



**ACADEMY**

**BARBERING • COSMETOLOGY • ESTHETICS**

# CATALOG 2023

Effective January 1, 2023 – December 31, 2023

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## INTRODUCTION

Welcome to Cobra Academy and the wonderful world of beauty. We appreciate you selecting our school to assist you in obtaining your training. The beauty, skin, and hair world are bigger than ever, and the need for creative, well-trained professionals grows every day. If you love working with people and are willing to devote the time and energy necessary for real success, then this is the field, and Cobra Academy is for you.

Cobra Academy has been training students in the beauty field for over 50 years. During that time, the school has earned an impressive reputation for excellence and quality of education. At Cobra Academy, our goal is to provide the student with the education necessary to pass the California State Board licensing exams for Cosmetology, Esthetics, and Barbering, obtain employment in your chosen area of practice, and become an asset to the beauty industry. We are successful when our graduates are successful.

We emphasize how to be successful in the salon, spa, or barbershop, and how to create the lifestyle you desire. This means hard work, dedication, and practice on your part. The degree of your success will depend on the effort you are willing to expend during the entire course of your training. Our catalog is updated as needed; the latest revision date and version are indicated at the cover page's bottom.

We encourage students, friends, and families to visit our school and discuss personal, educational, and occupational plans with school personnel, especially before prospective students enroll or sign the enrollment agreement. Cobra Academy has approvals to offer various sponsored programs, government or otherwise, to provide grants or to pay for portions of tuition and fees. The Federal PELL Grant Program and the Federal Direct Loan Program are available for those who qualify.

## SCHOOL MISSION AND EDUCATIONAL OBJECTIVES

It is Cobra Academy's mission to provide the student with the education necessary to pass the State Board exam, be an asset to the profession, and become a success in whatever area the student desires. To achieve this mission, Cobra Academy does the following:

- 1. Maintains a highly skilled and qualified teaching staff. We supplement that staff with frequent presentations from experts currently working in the field.*
- 2. Provides the student with a comprehensive curriculum in the basics and advanced areas of Cosmetology/ Esthetics/ Barbering and related subjects, emphasizing Salon and Spa techniques.*
- 3. Teaches the value of professionalism, including high standards of workmanship and personal conduct, enabling the student to acquire employment and be an asset to the salon of his/her choice.*
- 4. Conducts its business in an ethical and educational atmosphere that is a credit to the Beauty Industry.*

## FACILITIES

Cobra Academy is located at 663 North Euclid Street, in Anaheim, CA 92801, on the corner of Euclid and Crescent in the Euclid Plaza near Freeway 91 and Interstate 5. Plenty of lighted parking is available in the shopping center parking lot, including plenty of accessible parking spaces. The interior of the Cobra Academy reflects a professional atmosphere conducive to learning, which is ADA compliance. Our clinic floor consists of manicure stations, a pedicure throne, a makeup station with vanity makeup lighting, hair styling stations, and barber stations. In addition to the clinic floor, we have designated areas for the use of hot tools such as blow-dryers, flat irons, and curling irons. Our Esthetics Treatment Rooms includes facial beds (two practical classrooms), each with a facial machine (ultrasonic skin scrubbers, high frequency, and microdermabrasion) or waxing machine (hard and soft waxy). Cobra Academy's Anaheim campus is more than 7,570 square feet, accommodating approximately 100 students at one time. The campus consists of five classrooms with big-screen monitors/computers, five offices, three clinic floors, a color lab, a laundry room, and a lunch area with a

refrigerator and microwave. At the Academy, we have five restrooms. One is wheelchair accessible, one is designated for women, and two are gender neutral. We also have an employee break room. The campus is CASp Certified.

## SCHOOL MANAGEMENT AND STAFF

### Administrative Staff:

Chief Executive Officer (CEO)	Ms. Carol Ann Malkasian
Chief Financial Officer (CFO)	Mr. Tom Malkasian
Vice President (VP) & School Certifying Official (SCO)	Ms. Michele Malkasian
Director of Education	Ms. Francine Garcia
Financial Aid Director & School Certifying Official (SCO)	Ms. Tonya Parker-Jones
Admission Advisor	Ms. Karla Dietz

### Instructional Staff:

<u>Program</u>	<u>Instructor Name</u>	<u>DCA License</u>
Cosmetology	Ms. Brianne Wizner	Cosmetology
	Ms. Karen Olivier	Cosmetology
	Ms. Jasmin Messer	Cosmetology
Esthetics	Ms. Charlotte Gutierrez	Esthetician
	Ms. Della Rodriguez	Esthetician
	Ms. Lisette Nolasco	Esthetician
Barbering	Mr. Gorky Legarda Falcon	Barber
	Mr. Jeron Jackson	Barber
	Ms. Annie (Vera) Mendoza	Barber

Our instructors are licensed cosmetologists, estheticians, and barbers by the California State Board of Barbering and Cosmetology and have at least 3 years of training and industry experience. Instructors may substitute from one shift to another: (i.e., daytime shift to nighttime shift and vice-versa.)

## ACCREDITATION

Coba Academy is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS) located at:

**3015 Colvin Street, Alexandria, VA 22314**  
**Phone (703) 600-7600 Fax (703) 379-2200 Email: [filecomplaint@naccas.org](mailto:filecomplaint@naccas.org)**

**[www.naccas.org](http://www.naccas.org)**

The National Accrediting Commission of Career Arts and Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology, arts and sciences, and massage therapy.

## APPROVAL DISCLOSURE STATEMENT

**Coba Academy is a private educational institution, incorporated in the State of California.** Coba Academy has been granted approval to operate under the terms of California Code (CEC) section 94890(a) (1):

Coba Academy's license covers the following programs:

<b>Cosmetology</b>	<b>1000 Hours</b>
<b>Barbering</b>	<b>1000 Hours</b>
<b>Esthetics</b>	<b>600 Hours</b>

Coba Academy is a private institution approved to operate by the Bureau for Private Postsecondary Education, that approval to operate means compliance with state standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

**Bureau for Private Postsecondary Education**  
**1747 N. Market Blvd. Suite 225, Sacramento, CA 95834**  
**Toll Free (888) 370-7589 Fax (916) 263-1897**

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

Minimum standards for our programs are also set and monitored by the California State Board of Barbering and Cosmetology. The minimum number of class hours and the total hours for each program, as outlined in the Program's Rules and Regulations booklet, must be met to qualify a student for California State Licensure.

**Board of Barbering and Cosmetology**  
**2420 Del Paso Road Suite 100, Sacramento, CA 95834**  
**Phone 1-800-952-5210 Fax (916) 575-7281 Email: [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov)**

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

## VETERANS EDUCATIONAL BENEFITS

Coba Academy is approved to offer educational training for veterans and their qualified dependents. Please see one of the School Certifying Officials (SCO) for the Veterans Information Bulletin that supersedes the application fee and tuition fee section of this catalog as well as the refund policy. (FC # 25-1932-05)

**US Department of Veterans Affairs**  
**8810 Rio San Diego Dr., San Diego, CA 92108**  
**Phone (619) 400-1866**

## COMPLAINTS

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. In addition, you are also encouraged to review the Consumer Information available on the Academy's website. Under the consumer information, you will find the policies that include the following but are not limited to School Performance Fact Sheet, NACCAS Statistics, BPPE Annual Reports information.

Persons seeking to resolve problems or complaints should first contact the Director of Education. Appeals and requests for any further action may be made in writing to the CEO.

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 press 3 when prompted or by completing a complaint form, which can be obtained on the Bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

**Bureau for Private Postsecondary Education**  
**P.O. Box 980818**  
**West Sacramento, CA 95798-0818**  
**Toll Free (888) 370-7589 press 3 when prompted. Fax (916) 263-1897**

**If you have questions or need assistance with filing a complaint email, [bppe.enforcement@dca.ca.gov](mailto:bppe.enforcement@dca.ca.gov)**

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

After all complaint procedures, have been exhausted an appeal may be submitted to:

**The National Accrediting Commission of Career Arts & Sciences**  
**3015 Colvin Street, Alexandria, VA 22314**  
**Phone (703) 600-7600 Fax (703) 379-2200 Email: [filecomplaint@naccas.org](mailto:filecomplaint@naccas.org)**

All information in this catalog is current and correct and is so certified as true by the Chief Executive Officer, Ms. Carol Ann Malkasian.

## **HOURS OF ATTENDANCE**

***Coba Academy is open for class on the following schedules:***

### **1. Daytime Classes**

- a) Full Time** – Monday through Friday, 9:00 am to 4:30 pm \*(Cosmetology & Barbering Program) – 35 hours per week
- b) Full Time** – Monday through Friday, 9:00 am to 3:30 pm \*(Esthetics Program) – 30 hours per week

**OR**

### **2. Evening Classes**

- a) Full Time** – Monday through Friday – 5:30 pm to 10:30 pm (Cosmetology, Barbering & Esthetics Program) – 25 hours per week

\*Mandatory 30 Minute Lunch Break when daily Attendance exceeds 5 hours.

***Client service hours are Monday through Friday, 10:30 am to 6:30 pm, and optional, at the Director of Education's discretion Saturday. The last customer may check-in at 6:30 pm, at the latest.***

## **VOTER REGISTRATION FORMS**

We encourage all our students to register to vote. Voter registration cards are available in the Student Bulletin Board.

## **REGISTERED LIST OF SEX OFFENDERS**

The registration list of sex offenders is available online at: <http://www.meganslaw.ca.gov/>. If a student needs assistance in viewing this list, our Operations Manager/Director of Education can assist.

## **HOLIDAYS AND EMERGENCY CLOSURES**

Coba Academy is closed on the following holidays: Presidents' Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Break, and Winter Break. Holidays of all religious beliefs are respected and allowed. If the school must be closed for emergencies or other unexpected reasons, students will be notified by phone, text message, email and/or a notice posted on the front door explaining the reason for the closure and the date of re-opening.

Coba Academy will be closed for the following days in 2023 and 2024:

<b>Holiday</b>	<b>Date</b>
Winter Break	12/24/2022-01/02/2023

Presidents' Day	02/20/2023
Memorial Day	05/29/2023
Independence Day	07/03/2023 - 07/04/2023
Labor Day	09/04/2023
Veterans' Day	11/10/2023
Thanksgiving Break	11/23/2023 – 11/24/2023
Winter Break	12/23/2023-01/01/2024
President's Day	02/19/2024
Memorial Day	05/27/2024
Independence Day	07/04/2024 – 07/05/2024
Labor Day	09/02/2024
Veterans Day	11/11/2024
Thanksgiving Break	11/28/2024 – 11/29/2024
Winter Break	12/23/2024 – 01/01/2025

## ENROLLMENT

Enrollment should be completed on or before the enrollment deadline. Students who enroll and complete necessary documents earliest will receive priority for enrollment.

## ADMISSION REQUIREMENTS

Coba Academy admits as regular students those applicants who submit the following:

1. High school graduates with a valid diploma or official transcripts stating High School Graduation date; or
  - A. Has a General Education Equivalency (GED) certificate; or
  - B. Has a Homeschooling completion credential for the State it was earned; or
  - C. Has a certificate or other official completion documentation demonstrating that the student has passed a state-authorized examination (such as the Test Assessing Secondary Completion (TASC), the High School Equivalency Test (HiSET); or
  - D. Has a California High School Proficiency Exam that the State recognizes as the equivalent of a high school diploma (certificates of attendance and completion are not included in this qualifying category); or
  - E. Has an associate's, bachelor's, or master's degree obtained from a school with accreditation recognized by the U.S. Department of Education.
2. A current government-issued photo identification or birth certificate.
3. A Social Security Card.

If the high school diploma is from a foreign school (any institution outside of the U.S.), the applicant must obtain the services of a foreign credential evaluation service at the student's expense. This foreign credential assessment must be completed by a NACES, AACRAO, or AICE-approved organization to establish if the credential has U.S. equivalency. Translation prices vary. Please check the service provider website for further information. Applicants should understand they are responsible for the evaluation and translation fees, even if

a diploma does not meet U.S. equivalency requirements. Coba Academy does not offer any Visa services or sponsor students, and Coba Academy will not vouch for a student's legal status in the United States.

All applicants are required to complete an admissions application for the Academy with questions regarding the student's background information. Suppose an applicant discloses a conviction or pled no contest to violate any law of the United States, in any state, local jurisdiction, or any foreign country. In that case, the Academy will provide the applicant with Form C-01 (Disclosure Statement Regarding Criminal Pleas/Convictions). The applicant will need to complete the form independently and submit it to the Board of Barbering and Cosmetology for review. Once the applicant receives a clearance letter from the Board of Barbering and Cosmetology, confirming the applicant's eligibility to be licensed, the applicant may proceed with the enrollment. The exact process applies if an applicant had any professional or vocational license, or application, denied, suspended, revoked, placed on probation or other disciplinary actions taken by the Board of Barbering and Cosmetology or any other governmental authority in this State, or any other state, or any foreign country.

- Coba Academy does not require students to have immunizations/vaccinations to enroll in our Academy.
- Coba Academy has not entered into an articulation or transfer agreement with any other institutions or colleges.
- Coba Academy does not accept secondary students or students who do not possess a high school diploma or equivalent.
- Coba Academy does not accept Ability-to-Benefit (ATB) students.

Coba Academy has a high school validity process for students who have completed high school and, for any reason, believe that the high school diploma is invalid or was not obtained from an entity that provides secondary school education. The validity of the high school is determined before a student is admitted to the College.

## CREDIT FOR PREVIOUS TRAINING

Students who have had previous training from outside California must furnish proof of the number of hours of training to the California Board of Barbering and Cosmetology (BBC) and the school. The BBC will evaluate the training and assign the number of hours of training to be granted. Students with prior training in the State of California must furnish the official Proof of Training to the Director of Education of Coba Academy. Coba Academy only accepts transfer students under certain conditions and does not recruit from other schools.

## EXPERIENTIAL LEARNING

Experiential learning is not accepted. Coba Academy does not award credit for prior experiential learning.

## DISTANCE EDUCATION

Distance Education will only be offered on a temporary basis and under the terms allowed by our accrediting and/or licensing agencies. The academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

## WITHDRAW AND RE-ENTRY POLICY

All students who withdraw in good standing will be accepted to re-enter during the next class start at the discretion of a school's official.

## GRADUATION REQUIREMENTS

When a student has completed the required program hours, theory hours, and practical operations in Cosmetology, Barbering or Esthetics with a GPA of "C" (75%) or better and 75% or better in attendance, and has satisfied all financial obligations to Coba Academy, he or she is awarded a certificate certifying of his/her graduation.

***Note: Certificate of Completion & Proof of Training will not be released until all charges are paid in full. The last/final outstanding balance payment methods are cash or credit card only—no personal checks.***



## APPLICATION FOR LICENSE REQUIREMENT

Upon graduation, a certificate is awarded by Coba Academy verifying graduation and successful completion of the program for which the student was enrolled. Upon receiving a Certificate and receiving proof of training, a student may apply to the BBC to take the California State Board Examination. Please refer to the BBC's website [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for licensing fees. The Board sets examination dates and issues a license to successful applicants\*.

***\*Your actual graduation date or end date may be sooner or later depending on holidays, school closures, and your attendance. Proof of Training is required by the state board in order to apply for the exam. All balances must be paid before the school issues Proof of Training to the student.***

## CLASS START DATES

Classes are scheduled to start once a month (depending on your program and schedule) throughout the year for both morning and evening Sessions. If space permits, there may, on occasion, start more frequently. Check with Coba Academy for the next class start date.

## STUDENT HOUSING

Coba Academy does not have dormitory facilities under its control. It is the student's responsibility, not the school's, to find suitable housing. As such, the school is not equipped to assist the student in finding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two-story walkup and garden apartments. The monthly rent for a one-bedroom unit is approximately \$2,500 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## BANKRUPTCY STATEMENT

Coba Academy does not have a pending petition in bankruptcy, nor is it operating as a debtor in possession, nor has it filed a petition within the preceding five years, nor has it had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. (11 USC. Sect. 1101 et seq.), 94909 (a) (12).

## NON-DISCRIMINATION

Coba Academy does not discriminate on the basis of age, color, sex, gender, sexual orientation, ethnic origin, race, religion, creed, physical handicap, political affiliations or beliefs in its educational programs, admissions, instruction, graduation policies, or any other areas in which it operates and is prohibited from such discrimination by law. This practice of non-discrimination also extends to employment by the school and the administration of students engaged in programs and activities operated by the school. Federal sexual harassment guidelines have been adopted as a part of school policies.

## DISCLOSURE OF EDUCATIONAL RECORDS

Adult students and parents of dependent minor students have the right to inspect, review, and challenge information contained in their educational records. Educational records can be defined as files, materials, and documents maintained by Coba Academy, which contain information directly related to a student. The institution adheres to the policy of the family rights and privacy act of 1974 (FERPA). Copies of FERPA law are available to students and parents upon their request. Written consent is required via a FERPA form before educational records may be disclosed to third parties. (Including parents of a student 18 years of age or older) The only exception where written consents are not required is for accrediting agencies or government agencies so authorized by law. Any inquiries or complaints to the above should be directed to the Operations Manager/ Director of Education of Coba Academy or authorized representative. Student records are kept in the Academy for **six years**, but transcripts are kept permanently.

## **PLACEMENT ASSISTANCE**

This school does **not** guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

While Coba Academy will make every effort to place students in suitable positions, no guarantee of employment or salaries can be made or implied. Graduates may make an appointment with the Director of Education or other Administrative Staff for consultation and assistance in obtaining employment. Coba Academy provides a "Job Listing" bulletin board for students to review employment opportunities.

Coba Academy offers career, academic, and individual counseling to all students. Counseling sessions are regularly scheduled, but students may request counseling at any time.

The minimum prerequisite for employment as a practicing professional esthetician, cosmetologist, and/or barber in the state of California includes holding a valid California state license in the respective field.

## **ENGLISH-AS-A-SECOND LANGUAGE**

The institution does not offer instruction in English-as-a-second language.

## **LANGUAGE OF INSTRUCTION**

All courses are taught in English only. English proficiency is determined by completion of 10<sup>th</sup> grade (US high school).

## **LIBRARY AND OTHER RESOURCES**

A library is available to students and staff. The library includes ample selections of educational materials, including beauty, barbering, and esthetic-related books, DVDs, periodicals, and other additional materials. Our students and staff may access materials while they are at the Academy and may request to take materials overnight with approval by a School Administrator. Coba Academy has an account with Milady MindTap by Cengage. Every student has access to MindTap; it includes videos, activities, vocabulary words, mock exams, and additional resources. Students can access MindTap on any device that is WIFI compatible; this resource is available to students over the internet 24/7. Other resources can include blogs or websites on the internet; instructors will often recommend helpful instructional sites of interest.

## **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED**

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

# ALL CURRICULUM

## Cosmetology Programs:

**1000 Hours CIP # 12.0401**

**SOC # 39-5012**

The objective of the Coba Academy Cosmetology Program is to teach the student the practical skills, theoretical knowledge, and professional attitudes for success in the profession and to qualify and equip the student to pass the California State Board Licensing Examination. After graduates have successfully passed their State Board examination, they are qualified to work as licensed cosmetologists in any licensed facility in the State of California. They may cut hair, perform hairstyling, manicure nails, apply makeup, and give skincare (within the scope of the license) for profit.

The Program is 1000 clock hours in length, which can be completed in as little as eight months of full-time attendance. Approximately 365 hours of the course time are devoted to technical instruction, which consists of various learning activities in a classroom setting. The balance of the course time is devoted to practical operations in which students develop and practice cosmetology skills under the supervision of licensed instructors in actual working conditions. The following is a list of the subjects taught, the state of California required hours and operations in each:

(ISBN 978-1-2857-6941-7)

<b>SUBJECT</b>	<b>Technical Instruction (Hours)</b>	<b>Practical Operations (Hours)</b>
<b>CHEMICAL HAIR &amp; HAIRSTYLING SERVICES (500 total hours required)</b>	<b>Minimum Hours Required</b>	<b>Minimum Operation Hours Required</b>
Hairstyling	30	100
Permanent Waving and Chemical Straightening	30	60
Hair Coloring and Bleaching	60	100
Hair Cutting	20	100
<b>HEALTH AND SAFETY &amp; DISINFECTION AND SANITATION (200 total hours required)</b>	<b>Minimum Hours Required</b>	<b>Minimum Operation Hours Required</b>
Laws and Regulations	20	N/A
Health and Safety/Anatomy	30	N/A
Disinfection and Sanitation	20	80
Chemistry	20	N/A
Electricity	5	N/A
Infection Control/Microbiology	25	N/A
<b>SKINCARE &amp; HAIR REMOVAL AND LASH AND BROW BEAUTIFICATION (200 total hours required)</b>	<b>Minimum Hours Required</b>	<b>Minimum Operation Hours Required</b>
Manual, Chemical, & Electrical Facials and Makeup	50	100
Hair Removal and Lash and Brow Beautification	15	35
<b>MANICURING AND PEDICURING (100 total hours required)</b>	<b>Minimum Hours Required</b>	<b>Minimum Operation Hours Required</b>
Manicuring and Pedicuring	20	30
Acrylic Liquid/Powder Nails, Artificial Nail Tips, Wraps & Repairs	20	30

## Cosmetology Program Outline

**Chemical Hair & Hairstyling Services:** Instruction on coloring, color formulation, and the general use of haircolor, as well as straightening, waving, bleaching, hair analysis, predisposition, and strand tests, as it relates

to hair chemicals use. The proper use of clippers and shears for haircuts. The use of flat irons, curling irons, and blow-dryers for hairstyling. Hairstyling products and the best use of each.

**Health and Safety & Disinfection and Sanitation:** Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. This section will also instruct on human anatomy, with focus on the head and face, as well as electricity and chemistry, as it relates to cosmetology, to promote safe practices.

**Skincare & Hair Removal and Lash and Brow Beautification:** Basic skincare including cleansing, exfoliation, and moisturizing. Manual, electrical, and chemical facials; including the facial massage techniques suitable for each style of facial. The use of hard and soft wax for hair removal, the differences, and best practices of each. Eyebrow shaping by way of mapping to determine appropriate shape and proportions, waxing, tweezing, trimming, and lamination to achieve the desired look. Eyelash lifting, chemically manipulating the shape of eyelashes (sometimes referred to as “lash perming”). Basic makeup techniques including complexion, color correction, the use of eyeshadow, and other creative makeup looks.

**Manicuring and Pedicuring:** Nail analysis, hand and arm massage, foot and ankle massage, nail filing and shaping, and cuticle maintenance. The use of regular and gel nail polishes. Artificial nail services including but not limited to acrylic liquid and powder brush-on, tips, wraps, and repairs.

## GRADING SYSTEM

Students are examined weekly or bi-weekly in theory and practical work assignments. Marking and grading are as follows:

Written Exams			Practical Grades Practical operations will be graded on the following scale:		
90-100%	A	(Excellent)	8/8 Points	Pass	100%
80-89 %	B	(Above Average)	7/8 Points	Pass	88%
75-79 %	C	(Average)	6/8 Points	Pass	75%
60-74 %	D	(Below Average)	5/8 Point	Fail	63%
0-59 %	F	(Fail)	4/8 Points	Fail	50%

### COSMETOLOGY PERFORMANCE OBJECTIVE

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

### TEACHING METHODS

Students will be taught by instructors using discussion, demonstration, question and answer, cooperative learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.

The objective of the Esthetics program is to teach the student the practical skills, theoretical and professional knowledge for success as an esthetician to qualify and equip the student to successfully complete the State of California Board of Cosmetology Esthetician examination.

The Esthetics program is 600 clock hours in length, which can be completed in approximately five months of full-time attendance. Approximately 245 hours of the course time is devoted to technical instruction, which consists of various learning activities in a classroom setting. The balance of the course time is spent performing practical operations in actual working conditions under supervision of licensed instructors. Following is a list of the subjects taught, the State required hours and operations in each:

(ISBN 978-1-111-30689-2)

<b>SUBJECT</b>	<b>Technical Instruction (Hours)</b>	<b>Practical Operations (Hours)</b>
<b>FACIALS (350 total hours required)</b>	<b>Minimum hours Required</b>	<b>Minimum Operation Hours Required</b>
Manual, Electrical, and Chemical Facials	<b>80</b>	<b>180</b>
Preparation	<b>20</b>	<b>20</b>
Additional Services	<b>0</b>	<b>50</b>
<b>HEALTH AND SAFETY (200 total hours required)</b>	<b>Hours Required</b>	<b>Minimum Operation Hours Required</b>
Laws and Regulations	<b>20</b>	<b>N/A</b>
Health and Safety/Anatomy	<b>30</b>	<b>N/A</b>
Disinfection and Sanitation	<b>20</b>	<b>80</b>
Electricity	<b>5</b>	<b>N/A</b>
Cosmetology Chemistry Related to Skin Care	<b>20</b>	<b>N/A</b>
Infection Control/Microbiology	<b>25</b>	<b>N/A</b>
<b>HAIR REMOVAL and MAKEUP (50 total hours required)</b>	<b>Hours Required</b>	<b>Minimum Operation Hours Required</b>
Hair Removal and Eyebrow and Eyelash Beautification	<b>15</b>	<b>20</b>
Makeup	<b>5</b>	<b>10</b>

## Esthetics Program Outline

**Facials:** Instruction on manual, electrical, and chemical facials; including the facial massage techniques suitable for each style of facial, the differences between alpha hydroxy, beta hydroxy, and enzymes, and the various facial mechanical aids applicable to each style of facial (including ultrasonic skin scrubber, LED light therapy, steamer, and vacuum). Instruction on preparing a proper sanitary maintenance area (SMA) and the proper tools for each facial respectively. The topic of preparation includes preparing for a career in the field of esthetics, career opportunities, life skills, communicating for success, professional image, ethics, and the history of esthetics.

**Health and Safety:** Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. This section will also instruct on human anatomy, with focus on the head and face, as well as electricity and chemistry, as it relates to cosmetology/esthetics in skincare and makeup, to promote safe practices.

**Hair Removal and Makeup:** Instruction on the use of hard and soft wax for hair removal, the differences, and best practices of each. Eyebrow shaping by way of mapping to determine appropriate shape and proportions,

waxing, tweezing, trimming, and lamination to achieve the desired look. Eyelash lifting, chemically manipulating the shape of eyelashes (sometimes referred to as “lash perming”). Basic makeup techniques including complexion, color correction, the use of eyeshadow, and other creative makeup looks.

## GRADING SYSTEM

Students are examined weekly or bi-weekly in theory and practical work assignments. Marking and grading are as follows:

Written Exams			Practical Grades Practical operations will be graded on the following scale:		
90-100%	A	(Excellent)	8/8 Points	Pass	100%
80-89 %	B	(Above Average)	7/8 Points	Pass	88%
75-79 %	C	(Average)	6/8 Points	Pass	75%
60-74 %	D	(Below Average)	5/8 Point	Fail	63%
0-59 %	F	(Fail)	4/8 Points	Fail	50%

## ESTHETICS PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's skin care establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of skin.
3. Acquire knowledge of general theory relative to esthetics including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Esthetics.

## TEACHING METHODS

Students will be taught by instructors using discussion, demonstration, question and answer, cooperative learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.

### Barbering Program:

**1000 Hours**

**CIP # 12.0402**

**SOC # 39-5011**

The objective of the Coba Academy Barbering Program is to teach the student the practical skills, theoretical knowledge, and professional attitudes for success in the profession and to qualify and equip the student to pass the California State Board Licensing Examination. After graduates have successfully passed their State Board examination, they are qualified to work as licensed barbers in any licensed facility in the State of California. They may cut hair, perform hairstyling, and shave for profit.

The Program is 1000 clock hours in length, which can be completed in as little as eight months of full-time Attendance. Approximately 360 hours of the course time are devoted to technical instruction, which consists of various learning activities in a classroom setting. The balance of the course time is devoted to practical operations in which students develop and practice barbering skills under the supervision of licensed instructors in actual working conditions. The following is a list of the subjects taught, the State required hours and operations in each:

(ISBN 9781305100558)

SUBJECT	Technical Instruction (Hours)	Practical Operations (Hours)
<b>CHEMICAL HAIR &amp; HAIRSTYLING SERVICES (550 total hours required)</b>	<b>Minimum hours Required</b>	<b>Minimum Operation Hours Required</b>
Hairstyling	<b>30</b>	<b>125</b>
Permanent Waving and Chemical Straightening	<b>30</b>	<b>60</b>

Hair Coloring and Bleaching	60	100
Hair Cutting	20	125
<b>HEALTH AND SAFETY &amp; DISINFECTION AND SANITATION (200 total hours required)</b>	<b>Minimum hours Required</b>	<b>Minimum Operation Hours Required</b>
Laws and Regulations	20	N/A
Health and Safety/Anatomy	30	N/A
Disinfection and Sanitation	20	80
Electricity	5	N/A
Chemistry	20	N/A
Infection Control / Microbiology	25	N/A
<b>SHAVING AND TRIMMING OF THE BEARD (250 total hours required)</b>	<b>Minimum hours Required</b>	<b>Minimum Operation Hours Required</b>
Men's Skin Analysis, Facial, and Shave	100	150

## Barbering Program Outline

**Chemical Hair & Hairstyling Services:** Instruction on coloring, color formulation, and the general use of haircolor, as well as straightening, waving, bleaching, hair analysis, predisposition, and strand tests, as it relates to hair chemicals use. The proper use of clippers and shears for haircuts. The use of flat irons, curling irons, and blow-dryers for hairstyling. Hairstyling products and the best use of each.

**Health and Safety & Disinfection and Sanitation:** Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. Disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. This section will also instruct on human anatomy, with focus on the head and face, as well as electricity and chemistry, as it relates to barbering, to promote safe practices.

**Shaving and Trimming of The Beard:** Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

## GRADING SYSTEM

Students are examined weekly or bi-weekly in theory and practical work assignments. Marking and grading are as follows:

Written Exams			Practical Grades Practical operations will be graded on the following scale:		
90-100%	A	(Excellent)	8/8 Points	Pass	100%
80-89 %	B	(Above Average)	7/8 Points	Pass	88%
75-79 %	C	(Average)	6/8 Points	Pass	75%
60-74 %	D	(Below Average)	5/8 Point	Fail	63%
0-59 %	F	(Fail)	4/8 Points	Fail	50%

## BARBERING PERFORMANCE OBJECTIVE

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

## TEACHING METHODS

Students will be taught by instructors using discussion, demonstration, question and answer, cooperative learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.

## SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

### Evaluation Periods

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 in the Program. Students who meet minimum requirements for attendance and academic performance are making Satisfactory Academic Progress until the next scheduled evaluation.

Students will be advised in writing of failure to meet Satisfactory Academic Progress and any impact on the student's eligibility for financial aid, if applicable.

Students are evaluated for Satisfactory Academic Progress as follows:

Program	First Evaluation Period	Second Evaluation Period
Cosmetology – 1000 Hours	450 hrs.	900 hrs.
Weeks	13/18	26/36
Esthetics – 600 Hours	300 hrs.	N/A
Weeks	10/12	N/A
Barbering – 1000 Hours	450 hrs.	900 hrs.
Weeks	13/18	26/36

- All SAP evaluations are based on scheduled hours of attendance.
- Academic Year - Coba Academy defines its academic year as 900 clock hours and 26 weeks.
- Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.
- Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the Program.

### Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible based on the 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, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the program which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.



## Maximum Timeframe

The maximum timeframe is defined as the period no longer than 133% percent of the published length of the Program as measured by cumulative number of clock hours in which the student is required to complete and expressed in calendar time.

Maximum timeframes are as follows:

Cosmetology (Day 35) – 1000 Hr. Program	1000 hours X 133% = 1330	maximum hours
	8 months X 133% = 11	maximum months
Cosmetology (Night 25) – 1000 Hr. Program	1000 hours X 133% = 1330	maximum hours
	10 months X 133% = 13	maximum months
Esthetics (Day 30) – 600 Hr. Program	600 hours X 133% = 798	maximum hours
	5 months X 133% = 7	maximum months
Esthetics (Night 25) – 600 Hr. Program	600 hours X 133% = 798	maximum hours
	6 months X 133% = 8	maximum months
Barbering (Day 35) – 1000 hr. Program	1000 hours X 133% = 1330	maximum hours
	8 months X 133% = 11	maximum months
Barbering (Night 25) – 1000 Hr. Program	1000 hours X 133% = 1330	maximum hours
	10 months X 133% = 13	maximum months

The maximum time allowed for transfer students who need less than the full program requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

Any approved transfer hours from another institution that are accepted toward the student's educational Program are counted as both attempted and completed hours for determining when the allowable maximum timeframe has been exhausted. Transfer hours are not included in the attendance percentage when evaluating SAP for a transfer student.

Students who have not completed the Program within the maximum timeframe will be dropped from the Program. Students may reenroll on a cash pay basis.

## Academic Progress Evaluations

All SAP evaluations are based on scheduled hours of Attendance. 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 operations. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass all written and practical exams prior to graduation. Students must make up failed or missed tests and incomplete assignments.

## GRADING SYSTEM

Students are examined weekly or bi-weekly in theory and practical work assignments. Marking and grading are as follows:

Written Exams			Practical Grades Practical operations will be graded on the following scale:		
90-100%	A	(Excellent)	8/8 Points	Pass	100%
80-89 %	B	(Above Average)	7/8 Points	Pass	88%
75-79 %	C	(Average)	6/8 Points	Pass	75%
60-74 %	D	(Below Average)	5/8 Point	Fail	63%
0-59 %	F	(Fail)	4/8 Points	Fail	50%

## **Determination of Progress Status**

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

## **Warning**

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. 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 warning period, the student has still not met both the attendance and academic requirements, the student may be deemed ineligible to receive Title IV funds.

## **Probation – An Appeal must be submitted to the Financial Aid Director and the Appeal must be granted**

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

## **Appeal Procedure**

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

## **Re-Establishment of Satisfactory Academic Progress**

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

## **Leave of Absence, Interruptions, Course Incompletes, Withdrawals**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. Interruptions of a course is not counted as attempted and will not be included in the calculation or

rate of progression in determining SAP. Course Incompletes are counted as attempted and will be included in the calculation or rate of progression in determining SAP. Withdrawals are counted as attempted and will in the calculation or rate of progression in determining SAP

### **Noncredit, Remedial Courses, Repetitions**

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

### **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at Coba Academy.

### **Re-Entering Students**

Students who are re-entering school after prior leave of absence or cessation of enrollment will re-enter the school in the same progress status as when they left.

## **ATTENDANCE POLICY**

The school assigns a daily timecard to each student. This timecard records to keep an account of technical instruction and practical operations. Timecards are kept on campus. On-time Graduation Date includes a grace period of:

- 50 Clock Hours for Cosmetology/Barbering Students
- 30 Clock hours for Esthetic Students

The grace period for transfer students is determined on a case-by-case basis and at the Director of Education's discretion. Additional training time beyond the grace period is the student hourly rate described in the Additional Charges section. All students are required to maintain a minimum 75% attendance rate to graduate from the Program of study. Coba Academy does not recognize excused or unexcused absences.

### **Review of Attendance**

Students are given access to the Coba Academy student portal to track attendance. Attendance is also reviewed during SAP evaluations by a school administrator. Any student not in attendance for 14 calendar days without notification will be considered voluntarily withdrawn.

### **Tardy**

Unless there are extenuating circumstances acceptable to a school official, any student late for class by fifteen minutes or more will not be permitted to attend school.

## **MAKEUP HOUR POLICY**

Students are eligible to make up hours only in their last payment period (Tuesday to Thursday) and only if the student's absences exceed the Grace Period that is in their Enrollment Agreement. If eligible, the student must meet with a School Official to receive approval to make up hours, agree to a plan and a makeup schedule to get them back on track to preserve their Scheduled Graduation Date. The School Official will determine the student's eligibility. For example, approval may be withheld if the student has excessive absences, and the scheduled graduation date cannot be preserved within a reasonable schedule for makeup hours.

Should a student's request be approved, the student must maintain the schedule and plan developed by the School Official. Failure to maintain attendance as specified by the schedule and plan will result in the termination

of the student's approval to make up hours, and the student will only be allowed to complete training hours within the student's contracted schedule.

A student must follow all school policies while making up hours, such as complying with the uniform policy and taking the appropriate schedule lunch breaks (if applicable). Students must adhere to their contract schedule and the approved makeup hours scheduled in order to receive full credit. Failure to committing to the makeup hour schedule will result in makeup hour privileges being revoked. In addition, if makeup hours are approved, they will be based on a "complete day" scheduled for the makeup day(s) approved. For example, if the student is approved to make up hours on a Friday, the student must attend an entire shift from 9:00 am to 5:00 pm. Tardiness is unacceptable during makeup-up hours.

The student can only perform practical evaluations during original contract schedule. The student is responsible for having the instructor fill in the technical assignments and practical operations before the end of the day. The student is also responsible for not losing the form.

Making up hours does not relieve the student from charges that have accrued for absences after grace period has been exhausted. Coba Academy reserves the right to determine a student's eligibility to make up hours.

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

Students may request a Leave of Absence (LOA) for unexpected absences, not limited to, serious illness, death in the family or other emergency circumstance. Requests for a LOA must be submitted at least one week prior to date(s) being requested unless unforeseen circumstances prevent the student from doing so.

- A LOA may only be granted for either a Cosmetology or Barbering Student 60 days after the start date unless mitigating circumstances exist.
- A LOA may only be granted for an Esthetics Student 30 days after the start date unless mitigating circumstances exist.

The combined length of all LOAs within the 12-month period may not under any circumstances exceed 180 days. No additional institutional charges are assessed during an approved LOA and the expected Completion Date must be extended for the same number of calendar days in the LOA. This will constitute an addendum to your existing enrollment agreement. Coba Academy reserves the right to determine a student's eligibility for LOA in its sole and absolute discretion.

Students must submit a written request outlining the reason for the LOA, duration of LOA including the requested return date and any applicable documentation to support the request. LOA requests for medical purposes require medical documentation, including, but not limited, to the physician's release and authorization to return to Coba Academy. All requests for LOA must be signed and dated by the student and submitted to School Officials for evaluation. Written requests are reviewed on an individual basis and all determinations are with consideration given to the following criteria made at Coba Academy's sole and absolute discretion.

- (1) Student eligibility for Leave of Absence
- (2) Complete and Compliant written request
- (3) Reason for LOA request
- (4) Any other applicable factors or considerations and
- (5) Reasonable expectations that the student will return upon completion of the LOA.

Prior to approving a L.O.A., any student who has received a Federal Student Loan must receive counseling regarding any impact that the LOA may have on loans.

## **Failure to Return From LOA**

A student who fails to return to class as scheduled following a LOA will be terminated from the Program. As required by federal statute and regulation the student's last date of Attendance prior to the LOA will be used to determine the amount of tuition and Title IV Funds the college earned. A student who has received Federal Student Loans must be made aware that failure to return from an approved LOA, depending on the length of the LOA, may have an adverse impact on the student's loan repayment schedule.

Students will only be eligible for Federal Pell Grant while on LOAs. Students will not be eligible for any of their student loans while on a LOA.

Federal Loan programs provide students with a grace period which delays the student obligation to begin repaying their loan debt for up to 6 months (180 days) from the last day of Attendance. If a student takes a lengthy LOA and fails to return to school after its conclusion, some or all the grace periods may be exhausted forcing the borrower to begin making payments immediately.

## **CHANGE OF STATUS**

Students unable to attend their scheduled hours, must request a change of status in writing from the school official prior to attending more or less hours. A student can only request a one-time schedule change within their enrolled program.

## **OTHER SCHOOL POLICIES**

Other school policies and information will be given to the prospective student during the Enrollment Interview. These policies and information include but are not limited to:

- (1) School Performance Fact Sheet
- (2) What to Expect in the Workplace
- (3) Kit Checklist
- (4) Course Outline and Class Schedule
- (5) Drug Abuse Prevention
- (6) Security and Safety Report

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which is provided to you prior to signing an enrollment agreement.

## **ACCOUNTING OF STUDENT HOURS AND OPERATIONS**

Students must clock in and out at the required times and record all hours of classroom attendance. The instructor must present the timecard to the student for verification of accuracy and signature from both the instructor and student, before leaving for the day. The student's initials are verifying and/or acknowledging the accuracy of their timecards. The timecards are not to be removed from the premises at any time.

## **TUITION AND FEES**

Weekly, Bi-Monthly and Monthly payment schedules are available. Please discuss your preference with the Administrator during your interview. The schedule of total charges for a period of attendance is the same as the estimated schedule of total charges for the entire program.

## COSMETOLOGY PROGRAM

<b>COSMETOLOGY - PROGRAM</b>	<b>1000 Hours</b>
Tuition*	\$14,000.00
Application Fee <i>(Non-Refundable)</i>	\$125.00
Kit, Supplies, Books*** <i>(Non-Refundable)</i>	\$2,085.00
Other/Optional <i>(Non-Refundable)</i>	\$350.00
STRF Fee** <i>(Non-Refundable)</i>	\$42.50
<b>TOTAL INSTITUTIONAL CHARGES</b>	<b>\$16,602.50</b>

\*Tuition is based on \$14.00 per hour.

\*\*Student Tuition Recovery Fund Payable to the State of California (Non-Refundable). As of April 1, 2022, the rate is \$2.50 per one thousand dollars (\$1,000) of Institutional Charges.

\*\*\*Non-Returnable due to Health and Sanitary Reasons. Includes all required kit equipment, supplies, books, and materials necessary to complete the specific Program of study within the enrollment period. Except for Cobra Academy T-Shirts and Aprons, personal effects such as clothing and uniforms are not included.

Methods of payment of moneys owed includes Cash, Credit Card (Visa and Master Card only), Money Order, Check, Title IV Disbursements and Loans:

<b>Cosmetology - 1000 Clock Hour Program</b>		
Payment Schedule	Daytime Private	Evening Private
Class Schedule	Monday - Friday 9:00am to 4:30pm	Monday – Friday 5:30pm – 10:30pm
Payment Schedule	Equal installments over 7 Months	Equal installments over 10 Months
Total Tuition, Supplies, & Option	\$16,435.00	\$16,435.00
Down Payment (25%)	\$4,108.75	\$4,108.75
Monthly Payment	\$1,760.89	\$1,232.63

## ESTHETICS PROGRAM

<b>ESTHETICS - PROGRAM</b>	<b>600 Hours</b>
Tuition*	\$10,500.00
Application Fee <i>(Non-Refundable)</i>	\$125.00
Kit, Supplies, Books*** <i>(Non-Refundable)</i>	\$1,925.00
Other/Optional <i>(Non-Refundable)</i>	\$350.00
STRF Fee** <i>(Non-Refundable)</i>	\$32.50
<b>TOTAL INSTITUTIONAL CHARGES</b>	<b>\$12,932.50</b>

\*Tuition is based on \$17.50 per hour.

\*\* Student Tuition Recovery Fund Payable to the State of California (Non-Refundable). As of April 1, 2022, the rate is \$2.50 per one thousand dollars (\$1,000) of Institutional Charges.

\*\*\*Non-Returnable due to Health and Sanitary Reasons. Includes all required kit equipment, supplies, books, and materials necessary to complete the specific Program of study within the enrollment period. Except for Cobra Academy T-Shirts and Aprons, personal effects such as clothing and uniforms are not included.

Methods of payment of moneys owed includes Cash, Credit Card (Visa and Master Card only), Money Order, Check, Title IV Disbursements and Loans.

Payment Schedule	Daytime Private	Evening Private
Class Schedule	Monday – Friday 9:00am to 3:30pm	Monday – Friday 5:30pm to 10:30 pm
Payment Schedule	Equal installments over 5 Months	Equal installments over 6 Months
Total Tuition, Supplies, & Option	\$12,775.00	\$12,775.00
Down Payment (25%)	\$3,193.75	\$3,193.75
Monthly Payment	\$1,916.25	\$1,596.88

## BARBERING PROGRAM

BARBERING - PROGRAM	1000 Hours
Tuition*	\$14,000.00
Application Fee <i>(Non-Refundable)</i>	\$125.00
Kit, Supplies, Books*** <i>(Non-Refundable)</i>	\$1,890.00
Other/Optional <i>(Non-Refundable)</i>	\$350.00
STRF Fee** <i>(Non-Refundable)</i>	\$40.00
<b>TOTAL INSTITUTIONAL CHARGES</b>	<b>\$16,405.00</b>

\*Tuition is based on \$14.00 per hour.

\*\* Student Tuition Recovery Fund Payable to the State of California (Non-Refundable). As of April 1, 2022, the rate is \$2.50 per one thousand dollars (\$1,000) of Institutional Charges.

\*\*\*Non-Returnable due to Health and Sanitary Reasons. Includes all required kit equipment, supplies, books, and materials necessary to complete the specific Program of study within the enrollment period. Except for Cobra Academy T-Shirts and Aprons, personal effects such as clothing and uniforms are not included.

Methods of payment of moneys owed includes Cash, Credit Card (Visa and Master Card only), Money Order, Check, Title IV Disbursements and Loans.

Barbering - 1000 Clock Hour Program		
Payment Schedule	Daytime Private	Evening Private
Class Schedule	Monday - Friday 9:00am to 4:30pm	Monday – Friday 5:30pm – 10:30pm
Payment Schedule	Equal installments over 7 Months	Equal installments over 10 Months
Total Tuition, Supplies, & Option	\$16,240.00	\$16,240.00
Down Payment (25%)	\$4,060.00	\$4,060.00
Monthly Payment	\$1,740.00	\$1,218.00

### Notes:

- All charges are due and payable prior to the completion of the Program unless other arrangements have been made.
- Stated aid is only an estimated amount.
- Student remains responsible for incurred charges.
- Before signing the enrollment agreement, the student personally visited the institution's facility, received, and reviewed the School Catalog, School Performance Fact Sheet, NACCAS Statistics CA Licensing Requirements and the US Department of Labor Statistics and received a thorough explanation of their financial responsibilities.
- If a student withdraws, federal regulations may require that federal funds used to cover institutional expenses be returned to their respective program sources.

- Balances of unpaid charges are the responsibility of the student.
- Delinquent accounts will be assigned to collection agencies.
- Collection costs will be added to any outstanding balance.
- Proof of training will only be issued to a student after all balances/fees due to the school are paid.
- If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

### **Student Tuition Recovery Fund Payment (STRF)**

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.

You are not eligible for protection from the STRF, and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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



6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but 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.

The current STRF assessment of fifty cents (\$2.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residence program.

### **Additional Charges**

Any student who does not complete a course within the allotted contractual enrollment period will be charged at \$20.00 per hour for any additional time required for completion.

Exceptions will be made for approved Leaves of Absence or Changes of Status. Leaves of absence or changes in status are approved upon written request of the school for extended illnesses of the student; illness, birth, death in the student's family or for other reasons deemed legitimate by the school and which can be substantiated in writing.

Additional Charges are due and payable immediately. At its discretion, the CFO may allow for additional charges to be paid on with a payment schedule to be determined by the School Official.

## **FINANCIAL AID OVERVIEW**

Coba Academy is authorized to administer Federal Programs of student financial assistance; included are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and William D. Ford Federal Direct Loan (Federal Direct Loan) Program. If you are enrolled or accepted for enrollment and are a citizen or permanent resident of the United States, you are eligible to apply for assistance under these programs. Remember, Grants are "gifts"; however, loans must be repaid.

### **Disclosure Information**

Additional consumer & disclosure information regarding placement rates, median loan debt, cost of programs, etc. is at the Coba Academy website <https://Coba.edu/financial-aid/>

### **Consumer Information**

The Student Consumer Information Guide can be found on our website at <https://Coba.edu/financial-aid/>  
This guide will direct you to all the required consumer information.

## Federal Pell Grant

Federal Pell Grants are available to qualified undergraduate students to assist them with their tuition costs. The school's computerized system will calculate the amount of need you are eligible to receive. A Federal Pell Grant, unlike a loan, does not have to be repaid. Pell Grant is an aid awarded to eligible students with financial need who do not have a bachelor's degree or Higher. These grants do not have to be repaid unless the student withdraws prior to the completion of his/her Program. Award amounts are subject to change each award year. The maximum Pell grant for the 2022-23 award year (July 1, 2022 to June 30, 2023) is \$6,895. The maximum Pell Grant for the 2023-24 award year (July 1, 2023 to June 30, 2024) is \$7,395. The amount of Pell Grant depends on your expected family contribution (EFC), Cost of Attendance, status as a full-time or part-time student, and plans to attend school for a full academic year or less. The amount of Pell Grant is subject to proration for programs less than a full academic year.

## Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant that is awarded to students in need of financial aid. It is a type of federal grant is awarded to college undergraduate program students and does not need to be repaid. A student awarded with the FSEOG is given anything between \$100.00 and \$4,000.00 per year depending on the person's financial aid need and the availability of funding. Federal FSEOG grant is a grant for undergraduate students with exceptional financial need. Students who receive Pell grant and have the most financial need will receive FSEOG first. The FSEOG is administered by Coba Academy and is considered campus-based aid.

## William D. Ford Federal Direct Loan (Federal Direct Loan) Programs

The Federal Direct Loan eligibility is evaluated by the Office of Financial Aid. Repayment is based on the amount of loan and could be as low as \$55.00 per month. Repayment begins 6 months after the student stops attending school. Details on the specific Direct Loan eligibility are those lent directly to students by the US Department of Education and must be repaid with interest. These low interest loans are used to help cover the costs of higher education. Coba Academy will review the results of the Free Application Federal Student Aid (FAFSA) to determine the maximum amount that may be borrowed. These are three types of Direct Loans that may be available:

- **FEDERAL DIRECT SUBSIDIZED LOAN:** are loans for which the federal government pays the interest while the student is in school, during deferment, and during the grace period. These loans are for students who demonstrate financial need based on the federal formula and the cost of education including indirect cost established by Coba Academy. Direct Subsidized Loans (Max Amount \$3,500)
- **FEDERAL DIRECT UNSUBSIDIZED LOAN:** is available to all eligible students regardless of income. Unlike the subsidized loan program, interest that accrues on this loan is the responsibility of the borrower during your loan term. Direct Unsubsidized Loans (Max Amounts: \$2,000 Dependent Students (except students whose parents are unable to obtain PLUS Loans), \$6,000 Independent Students (and dependent undergraduate students whose parents are unable to obtain PLUS Loans)
- **FEDERAL DIRECT PLUS LOAN:** is a loan that parents with good credit borrow on behalf of the dependent student. Pay all interest charged over the - Program of the loan term. Repayment period begins immediately after received the last disbursement of the loan, while child is in school. Direct Loan Plus (Commonly referred to as a parent PLUS loan) (Up to the cost of attendance less other aid)

## How to Apply for Financial Aid

As a rule, an in-person interview with a financial aid representative is mandatory. Coba Academy uses the *Free Application for Federal Student Aid* (FAFSA) form as the foundation for all federal aid programs. Procedures for applying for federal assistance are as follows:

- (1) Obtain a Checklist of items to bring to a scheduled in-person appointment through Zoom with the Financial Aid Advisor.
- (2) Complete the FAFSA on the studentaid.gov website. Always have the supporting documentation as you are completing the FAFSA application.
- (3) The FAFSA output document named the ISIR will come directly to the school. The Academy may request additional documentation and will issue a Financial Aid Estimate of financial assistance.

- (4) An Offer Letter will be presented upon final evaluation of the FA documents and confirmed enrollment. You will also receive a College Financial Plan for your records.
  - (5) The Federal Pell Grant is normally processed after 7 days of enrollment.
  - (6) Federal Direct Loans are processed 30 calendar days after enrollment for first-time Direct Loan borrowers. Non-first-time Direct Loan borrowers may receive their first disbursement within 30 calendar days.
- FSA ID Website: [studentaid.gov](https://studentaid.gov)
  - FAFSA Application Website: [http://studentaid.gov/](https://studentaid.gov/)
  - School Code: 035773

Potential students, student or parent of a student applying for Federal Direct Loans can get more information about loan programs and how to apply through [studentaid.gov](https://studentaid.gov) website.

The National Student Loan Data System (NSLDS) database is the US Department of Education (ED) central record for student aid. It contains student data from the schools, guaranty agencies, the William D. Ford Federal Direct Loan (Direct Loan) program, and other ED programs. It gives a complete life cycle of Title IV loans and grants.

You can find information about all your federal student loans on the National Student Loan Data System by visiting [studentaid.gov](https://studentaid.gov)

### How Awards Are Determined

The US Department of Education processes your FAFSA application that determines an Expected Family Contribution (EFC). The EFC determines the Federal Pell Grant eligibility and Subsidized Loan eligibility. In addition, the student's need determines the Direct Unsubsidized Loan.

### 2022/2023 Cost of Attendance

With Parents		Without Parent
Tuition & Fees	Actual tuition for the academic year	Actual tuition for the academic year
Room and Board	\$1040 per month	\$1976 per month
Transportation	\$114 per month	\$104 per month
Personal	\$372 per month	\$436 per month
Loan Fees	Average loan origination and insurance	Average loan origination and insurance

### 2023/2024 Cost of Attendance

With Parents		Without Parent
Tuition & Fees	Actual tuition for the academic year	Actual tuition for the academic year
Room and Board	\$1125 per month	\$2159 per month
Transportation	\$179 per month	\$196 per month
Personal	\$401 per month	\$492 per month
Loan Fees	Average loan origination and insurance	Average loan origination and insurance

### Responsibility

If a student obtains a loan to pay for the Program, that student will have the responsibility to pay the full amount of the loan plus interest, less the amount of any refund.

# REFUNDS

## Student's Right to Cancel

The student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through the fourth day after the start date, or the seventh calendar day after enrollment (seven calendar days from the date when Enrollment Agreement was signed), whichever is later. The application fee and student tuition recovery fee (STRF) are non-refundable.

The Notice of Cancellation shall be in writing and submitted directly to a School Official. A withdrawal may be initiated by the student's written notice or by the Academy, due to the student's academics or conduct, including but not necessarily limited to the student's lack of attendance.

## Institutional Refund Policy

After the cancellation period, if the student withdraws from the program, the school will provide a pro-rata refund of institutional charges if the student completes 60 percent or less of the Period of Attendance up through the student's last date of attendance. Once more than 60 percent of the Period of Attendance has elapsed (including absences), there will be no refund to the student.

The application fee and student tuition recovery fee (STRF) are non-refundable. Equipment, books, supplies, tools, uniforms, kits, and any other items issued and received by the student would not be returnable and are non-refundable. Once the student receives the items, they belong to the student and cannot be returned to the school.

The refund policy described above will apply if the student withdraws from school after the cancellation period. If the amount paid is more than what is owed for the time the student attended, a refund will be made within 45 days of the date of determination. If the amount owed is more than the amount paid, the student may make payment arrangements with the school to pay the balance due. The date of determination depends on the student's notification or the school's determination.

## Determination of Withdrawal from School (Official and Unofficial)

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

- The date the student notifies a School Official of your intent to withdraw.
- The date the school terminates a student's enrollment due to academic failure or violates its rules and policies stated in the catalog.
- The date you fail to attend classes for two weeks (14 calendar days) and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

## Return of Title IV (RT24)

### RETURN TO TITLE IV OVERVIEW

The Return of Title IV Policy (R2T4) addresses federal financial aid recipients who withdraw from Coba Academy ("College") and are subject to a return of Title IV calculation. This policy applies to students who received or were entitled to Title IV funds during the payment period in which the student withdrew. The College will determine the amount of federal grant and loan received for the payment period, to determine the

percentage of Title IV earned for the payment period prior to withdrawal. The percentage of federal financial aid determined to be unearned for the payment period must be returned to the federal financial aid program(s).

### **Return to Title IV Policy**

When a federal financial aid recipient withdraws from the College prior to the end of the payment period, a R2T4 calculation must be calculated to determine the amount of federal financial aid funds earned as of the withdrawal date (e.g., last date of attendance). If the total amount of aid earned is less than the amount of federal financial aid funds disbursed to the student, the difference between these amounts is returned to the applicable aid program(s). If the federal financial aid funds are greater than federal financial aid funds disbursed, the difference between these amounts are treated as a post withdrawal disbursement. In all cases, a R2T4 is required for any student who withdraws, regardless of 100% earned for the payment period.

### **Return to Title IV Calculation**

The amount of federal financial aid earned is calculated by determining the percentage of days in the payment period completed and applying this percentage to the total amount of aid disbursed and that could have been disbursed for the payment period. A payment period is defined as the standard term. If conditions for a late disbursement are met prior to the date the student became ineligible (the student's last date of attendance), any undisbursed federal financial aid will be counted as aid that could have been disbursed.

### **Percentage of Federal Financial Aid Earned**

The calculation of *Percentage of Federal Financial Aid Earned* includes all financial aid disbursed or that could have been disbursed to a student. This percentage is equal to the percentage of the payment period completed by the student as of the student's last date of attendance in the payment period. If the student withdraws after successfully completing the payment period, 100% of the federal financial aid funds are earned and no calculation is required. If the withdraw date occurs after the student completes more than 60% of the payment period, the student earns 100% of the federal financial aid funds.

### **Total Clock Hours Completed in the Payment Period**

The total number of actual clock hours completed in the payment period (numerator) is the count of clock hours from the payment period start date to the student's last date of attendance.

### **Treatment of a Return of Title IV and a Credit Balance**

The College will hold a federal financial aid credit balance until completion of the Return of Title IV (R2T4) process. (Refer to the *Return of Title IV Policy* for additional information.) Once the R2T4 calculation is completed, if there is any federal financial aid credit balance remaining, the College allocates the credit balance as follows:

- First, to repay any grant overpayment owed by the student as a result of his/her withdrawal.
- Within 14 days of the date the R2T4 calculation is performed, the College pays any remaining federal financial aid credit balance in one or more of the following ways:
  - Pay authorized charges at the College; or
  - Pay the student directly (or parent for a Direct PLUS loan) Refer to the Return of Title IV Policy for additional information.

### **Returning Unclaimed Federal Financial Aid Credit Balances**

Federal financial aid funds may not escheat to a state or any other third party. The College will attempt to disburse credit balances to the student or parent. However, if the credit balance funds are returned to the College or not cashed by the borrower, the College will cease all attempts to disburse the funds and return them to the appropriate lender no later than 240 days after the date the first check is issued. If the funds were

issued via electronic funds transfer (EFT) and subsequently returned or rejected, the College returns the funds to the applicable federal financial aid programs no later than 45 days after the funds were returned or rejected.

All unclaimed credit balances will be returned in the following order:

- Federal Direct Unsubsidized Loans (other than Direct PLUS)
- Federal Direct Subsidized Loans
- Federal Direct PLUS Loans
- Federal Pell Grant

### ***Timelines for Return of Funds***

The College completes a student's R2T4 calculation within 45 days of the College's date of determination. The College returns the amount of federal financial aid funds for which it is responsible as soon as possible but no later than 45 days after the date the College determines the student has withdrawn.

### ***Title IV Refund Distribution Order***

If any refunds are due based on the Title IV Refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the following order:

- (1) Federal Direct Unsubsidized Loans
- (2) Federal Direct Subsidized Loans
- (3) Federal Direct Parent PLUS loans
- (4) Federal Pell Grant
- (5) Federal Supplemental Educational Opportunity Grant
- (6) Iraq and Afghanistan Service Grant

### ***Conditions for a Late Disbursement (Including Post Withdrawal Disbursements)***

The Department of Education (ED) processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official Expected Family Contribution (EFC) for the student (except in the case of a parent PLUS Loan)

- The College originated a Direct Loan (DL)
- The College does not include as a post-withdrawal disbursement any funds that it was prohibited from disbursing on or before the date the student withdrew, which would apply to the following:
- Second or subsequent disbursements of DL funds unless the student has graduated or successfully completed the loan period.

Disbursements of Federal Pell Grant funds to a student for whom the College did not receive a valid SAR or a valid ISIR by the deadline date established by ED. Federal Pell Grant funds for a subsequent payment period when the student has not successfully completed the earlier payment period for which the student has already been paid.

### ***Program Cancellation***

If the school cancels a program after a student's enrollment, the school shall: 1) Provide a full refund of all money paid: or 2) Provide for completion of the program at schools in the neighborhood. (teach outs or transfers)

### ***School Closure***

If the school closes after a student's enrollment, the school shall: 1) Provide a full refund of all money paid; or 2) Provide for completion of the program at schools in the neighborhood. (teach outs or transfers).

## **DISABLED STUDENTS**

In compliance with the American's Disabilities Act (ADA), Public Law 101-336, Coba Academy provides "Reasonable Accommodations" for students with disabilities that may affect their ability to learn the required curriculum set by the State of California Board of Barbering and Cosmetology. It is the student's responsibility to notify Coba Academy if reasonable accommodation is needed. Coba Academy is not required by the ADA to provide accommodations if the student does not inform Coba Academy of their needs. Access for disabled students to the institution's facilities is available at our school.

## **DISABILITY, ACCOMODATION AND GREIVANCE POLICY**

### **1. Statement of Non-Discrimination and Accommodation**

- a) Coba Academy does not discriminate on the basis of disability.
- b) Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to the educational resources of Coba Academy, consistent with Section 504 of the Rehabilitation Act of 1973 (29 USC § 794) ("Section 504") and the Americans with Disabilities Act (42 USC § 12182) ("ADA ") and their related statutes and regulations.
- c) Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the Disability Compliance Coordinator, who has been designated to coordinate the efforts of the school to comply with Section 504 and ADA.

#### **Disability Compliance Coordinator:**

Ms. Michele Malkasian  
Vice President  
663 N. Euclid St., Anaheim, CA 92801  
(714) 533-1400  
Michele@coba.edu

### **2. Requests for Accommodation**

- a) Individuals with disabilities wishing to request a reasonable accommodation must contact the Disability Compliance Coordinator. A disclosure of a disability or a request for accommodation made to a faculty or staff member, other than the Compliance Disability Coordinator, will not be treated as a request for an accommodation. However, if a student discloses a disability to faculty or staff member, he or she is required to direct the student to the Disability Compliance Coordinator.
- b) The Disability Compliance Coordinator will provide a student or applicant with a Request for Accommodations form. This form is also on our website.
- c) Reasonable accommodations are available for students and applicants who provide the appropriate documentation of a disability. Such documentation should specify that a student has a physical or mental impairment and how that impairment substantially limits one or more major life activities. In general, the supporting documentation must be dated less than three years from the date a student requests a reasonable accommodation, and must be completed by a qualified profession in the area of the student's disability, as enumerated below:

Disability	Community College Definition *	Qualified Professionals	Important Notes
<b>Physical Disability</b>	Visual, mobility, or orthopedic impairment	MD, OD.	
<b>Visual Impairment</b>	Total or partial loss of sight: in best eye, with best correction, 20/200=legal blindness or 20/70 =partial sight	MD, ophthalmologist, optometrist	
<b>Mobility, Orthopedic Impairment</b>	Serious limitation in locomotion or motor function	MD, OD, see comments	DC accepted for disabilities related to the back
<b>Hearing Impairment</b>	Loss of hearing, which impedes the communication process essential to language, educational, social, and/or cultural interactions	Audiologist, MD	Submit the Disability Verification Form and audiogram within the past year
<b>Deaf</b>	Requires use of communication mode other than oral, including sign language	Audiologist, MD	Submit the Disability Verification Form and audiogram within the past year
<b>Hard of Hearing</b>	1. Severe=avg. loss in better ear, 55 db. 2. Mild-Moderate=avg. unaided loss in better ear 35–54 db.; aided, 20–54 db. or greater 3. Speech discrimination less than 50 percent 4. Documentation of rapid loss	Audiologist, MD	Submit the Disability Verification Form and audiogram within the past year
<b>Speech and Language Impairment</b>	Speech/language disorders of voice, articulation, rhythm, and/or the receptive and expressive language processes	Licensed speech professional	<b>NOT</b> caused by acquired brain injury, physical, psychological, or hearing impairments
<b>Learning Disabilities</b>	Cognitive ability test standard scores (usually WAIS III or WJ III), achievement test standard scores (usually the WJ III or the WIAT II)	PhD psychologist, college learning disability specialist, another appropriate professional	Submit the verification documents from the past year
<b>Acquired Brain Impairment</b>	Deficit in brain functioning caused by external or internal trauma, resulting in loss of cognitive, communicative, motor, psychosocial, and/or sensory-perceptual abilities	MD neurologist, neuropsychologist	Submit recent neuropsych report, if available; not applicable: conditions induced or present at birth, or progressive and/or degenerative in nature
<b>Developmentally Delayed Learner</b>	A DDL student is one who exhibits the following: a) below average intellectual functioning; and b) potential for measurable achievement in the instructional setting	Submit test results or regional center certification	Submit the verification documents from the past year
<b>ADD/ADHD</b>	Meets the DSM diagnostic criteria and poses an educational limitation	Psychiatrist: PhD psychologist, LMFT or LCSW (indicate license number)	
<b>Other Disabilities</b>	Health conditions that limit a major life activity, present an educational limitation, and require support services or instruction	Licensed certified professional who is legally qualified to diagnose the disability in question	Examples include, but are not limited to heart conditions, renal failure, tuberculosis, AIDS, diabetes

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



- d) After the Disability Compliance Coordinator receives the Request Form and the required documentation, he/she will engage the student or applicant in an interactive process to determine what accommodations may be reasonable.
- e) If the student or applicant is denied the requested accommodation, he/she may file a grievance using the Grievance Process below or he/she may file a complaint with the US Department of Education's Office for Civil Rights or a similar state entity.
- f) Coba Academy will make appropriate arrangements to ensure that disabled persons are provided other accommodations, if needed, to participate in this grievance process. The Disability Compliance Coordinator will be responsible for such arrangements.

### 3. Grievance Process

- a) Coba Academy has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by Section 504 and/or the ADA.
- b) Any person who believes she/he has been subjected to discrimination on the basis of disability, including disagreements regarding requested accommodations, may file a grievance pursuant to the procedure outlined below. Coba Academy will not retaliate against anyone who files a grievance in good faith or cooperates in the investigation of a grievance.
- c) Procedure
  - I. Grievances must be submitted to the Disability Compliance Coordinator, Ms. Michele Malkasian, Vice President, 663 N. Euclid St., Anaheim, CA 92801 (714) 533-1400 Michele@Coba.edu. Grievances must be submitted to the Disability Compliance Coordinator, within thirty (30) days of the date the person filing the grievance becomes aware of the alleged discriminatory action.
  - II. A complaint must be in writing, containing the name and address of the person filing it. The complaint must state the problem or action alleged to be discriminatory and the remedy or relief sought.
  - III. The Disability Compliance Coordinator (or her/his trained designee) shall investigate the complaint and afford all interested persons an opportunity to submit relevant evidence. The Complainant may also present witnesses relative to the complaint. The Disability Compliance Coordinator will maintain the files and records relating to such grievances.
  - IV. All reasonable efforts will be made to provide a written determination to the student or applicant within 30 days after its filing. If a written determination cannot be made within 30 days of the complaint's filing, the Disability Compliance Coordinator will so advise the student and provide an update as to the status of the investigation. The student may also contact the Disability Compliance Coordinator to inquire as to the status of the investigation at reasonable intervals.
  - V. The person filing the grievance may appeal the decision to Mr. Tom Malkasian, Chief Financial Officer (C.F.O.) 663 N. Euclid St., Anaheim, CA 92801 (714) 533-1400 Ext. 1001 Tom@Coba.edu within 15 days of receiving the Disability Compliance Coordinator's decision. The CFO shall issue a written decision in response to the appeal no later than 30 days after its filing.
  - VI. The availability and use of this grievance procedure does not prevent a person from filing a complaint of discrimination on the basis of disability with the U. S. Department of Education's Office for Civil Rights and/or a similar state agency.
  - VII. Coba Academy will take all steps to prevent recurrence of any harassment or other discrimination and to correct discriminatory effects where appropriate.

## ANTI-HARRASSMENT AND DISCRIMINATION POLICY

Coba Academy is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all students are required to take our mandatory Sexual Harassment and Prevention training upon starting in school. Employees are required to take the training on an annual basis. School policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, 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, Coba Academy prohibits discrimination based on sex, which includes sexual harassment and sexual violence, and Coba Academy has jurisdiction over Title IX complaints.

Coba Academy's anti-harassment policy applies to all persons involved in the operation of Coba Academy and prohibits unlawful harassment by any employee of Coba Academy, as well as students, customers, third parties, vendors or anyone who does business with Coba Academy. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action, up to and including termination. To the extent a customer, vendor, or other person with whom Coba Academy does business engages in unlawful harassment or discrimination, Coba Academy will take appropriate corrective action. The grievance procedure will provide that complaints may be filed about discrimination in any academic, educational, extracurricular, athletic, or other programs operated or sponsored by, or related to, Coba Academy, whether the programs take place on the campus of a school, during a school-sponsored field trip, or other off-campus events.

As part of Coba Academy's commitment to providing a harassment-free working and learning environment, this policy shall be disseminated to Coba Academy community through publications, Coba Academy's website, new employee orientations, student orientations, and other appropriate channels of communication. Coba Academy will provide training to key staff members to enable Coba Academy to handle any allegations of discrimination and harassment, including sexual harassment or sexual violence, promptly and effectively. Coba Academy will respond quickly to all reports, and will take appropriate action to prevent, to correct, and if necessary, to discipline behavior that violates this policy.

## **Definitions**

**Discrimination** is defined as treating individuals differently in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, age, religion, disability status, gender, sexual orientation, gender identity, or marital status.

Discrimination of this kind may also be strictly prohibited by a variety of federal, State, and local laws, including Title VII of the Civil Rights Act of 1964, the Age Discrimination Act of 1967 and the Americans with Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these anti-discrimination laws.

Discrimination in violation of this policy will be subject to disciplinary measures up to and including termination.

**Harassment** is defined as any verbal or physical conduct designed to threaten, intimidate, or coerce an employee, co-worker, student, or any person within Coba Academy. The following examples of harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal harassment includes comments that are offensive or unwelcome regarding a person's national origin, race, color, religion, gender, sexual orientation, age, disability, or appearance, including slurs and negative stereotyping.
- Nonverbal harassment includes distribution or display of any written or graphic material that ridicules, denigrates, or shows hostility towards an individual or group because of national origin, race, color, religion, age, gender, sexual orientation, disability or appearance, sexual identity, marital status, or other protected status.

**Sexual Harassment** is defined by the Equal Employment Opportunity Commission ("EEOC") as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when

submission to or rejection of such conduct is used as the basis for employment decisions...or such conduct has the purpose of...creating an intimidating, hostile or offensive working environment."

Sexual harassment may take many forms. The following examples of sexual harassment are intended to be guidelines and are not exclusive when determining whether there has been a violation of this policy:

- Verbal sexual harassment includes innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, lewd remarks and threats, or requests for any type of sexual favor.
- Nonverbal sexual harassment includes the distribution or display of any written or graphic material, including calendars, posters and cartoons that are sexually suggestive or show hostility toward an individual or group because of sex; suggestive or insulting sounds, staring, whistling, obscene gestures, content in letters, notes, facsimiles, e-mails, photos, text messages, Internet postings, or other forms of communication that are sexual in nature and offensive.
- Physical sexual harassment includes unwelcome, unwanted physical contact, including touching, tickling, pinching, patting, brushing up against, hugging, cornering, kissing, fondling, and forced sexual intercourse or assault.

Courteous, mutually respectful, pleasant, non-coercive interactions between employees or students that are appropriate, acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.

### **Complaint/Grievance Procedure**

The following grievance procedures shall be used to address complaints filed by students/employees or complaints filed on their behalf against employees, other students, or third parties.

If you believe that you have experienced or witnessed harassment or discrimination, **you must** notify your instructor, supervisor, Coba Academy Owner, or the Title IX Coordinator as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employee, contract worker, student, vendor, or other person who does business with Coba Academy is exempt from the prohibitions in this policy. Supervisors will refer all complaints to the Title IX Coordinator for student-related complaints and to Coba Academy Owner if the complaint involves an employee. In order to facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses. A sex discrimination complaint should be filed within 180 days from the date of the alleged discriminatory incident. Upon receiving any report of discrimination, including harassment, regardless of the filing date or when the school receives notice, the school will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the student, and on others, if appropriate. All documentation pertaining to the complaint/grievance will be confidential. The complaint/grievance once received will be maintained in the student's and/or employee's permanent file, which has limited staff access, this includes verbal complaints.

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, but is not required to, use the Title IX Grievance Form to file a Title IX discrimination complaint.

<b>Title IX Coordinator:</b>	<b>School Owner: (for complaints involving employees)</b>
Ms. Michele Malkasian	Ms. Carol Malkasian
663 N. Euclid Street	663 N. Euclid Street
Anaheim, CA 92801	Anaheim, CA 92801
michele@Coba.edu	info@Coba.edu
714-533-1400	714-533-1400

Coba Academy ensures that its employee(s) designated to serve as Title IX Coordinator(s) and School Owner have adequate training on what constitutes sexual harassment, including sexual violence, confidentiality requirements and that they understand how Coba Academy's grievance procedures operate.

### **Investigation of Complaints**

In response to all complaints, Coba Academy promises prompt and equitable resolution through a reliable and impartial investigation of complaints, including the opportunity for both parties to present witnesses or other evidence. The time necessary to investigate will vary based on complexity but will generally be completed within sixty (60) days of receipt of the complaint. If a complainant requests confidentiality, Coba Academy will take all reasonable steps to investigate and respond to the complaint consistent with the request. If a complainant insists that his or her name or other identifiable information not be disclosed to the alleged perpetrator, Coba Academy will inform the complainant that its ability to respond may be limited. If necessary, the complainant and respondent will be separated during the investigation, either through internal transfer, administrative leave, or any means available to Coba Academy.

Both parties will receive written notice of the outcome of the complaint within 60 days of receipt of complaint. Written notice will include:

1. Whether Coba Academy found that the alleged conduct occurred, and whether it constituted discrimination.
2. Any individual remedies offered or provided to the complainant, or any sanctions imposed on the respondent that directly relate to the complainant. The respondent's version will not include individual remedies offered or provided to the complainant unless the remedy directly involves the respondent.
3. Any other steps Coba Academy took to eliminate the hostile environment, if Coba Academy found one to exist, and prevent recurrence.

If Coba Academy determines that unlawful harassment or sexual violence has occurred, immediate appropriate corrective action will be taken in accordance with the circumstances involved, and Coba Academy will take steps to prevent the recurrence of any harassment or discrimination. Any employee determined by Coba Academy to be responsible for unlawful harassment or discrimination will be subject to appropriate disciplinary action, up to and including termination.

Remedies for student-related claims may include, but are not limited to, an order to stay away, suspension or expulsion.

In serious cases such as sexual assault or violence, please report the incident to the police and inform an instructor, supervisor, Coba Academy Owner, or the Title IX Coordinator. If an incident of sexual assault or violence is reported to the police, Coba Academy will provide any possible support until the matter is resolved.

### **Retaliation Prohibited**

Coba Academy prohibits any form of retaliation, intimidation or harassment against any individual who filed or otherwise participated in the filing or investigation of a complaint of discrimination. Any individual who believes he/she has been subjected to retaliation may file a separate complaint under this procedure.

# **STUDENT RULES, REGULATIONS AND DISCIPLINARY ACTION**

## **Immediate Withdrawal (Termination)**

- (1) Theft
- (2) Altering or forging timecards
- (3) Causing extreme or willful disruption at school
- (4) Use of drugs or alcohol in school or displaying impairment while at school
- (5) Physical abuse or violence against another person

## **The Following May Result in a Suspension (One-Day to Two-Weeks)**

- (1) Leaving school without permission of instructor.
- (2) Failure to have proper equipment when needed.
- (3) Use of foul language, ethnic, racial, or sexual slurs.
- (4) Receiving personal services without instructor's permission.
- (5) Gossiping or causing discord in the school.
- (6) Smoking outside of designated areas,
- (7) Refusing to perform an assignment, patron or otherwise.
- (8) Removing timecards from school premises.
- (9) Using products or performing services not on patron ticket.
- (10) Modifying customer services without consulting instructor.
- (11) Improper uniform.
- (12) Dirty uniform or unsatisfactory personal cleanliness.
- (13) Failure to observe sanitary rules and regulations.
- (14) Shouting.
- (15) Use of cell phone inside the school or outside without clocking out.
- (16) Eating or drinking outside of designated areas.
- (17) Entering offices or being behind desk without permission.
- (18) Failure to clean up work area or perform assigned cleanup duties.
- (19) Leaving class or clinic without permission.
- (20) Failure to clock in or out properly.
- (21) Failure to take lunch break at proper time.
- (22) Showing discourtesy to anyone in school.

## **General**

A third suspension or a third violation of the above school rules may result in termination from Coba Academy. These guidelines are not all inclusive, as there may be other situations that may require action of the school. These guidelines may be revised at any time. They will then be posted on the bulletin board.

# COMPLAINT PROCEDURE GUIDELINES

Persons seeking to resolve problems or complaints should first contact the Operations Manager/ Director of Education in charge. Requests for any further action may be made in writing to the CEO.

(1) Complaints must be in writing and addressed to Chief Executive Officer:

**Coba Academy**  
**Attn: Ms. Carol Ann Malkasian, CEO**  
**663 N. Euclid Street, Anaheim, CA 92801**

- (2) The CEO will meet with complainant within 10 days.
- (3) If problem is not resolved, the complainant will be referred to the complaint committee.
- (4) The committee will meet with the complainant and document the meeting. The complainant will receive a copy of the documentation. If additional information is required, the complainant must write this information and present to the committee.
- (5) Within 15 days the complainant will receive the committee's written response outlining the steps to correct the problem or State that the complaint was not warranted nor based on fact.
- (6) 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. Suite 225, Sacramento, CA 95834, [www.bppe.ca.gov](http://www.bppe.ca.gov), (888) 370-7589 Fax (916) 263-1897.

Or to our Accrediting Agency:

**The National Accrediting Commission of Career Arts & Sciences**  
**3015 Colvin Street, Alexandria, VA 22314**  
**[www.naccas.org](http://www.naccas.org)**