scheduled break, on the date of the granted make-up hours. The emailed "Pass" will include the date of the make-up hours and time. Students may not accelerate, and special considerations are given to those below 70% attendance or at risk for Maximum Time Frame withdrawal or with extenuated family/ medical circumstances per Director's review. Grade/ missing assignment or operation points are necessary to demonstrate that students are making up hours with supervised instruction for the time accrued outside the student's scheduled hours.VC College reserves the right to deny or grant a request. Victory Career College reserves the right to not credit the hours if the work was not completed to the satisfaction of the instructor. Hybrid distance education may not exceed 50% of a program; if a medical pass is given student must make-up those missed campus hours on campus. A Make-up Hours Pass for seniors is the most common pass approved if the financial status is up to date.

ORIENTATION CLASS:

Orientation class is held any day prior to the first class. All new students, transfers and re-enrollment students are required to attend Orientation prior to his/ her first class.

LUNCH AND BREAK POLICY:

Lunch breaks are not counted in clock hours. There is a mandatory 60-minute lunch break from 12:00 pm to 1 pm during the CA Board of barbering and cosmetology programs and 30-minute lunch break for the 100% on campus massage therapy programs. A thirty-minute (30) lunch break must be taken when a student (any program) attends a six (6) hour class day or more. If attending less than a 6-hour class day a lunch break (30 minutes) may be taken and a half hour must be deducted from your daily total, and you must clock out if your break will be longer than the designated allowed break time (60 min-or-30 min)

STATEMENT OF NON-DISCRIMINATION:

Victory Career College Institution policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ethnic origin, antisemitic, ancestry, sex (including pregnancy, childbirth, or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law. Additionally, in accordance with Title IX of the Education Amendments of 1972, Victory Career College discrimination based on sex, which include sexual harassment & sexual violence, & Victory Career College has jurisdiction over Title IX complaints.

DISABLED STUDENTS:

Access for disabled students to the institution's facilities is available. This institution does offer programs for the disabled depending on the physical abilities of the potential student. VC College follows the requirements established by the Americans with Disabilities Act. VC College does not discriminate against qualified individuals with disabilities. We provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee. Submission of an accommodations request does not guarantee that accommodation will be made. VC College reviews each request and official professional recommendations to determine if the accommodation is reasonable and appropriate to the testing and learning environment. Testing accommodation that would fundamentally alter the The nature of the examination will not be granted. Applicants must request disability accommodation reviews and approval prior to the enrollment agreement or as soon as the disability starts. VC College can authorize to use temporary disability accommodation without a professional recommendation for no longer than five school days and with an Authorization to Disability Form signed by the student and school officer authorizing it. Mental health or Covid-19-related disability will be individually assessed as the same as any other disability.

HEALTH AND PHYSICAL CONSIDERATIONS:

Generally, a professional in the barbering, cosmetology, or massage field must be in good physical health since s/he will work in direct contact with customers. This related field of study requires a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/ her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students and their physicians (and parents/ guardians if a dependent) believe that they can fulfill the training demands. This institution allows for temporary disability (i.e., Migraine) accommodation for 5 scheduled days then a physician letter needs to be presented to the office for further recommendation.

PARKING POLICY:

Day class parking: Parking is allowed on the side of the building and an adjacent street, and on the back of the building if the sides are full (Please leave the parking center free for the gym tenants). Students must then walk to the front of the building. Evening class parking: Parking is allowed in the front near the QR code. Students must park their cars front-in only to protect the grass growth. Once clocked in the student cannot be in a moving vehicle.

APPLICATION FOR LICENSING REQUIREMENTS POLICY:

Pre-application for Examination is no longer accepted by the California Board of Barbering and Cosmetology. A massage therapy student will receive a transcript, and this institution will send it directly to the council (CAMTC). An appointment for exiting the program must be made by a student not sooner than 48 business clock hours after last day of attendance to receive proof of training (P.O.T). Students may apply to the board for a licensing examination after the program's completion and send a signed and sealed proof of training to the board.

Information Regarding our program examinations for Californian Licensure:

Effective January 1, 2022, the practical exam is no longer required for all license types. Candidates only need to pass the written exam to become licensed with a rate of 75% (Only 70% for Barber). Once an examination application is approved by the Board, a PSI handbook will be sent to the candidate. The candidate will schedule the written exam at a time and PSI location of their choice.

The exam is available in English, Korean, Spanish, and Vietnamese. Please note: the exam is translated into the most universal or neutral version of each language to be acceptable to the widest possible audience. If a candidate cannot read, speak, or write in English at a 10th grade-level and the examination is not available in their native language, the candidate may request approval to use an interpreter for one or both parts of the examination. Please refer to Interpreter or Interpreter/Model instructions at: https://www.barbercosmo.ca.gov/forms_pubs/forms/interpreter.pdf

The number of questions and time allowed for the examinations vary by license type:

- Barber: 85 questions scored, 10 pre-test, 120 minutes to complete (70% Pass)
- Cosmetologist: 100 questions scored 10 pre-test, 120 minutes to complete (73% Pass as of 1/19/24)
- Hairstylist: 50 questions scored, 10 pre-tests, 90 minutes to complete (75% Pass)
- Esthetician: 75 questions scored, 10 pre-test, 90 minutes to complete (75% Pass)
- Manicurist: 60 questions scored, 10 pre-test, 90 minutes to complete (75% Pass)

CAMTC and Federal Massage Therapy Board:

- Massage Therapist does not have to pass MBLEX in California.

Note: the CA license examination MBLEX is on hiatus, and graduates will not need to take the exam until further notice.

SCHEDULE OF TUITION CHARGES & FEES

Classes Are Held at
455 E. Carson Plaza Drive, Suite C
Carson, CA 90746
(310) 808-9194

The charges for a period of attendance and the total charges are the same.

PROGRAMS		***Schedule of Tuition Charges & Fees***									
*HDE	Course Name	Hours	Tuition	STRF Fee	Book/ CIMA Access Code	Chromebook	Supplies Kit(s)	Taxes *(Non-Ref)*	App. Fee *(Non-Ref)*	Total Charges	#Wks. (Approx)
Y	*Cosmetology Online	1000	$17,000	$0.00	$450.00	$399.95	$1,608.00	$270.37	$100	$19,828.32	30-50
Y	*Skin Care Online	600	$12,600	$0.00	$450.00	$399.95	$1,470.00	$255.19	$100	$15,275.14	18-30
Y	*Hairstylist Online	600	$12,000	$0.00	$450.00	$399.95	$1,330.00	$239.79	$100	$14,519.74	30
N	Massage Therapy Course	720	$10,800	$0.00	$555.00	$399.95	$273.00	$135.07	$100	$12,263.02	30
Y	*Nail Care Online	600	$9,600	$0.00	$450.00	$399.95	$930.00	$195.79	$100	$11,675.74	30
N	Massage Therapy (I.20 Visa M.1)	500	$7,500	$0.00	$555.00	$399.95	$256.00	$133.20	$100	$8,944.15	21
Y	*Nail Care Online	400	$4,800	$0.00	$450.00	$399.95	$555.00	$154.54	$100	$6,459.49	20
N	Cosmetology cross-over course for Barber	300	$5,700	$0.00	$450.00	$399.95	$1,230.13	$228.81	$100	$8,108.89	15
N	Barber cross-over course for Cosmetologist	200	$3,600	$0.00	$450.00	$399.95	$1,230.13	$222.76	$100	$6,002.84	10

Prices as of 10/01/2026

Sales Tax of 11.00%

The option to "Opt. Out" from purchasing a Chromebook is available ($443.94 taxes included)

The payment method for the non-refundable Application fee ($100) and transfer fee ($150) is cash ONLY.

The following three documents are required for enrollment:

- High school diploma or equivalency (verification)
- Valid government issued ID
- Social Security Card or Individual Tax Identification Number (I-TIN)

Part Time Schedule: 20 hrs. weekly DAY or EVE (Monday-Tuesday-Wednesday-Thursday)

- Day Class: 10:00 AM to 4:00 PM (minus lunch 60 mins)
- Eve Class: 5:00 PM to 10:00 PM

Full Time Schedule: 24 hrs. weekly is available for massage therapy programs only

- MT classes: 8:00 AM to 4:30 PM (minus lunch 30 minutes)

Complete your FAFSA
Website: www.studentaid.gov
School Code: 042733

Catalog is located the following link: https://victorycareercollege.edu/consumer-information/

CHROMEBOOK/ KIT(S)/CENGAGE CODE/ BOOK(S):

An instructor's favorite list of low-cost items (equal or less than $40 out-of-pocket expense) may be requested per instructor's discretion. Students are expected to maintain the kit(s) by adding and replacing damaged, lost or broken articles. The college is not responsible for a student's equipment and personal belongings, either damaged, lost or stolen. Victory Career College reserves the right to change the Code/ book(s)/ kit(s)/ tuition/ Chromebook and/ or fees without notice. Any change will not affect enrolled students. It is mandatory to bring charged electronics/book(s)/kit(s) in for each class. "OPT-OUT" ITEMS: Chromebook or laptop may be purchased separately. If Chromebook or Laptop is purchased separately it must have Wi-Fi capability, and with audio and video capabilities for video telecommunication.

METHODS OF PAYMENT:

Student and Sponsor (if applicable) agree to pay the institution the tuition and fees for the program selected according to the approved payment plan stated below. Victory Career College (VC College) may, at its option and without notice, prevent a student from attending class until any applicable unpaid balance of payments are satisfied. If a student exceeds the time frame (143% of the program length) an extra instruction charge will be assessed for the balance of the hours required for the completion of the program. The enrollment contract will reflect the hours to complete and rate per week as follows: $300.00 per week. Victory Career College (VC College) will prepare one set of Original Transcripts upon completion and/or withdrawal from the program at no charge. There is a charge of $150.00 (cash & non-refundable) to review and possibly transfer hours within this institution or another. The institution charges at least a $25.00 transcript fee for Original Transcript requests: Shipping cost may apply. Institutional fees may apply and are not covered with Title IV funds. Extra set of original transcripts $25; VC College does charge a fee of $150.00 (cash non-refundable) to transfer programs within the institution or from another institution; extra instructional charges rate of $300/week for all programs; late fee of $25 is assessed if payment is received after 72 hours (3 days) of due date and late fee of $25 applies every calendar 30 days that payment is still due; bad checks will incur a fee of $50. Dermalogica and Tammy Taylor kits are institutional and cannot be purchased outside of this institution. Students may not miss two consecutive months of payment and will be suspended, up to terminated at the end of the second month if no financial arrangement has been made. Bad checks will incur a fee of $50.

All records for students are stored for six (6) years; student transcripts for all students, who graduated or not, are to be kept indefinitely. The institution charges an application fee of $100.00 (cash non-refundable). However, checks are not accepted for the application fee. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the institution before the student is accepted for re-enrollment.

The methods of payment include full payment at time of signing the Enrollment Agreement, application fee paid at time of signing agreement with balance paid prior or on start date or through an approved payment plan as stated here in. Payments may be made by cash*, check, money order, credit card (processing fees may apply) or through non-federal agencies or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest less the amount of any refund. The entire educational expense is included in planning the student's ability to meet those expenses. RE-ADMISSION POLICY: The institution does not allow re-entry; the student can appeal to re-enter. All students who withdrew may re-enter into the program without the loss of clock hours provided it is within five (5) years from the date of withdrawal. The tuition rates current at the time of re-admission will apply to the balance of training hours needed for students who re-enroll more than 180 consecutive calendar days after the formal withdrawal date unless mitigating circumstances apply.

STATE GRANTS AND AGENCY SPONSORSHIPS

Victory Career College participates in state financial aid programs, in addition to the federal financial aid. The school may accept payments from state funded educational assistance programs and workforce development agencies for eligible students. These programs may include vocational rehabilitation, workforce development, and other state-sponsored educational assistance programs. Funding availability, eligibility criteria, and award amounts are subject to the requirements of the sponsoring agency and applicable state regulations.

Hybrid Distance Education And On Campus Attendance And Participation Policy

The quality of education provided via Hybrid Distance Education (HDE) and on campus within our programs is measured through a variety of methods to ensure the content is effectively delivered to our students in a manner that is congruent with the mission of this institution and this institution's educational objectives through:

- Assessments of student competence upon completion of Hybrid Distance Education curriculum. Upon completion of all curriculum requirements, the student must pass a comprehensive Academic and Practical final exam (which shall be administered on campus) to include any applicable competencies required by the State licensure agency prior to graduation from the program. Both tests must be passed at 75%.
- Student assessments (written exams, quizzes, projects, etc.) during the delivery of Hybrid Distance Education curriculum; Student surveys.
- Instructor Self-Assessments; and
- Comparative analysis of student academic performance through components of program curriculum delivered via Distance Education, as opposed to on campus.
- Student must maintain a GPA of 2.0 ("C", 70%) or better and maintain a 70% attendance.

Victory Career College believes that all students have a right to a safe and healthy college environment. We have an obligation to promote mutual respect, tolerance, and acceptance. Cyberbullying will not be tolerated.

QR Code Attendance Policy

Students must use the FAME Student App to scan the designated QR code at the start and end of each on-campus or online class. On-campus students may clock in only after parking and entering Suite C; clocking in while driving is prohibited. Online students must scan the QR code and the four digits code displayed on the Zoom screen and actively participate by completing and submitting required assignments before class ends. Real-time online attendance is tracked through activity in the learning portals and video classroom; inactivity will automatically clock the student out. Students must use their own smartphone to clock in/out, and scanning for another student is prohibited.

HYBRID DISTANCE EDUCATION (HDE) POLICY

1. The hybrid distance education program offered at this institution is taught online not to exceed 50% of the program. This institution reserves the right to require a student's attendance (immediately if student reached 50% online hours) to be held on campus even if the student's schedule is to be online on said date(s). This institution will give at least seven (7) days' notice prior to any change such as field trips or speaker event. Additionally, an emergency may force us to teach a class online instead of a campus class.
2. Participation must be documented within a log of all student activity comprising at a minimum of two forms of synchronous and scheduled interaction between student and instructor. Once at the start of class to explain the assignments and one at midpoint for a Q&A. Assignments must be attempted, completed and posted before end of each online class
   Distance education, either Synchronous or Asynchronous, must be validated by substantive interaction on a regular interactive basis between students and instructors.
   a. Substantive interaction for distance education learning activities is engaging students in teaching, learning, and assessment and must include two (2) of the following at a minimum:
      i. Providing direct instruction
      ii. Assessing or providing feedback on student's distance education coursework
      iii. Providing information or responding to questions about the content of distance education coursework
      iv. Facilitating a group discussion regarding the content of distance education coursework
   b. Regular interaction on distance education learning activities between students and an instructor must include the following:
      i. Providing the opportunity for substantive interactions with the student on a scheduled basis
      ii. Monitoring the student's academic engagement and ensuring the instructor is responsible for substantive interaction
   c. Distance Education delivered asynchronously must be validated to measure actual student "seat time" for clock hour programs are monitored with the student's IP address, CIMA activity post and zoom video on during class.
3. Each clock hour of instruction must be supervised by qualified institutional personnel, and each student must be engaged in at least 50 minutes for each hour that is recorded as a clock hour attended by the student. Such hours awarded must be based on data or the instructor's own knowledge. The teacher will not log hours when student is not in class at check times.
4. All transcripts or other documents, official or unofficial listing academic attainment received must identify the hybrid distance education component.
5. Prior to enrollment, students are provided with a disclaimer that academic achievement earned via hybrid distance education may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be found in the student file.

6. This institution maintains a progress report with records of the dates on which theory and practical assignments were received, and grades were given to each student.
7. This institution ensures that the educational program offered through hybrid distance education is appropriate for delivery through HDE methods. A comparative analysis between on campus education and via HDE is kept up and reviewed annually.
8. Student Surveys: Students are surveyed for their online and on campus evaluation experiences at least once during their course. Instructors are given self-assessment to complete annually.
9. Student assessments: Victory Career College assesses each student, prior to admission, to determine whether each student has the skills and competencies to succeed in a hybrid distance education environment. This institution provides students with self-assessment and a disclaimer regarding HDE and its requirements.
10. Victory Career College ensures that the materials and programs are current, well organized, designed by trained faculty competent in hybrid distance education techniques and delivered using readily available, reliable technology. This institution uses the learning management system from Cengage portal online to log in activity in the courses which validate measurable participation. Students engage in asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.
11. Victory Career College maintains clear standards for satisfactory academic progress (SAP).
12. The institution evaluates the student qualitative academic performance for each previous month completed online within the program at the institution (in person and on campus) by a qualified instructor. There is a 15% penalty on late testing/ assignments.
13. *A Distance Education Assessment of student performance must be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month.*
14. Victory Career College employs enough faculty to ensure that (A) the institution's response to, or evaluation of, each student lesson is returned to the student within 10 days after the lesson is received by the institution; and (B) the institution's response to, or evaluation of, each student project's grade is returned to the student within 10 days.
15. This institution offers hybrid distance education classes in real time. First access to Cengage and any materials are given to students within two weeks of start. The first day consists of attending the class's welcome and ground rules orientation from instructors and classmates. Chapter 1 for each program is given online to read and chapter 1 activity as a first day academic engagement.
16. HDE Class Participation Rule:

Logging in to hybrid distance education tools is not enough; the institution monitors students' measurable engagement throughout the scheduled class hours. Students must clock in and out online on CIMA and Zoom, then follow the prompts of the daily assignment posted. Additionally, **students must check in with a full portrait-size picture on live camera with the instructor throughout the class in real time the compliance office may audit the HDE class at any time.** This is called academic engagement and includes, but is not limited to, attending a synchronous class, lecture, activity, submitting an academic assignment in CIMA before class ends, taking an examination, or participating in a group activity. Students must complete a set number of course activities on CIMA. To get full credit and clock hours, students will receive the instructor's daily assignment via CIMA or ZOOM and must understand what constitutes an adequate post of learner's activities to be posted in CIMA and how to work within our Learning Management Systems. Students who do not understand an assignment must contact the instructor right away and not wait until the end of class. Instructors require timely completion or an attempt at completion of assignments because the class is taught in real time. The student may be clocked-out or suspended who do not complete the required class contact with their instructor using online tools when prompted. Late work acceptance is exceptional and only at the instructor's discretion. New students must complete the required orientation with the instructor and complete Chapter 1 activity by the end of the day published as the start date of the class. What is NOT included: counseling, advisement, meals, breaks, logging in without any assignments attempted.

17. Definition: A clock hour in a hybrid distance education is 50 minutes in a 60-minute period of attendance in a synchronous or asynchronous class online not to exceed 50% of a program. An asynchronous learning activity involves academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in an activity. The HDE clock hour does not meet the requirements of this definition if it does not meet all accrediting and state requirements or if it exceeds an agency or CA State restrictions on the number of clock hours in a program that may be offered through hybrid distance education.

We define the two types of distance education as follows:

- Synchronous: The instructor(s) and student utilize technology whereby the instructor monitors and directly interacts with students during scheduled class time, taking attendance and engaging with all students.
- Asynchronous: A learning activity involving academic engagement in which the student interacts with technology that can monitor and document the amount of time that the student participates in the activity. In an asynchronous environment, a school utilizes technology that monitors not only when a student logs in but captures all activity within an academic portal demonstrating everything a student does within a specific time frame.

18. Students are responsible for keeping and maintaining the security of their login and password information in our Learning Management Systems; users are responsible for any use and account activity. Students Identification Verification is with a current profile photo and camera must stay ON during online class. Students may not study together during DE class to respect our education integrity and privacy. VC College does not charge a fee for student identity verification. Students would be notified of any changes before enrollment.
19. Required Electronics Policy: A student must have a CHARGED Chromebook or laptop to each class; must be WIFI capable. Victory Career College does provide electronics to take home if purchased. Students must have access to the Internet/ WIFI at home. The CENGAGE platform is used for theory class and homework. CIMA access is given during orientation, prior or on the first day of class. First, access to CENGAGE and any materials are given to students within two weeks of start. Students may tour CENGAGE Webinars before enrolling https://www.milady.com/cima-help-student
20. Cyberbullying: VC College will not tolerate behavior that infringes on the physical or mental safety of any student/ faculty/ staff. Students should not intimidate, harass, or bully another person through words or actions. Such behavior may include direct or indirect physical contact, verbal assaults, such as teasing or name-calling, and social isolation or manipulation.
21. All other policies are in the institution's catalog and apply also to students enrolled in HDE. Per National Accrediting Commission of Career Arts and Sciences-Policy VI.02 Per Board of Postsecondary Private Education-Law & Regs #71715 Authority cited: Sections 94803, 94885 and 94887, Education Code. Reference: Sections 94834 and 94885, Education Code and Us Dept of Education Under 34 CFR.668.22 updated as of July 1, 2021.

REQUIRED ELECTRONICS POLICY:

Required Electronics Policy: A student must bring his/her CHARGED Chromebook, laptop, to each class; must be WIFI and camera and microphone capable. Victory Career College provides the option to buy electronics to take home. Students must have access to the Internet/ WIFI at home. Milady Cengage platform is used for theory class and homework. Students must tour Cengage Webinars before enrolling. First, access to CENGAGE and any materials are given to students within two weeks of the start. https://www.milady.com/cima-help-student

Emergency Situations: Smartphone use only permitted with prior authorization by office.

STUDENT TUITION RECOVERY FUND(STRF):

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog: "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. STRF is nonrefundable after cancellation date. 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." (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its school catalog:

"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 at 1747 N. Market Blvd. Ste225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov toll-free telephone number (888)370-7589, (916)574-8900 or by fax (916)263-1897. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

"**Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.**

GROUNDS FOR TERMINATION:

May terminate or suspend education for one or more days a student's enrollment for non-compliance with General Policies, our enrollment agreement, or State laws and regulations, improper conduct or any action which causes or could cause bodily harm or emotional harm to a client, a student, owner and employees, willful destruction of institution property, and theft or illegal act. Any student absent on more than 14 consecutive calendar days without approval will be terminated on the 14th day. **All Institution fees and charges must be paid in full before graduation.**

Extra Instruction Charges:

Students are expected to complete their training within the maximum timeframe allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be assessed for the balance of the hours required for the completion of a program. The new enrollment contract will reflect the hours to complete and rate per week as follows: $300.00 per week for all programs.

This institution does not allow late final mocks submission of graduation requirements. If instruction time is needed to complete final mock examinations after student has reached hourly completion of the program, the enrollment contract will reflect the hours to complete graduation requirements and rate per week as follows: $300.00 per week for all programs.

Approved Field trips/ Guest Speakers/ Wholesalers:

Campus activities are encouraged to maintain a current look at the industry, promote skills' growth and presents new trends to the class. Although it is not mandatory, the student will not receive credit for clock hours missed during Institution event. All types of businesses present entrepreneurship, customer services, handling customer issues, and how to develop a loyal clientele, and are relevant for all programs' professional development.

Academic Transcript and Proof of Training:

Victory Career College will prepare one set of Original Official Transcript/ Proof of Training* (POT) upon completion and/ or withdrawal from the program at no charge; however, the CAMTC Proof of Training or the Board of Barbering and Cosmetology Proof of Training will not be released until ALL fees and charges are paid in full and an exit packet is completed at the office. POTs can be sent directly to the State board or given to students. The Institution will charge a $25.00 fee for any additional Official Transcript/Proof of Training requests (i.e., For work, state exam etc.) Shipping cost may apply.

SCHOLARSHIPS:

Victory Career College does award institutional scholarships redeemable at completion of course, or in the form of a voucher redeemable at application which expires and must be presented valid at the enrollment date. The vouchers are for Non-Degree/ Certificate seeking programs, they have no cash value and are non-refundable.

A voucher may be available for its alumni and its employees/ partners/ independent contractors. All institutional vouchers and scholarships are annulled in case of non-completion or partial purchase of the course. A financial aid package in conjunction with other third-party payments/funding will be awarded up to the Cost of Attendance (COA). We accept other forms of third-party payments. We allow for financial student aid to be packaged with other third-party vouchers as long as the documents are an official authorized check made payable to Victory Career College; in case of a termination or a cancellation, the pro-rata refund of voucher/ scholarship is sent to the third party.

2026 CALENDAR/ HOLIDAYS:

The college is closed on Saturday, Sundays, and the following holidays: New Year (January 1st- January 4nd) Martin Luther King Jr. Day (January 19th), President's Day (February 16th), Cesar Chavez Day (March 31st) Spring Break (April 3rd - April 6th), Memorial Day Holiday (May 25th), Juneteenth (June 19th) Independence Day Break (July 3rd), Labor Day (September 7th), Indigenous Day (October 12th), Veteran's Day (November 11th), Thanksgiving Break (November 26th- November 29th), End of Year/ New Year's Break (December 22nd – January 4, 2027). Back to school on January 4th, 2027. All Holy Days of all religious beliefs are respected and allowed and any Holiday Day "emergency" with prior notice given to students.

Constitution Day and Citizenship Day:

VC College holds a 2-hour class for the student body on Constitution Day and Citizenship Day, this is a combined annual event observed in the United States on September 17. This event commemorated the formation and signing of the Constitution of the United States on September 17, 1787. It also recognizes all who, by coming of age or by naturalization, have become US citizens. When Constitution Day falls on a weekend or another holiday, VC College will hold the event during the preceding or following week.

STUDENT SERVICES

CAREER COUNSELING AND PERSONAL ATTENTION:

Students are counseled individually, as often as necessary, to review progress. Students may request additional counseling sessions at any time. Students are given personal attention and assistance at every stage of the training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's work and remedial assignments are made when required. Particular attention is given to preparation for the licensing examinations. Successful High-End Spa and Salon Owners (and stylists) are scheduled regularly to give demonstrations and to discuss career goals with the students. This activity supplements the counseling carried out by the instructors and supervisors.

HOUSING:

Victory Career College is not responsible for housing. Our college does not offer any type of housing or housing assistance. Our college does not offer any type of housing. VC College does not have any dormitory facilities under its control but may assist with information pertaining to local temporary housing. In the City of Carson, CA the cost of rent for a one (1) bedroom apartment is $2,385 per/month.

JOB PLACEMENT:

Job placement assistance is provided to graduates at no additional charge. Upon graduation, a student's name is recorded, and the process of follow-up begins. When a student takes a licensing examination, it is recorded as a pass or fail. Students are encouraged to return for employment assistance by reviewing the listings of businesses seeking employees. Students may be sent to interviews and assisted with additional placement referrals. VC College assists students in placements as often as needed; however, the Institution does not guarantee employment for any student.

EXTERNSHIP:

The college does not allow externships.

DRUG ABUSE PREVENTION PROGRAM:

The following Drug-Free Workplace Policy is to notify all employees and students that pursuant to the Federal Drug-Free Workplace Act of 1988 (Public Law 101-690) and California Drug-Free Workplace Act of 1990, Victory Career College prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace, on Institution property, or as part of any Institution activity. Victory career College similarly prohibits the unlawful use, possession, and distribution of alcohol in the workplace, on Institution property, or as part of any Institution activity, as well as any other unlawful conduct involving alcohol.

LA County Mental Health – (310) 533-6600 21081 Western Ave Torrance CA 90501
Twin Town Treatment Centers - Torrance 3440 Torrance Blvd Ste. 104, Torrance, CA 90503 (310) 787-1335

VOTER REGISTRATION:

We encourage all eligible students to be registered and to vote. For information about how and where to register please contact: www.sos.ca.gov/elections or you can call **(800) 345-8683.**

LIBRARY RESOURCES:

VC College provides a selection of educational materials and 1 desk computer & 1 laptop- Students may sign out and borrow two items at a time for a period of up to seven days, with extended borrowing periods (renewals) at the discretion of the staff. A fee of $100 will be assessed for non-returned/ lost items. Hours: 8:00 am – 4:00 pm and 5:00 pm - 6:00 pm (Student ID required) No food or beverages are allowed in this area. Mobil phones must be on silent mode. Students who fail to comply with these policies will be asked to leave the library. Computers in the library and lecture hall are for academic use only.

DISCLOSURE OF EDUCATION RECORDS:

- Students and parent/ guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review his/ her file to the Institution director. The student will be granted supervised access to his/ her records within five business days of the request.
- Any third-party request for information will require written authorization from the student or parent/ guardian of a dependent minor. VC College requires a release form to be completed for each third-party request of information.
- VC College provides access to student records without written consent to the United States Department of Education, the State Licensing Agencies (BPPE, CAMTC, BBC), and accreditation agency (NACCAS) or any other Institution official. The institution maintains a record of all release forms and requests for information.

METHODS OF DISCLOSURE:

- VC College annually distributes to all enrolled students a notice of availability of the information that is required to be made available to students under the Family Education Rights and Privacy Act of 1974. Required information includes an annual security report and fire safety report. A notice will be distributed via email by October 1st each year. A hard copy of the information can be obtained by request at the Director's Office.

INFORMATION SECURITY PROGRAM:

In accordance with the Gramm-Leach-Bliley Act; section 501, an institution must follow standards for protecting the security and confidentiality of consumer non-public personal information. Student files are stored in a locked, fireproof cabinet. Student information is kept on file for a six (6) year time period.

For more information regarding the standard for information security, reference the following resources:

- FTC regulations: 16 CFR 313.3(n) and 16 CFR 314.1-5
- Gramm-Leach-Bliley Act: Sections 501 and 505(b)(2)
  - U.S. Code: 15 USC 6801(b), 6805(b)(2)

MISREPRESENTATION:

Victory Career College has procedures to ensure that it does not mispresent the nature of its educational programs, including the programs, graduation rates, placement rates or financials. Refer to the following links for more information:

- Nature of Education Program34 CFR 668.72
- Nature of financial charges 34 CFR 668.73
- Employability of graduates 34 CFR 668.74

GRIEVANCE PROCEDURE:

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to your instructor.
3. If you are unable to deliver the form to the instructor, you may deliver or mail it to the Director:

   Ms. Karine Fougoux Victory Career College 455 E. Carson Plaza Drive, Suite C Carson, CA 90746
4. All grievances regardless of their nature will be turned over to the Director and reviewed.
5. The Director will evaluate the grievance and set up an appointment with the person within 5 days from receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Ste225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798-0818 www.bppe.ca.gov, toll-free telephone number (888)370-7589, (916)574- 8900 or by fax (916)263-1897. All complaints involving a student will be referred to the campus's Title IX Coordinator. The Title IX Coordinator is listed below and has the responsibility of overseeing all Title IX complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

The Grievant/ Complainant may use the Title IX Grievance Form, but it is not required to file a Title IX discrimination complaint.

Title IX Coordinator: **Last Training Certificate:** 01/13/2026 **David Mokhtarian** david@victorycareercollege.edu	**Institution Owner:** (for complaints involving employees) **Karine Fougoux** karine@victorycareercollege.edu

Victory Career College ensures that its employee(s) designated to serve as Title IX Coordinator(s) have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how Victory Career College grievance procedures operate. Because complaints can also be filed with the Institution Owner, these employees also receive training on Victory Career College grievance procedure.

THE OFFICE OF STUDENT ASSISTANCE AND RELIEF

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

Satisfactory Academic Progress is the qualitative (grade point average) and quantitative (attendance) measure of a student's progress toward completing a program of study. Hours are calculated rounded up to the nearest whole number when less than 10 minutes (break). Grades are rounded up or down based on the decimal percentage. Students must meet formal standards that measure their satisfactory progress toward graduation as well as pace of course completion within the specified time frame. The policy is consistently applied to all students enrolled in a NACCAS-approved program and scheduled for a particular category of attendance (part-time/full-time). The SAP policy complies with the guidelines established by the Institution's accrediting/ state agencies and the federal regulations established by the US Dept. of ED. The policy is provided to students prior to enrollment.

EVALUATION PERIOD

Students are evaluated for Satisfactory Academic Progress as follows:
Each program utilizes an academic year of 900 clock hours to be completed in 30 academic weeks (Full Time 34 hours weekly)

Cosmetology & Barbering 1000 Clock Hours	
1st Evaluation Period Ends:	*450 Clock Hours and PT 22.5 Weeks/FT 25 Weeks*
2nd Evaluation Period Ends:	*900 Clock Hours and PT 45 Weeks/FT 50 Weeks*
Massage Therapy Course 720 Clock Hours	
1st Evaluation Period Ends:	*360 Clock Hours and PT 18 Weeks/FT 15 Weeks*
Hairstylist Skin Care & Nail Care Course 600 Clock Hours	
1st Evaluation Period Ends:	*300 Clock Hours and PT 15 Weeks/FT 9 Weeks*
Nail Care 400 Clock hours	
1st Evaluation Period Ends:	*200 Clock Hours and PT 10 Weeks/FT 6 Weeks*
Massage Therapy 500 Clock hours	
1st Evaluation Period Ends:	*250 Clock Hours and PT 12.5 Weeks/FT 10.5 Weeks*
Barber cross-over course for cosmetologist 200 Clock hours	
1st Evaluation Period Ends:	*100 Clock Hours and PT 5 Weeks/FT 3 Weeks*
Cosmetology cross-over course for barber 300 Clock hours	
1st Evaluation Period Ends:	*150 Clock Hours and PT 7.5 Weeks/FT 5 Weeks*

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

1. Minimum cumulative grade point average (GPA) of 70%.
2. Minimum cumulative attendance level of 70% of contracted hours.
3. A GPA of 70% is required for graduation as well as attaining satisfactory progress.

In order to determine the rate of attendance, divide the cumulative number of actual hours completed by the scheduled hours to date.

TRANSFER STUDENTS

SAP evaluation periods are based on actual contracted hours at the institution. Satisfactory Academic Progress will be evaluated at the Midpoint of the contracted hours or 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 ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course. Evaluations are based on scheduled hours.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 70% of the possible hours based on an applicable attendance schedule to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, VC College will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Hours and grades are calculated rounded up to the nearest whole number. Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period.

A student who has lost applicability for Title IV assistance will have the option to make other financial arrangements to continue attending the Institution. Students will need to pay total balance by graduation. Students must complete the educational program within the maximum time frame which is based on attending 143% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA.

COMPLETION OF COURSE WITHIN DESIGNATED PERIOD OF TIME

Students whose transfer hours are accepted by the Institution are applied to the total number of hours necessary to complete the program and are considered both attempted and completed hours.

MAXIMUM TIME FRAME

Students must complete the educational program within the maximum time frame which is based on attending 143% of the scheduled hours. In the case of Leave of Absence (LOA), the maximum time frame will be extended by the number of days in the LOA. Students who exceed the maximum time frame shall be terminated and permitted to re-enroll on a cash basis if in good standing and approved first by the Director in a manner consistent with the admission re-enrollment policy. If a student exceeds the time frame, an extra instruction charge will be assessed for the balance of the hours required for the completion of a program. The enrollment contract will reflect the hours to complete and rate per week as follows: $300.00 per week for all programs.

NON-CREDIT & REMEDIAL COURSES

Courses that are incomplete, repetitive, and non-credit remedial courses do not apply to this institution, therefore, have no effect upon the Institution's Satisfactory Academic Progress standards. Victory Career College does not offer any non-credit or remedial courses.

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 towards completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two (2) practical comprehensive skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the Institution. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation (for cos, skin & nail students).

Numerical grades are considered according to the following scale:

Numerical Grading Scale	
ACADEMIC GRADING	**PRACTICAL EVALUATION**
100% - 90% = A = Excellent 4.0	YES =Criteria MET
89%- 80% = B = Above Average 3.0	NO =Criteria NOT MET
79% - 70% = C = Average 2.0	I = Incomplete work pending a grade. 15% Penalty on late Assignments
69% - 00% = Fail =Unsatisfactory 0.0	Below 70% or Below 2.0 =May have Title IV Funding interrupted

DETERMINATION OF PROGRESS STATUS

Students meeting minimum requirements for academics (C, 2.0 or 70%) and attendance (70%) at an evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will be provided with a copy of their completed SAP evaluation form after their SAP counseling. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation. **The evaluation period consists of the next ten consecutive scheduled days, from the date of student signature, must have zero absences and/or 70% academics.**

Step 1: WARNING

Students failing to meet minimum requirements for attendance or academic progress will be placed on Financial Aid Warning for the next evaluation period. The student will be counseled regarding actions required to attain satisfactory requirements by the next evaluation point.

During the Financial Aid Warning period, students are eligible, if applicable, to receive financial aid funds. If at the end of the Financial Aid Warning period, the student has still not met both the attendance and academic progress requirements, he/ she will be determined not to making satisfactory progress and will be ineligible for Title IV assistance.

Step 2: APPEAL PROCEDURES: ***Students must initiate the Appeal Process.***

If a student is determined not to make satisfactory progress or is terminated for not making satisfactory progress, the student may appeal the negative determination.

The student must submit a written appeal (see Financial Aid Office for official Appeal Policy Form) to the Institution administration within five (5) business days of not making satisfactory progress or termination. The student must include any supporting documentation of reasons why the determination should be reversed. The reasons for which a student may appeal such as the death of a relative, an injury or illness of the student, or other allowable special circumstances. If the student fails to appeal this decision, the decision will stand. If a student is terminated for gross misconduct, which includes but is not limited to reporting to Institution under the influence of alcohol or illegal drugs, cheating, stealing, insubordination, and threats and/ or bullying, such termination is final and may not be appealed.

An appeal will take place within fifteen (15) business days of receipt of the written appeal. This hearing will be attended by the student, parent/ guardian (if the student is dependent minor), the student's instructor, and the Director. A decision on the student's appeal will be made within three (3) business days by the Director and will be communicated to the student in writing. This decision will be final and placed in the student's file. Should a student prevail over his/ her appeal and be determined as making satisfactory progress, the student will be automatically re-entered in the course, and financial aid funds will be reinstated to eligible students.

Step 3: PROBATION

Students who fail to meet minimum requirements for attendance and/ or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, s/ he will be determined as NOT making satisfactory academic progress and, if applicable, student will not be deemed eligible to receive **Financial Aid** (Title IV funds).

FINANCIAL AID STUDENTS:

Students who fail to meet minimum requirements for attendance and/ or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress during the probationary period, if the student appeals the decision, and prevails upon appeal. The student is placed on Financial Aid Probation for one evaluation period. If at the end of the Financial Aid Probation the student has not met both academic and attendance requirements for two consecutive periods, the student will be determined not to making satisfactory progress and will be terminated.

DISBURSEMENTS SCHEDULE OF FINANCIAL AID

For Title IV clock-hour programs, Satisfactory Academic Progress (SAP) evaluations are calculated on actual hours. This institution requires students to complete both the Scheduled Hours and Actual Hours requirements at the end of each payment period to be eligible for disbursement(s). Students are eligible for Title IV disbursements when the Actual Hours SAP is reached for each pay period.

DISBURSEMENT PAYMENT PERIODS

Students are evaluated as follows:

Cosmetology & Barbering (1000)	450, 900 Actual Hours
Massage Therapy Course (720)	360 Actual Hours
Hairstylist, Skin Care & Nail Care (600):	300 Actual Hours

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

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

TRANSFER HOURS

Hours that transferred from another institution that are accepted towards current educational program will not impact on current SAP as hours are counted as both attempted and completed. Satisfactory evaluations periods are based on actual contracted hours at the institution.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Course incomplete, repetition and non-credit remedial courses have no effect upon the student's satisfactory academic progress. If enrollment is temporarily interrupted for a Leave of Absence, the student will return to Institution in the same progress status prior to the leave of absence. The hours elapsed during a leave of absence will extend the student's contract period and maximum timeframe 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. A student who withdraws prior to completion of the course and requests to re-enroll will return to the same satisfactory academic progress status as at the time of withdrawal. Students that re-enter after a period of withdrawal are in the same progress status as when they left. Students re-entering after 180 days will be charged at the current tuition rates for newly entering students. Students returning within 180 days will keep the initially contracted rate.

MAXIMUM TIME FRAME ALLOTTED FOR PROGRAM COMPLETION

	Normal Time Allotted		MAXIMUM TIME ALLOTTED	
Programs (Campus and Hybrid Distance Education)	**WEEKS**	**SCHEDULED HOURS**	**WEEKS**	**SCHEDULED HOURS**
Cosmetology (F/T 34 hours/ week -1000 Hours	30 weeks	1000	42.06 weeks	1430
Cosmetology (P/T 20 hours/ week) – 1000 Hours	50 weeks	1000	71.5 weeks	1430
Barbering (F/T 34 hours/ week)- 1000 Hours	30 weeks	1000	42.06 weeks	1430
Barbering (P/T 20 hours/ week)- 1000 Hours	50 weeks	1000	71.5 weeks	1430
Hairstylist/Skin/Nail Care (F/T 34 hours/ week) – 600 Hours	18 weeks	600	25.74 weeks	858
Hairstylist/Skin/Nail Care (P/T 20 hours/ week) – 600 Hours	25 weeks	600	35.75 weeks	858
Massage Therapy Course (F/T 24 hours/ week) – 720 Hours	30 weeks	720	42.9 weeks	1030
Massage Therapy Course (P/T 20 hours/ week) –720 Hours	36 weeks	720	51.5 weeks	1030
Massage Therapy (F/T 24 hours/ week) – 500 Hours	21 weeks	500	29.8 weeks	715
Massage Therapy (P/T 20 hours/ week) – 500 Hours	25 weeks	500	35.75 weeks	715
Nail Care (F/T 34 hours/ week) – 400 Hours	12 weeks	400	16.82 weeks	572
Nail Care (P/T 20 hours/ week) – 400 Hours	20 weeks	400	28.60 weeks	572
Cosmetology Cross-over Course for Barber (F/T 34 hours/ week) 300 Hours	7.5 weeks	300	10.73 weeks	429
Cosmetology Crossover Course for Barber (P/T 20hrs/ week) 300 Hours	15 weeks	300	21.5 weeks	429
Barber Crossover Course for Cosmetologist (F/T 34hrs/ week) — 200 Hours	5 weeks	200	7.15 weeks	286
Barber Crossover Course for Cosmetologist (P/T 20 hours/ week) – 200 Hours	10 weeks	200	14.3 weeks	286

INSTITUTIONAL CANCELLATION, WITHDRAWAL AND REFUND POLICY

For applicants who cancel enrollment or students who withdrew from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or Institution closure. This institution is in compliance with the California State institutional refund policy.

CREDIT BALANCES:

a. Institutional credit balances-Any monies due to the applicant or students shall be refunded within 45 days of official written cancellation or withdrawal.

b. Title IV credit balances- Any monies received by the student that exceed the cost of tuition are required to be paid out 14 days from the day the Title IV credit balance was created.

Example: Student charges for the payment period are $1500, and the student receives $2000 in Pell or Loans. The $500 credit balance would be required to be paid out 14 days from the day the Title IV credit balance was created. If the student had tuition due of $2000, Paid $500 out-of-pocket and received $2000 in Pell or loans, this would not be considered Title IV credit and would be subject to Institutional Refund policy of 45 days.

Official cancellation or withdrawal shall occur earlier of the dates that:

1. An applicant is not accepted by the institution. The applicant shall be entitled to a refund of all monies paid less than the non-refundable application fee ($100). This institution will retain the credit card processing fee in instances where payment is made via credit card, and a subsequent refund to student is issued in cash.
2. **"RIGHT TO CANCEL"** A student (or in the case of a student under legal age, his/her parent or guardian) gives a written Notice of Cancellation electronically or in person through attendance at the first-class session, or the seventh calendar day after enrollment, whichever is later. In this case all monies collected by the institution shall be refunded, regardless of whether the student has actually started classes less non-refundable application fee ($100). If the student has received federal student financial aids funds, the student is entitled to a refund of monies not paid from federal aid program funds.
3. **"RIGHT TO CANCEL"** A student cancels his/ her enrollment after seven (7) calendar days of signing the contract but prior to starting classes. In these cases, he/ she shall be entitled to a refund of all monies paid to the institution less than the non-refundable application fee in the amount of $100. If the student has received federal student financial aids funds, the student is entitled to a refund of money not paid from federal aid program funds.
4. **"STUDENT'S RIGHT TO CANCEL"** The student has the right to cancel the enrollment agreement and obtain a refund of charges paid (minus $100 Application Fee) through attendance at the first-class session, or the seventh day after enrollment, whichever is later.
5. A student on an approved Leave of Absence (LOA) notifies the institution that he/ she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning. Any refund is calculated from the last date of attendance.
6. A student is expelled by the institution. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 14 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the institution administrator or owner in person.
8. For students who enroll and begin classes but withdraw prior to course completion, the following schedule of tuition earned by the institution applies: **Student who has completed 60 % OR less of the program will receive a pro rata refund. There will be no refund if a student has completed more than 60% of the period of attendance of the program, the institution then retains 100% of all charges. All refunds are pro rata based on scheduled hours.**

Example: Amount of refund to Students after the 100 percent refund cancellation period has passed. For example, assuming a student has completed 300 hours of Cosmetology Online Program 1000 hours. Cosmetology Online 1000 Hours Program: Tuition (refundable) $17,000 and Code/Books/ Student Kit (Return Policy May Apply) $2,457.95 and Taxes (non-refundable) $258.08 and Application Fee (non-refundable) $100.00

SCHEDULE OF TOTAL CHARGES FOR COSMETOLOGY ONLINE PROGRAM FOR A PERIOD OF ATTENDANCE $19,816.03 ESTIMATED SCHEDULE OF TOTAL CHARGES OF COSMETOLOGY ONLINE PROGRAM $19,816.03

Hourly charges for instruction are derived as follows: Divide tuition $17,000.00 by 1000 Hours = $17.00 is the hourly charge for instruction. The amount of money owed by the student for tuition:

Multiply 300 hours of scheduled hours TIMES $17.00 (hourly charge for instruction) = $5,100.00

Total amount of refund is calculated as follows:

$19,816.03 (Total Charges) - $100.00 (non-refundable Application Fee) – $258.08 (non-refundable Taxes)- $2,457.95 (Code/Books/ Kit)- $5,100.00 (amount owed by Student for tuition cost for 300 clock hours) = $11,900.00 is the refund amount owed to the student.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges that the student may have incurred at the institution (**EG:** extra kit materials, books, products, unreturned institution property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement. A students account may be sent to collections for non-payment. If a course and/ or program is canceled subsequent to a student's enrollment and before instruction in the course and/ or program has begun, the institution shall at its option: Provide completion of the course and or program; or provide a full refund of all monies paid. If the institution cancels a course and/ or program and ceases to offer instruction after students have enrolled and instruction has begun, the institution shall at its option: Provide a pro-rata refund for all student transferring to another institution based on hours accepted by the receiving institution; or provide completion of the course and /or program; or participate in a Teach-Out Agreement; or provide a full refund of all monies paid. If the institution closes permanently and ceases to offer instructions after students have enrolled and instruction has begun, the institution must make arrangements for students, the institution shall at its option provide a pro - rata refund or participate in a **Teach-Out Agreement.**

OFFICIAL WITHDRAWALS

A Student may cancel this agreement anytime by notifying the Institution in writing. A "NOTICE OF CANCELLATION" can be obtained from the Institution. Students may e-mail or mail or deliver a signed and dated NOTICE OF CANCELLATION to the Office of the Institution at the following address:

VICTORY CAREER COLLEGE 455 E. Carson Plaza Drive, Suite C, Carson, CA 90746

UNOFFICIAL WITHDRAWALS

Unofficial Withdrawal: Any student absent more than 14 consecutive calendar days will be terminated on the 14th day.

RETURN OF TITLE IV POLICY

The Federal Return of Title IV funds formula ("R2T4") dictates the amount of Federal Title IV aid that must be returned to the federal government or the lending institution by the Institution and/ or the student. The R2T4 formula is applicable to an eligible student receiving federal aid when that student withdraws or is terminated from the Institution.

A student's withdrawal date is used to calculate the percentage of the payment period completed and is always the student's last date of attendance/ clocked hours. The date of determination is the earlier of:

- The date the student notifies the Institution of the student's withdrawal or the date of the student's withdrawal, whichever is later.
- The Institution terminates the students' enrollment as provided in the Enrollment Agreement.
- If a student does not return or call from the student's leave of absence within 72 hours (or three days) of The student's expected return, the student shall be considered terminated.
- If the student unofficially withdrew, the 14th calendar day of consecutive absence from the Institution.

The amount of Title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be complete, 100% of the Title IV funds are earned. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student has earned more Title IV funds than has been disbursed, the Institution must offer the amount of earned funds as a post-withdrawal disbursement. Post-withdrawal disbursements may be offered from Pell Grant funds first if eligible. If there are current educational costs due to the Institution at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any Pell Grant funds in excess of current educational costs may be offered to the student if eligible. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the Institution must receive the student's permission before crediting their account.

The following Title IV refund distribution is used for all Financial Aid students due to a refund:

1. Unsubsidized Direct Stafford Loan 2. Subsidized Direct Stafford Loan 3. Federal Direct Parent PLUS Loan 4. Federal Pell Grant 5. Federal Supplemental Opportunity Grant 6. Other Title IV assistance

Any unearned Title IV funds must be returned to the appropriate program within 45 days of the date of determination. Any unearned funds that have not yet been disbursed to the student must be offered to the student within 30 days of the date of determination if not applied directly to the student's account.

The statute requires that a student is responsible for all unearned Title IV program assistance that the Institution is not required to return. This is determined by subtracting the amount returned by the Institution from the total amount of unearned Title IV funds to be returned. 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 financial assistance until the loan is repaid.

Real and Reasonable Opportunity Policy and Authorization to use Title IV fund to cover supplies, Cengage codes, book(s) and taxes form: Student's authorization to use Title IV funds to pay for Chromebook/ kit(s)/ Cengage code/ book(s) and taxes is obtained by the school in accordance with 34 CFR 668.165 (b) allowing the institution to use Title IV fund to pay for charges other than tuition and fees. The student opt to buy the Chromebook/ kit(s)/ Cengage code/ book(s) and taxes from the school; and the student is given a Real and Reasonable Opportunity to purchase the Chromebook/ kit(s)/ Cengage code/ book(s) and taxes from another source than the school and present them to the office within the timely manner of 14 days after receiving their Title IV funds; If the student opt-out and choses to purchase outside of school, there is no upfront charges for Chromebook/ kit(s)/ Cengage code/ book(s) and taxes on the student's ledger and the student does not in any way incur a financial obligation to the institution (with respect to those charges) by signing an enrollment agreement. Essentially the student must only be signing to acknowledge that a specific kit or other type of equipment is required for the program.

ITEMS RETURN POLICY:

If items are given to students prior to cancellation period is over, items are refundable. After the cancellation period is over, the student is financially responsible for all non-refundable charges incurred at the institution (Chromebook/Cengage code/book(s)/kit(s)/taxes/STRF/fees). Students may be sent to collections for non-payment. Items from kits may be placed in "Back Order Status Item" by kit's supplier and delivered to student after the start of class. "Back Order Status Item" are not refundable; however, the item cost may be rectified after 30 days if not received by the student. Supplies may not be available for the first (2) two weeks of class, or later if the supplies have not been paid in full.

The kits are non- refundable, non-returnable due to sanitary considerations if items have been accepted and taken home or class by the student. Chromebook & book(s) return policy may apply.

Books are non-refundable; however, per the return policy, $50 ($20 for workbook) will be allocated to a student who returns a book within 20 days of the withdrawal date. Books or Workbooks can be returned if they are in a new condition (example of new condition: No folded pages, no writing, no highlighted marks, and no damages to cover and pages). Chromebooks are inspected and must meet certain standards in order to qualify as a returned item (example of new condition: Brand New condition, no damage to camera, cover and keyboard, no signs of use, still in the box/ bags and not set up to the student's settings). To qualify to return the Chromebook within 20 days of the withdrawal date, it must be in the same condition as when it was given, and in the original packaging as provided by the manufacturer. All packing materials, manuals, diskettes, CDs, digital media, and other accessories and documentation must be included. A Chromebook restocking fee of $50 will be added to your student account ledger.

The kits and other items assembled after purchase must be unassembled and returned to the manufacturer's original packaging. All returns will be inspected, and products found not to meet these standards will be rejected. Students are expected to maintain their kits by adding and replacing damaged, lost, or broken articles. The college is not responsible for a student's equipment and personal belongings, either damaged, lost or stolen. Students take full responsibility when using Victory Career College equipment and use kits and equipment at their own risks. Victory Career College reserves the right to change the Cengage Code, Chromebook, book(s), supply kit(s), tuition, and/or fee(s) without notice. Any change will not affect enrolled students. Students may be sent to collections for non-payment. The Cengage code will be provided to the students after the seven-day cancellation period. Book(s) or Workbook(s) can be returned if in good condition (No folded pages, no writing, no highlighting, and no damage to cover and pages). Cengage codes are for students to use for 2 years, once given to a student the Cengage code is not transferable.

It is mandatory to bring all charged electronics, book(s), and supplies kit(s) to each class session.

Victory Career College does not have a bookstore.

ENROLLMENT TIME:

Defined as the hours of attendance, that portion of the course is scheduled to be completed on the student's last day of physical attendance in the Institution. Any monies due the applicant or student shall be refunded promptly (within 45 days) after formal cancellation by the student or formal termination by the Institution, which shall occur no more than 15 days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that they will not be returning.

Make-up Policy for the California Massage Therapy Council requires 500 clock hours of supervised class time.

LEAVE OF ABSENCE POLICY:

A Leave of Absence (LOA) is a temporary interruption in a student's program of study and refers to a specific time period of non-attendance. LOA's are granted a minimum of 14 days but may not exceed 180 days in a calendar year. Multiple LOA's may be granted in any 12-month period with a minimum increment of fourteen (14) days. The student is required to follow the Institution's policy in requesting the LOA. A LOA will not be granted if the Institution does not have a reasonable expectation that the student will return from the LOA. A Student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in a 12-month period. Only LOA requests which follow the Institution policy will be approved. Victory Career College may not assess the student any additional institutional charges as a result of the LOA. The Institution will not assess the student any additional institutional charges, the student's need may not increase, and the student is not eligible for any additional Federal Student Aid. The Institution does not grant a LOA which does not meet the conditions of an approved LOA for Title IV purposes (for example, for academic reasons), the Institution considers this a withdrawal for Title IV purposes. LOA has no effect on the "Satisfactory Academic Progress Standard". If a student was deemed maintaining Satisfactory Academic Progress prior to LOA or withdrawal of training, upon his/ her return, the student is deemed in good standing and may continue the program of study from the point of interruption. The total number of days allowed for a LOA may not exceed 180 days in a 12-month period.

The total number of days taken in the LOA must extend the contract period by the same number of calendars days and changes must be initiated by all parties or an addendum must be signed and dated by all parties.

Students on approved LOA need to be aware that said LOA may affect financial aid. Therefore, before final consideration is given to grant the requested LOA, a school official will speak with the student and provide information regarding the following:

- loan obligations
- possible revisions in his/ her aid package
- deferment options
- notification to lending institutions.
- deferments may be canceled.
- grace periods exhausted.
- consequences of not returning to Victory Career College at the expiration of the LOA, etc.

For students receiving Title IV funds, all Guidelines below must be adhered to, or the student will be considered withdrawn.

- A student who has been granted an LOA will be considered withdrawn if he/ she does not return to Institution at the end of the LOA. In those cases, the student's last day of attendance is used for the purpose of calculating the Return of Title IV funds.
- A student who has not been granted a LOA will be considered withdrawn on the 14th day of consecutive absences.
- Should withdrawal result, a student's grace period for a Title IV loan program might be exhausted.
- If a student does not return or call from the student's leave of absence within 72 hours (or three days) of the student's expected return, the student shall be considered terminated.

Guidelines:

A Leave of Absence (LOA) will be granted if the request meets the following:

1. Submitted to the Institution in advance unless prevented by *unforeseen circumstances:
   *Victory Career College may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision and collects the request from the student at a later date and in this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend because of the accident.
2. There must be a reasonable expectation that the student will return from the LOA.
3. Submitted in writing with the student's signature and dated with reasons for request explained in full.
4. Victory Career College allows a Leave of Absence for a student that may experience a severe medical, legal or personal issue which makes it difficult for her/ him to attend class.
5. Request must be approved by Institution official.

A student who meets the criteria above and is granted a LOA is not considered to have withdrawn and no refund calculation is required at that time.

To request full one hundred eighty (180) day Leave of Absence, complete documentation and certain conditions will be needed to support said request ... i.e.: jury duty, military reasons including National Guard requirements, circumstances meeting criteria covered under FMLA (Family & Medical Leave Act of 1993). LOA Forms are found in the office. Student may email their request with document attached to rubi@victorycareercollege.edu.During the Covid-19 pandemic emergency, a medical Leave of absence may be used for individual students who, with appropriate medical documentation maintained in the students' permanent record, either (1) have been tested positive for COVID-19 and/ or; (2) under quarantine due to COVID-19 or (3) caring for someone else under quarantine due to COVID-19.

COPYRIGHT LAW POLICY:

All Victory Career College students, faculty and staff must comply with copyright laws and the provisions of licensing agreements that apply to software. Unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student, faculty and/ or staff member to civil and criminal liabilities. Victory Career College will cooperate fully with any investigation by public authorities related to the unauthorized distribution of copyrighted material. Students, faculty and/ or staff found guilty will be subject to the full extent of fines and penalties imposed, as well as facing disciplinary action from the Institution. Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than $750 and not more than $30,000 per work infringed. For "willful" infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the website of the U.S. Copyright Office at www.copyright.gov.

EMPLOYMENT AND LIABILITY DISCLAIMER:

You are hereby informed that it is a violation of Section 7317 of the California Business and Professions Code and Section 965 of Title 16 of the California Administrative Code for a student enrolled at Victory Career College to charge a fee or receive a commission for performing any service. You are further informed that a student's enrollment and relationship with the institution is limited to student relationship status. You are also informed that as a student or "Work Study" you are not an employee, agent, or representative of the Institution, and the Institution or its representatives have no responsibility, liability, campus or obligation to you as an employer. This institution does not and cannot promise or guarantee employment upon completion of a program of study.

STUDENT RIGHT-TO-KNOW-ACT:

Student Right-to-Know disclosures must be made by July 1 of each year.

The Student Right-to-Know Act requires Institutions to disclose:

Completion or graduation rates and, if applicable, transfer rates for a specific cohort of the general student body. This cohort is of certificate- or degree-seeking, full-time, first-time undergraduate students (Sec. 485(a) 34 CFR 668.45) These rates will track the outcomes for students for whom 150% of the normal time for completion or graduation has elapsed.

Graduation Rate 2024	Licensing Rate 2024	Job Placement Rate 2024
80.65%	91.38%	92.31%

To read more about the Student Right-to-Know-Act, please visit the National Center for Education Statistics website at hppt://nces.ed.gov.

FERPA:

The Family Educational Rights and Privacy Act (FERPA) limits the disclosure of personally identifiable information from Institution records and defines students' rights to review their records and request a change to those records.

LICENSING REQUIREMENTS FOR EACH PROGRAM

COSMETOLOGY:

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a 1000 program in cosmetology from a school approved by the board.

(2) Practiced cosmetology as defined in this chapter outside of this state for a period equivalent to the study and training of a qualified person who has completed a course in cosmetology from a school, the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.

(3) Holds a license as a barber in this state and has completed a 300-hour cosmetology crossover course in a school approved by the board.

(4) Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board.

(5) Completed the apprenticeship program in cosmetology specified in Article 4 (commencing with Section 7332)

BARBERING:

The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a 1000-hour program in barbering from a school approved by the board. (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.

(3) Practiced barbering as defined in this chapter outside of this state for a period equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which come plied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(4) Holds a license as a cosmetologist in this state and has completed a 200-hour barber crossover course in a school approved by the board.

(5) Completed a cosmetology course in a school approved by the board and completed a barber crossover course in a school approved by the board.

(6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

HAIRSTYLIST:

The board shall admit to examination for a license as a Hairstylist to practice Hairstylist any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a course in Hairstylist from a school approved by the board.

(2) Practiced Hairstylist as defined in this chapter outside of this state for a period equivalent to the study and training of a qualified person who has completed a course in Hairstylist from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

SKIN CARE:

The board shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) It is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a 600 hour program in skin care from a school approved by the board.

(2) Practiced skin care, as defined in this chapter, outside of this state for a period equivalent to the study and training of a qualified person who has completed a course in skin care from a school, the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(3) Completed the apprenticeship program in skin care specified in Article 4 (commencing with Section 7332).

NAIL CARE:

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed a 400 hour program in nail care from a school approved by the board.

(2) Practiced nail care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(3) Completed the apprenticeship program in nail care specified in Article 4 (commencing with Section 7332).

MASSAGE THERAPY:

As of January 2015, to receive a CAMTC voluntary certification: One must complete a 500 clock hours MT program *(and one must pass a CA State Approved Exam; EXAM in hiatus until further notice* both must be approved by CAMTC. Massage professionals are required to comply with any local massage regulations. However, most massage professionals will find that being able to operate with a single massage certification statewide is preferable. CAMTC certificate holders are required to prominently display their original certification at their place of work. CAMTC certificate holders are also required to have their CAMTC ID card in their possession while they are working and to produce it if requested. CAMTC certificate holders are protected from certain regulations that cities and counties may impose on other massage professionals. Government Code section 51034 generally identifies regulations that cities and counties may not impose on CAMTC certified massage professionals.

VICTORY CAREER COLLEGE'S CLASS RULES & REGULATIONS

ATTENDANCE

1. If a student is absent 14 consecutive days (including weekends) they must be dropped on day 14.
2. There is a mandatory 30-minute lunch break from 12:00pm to 12:30pm for massage programs or 60-minute for online or campus 12 pm to 1 pm for other programs.
3. A thirty-minute (30) lunch break must be taken when a student attends a six (6) hour class day or more. If you attend less than a 6-hour class day a lunch break (30 minutes) may be taken and a half hour must be deducted from your daily total, and you must clock in/out on your timecard for the lunch break.
4. Students are required to be in class for roll call promptly; on campus/online must be in clean, prescribed uniforms.
5. Students who anticipate being absent must notify the instructor in advance.
6. Any time a student leaves the campus site or online during the class, he/she must clock-out and tell instructor.
7. A student may be required to produce medical documentation about illness.
8. Tests / Make-Up: An examination will be given after completion of each chapter or term of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up for the examination. The make-up examination will be offered following the next testing or available schedule. Students will be graded on their practical achievements and laboratory progress. A student who fails to achieve a passing score on the practical portion of the instructions (training) will be given an opportunity to improve his/her score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor. There is a 15% grade penalty on make-up tests/assignments when a student misses test/assessment assigned day.
9. Extra Instruction Charges: If a student exceeds the time frame outlined in the agreement to Tests/Make-Up, an extra instruction charge will be assessed for the balance of the hours required for the completion of course. The enrollment contract will reflect the hours to complete and rate per week as follows: $300.00 per week for all courses.
10. Hours and grades are calculated rounded up to the nearest whole number.
11. The QR Code is in suite C*. Times to access the QR Code are 8 am to 10 pm on business Institution days. When an emergency arises, a student may ask to leave during a class in session at night, however, that student must be escorted. Online clock-in is done on CIMA and on ZOOM camera on (see Hybrid DE policy).
12. Scheduled class starts (online or on campus): 8 am, 10 am, 12:30 pm, 1 pm and 5pm. Grace period to enter a scheduled class is 15 minutes maximum; after the 15 minutes grace period, student must wait for the next class break to enter class to not disturb the session. Multiple lateness is a violation of the attendance policy. Day parking: Parking is allowed on the side of the building and adjacent street, and at the back of the building if the sides are full (Please leave the parking center free for the gym tenants). Students must then walk to the front of the building. Evening parking: students must leave together and park near the main door. If "leave early" at nighttime (dark) they must be accompanied by two students or one instructor and one student.
13. Three (3) Emergency passes per calendar month for late entry are allowed, if students informed the office. We reserve the right to deny it if a student is chronically late or abuses this rule. Students are allowed three late entries monthly when requested prior to late entry.
14. When entering online class and zoom, the 15-minute grace period applies. If later than 15 minutes, students must request ahead of time an authorization for late entry with the office. Students must enter on time and as instructed during the class period. If late, students must check in with the instructor before starting assignments.
15. QR Code Attendance Policy: Students must use the FAME Student App to scan the designated QR code at the start and end of each on-campus or online class. On-campus students may clock in only after parking and entering Suite C; clocking in while driving is prohibited. Online students must scan the QR code and the four digits code displayed on the Zoom screen and actively participate by completing and submitting required assignments before class ends. Real-time online attendance is tracked through activity in the learning portals and video classroom; inactivity will automatically clock the student out. Students must use their own smartphone to clock in/out, and scanning for another student is prohibited
16. Student must maintain a GPA of 2.0 ("C", 70%) or better and maintain a 70% attendance.

UNIFORMS & SANITATION & DRAPING

1. Students must be in an Institution uniform when attending classes and it is mandatory during all practical services: All programs must wear black top and black bottom (no cutout/peekaboo allowed). Students must wear a student ID every day. Students may wear additional black protection (ie. Apron). Student's shoes must be closed toe shoes. No heels nor "flip-flop" allowed. Large jewelry and facial jewelry (ie. Oversized hoops, long chains, facial piercing, nose/lips rings, etc.) are not allowed.
2. Massage programs: Draping techniques must be understood and well-practiced before starting the first clinic hour.
3. Rigid adherence to the rules of sanitation and disinfection and personal hygiene are required always. Any cloth or body odor or smelling like drugs/alcohol is not allowed.
4. Students must keep their workstations, in class or on the floor, clean and sanitary always.
5. All kits must be in a sanitized condition at the end of each day.
6. All sheets, gowns, and towels must be washed regularly by students onsite: No operations credit.
7. Smoking is NOT allowed inside NOR outside around campus. Smoking is only allowed in the farthest parking area and cigarettes discarded in ashtrays not ground. Smoking or using of any drugs in cars parked on our parking lots is strictly prohibited.

CLINIC FLOOR

1. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Masking may be required, at time of contagion.
2. Students must take all appointments assigned to them and give waivers to each person seating as a demo or client. Failure to take a client or ask client to sign waivers is grounds for suspension.
3. No students may leave a client while performing a service, except in an emergency and is excused by an instructor.
4. Students are not allowed to give services or materials other than what is on the service ticket.
5. Students will pay in advance for supplies for personal services such as permanents, tints, polish, bleach, etc.
6. Students are responsible for the return of VC College materials and/or equipment loaned to them.
7. Students must <u>not</u> borrow equipment from each other.
8. Students must use their starter kits during class or when working on each other and may be required to purchase additional equipment to finish the course.
9. ALL programs: student's kits (implements/devices/sheets/gowns) are used on public services and during class time. Towels/Products used during services (ie. Tints, polish, acetone, creams, towels) come from the Institution's inventory.
10. Students must keep inventory of what they borrow for services and return sanitized when necessary.
11. Each student is solely responsible for his/her personal belongings and materials included in the parking lot.
12. All work must be checked by an instructor, or credit will not be given.
13. Student's grooming: Student must be clocked out unless requested as a model (Teacher must sign student out for grooming and check-in with the other program teacher).
14. As of 04/01/2024 students who completed 100% of services will receive transcript reflecting 100/100 or "A" grade. 75% of all public services must be completed to graduate, grade will reflect as 75/100 or "C" grade.
15. Students are not equipped nor approved to assist disabled clients on/off equipment. Clients must bring their own aid.

Cost of services: Services between students are 50% off the menu price; Friends & Family is 50% off and up to 50% of all the service may be on friends and family. No repeat abuse of the same person at 50% off please. Clinical Services requirements must be paid clients (Exception Massage Programs).

ALL PROGRAMS – TIME CLOCK POLICY

The Board of Barbering and Cosmetology will only recognize time clock hours of attendance. As a result, this Institution only gives clock hour credit to students who record their attendance by using the time clock in and out at the start and end of the class day and lunch period. Hours are calculated rounded up to the nearest whole number when less than 10 minutes (break). Real time attendance online is tracked through activity on portals and video classroom. Inactivity will clock the student out. Attendance on campus and online is through FAME Student App QR code located in the lobby OR on the online Zoom screen. Students may not study together during hybrid distance education class. The QR code is in the lobby in suite C*. Times to access are 8 am to 10 pm on business Institution days. When an emergency arises, a student may ask to leave during a class in session at night, however, that student must be escorted.

Scheduled theory class starts: 8 am, 10 am, 12:30 pm, 1 pm, and 5 pm. Grace period to enter a scheduled class is 15 minutes maximum; after the 15 minutes grace period, if allowed student may enter class quietly to not disturb the session at the next break. Multiple lateness is a violation of the attendance policy.

Day parking: Parking is allowed on the side of the building and adjacent street, and also on the back of the building if the sides are full (Please leave the parking center free for the gym tenants). Students must then walk to the front of the building. There is a mandatory 30-minute lunch break from 12:00 pm to 12:30 pm for Massage Therapy programs and 60- minutes break 12:00 pm to 1:00 pm for other programs. It is automatically deducted. A thirty-minute (30) break must be taken if a student attends a six (6) hour class day or more, student must clock out/in. If attending less than a 6-hour class day a meal break (30 minutes) may be taken and a half hour must be deducted from your daily total, and you must clock in/ out on your timecard for the break.

PORTFOLIOS ON CIMA FOR COSMETOLOGY/ BARBERING/ HAIRSTYLIST/ SKIN & NAIL CARE PROGRAMS:

The daily theory and operations earned are added to the totals in the daily columns and final totals is entered weekly. The portfolio on CIMA must be reviewed by the student and the instructor **WEEKLY.**

Portfolios reflect the student's daily record of effort for Barbering, Cosmetology, Hairstylist, Skin & Nail Care students. It is important that all operations are recorded properly and accurately. The portfolio on CIMA is the property of Victory Career College and cannot be changed by students. The final portfolio will be retained for 6 years by the Institution. Students are not allowed to misrepresent their work due.

PORTFOLIO POINT CREDIT:

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

1. Each Theory must be given in the proper category. If that category is complete, the instructor may issue credit in a comparable category.
2. The portion of the portfolio reflects operation not hours. Points are also earned by what the instructor has demonstrated.
3. The portion of the portfolio concerning operations is to be applied effort of the student as s/ he performs practical operations.
4. Live models are encouraged to attend the workshop's floor. 50% off the service price is allotted to Friends and Family member's first visit. All programs may get 50% of their clinical requirements on friends and family 50% off when the public is not available. Public clientele come first.
5. One point per doll/hand/demo operation and two points for live model.
6. Three (3) Emergency passes per calendar month for late entry are allowed. We reserve the right to deny entry if a student is chronically late or abuses this rule. On the 4th late entry, the student is denied entry.

ADDITIONAL RULES

1. Unauthorized visitors are not permitted in any classroom or any student lounge/kitchen/parking area.
2. Soliciting students is not allowed without approval by director in any public area near or on campus (student may be found in Institution's rule violation if they engage in any way with unapproved sellers and may risk termination).
3. VC College business phones may NOT be used for personal calls.
4. NO cell phone use during class time; includes talking, texting (exception authorized by faculty).
5. The college will not tolerate the use of alcohol or drugs or discrimination at any time.
6. NO students will be admitted to class who is apparently under the influence of alcohol or drugs (incl. legal drugs).
7. Students must comply with all instructions and directions. Insubordination will not be tolerated.
8. Profanity, vulgar and other disrespectful language, spoken or written, are unacceptable.
9. Students must comply with all local (city) and state laws and regulations or may risk termination.
10. Students MAY NOT share with clients their business cards, nor advertise, nor sell nor receive payment for school related services outside of school while unlicensed.
11. Notify the office immediately of any address or telephone change.
12. Use of Kitchen: Student must clean after use and on all surfaces; Broom the floor as needed.
13. Students must park their vehicle then clock-in. A student may not be in a vehicle (even as a passenger) after clocking-in.
14. When entering online class and Zoom, the 15-minute grace period applies. If later than 15 minutes, students must request ahead of time an authorization for late entry with the office. Students must enter on time and as instructed during the class period. If late, students must check in with instructor before starting assignments.

These rules are designed to develop excellent work habits and to aid in completing your course as quickly as possible.
Violation of Institution rules may result in suspension or termination.

THREE STRIKE VIOLATION OF SCHOOL POLICIES:

- 1st step. 1st Strike: verbal warning (dismissal depending on case).
- 2nd step. 2nd Strike: Incident report write-up for 2nd strike and verbal warning (dismissal depending on case).
- 3rd step. 3rd Strike: Incident report write-up for 3rd strike and sent to the office if open, or home regardless of case. Meeting with Director before being allowed back in class. Written notice/warning will inform the student of disciplinary action following the 3rd strike.

Post-3rd Strike Disciplinary Action. Measures will be taken which may be suspension or termination of the contract.
Student suspended will be allowed back in class with the following:
1/Student will need to write an apology letter to the institution. 2/resume class and follow institution rules and policies. 3/ Be put on academic probation until next progress report
Along with receiving a strike, students may be sent home for any of the following reasons:

1. Tardiness without valid reasoning (doctor note- official paper needed) Three (3) Late arrivals per month maximum is allowed. Students will be sent home on the 4th late.
2. Not adhering to the school dress code policy.
3. Disrespectful, disruptive, volatile, or hostile behavior that may be considered a threat, sexual harassment, or bullying towards faculty, peers, administration, and/or clients.
4. Refusal to participate in assigned schoolwork (refusal to work on client without validity)
5. Leaving campus while clocked in or unable to be found (hours will be revoked and voided per instructor's request)

Keep in mind that dismissals will affect a student's positive attendance and if students fail to meet positive attendance, they will be placed on academic probation and may risk their Title IV funding.
Per Catalog, student may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service and monies are left at the office. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. ALL services must be approved by Supervisor before service.
These rules are designed to form excellent work habits and to aid in completing your course as quickly as possible.
Violation of Institution rules may result in suspension or termination.
Only the Director can make an exception to any of those rules mentioned above.

VICTORY CAREER COLLEGE

ORGANIZATIONAL CHART FOR STAFF

- **Mrs. Karine Fougoux (Owner/ Chief Executive Officer)**
- **Mrs. Dace Sullivan (Chief Financial Officer)**
- **Mr. David Mokhtarian (Chief Financial Aid Director/ Security & Title IX Coordinator)**
- **Mr. Dario Torres (Director of Financial Aid & Services)**
- **Mrs. Karine Fougoux (Temp. Registrar & Admission Officer)**
- **Mrs. Rubi Bazan (Compliance & Admissions Officer)**
- **Mrs. Jessica Schultz (Admin. temp.)**
- **Rev.9/1/2026**

EDUCATIONAL FACULTY QUALIFICATIONS

Instructors must have a combination of at least three years of work-related experience and training or education in the occupation/job title category for which they are hired to teach. A substitute, licensed professional, is called in when the main instructor is absent.

- **Mr. David Tran (Massage Therapy Instructor) 30+ Years**
- **Mrs. Jovanna Morrison (Cosmetology/Nail/ Skin Instructor) 29+ Years**
- **Mrs. Melissa Flathers (Cosmetology Instructor) 17+ Years**
- **Ms. Turquoise Johnson (Manicure Instructor) 14+ years**
- **Mrs. Karine Fougoux (Sub MT Instructor) 30+ years in MT and 28 years certified in Applied Kinesiology**
- **Ms. Susana Echevarria (Sub Cosmetology Instructor) 13+ Years**
- **Ms. Isamar Espinoza (Sub Cosmetology/skin/Nail Instructor) +10 Years**
- **Rev 09/1/2026**

Orientation Policy Update Related to Carson

Parking Regulations:

1. Day parking: Parking is allowed on the side of the building and adjacent street, and on the back of the building if the sides are full (Please leave the parking center free for the gym tenants). Students must then walk to the front of the building.
2. Evening parking: Parking is allowed in the front near the QR code in the lobby. Students must park their cars in front-in only to protect the grass growth.
3. Parking is school property: No loitering, no smoking of any kind, and no staying in cars after class is over.
4. Be safe and adhere to the rule of leaving early "accompanied" to the car, which applies in the evening for safety as it did in the previous location.
5. If you are leaving before or without clocking out your hours will not count.
6. Once clocked in, students are not allowed to be in a vehicle.
7. Students can walk to their cars to fetch kits if it is before class time, if during class they must ask faculty's permission. Leaving class longer than 10 minutes will log out a student. To re-enter class, the student must meet with the compliance officer.
8. Parking is mandatory to place the front of the car first to avoid departure with exhaust and burning the grass. Facing the trees.

New Procedures:

1. Prior to seating, students must sign a roster to be assigned to their station.
2. Cleaning and carefully taking care of the equipment is mandatory. Students must follow the instructions provided by the instructors. (Windex window, wipe station or equipment, sweep the floor, do laundry and take trash out, etc.) This cleaning process includes lounges, kitchen and restroom trash when full. A check must be done at each end of class.
3. A class must be left the way you find it: Abusing furniture, scratching or breaking may result in suspension, charges or termination. Take care of it as if it was your own, please.
4. The sink in restroom will need to be wiped each time after washing hands. Wipe your sink of fallen hair and flush the toilet. A staff or faculty may be in the toilet please refrain from gossiping.
5. School is technically closed 12-12:30 please know at times the lounge area may need to be closed. If an employee stays in, then a student can stay in. We reserve the right to close all doors.
6. This institution is located within a wide restaurant choice area however we need everyone back on time. It is necessary to be on time for class to earn clock hour after lunch or break.
7. Shared areas: Lounge, kitchenette, and picnic table will need a wipe down after each use and checked before end of each class. Sharing is caring.
8. Non-compliance with the rules above may result in a suspension up to termination.

These changes have been implemented to ensure a smooth parking experience and establish clear guidelines for students at our new location. It is important for all students to familiarize themselves with this policy and adhere to the new procedures to maintain a safe and productive learning environment.

Please note that this policy is subject to change, and any updates will be communicated to all students in a timely manner.

2025

VICTORY CAREER COLLEGE CATALOG ADDENDUM

(List of 100% On Campus Approved Programs)

January 1, 2026 to December 31, 2026

Contact Information & Classes locations:

455 E. Carson Plaza Drive, Suite C

Carson, CA 90746

Admissions Office Phone: (310) 808-9194

www.victorycareercollege.edu

This Institution is authorized under Federal law to enroll nonimmigrant students

VICTORY CAREER COLLEGE IS ACCREDITED WITH NATIONAL ACCREDITING COMMISSION FOR CAREER ARTS & SCIENCES (NACCAS) # 014401-00 Bureau for Private Postsecondary Education #44298610 CA Massage Therapy Council Approved # SCHO067 Board of Barbering & Cosmetology #14006(barbercosmo@dca.ca.gov)

UNITED STATES DEPARTMENT OF EDUCATION #04273300

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This Institution rules and policies are applicable to those programs. Policies are located in the main catalog and table of content.





CURRICULUM FOR BARBERING ONLINE 1000 CLOCK HOURS (Inactive)

The curriculum for the barbering program consists of a thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

Pursuant to B&P 7362.5 © the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas: (Technical instruction means instruction given in person or online by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin. **Students cannot practice on a live model while on DE only practice on a mannequin).**

Subject Barbering Online 1000 Clock Hours	*Minimum Required Technical Instruction Hours:*	*Minimum Practical Operations (NOT HOURS)*		Hybrid *Distance Education Hours*	
Including 100 hours Health & Safety and 100 hours Sanitation & Disinfection in a 1000 hour program of CA State Board Licensure Requirement.	Req.	Req.	On Campus	DE Theory	DE Practical on Doll Head Only
Hairstylist Analysis & Shampooing /Wet Hairstylist Thermal Styling	50	100	100	50	0
Permanent Waving & Chemical Straightening/ Texture Straightening	30	60	60	30	0
Hair Coloring and Bleaching	60	75	75	60	0
Haircutting	75	200	200	75	0
Electricity	5	0	0	5	0
Barbering Chemistry, Health &Safety	50	0	0	50	0
Communicable Diseases, HIV/Aids & Hepatitis B disease	25	0	0	25	0
Anatomy & Physiology	60	0	0	60	0
Disinfection/Sanitation/Bacteriology	20	80	80	20	0
Esthetics: Men's Facial	20	20	20	20	0
Esthetics: Skin Analysis	45	0	0	45	0
Men's Shaving	40	100	100	40	0
Resume, Workers right, Salon Management, Business Ethics; Inspection, work area set up, MSDS universal standards Law & Regulations from the CA Board of Barbering & Cosmetology website	20	0	0	20	0
CLINIC: Student will complete sixty (60) paid to school operations from the clinic floor with 60 services (public & 30 can come from friends & family) = Consultation + service + Pre/Post service sanitation		Yes completed			
Total Required Hours:	500			500	0
Total Practical Minimum Operations		635	635		0
Total Clock Hours 1000			500	500	

HYBRID DISTANCE EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course via Hybrid Distance Education. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book" and "Activity Report" which highlight and score how students are participating in the course and what sections they are clicking on and for how long. Theory clock hours are conducted using zoom video and instructor supervision. Participation must be documented within a log of all student activity comprising at a minimum of two forms of predictable and scheduled interaction between student and instructor. Once at start of class to explain the assignments and one at midpoint for a Q&A. Students engage asynchronously AKA electronic synchronization through daily work and posts of assignments, and synchronously via live video with teacher and student-to-student.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to the Barbering field. CLINIC: Student will complete sixty (60) paid to school operations from the clinic floor (public or friends & family) = Consultation + service + Pre/Post service sanitation.

BARBERING PERFORMANCE OBJECTIVES

Acquire knowledge of laws and rules regulating California's Barbering establishment practices.
Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases.
Acquire knowledge of general theory related to barbering including anatomy, physiology, chemistry, and theory.
Acquire business management techniques common to barbering.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Barbering services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all Barbering services.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 60 clinical full services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends & family (50% OFF menu) when the public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to Barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the course of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Barbering, the tuition given her/his professional resume to office, account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Barbering Exam

The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a)Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed 1000 hours program in barbering from a school approved by the board.

(2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.

(3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).

(4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.

(5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.

(6) Completed comparable military training as documented by
submission of Verification of Military Experience and Training (V-MET) records.

CAREER LEAD:

https://www.onetonline.org/find/quick?s=barbering LSOC code: 39-5011.00

Graduates of Victory Career College's barbering program can choose to work as a barber in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts.

Inactive Programs

(Approved as of 06/07/2022 - Inactive as of 10/01/2025)



(Approved as of 06/07/2022)

CURRICULUM FOR BARBERING 1000 CLOCK HOURS (Inactive)

(This Institution is authorized under Federal law to enroll nonimmigrant students)

This program is available only for students using Visa M1 through our institution.

Pursuant to B&P 7362.5 © the curriculum for a barbering program shall, at a minimum, include technical and practical instruction in the following areas: (Technical instruction means instruction given in person by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin.

Subject Barbering 1000 Clock Hours	*Minimum Required On Campus Technical Instruction Hours:*	*Minimum On Campus Practical Operations (NOT HOURS)*
Including 100 hours Health & Safety and 100 hours Sanitation & Disinfection in a 1000 hour program of CA State Board Licensure Requirement.	Req.	Req.
Hairstylist Analysis & Shampooing /Wet Hairstylist Thermal Styling	50	100
Permanent Waving & Chemical Straightening/ Texture Straightening	30	60
Hair Coloring and Bleaching	60	75
Haircutting	75	200
Electricity	5	0
Barbering Chemistry, Health &Safety	50	0
Communicable Diseases, HIV/Aids & Hepatitis B disease	25	0
Anatomy & Physiology	60	0
Disinfection/Sanitation/Bacteriology	20	80
Esthetics: Men's Facial	20	20
Esthetics: Skin Analysis	45	0
Men's Shaving	40	100
Resume, Workers right, Salon Management, Business Ethics; Inspection, work area set up, MSDS universal standards Law & Regulations from the CA Board of Barbering & Cosmetology website	20	0
CLINIC: Student will complete sixty (60) paid to school operations from the clinic floor with 60 services (public & 30 can come from friends & family) = Consultation + service + Pre/Post service sanitation		Yes completed
Total State Board Required Hours:	500	
Total Practical Minimum Operations		635
Total Clock Hours 1000	500	500

CAMPUS EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book". Theory clock hours are conducted using synchronous instructor supervision.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to the Barbering field. CLINIC: Student will complete sixty (60) paid to school operations from the clinic floor (public or friends & family) = Consultation + service + Pre/Post service sanitation.

BARBERING PERFORMANCE OBJECTIVES

Acquire knowledge of laws and rules regulating California's Barbering establishment practices.
Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases.
Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
Acquire business management techniques common to barbering.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Barbering services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all Barbering services.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 60 clinical full services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends & family (50% OFF menu) when the public is not available. Public clientele comes first -ALL services must be approved by Supervisor before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to Barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the program of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Barbering, the tuition given her/his professional resume to office, account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Barbering Exam

The board shall admit to examination for a license as a barber to practice barbering, any person who has made application to the board in proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.

(b) Has completed the 10th grade in the public schools of this state or its equivalent.

(c) Is not subject to denial pursuant to Section 480.

(d) Has done any of the following:

(1) Completed 1000 hours program in barbering from a school approved by the board.

(2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.

(3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a program in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
(4) Holds a license as a cosmetologist in this state and has completed a barber crossover program in a school approved by the board.
(5) Completed a cosmetology program in a school approved by the board and has completed a barber crossover program in a school approved by the board.
(6) Completed comparable military training as documented by
submission of Verification of Military Experience and Training (V-MET) records.

CAREER LEAD:

https://www.onetonline.org/find/quick?s=barbering LSOC code: 39-5011.00

Graduates of Victory Career College's barbering program can choose to work as a barber in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts

Inactive Programs

(Approved as of 7/22/2014 - Inactive as of 11/09/2021)



(Approved as of 06/07/2022)

CURRICULUM FOR COSMETOLOGY 1000 CLOCK HOURS (Inactive)

(This Institution's program is authorized under Federal law to enroll nonimmigrant students)

This program is available only for students using Visa M1 through our institution.

The curriculum for the cosmetology program consists of a thousand (1,000) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology. Business and Professions Code (B&P) Section 7362.5 (a) states: A program in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology. Pursuant to B&P 7362.5 © the curriculum for a cosmetology program shall, at a minimum, include technical and practical instruction in the following areas: (Technical instruction means instruction given in person by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin.

Subject Cosmetology 1000	*Minimum Required On Campus Technical Instruction Hours:*	*Minimum On Campus Practical Operations (NOT HOURS)*
Including 100 hours Health & Safety and 100 hours Sanitation & Disinfection in a 1000-hour program of CA State Board Licensure Requirement.	Req.	Req.
Hairstylist Analysis & Shampooing /Wet Hairstylist Thermal Styling	50	100
Permanent Waving & Chemical Straightening/Texture Straightening	50	85
Hair Coloring and Bleaching	60	75
Haircutting	75	115
Electricity	5	0
Cosmetology Chemistry, Health &Safety	50	0
Communicable Diseases, HIV/Aids & Hepatitis B disease	25	0
Anatomy & Physiology	40	0
Disinfection/Sanitation/Bacteriology	30	80
Facial Make-up	15	30
Esthetics: Facials-Manual Cleansing, Masks, Scrubs	13	24
Facials-Chemical: Peel, Masks, Scrubs	11	23
Facials-Electrics: Modalities	11	23
Eyebrow Beautifications, Lash, Waxing	15	35
Manicuring/Pedicuring	10	20
Artificial Nails & Wraps: Liquid & Powder	10	25
Artificial Nail Tips; Wraps and Repairs	10	25
Online Portfolio, Resume, Workers right, Salon Management, Business Ethics; Inspection, work area set up, MSDS universal standards Law & Regulations from the CA Board of Barbering & Cosmetology website	20	0
CLINIC: Student will complete sixty (60) paid to school operations from the clinic floor with 60 services (public & 30 can come from friends & family) = Consultation + service + Pre/Post service sanitation		Yes completed
Total State Board Required Hours:	500	
Total Practical Minimum Operations (These are not hours)		660
Total Clock Hours 1000	*500*	*500*

CAMPUS EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book". Theory clock hours are conducted using synchronous instructor supervision.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Communication skills that include professional ethics, salesmanship, decorum, record keeping, client service record cards and preparing a resume, employment development, modeling, desk, reception and care and other subjects relating to Cosmetology field. CLINIC: Student will complete sixty (60) paid to school operations from the clinic floor (public or friends & family) = Consultation + service + Pre/Post service sanitation.

COSMETOLOGY PERFORMANCE OBJECTIVES:

Acquire knowledge of laws and rules regulating California's cosmetology establishment practices.
Acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of hair, skin, and nails.
Acquiring knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry, and theory. Acquire business management techniques common to cosmetology.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face, and hands prior to all services to determine any disorders. Learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up to include the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicuring, learn the application of brush-on nails, nail wraps, and nail tips.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 60 clinical full services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends and family when the public is not available. Public clientele comes first-ALL services must be approved by Supervisor before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to Ba, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are standing all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the program of study with a GPA of 2.0 (“C”, 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Cosmetology, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Cosmetology Exam

The board shall admit to examination for a license as a cosmetologist to practice cosmetology any person who has made application to the board in
proper form, paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section 480.
(d) Has done any of the following:
(1) Completed a 1,000 hour program in cosmetology from a school approved by the board.
(2) Practiced cosmetology as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a program in cosmetology from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1) of this subdivision.
(3) Holds a license as a barber in this state and has completed a cosmetology crossover program in a school approved by the board.
(4) Completed a barbering program in a school approved by the board and has completed a cosmetology crossover program.
(5) Completed a cosmetology program in a school approved by the board and have completed a barber crossover program in a school approved by the board.

(6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

(e) **CAREER LEAD**: https://www.onetonline.org/find/quick?s=cosmetology LSOC code: 39-5012.00

(f) Graduates of Victory Career College's cosmetology program can choose to work as a cosmetologist in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise.

Inactive Programs

(Approved as of 7/22/2014 - Inactive as of 11/09/2021)

CURRICULUM FOR SKIN CARE 600 CLOCK HOURS: (Inactive)

The curriculum for Skin Care consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of skin care, pursuant to Section 7354 of the Cosmetology Act. Technical instruction means instruction given in person by demonstration, lecture, classroom participation, or examination. Practical operation is the actual performance by the student of a complete service on another person or mannequin.

Subject Skin Care 600 Clock Hours	*Minimum on Campus Required Technical Instruction Hours:*	*Minimum on Campus Practical Operations (NOT HOURS)*
Health and Safety (H&S)Board of Barbering and Cosmetology	Req.	Req.
H&S*, BBC** Rules and Regulations	20	0
H&S Blood Procedures/Datasheet HIV/AIDs/Workers rights	30	0
H&S Inspection/salon/skills	30	30
H&S Electricity/current/CPR/AED	20	0
H&S Disinfection & Sanitation	20	30
H&S, Bacteriology, Anatomy & Physiology & Chemistry	60	0
Facials-Manual	20	60
Facials-Electrical	20	40
Facials-Chemical	20	40
Eyebrow Arching-Tweezing & Wax; Eyelash Enhancements.	10	45
Hair Removal Wax & Depilatories	20	25
Make-up	10	0
---Make-Up & Lash Enhancements	20	40
CLINIC: Student will complete forty (40) paid to school operations from the clinic floor with 40 services (public & 20 can come from friends & family) = Consultation + service + Pre/Post service sanitation		Yes completed
Total State Board Required Hours-	300	-
Total Practical Minimum Operations (These are not hours)		310
Total Clock Hours 600	300	300

CAMPUS EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book". Theory clock hours are conducted using synchronous instructor supervision.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities and preparing a resume, employment development, modeling, desk and

reception care and other subjects relating to the skin care field.

SKIN CARE PERFORMANCE OBJECTIVES:

Acquire knowledge of laws and rules regulating California Esthetics establishment practices, acquire the knowledge of sanitation, disinfection and sterilization as related to all phases of skin care, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

SKILLS TO BE DEVELOPED:

Learn the proper use of implements relative to all Esthetic services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, learn the procedures and terminology used in performing all Esthetic services, learn the application of daytime and evening make-up to include the application of false individual and strip eyelashes and learn the proper procedure of plain and electrical facials.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 40 clinical full services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends & family (50% OFF menu) when the public is not available. Public clientele comes first -ALL services must be approved by Supervisor before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED:

Be able to appreciate good workmanship common to Ba, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are seating most of the day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the program of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Skin Care, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Esthetician Exam

The board shall admit to examination for a license as an esthetician to practice skin care, any person who has made application to the board in
proper form, paid the fee required by this chapter, and is qualified as follows:
(a) Is not less than 17 years of age.
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section 480.
(d) Has done any of the following:
(1) Completed 600 hours program in skin care from a school approved by the board.
(2) Practiced skin care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a program in skin care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
(3) Completed the apprenticeship program in skin care specified in
Article 4 (commencing with Section 7332).

CAREER LEAD:

https://www.onetonline.org/find/quick?s=skin+care **LSOC Code:** 39-5094.00

Graduates of Victory Career College's skin care program can choose to work as an esthetician in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts

Inactive Programs

(Approved as of 7/22/2014 - Inactive as of 11/09/2021)



(Approved as of 07/22/2014 - Inactive as 10/05/2021)

CURRICULUM FOR NAIL CARE 600 CLOCK HOURS: (Inactive)

The curriculum for the manicuring consists of six hundred (600) clock hours of technical instruction and practical operations covering all practices of manicuring and pedicuring, pursuant to Section 7316 of the Barbering & Cosmetology Act.
Technical instruction means instruction given in person by demonstration, lecture, classroom participation or examination.
Practical operation means actual performance by the student of a complete service on a person or mannequin.
Rational for additional 200 hours: Victory Career College's Nail Care is two hundred (200) hours more than the minimum requirement of 400 hours set by BBC so that our graduates are Spa and Salon ready. In depth practice of advanced manicures and pedicure techniques as well as nail enhancements and art ensure that our graduates are market ready. Additionally, neighboring states (Nevada & Arizona) require 600 clock hours for manicurists.

Subject Nail Care 600 Clock Hours	*Minimum on Campus Required Technical Instruction Hours:*	*Minimum on Campus Practical Operations (NOT HOURS)*
Health and Safety (H&S) Board of Barbering and Cosmetology (BBC)	Req.	Req.
Disinfection and Sanitation	25	80
Water and Oil Manicures --hand and arm massage	25	40
Pedicures --foot and ankle massage	30	30
Acrylics: Liquid and Powder Brush On Nails	15	75
Nail Tips	10	60
Nail Wraps and Repairs	10	40
Nail Art	0	20
Gel	10	10
Electric Drill	5	0
H&S Client Prep, work area pre/post	30	25
H&S --Health and Safety, Hazardous Substances which includes chemicals and health establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, communicable diseases, including HIV/AIDS and Hepatitis B	70	0
H&S The Cosmetology Act and the BBC* Laws and Regulations	20	0
H&S Cosmetology Chemistry related to manicuring practices, chemical compositions and purpose of nail care preparations	20	0
H&S Bacteriology, Anatomy, and Physiology	30	0
CLINIC: Student will complete forty (40) paid to school operations from the clinic floor with 40 services (public & 20 can come from friends & family) = Consultation + service + Pre/Post service sanitation		Yes completed
Total Clock Hours	300	
Total Practical Minimum Operations (These are not hours)		380
Total Clock Hours 600	300	300

CAMPUS EDUCATION TECHNOLOGIES:

Victory Career College uses portal from Cengage to teach the theory portion of the course. Cengage uses the "Learning Path" to guide students through the curriculum by incorporating different learning styles including activities, exercises, videos, quizzing and testing, flashcards, digital portfolios, and glossary Cengage also includes an interactive e-book delivered in sections. Instructors monitor student's progress through the "CIMA Grade Book". Theory clock hours are conducted using synchronous instructor supervision.

ADDITIONAL TRAINING WILL BE GIVEN IN THE FOLLOWING SUBJECT MATTER:

Salon Management, communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities and preparing a resume, employment development, modeling, desk and reception care and other subjects relating to the manicuring field.

NAIL CARE PERFORMANCE OBJECTIVE:

Acquire knowledge of laws and rules regulating California nail establishments, understand disinfection, sanitation & sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed and acquire business management techniques common to manicurists.

SKILLS TO BE DEVELOPED:

Use of proper implements relative to all manicuring, pedicuring, and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to all services to determine any disorders and diseases. Develop the knowledge of safety precautions in providing manicure, pedicure and artificial nail services.

CLINIC SERVICES:

Students must demonstrate professional skills and complete: 40 clinical full services paid. It means students may be handling monies given by the client for service rendered. Payment and all documentation must be completed before service. Gratuity is not allowed. Discount/promotion/free for clinic clients may apply. Students may get up to 50% of their clinical requirements on friends & family (50% OFF menu) when the public is not available. Public clientele comes first -ALL services must be approved by Supervisor before service.

ATTITUDES AND PHYSICAL DEMAND TO BE DEVELOPED: Be able to appreciate good workmanship common to nail care, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealings with patrons and colleagues. Physical demands are seating all day, use of shoulders, constant specific use of wrist, hands, and fingers coordination.

GRADUATION REQUIREMENTS:

When a student has completed the hours requirement for the program of study with a GPA of 2.0 ("C", 70%) or better, maintained a 70% attendance, pass the mock board with 75% or above (final) examination for Nail Care, given her/his professional resume to office, the tuition account is paid in full, s/he will be awarded a Certificate of Completion. A diploma will only be provided once the graduate passes the applicable state examination.

Qualifications for Admittance to Take Manicurist Exam

The board shall admit to examination for a license as a manicurist to practice nail care, any person who has made application to the board in proper form,
paid the fee required by this chapter, and is qualified as follows:

(a) Is not less than 17 years of age.
(b) Has completed the 10th grade in the public schools of this state or its equivalent.
(c) Is not subject to denial pursuant to Section 480.
(d) Has done any of the following:
(1) Completed 400 hours program in nail care from a school approved by the board.
2) Practiced nail care, as defined in this chapter, outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a program in nail care from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
(3) Completed the apprenticeship program in nail care specified in
Article 4 (commencing with Section 7332)

CAREER LEAD:

https://www.onetonline.org/find/quick?s=nail+care **LSOC Code:** 39-5092.00

Graduates of Victory Career College's nail care program can choose to work as a nail technician in a variety of locations, including (but not limited to): Beauty and Hair Salons/Movie Studios/Photographer Studio/Barbershops/Cruise Ships/Health Clubs and Fitness Centers/Hotels/Spas and Resorts.

SCHEDULE OF TUITION CHARGES & FEES

The charges for a period of attendance and the total charges are the same.

PROGRAMS		***Schedule of Tuition Charges & Fees***									
***HDE**	**Program Name**	**Hours**	**Tuition**	**STRF Fee**	**Cengage Code +Book(s)**	**Chromebook**	**Supplies Kit(s)**	**Taxes** *(Non-Ref)*	**App. Fee** *(Non-Ref)*	**Total Charges**	**#Wks.** (Approx)
N	**Skin Care**	600	$12,600	$0.00	$395.00	$399.95	$1,375.00	$227.84	$100	$15,097.79	18-30
N	**Cosmetology**	1000	$17,000	$0.00	$395.00	$399.95	$1,553.00	$246.54	$100	$19,694.49	30-50
N	**Barbering**	1000	$16,000	$0.00	$395.00	$399.95	$1,523.00	$243.39	$100	$18,661.34	30-50
N	**Nail Care**	600	$9,600	$0.00	$395.00	$399.95	$875.00	$175.35	$100	$11,545.30	30
Y	*Nail Care Online	400	$4,800	$0.00	$395.00	$399.95	$500.00	$135.97	$100	$6,330.92	20

-Prices as of 4/01/2025 *-Sales tax of 10.50%*

-The option to "Opt-Out" of purchasing a Chromebook is available ($440.94 taxes included).

-The payment method for the non-refundable Application fee ($100) and transfer fee ($150) is cash ONLY.

-STRF Fee - $0.00 (per $1,000 of institutional charges, rounded to the nearest thousand dollars).

-Hybrid Distance Education (HDE) programs may not exceed 50% of a program.

REQUIRED ELECTRONICS POLICY:

On campus programs will also be required to follow the Required Electronics Policy: A student must bring his/ her CHARGED smart phone, Chromebook, laptop, to each class; must be WIFI and camera capable. Victory Career College provides the option to buy electronics to take home. Students must have access to the Internet/ WIFI. Milady Cengage platform is used for theory class and homework. Students must tour Cengage Webinars before enrolling. First access to CENGAGE and any materials are given to students within two weeks of start. https://www.milady.com/cima-help-student
Day falls on a weekend or another holiday, VC College will hold the event during the preceding or following week.

END of ADDENDUM Published on 1/01/2025

ESTIMATED PAYMENT TABLE PER PROGRAM

HAIRSTYLIST ONLINE 600 HOURS				
Payment Period	*	1st	2nd	**Totals**
Tuition	*	$6,000.00	$6,000.00	**$12,000.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$2,419.74	$0.00	**$2,419.74**
Totals	*	**$8,519.74**	**$6,000.00**	**$14,519.74**

SKIN CARE ONLINE 600 HOURS				
Payment Period	*	1st	2nd	**Totals**
Tuition	*	$6,300.00	$6,300.00	**$12,600.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$2,358.69	$216.45	**$2,575.14**
Totals	*	**$8,758.69**	**$6,516.45**	**$15,275.14**

NAIL CARE ONLINE 600 HOURS				
Payment Period	*	1st	2nd	**Totals**
Tuition	*	$4,800.00	$4,800.00	**$9,600.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$1,459.59	$516.15	**$1,975.74**
Totals	*	**$6,359.59**	**$5,316.15**	**$11,675.74**

MASSAGE THERAPY COURSE 720 HOURS				
Payment Period	*	1st	2nd	**Totals**
Tuition	*	$5,400.00	$5,400.00	**$10,800.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$1,363.02	$0.00	**$1,363.02**
Totals	*	**$6,863.02**	**$5,400.00**	**$12,263.02**

MASSAGE THERAPY COURSE 500 HOURS				
Payment Period	*	1st	2nd	**Totals**
Tuition	*	$3,750.00	$3,700.00	**$7,500.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$1,344.15	$0.00	**$1,344.15**
Totals	*	**$5,194.15**	**$3,750.00**	**$8,944.15**

COSMETOLOGY CROSS-OVER COURSE FOR BARBER 300 HOURS				
Payment Period	*	1st	2nd	**Totals**
Tuition	*	$2,850.00	$2,850.00	**$4,200.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$2,308.89	$0.00	**$2,308.89**
Totals	*	**$5,258.89**	**$2,850.00**	**$8,108.89**

BARBER CROSS-OVER COURSE FOR COSMETOLOGIST 200 HOURS				
Payment Period	*	1st	2nd	**Totals**
Tuition	*	$1,800.00	$1,800.00	**$3,600.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$2,302.84	$0.00	**$2,302.84**
Totals	*	**$4,202.84**	**$1,800.00**	**$6,002.84**

COSMETOLOGY ONLINE 1000 HOURS					
Payment Period	*	1st	2nd	3rd	**Totals**
Tuition	*	$7,650.00	$7,650.00	$1,700.00	**$17,000.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$2,728.32	$0.00	$0.00	**$2,728.32**
Totals	*	**$10,478.32**	**$7,650.00**	**$1,700.00**	**$19,828.32**

BARBERING ONLINE 1000 HOURS					
Payment Period	*	1st	2nd	3rd	**Totals**
Tuition	*	$7,200.00	$7,200.00	$1,600.00	**$16,000.00**
Application Fee (Non-Refundable)	*	$100.00	$0.00	$0.00	**$100.00**
STRF Fee	*	$0.00	$0.00	$0.00	**$0.00**
Books, Chromebook, Supply Kits +Taxes: (Non-Refundable)	*	$2,695.03	$0.00	$0.00	**$2,695.03**
Totals	*	**$9,995.03**	**$7,200.00**	**$1,600.00**	**$18,795.03**