

ROSSTON SCHOOL OF HAIR DESIGN



SCHOOL CATALOG

June 1, 2018– June 30, 2019

1442 W. Holt Blvd.
Ontario, CA 91762
Phone: (909) 395-0464 Fax: (909) 395-0461
Email: info@rosstonbarbercollege.com
Web Site: www.rosstonbarbercollege.com
[Latest Publication](#) : [January 2019](#)

Contents

WELCOME MESSAGE	4
MISSION	5
OBJECTIVES	5
HISTORY OF ROSSTON SCHOOL OF HAIR DESIGN	5
STATE OF CALIFORNIA CONSUMER INFORMATION	5
APPROVALS	6
GENERAL INFORMATION	6
<i>FACILITY AND EQUIPMENT</i>	<i>6</i>
<i>CLASS SIZE</i>	<i>7</i>
<i>CLASS SCHEDULES</i>	<i>7</i>
<i>CALENDAR/HOLIDAYS</i>	<i>7</i>
ADMISSION POLICY AND PROCEDURE	7
<i>POLICY</i>	<i>8</i>
<i>PROCEDURE</i>	<i>8</i>
<i>INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES</i>	<i>8</i>
<i>FOREIGN TRANSCRIPT EVALUATION</i>	<i>8</i>
<i>TRANSFER OF CREDIT</i>	<i>9</i>
<i>NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION</i> ..	<i>9</i>
<i>ARTICULATION AGREEMENTS</i>	<i>9</i>
PROGRAMS	10
<i>BARBERING</i>	10 Error! Bookmark not defined.
GRADUATION REQUIREMENTS	Error! Bookmark not defined.
REQUIREMENTS FOR LICENSURE	12
ACADEMIC POLICIES	13
<i>HOURS</i>	<i>13</i>
<i>SATISFACTORY PROGRESS – ACADEMIC AVERAGE AND ATTENDANCE</i>	<i>13</i>
<i>ABSENCES</i>	<i>13</i>
<i>APPEALS</i>	<i>14</i>
<i>GRADING SYSTEM</i>	<i>14</i>
<i>PROBATION AND DISMISSAL</i>	<i>15</i>

<i>MAKE-UP HOURS</i>	15
<i>LEAVE OF ABSENCE POLICY</i>	15
STUDENT SERVICES	15
<i>ACADEMIC ADVISING</i>	15
<i>HOUSING</i>	15
<i>LIBRARY</i>	16
<i>PLACEMENT ASSISTANCE</i>	16
<i>STUDENT RECORDS</i>	16
<i>STUDENT COMPLAINT/GRIEVANCE PROCEDURE</i>	16
STUDENT CONDUCT	17
CANCELLATION, WITHDRAWAL, AND REFUND POLICY	17
<i>STUDENT'S RIGHT TO CANCEL</i>	17
<i>WITHDRAWAL FROM THE PROGRAM</i>	18
TUITION AND FEES	19
<i>PAYMENT</i>	19
<i>FINANCIAL AID</i>	20
<i>LOAN</i>	20
<i>STUDENT TUITION RECOVERY FUND</i>	20
MANAGEMENT, STAFF, AND FACULTY	21
<i>MANAGEMENT & STAFF</i>	21
<i>FACULTY</i>	21
CHANGES	22

WELCOME MESSAGE

Dear Student,

Welcome to ROSSTON SCHOOL OF HAIR DESIGN!

Thank you for selecting our school for your Barber training. You are taking the first important step toward a bright future in an exciting, ever-changing industry.

At ROSSTON SCHOOL OF HAIR DESIGN, we offer not only the basic training needed to pass the State Board of Barbering and Cosmetology barber examination, but also emphasize how to be successful in the marketplace. You will be introduced to shop management, business concepts, and the psychology of personal success to help launch your new career.

It is a pleasure to have you join us at ROSSTON SCHOOL OF HAIR DESIGN. Achieving the professional goals and lifestyle you desire will undoubtedly mean hard work and much practice on your part—but the rewards of this dedication are potentially great. Your training at ROSSTON SCHOOL OF HAIR DESIGN will open a world of opportunities in the Barber industry.

Sincerely,

Padmaja Reddy Munagala

Padmaja Reddy Munagala, President/Chief Executive Officer

Bhaskara Reddy V. Munagala

Bhaskara Reddy V. Munagala, Chief Operating Officer

MISSION

The mission of ROSSTON SCHOOL OF HAIR DESIGN is to provide training in the skills and techniques of barbering by qualified faculty in preparation for licensure and success as an entry-level barber or barber stylist in the community the graduate chooses to provide service to.

OBJECTIVES

Upon completion of a program offered at ROSSTON SCHOOL OF HAIR DESIGN, graduates will be prepared to:

- Pass the California Board of Barbering and Cosmetology barber examination.
- Function effectively in an entry-level position as a barber.
- Apply haircutting and styling skills and creative techniques.
- Provide shampooing and scalp treatments, shaving, facials, hair coloring, waving, relaxing, and other services to clientele.
- Observe rules of sanitation and hygiene in all situations.
- Practice the ethics and business skills of a successful professional in the specialty area of barbering.

HISTORY OF ROSSTON SCHOOL OF HAIR DESIGN

The school was founded in the early 1950s by Sherman Trusty as the American Barber College, which was acquired by Rosston Enterprises in 1973, becoming the Rosston School of Hair Design. In 1989, Olivas, Inc. purchased the school. In 2010, the school was acquired by the Padma Corporation.

STATE OF CALIFORNIA CONSUMER INFORMATION

ROSSTON SCHOOL OF HAIR DESIGN is a private institution approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.

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

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

ROSSTON SCHOOL OF HAIR DESIGN has never filed a bankruptcy petition, operated as a debtor in possession or had a petition of bankruptcy filed against it under federal law.

ROSSTON SCHOOL OF HAIR DESIGN does not participate in federal or state financial aid programs.

If you, the student, obtains a loan to pay for your educational program, you will have the responsibility to repay that loan no matter the source of the loan. You will be expected to repay the entire loan, plus any interest, less the amounts of any refunds made directly back to the lender.

ROSSTON SCHOOL OF HAIR DESIGN is not accredited by an agency recognized by the United States Department of Education (USDE), and our students are not eligible for federal financial aid programs.

APPROVALS

The following agencies set minimum standards for the programs of study offered at ROSSTON SCHOOL OF HAIR DESIGN:

- Bureau for Private Postsecondary Education
- California Board of Barbering and Cosmetology
- Department of Rehabilitation

GENERAL INFORMATION

FACILITY AND EQUIPMENT

All programs are taught at 1442 W Holt Blvd. Ontario, CA 91762.

ROSSTON SCHOOL OF HAIR DESIGN is located in a modern, air-conditioned, and well-lighted facility. The facility is spacious (2000 square feet) accommodating 50 students at any one time, and is fully accessible to students with physical disabilities. Equipment used in the programs includes mannequins, time clock, shampoo bowls, dryers, service stations, and supplies. The clinical floor is furnished with barber chairs, tool cabinets, sinks, and mirrors, and other salon

equipment. The classroom features a demonstration area and is equipped with charts, diagrams, and audio-visual aids.

CLASS SIZE

Classes are limited to a maximum of 25 students per instructor.

CLASS SCHEDULES

Barbering:

Full-Time and Part-Time

Classes offered Monday through Friday 8:30AM to 6:00PM. Closed on major holidays.

The School is closed during the lunch break, with no instruction provided during this time.

Class Start Dates:

We have one scheduled start date on every Monday of every other week. The institution shall make exceptions to start dates depending on the class size.

CALENDAR/HOLIDAYS

ROSTON SCHOOL OF HAIR DESIGN is closed on Sundays and on the following holidays:

- New Year's Day
- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving Day
- Christmas Day

A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

Students earn hours only while the School is open. Hours ARE NOT earned for holidays or missed days.

ADMISSION POLICY AND PROCEDURE

POLICY

Admission into the Barbering Program the student:

- Must be at least 17 years old
- A high school diploma or equivalent.
- If necessary, the student will arrange to complete the Ability-to-Benefit Test (Wonderlic).
- Proper identification, such as driver's license or governmental-issued identification card.
- Required down payment for the program.

PROCEDURE

Admission procedures include:

- Meeting with an Admissions Officer or designated representative to review goals, programs offered, school policies and procedures, the School Performance Fact Sheet, and graduation requirements.
- Taking a tour of the campus.
- Completing an application to enroll in the school.
- Provide the required educational documentation (high school diploma or equivalent).
- Provide the required identification.
- Signing an Enrollment Agreement and completing all required documents.

After completing all admission procedures and being accepted to the school, the applicant is assigned a date and time to start training and is introduced to the school staff and faculty.

INTERNATIONAL STUDENTS AND ENGLISH LANGUAGE SERVICES

ROSSTON SCHOOL OF HAIR DESIGN does not offer visa services to prospective students from other countries or English language services. Although the ROSSTON SCHOOL OF HAIR DESIGN is approved to teach in both English and Spanish, this Barber Program will be taught in English. Language proficiency is documented by:

- the admissions interview; and
- receipt of prior education documentation as stated in the admission policy from a school located in the United States or have a formal foreign transcript evaluation, as stated below.

FOREIGN TRANSCRIPT EVALUATION

All foreign transcripts and degrees must be evaluated and translated to meet U.S. equivalency.

The following is a sample of foreign transcript and degree evaluators. ROSSTON SCHOOL OF HAIR DESIGN does not endorse any evaluators.

- Foreign Consultants: <http://www.foreignconsultants.com/>
- Educational Credential Evaluators: <http://www.ece.org/>
- Educational Perspectives: <http://www.educational-perspectives.org/>
- International Consultants of Delaware: <http://www.icdel.com/>
- International Research Foundation, Inc.: <http://www.ierf.org/>
- World Education Services: <http://www.wes.org/>

TRANSFER OF CREDIT

ROSSTON SCHOOL OF HAIR DESIGN evaluates transfer credit from hours earned at institutions accredited by an accrediting association recognized by the U.S. Department of Education, or approved by the Bureau for Private Postsecondary Education. Based upon the determination of equivalency up to 75% of the total program hours can be transferred into a program.

At the time of enrollment, students requesting credit shall forward an official transcript from each institution where requested transfer credit is from to the school for evaluation or provide a copy of a Proof of Training document. A grade of “C” or better is required for a course or hours to be considered for transferability. Only those courses or hours that are substantially comparable to courses at this institution will be considered for evaluation.

ROSSTON SCHOOL OF HAIR DESIGN does not accept hours or credit through challenge examinations, achievement tests, or experiential learning.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

ARTICULATION AGREEMENTS

ROSSON SCHOOL OF HAIR DESIGN has not entered into a transfer or articulation agreement with any other college or university.

PROGRAMS

BARBERING

Program Length: 1500 Hours

75 weeks (Part time, 20 hours of attendance per week)

38 Weeks (Full Time, 40 hours of attendance per week)

Graduation Document: Certificate

Potential Entry Level Occupations: Barber in one of the many specialty areas such as: the Art of Barbering, Hair Stylist, and Hair Colorist or as a Barber Salon Operator. Normal progression may move graduates to positions as Barber Salon Manager, Barber Salon Owner, Barbering Teacher, Supervisor, Director, or School Owner.

Program Description: The Barbering program consists of 1500 clock hours of technical instruction and practical operations. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; practical operations mean the actual performance by the student of a complete service on another person or on a mannequin performing a practical operation. Technical instruction and practical training shall include the hours stated under Curriculum.

Textbooks required:

- Milady's Standard Professional Barbering, sixth edition.
- The Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology.

Program Objective: To prepare the student for an entry-level position in the Barber industry and to acquire the necessary license to practice the art of barbering.

Program Limitations: A degree program from that is unaccredited or a degree from an unaccredited institution is not recognized for some employment positions, including, but not limited to, positions with the State of California.

Curriculum:

SUBJECT	MINIMUM REQUIRED TECHNICAL INSTRUCTION (HOURS)	MINIMUM REQUIRED PRACTICAL OPERATIONS
<p><i>Hairstyling:</i> The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling.</p>	65	240
<p><i>Permanent Waving and Chemical Straightening:</i> The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.</p>	40	105
<p><i>Hair Coloring and Bleaching:</i> The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.</p>	60	50
<p><i>Hair Cutting:</i> The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.</p>	20	80
<p><i>Shaving Preparation and Performance:</i> The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.</p>	100	40
<p><i>Laws and Regulations:</i> The subjects of Laws and Regulations shall include, but is not limited to, the following issues:</p>	20	

The Barbering and Cosmetology Act and the Board's Rules and Regulations.		
Health and Safety Considerations: Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	45	
Disinfection and Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	20	
Anatomy and Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.	15	

REQUIREMENTS FOR LICENSURE

Students who complete the state-required training program including the minimum practical services as established by the California Board of Barbering and Cosmetology, are qualified to take the licensing examination given by the Board. Upon passing the examination, the graduate may obtain a license as a registered barber in the state of California. With this professional license, the new barber may be employed in a barber/styling establishment or a beauty/styling salon, or may own and operate his/her own barber business.

To take the licensing examination, students in the Barbering program are required to:

- Complete a total of 1500 clock hours of instruction in a Barbering program at a board-approved school
- Cleared all financial obligations
- Be at least 17 years of age

- Have completed the 10th grade in a public school or its equivalent
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code
- Show proof of completion of 1500 of instruction in a Barbering program at a board-approved school

In addition to the Proof of Training document, students must also present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish a model, examination kit fees, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers, located in Los Angeles, CA and Fairfield, CA.

- Barber exam and license fee: \$ 125.00

ACADEMIC POLICIES

HOURS

Academic credit is measured in clock hours. One hour of instructional time is defined as a sixty-minute period.

SATISFACTORY PROGRESS – ACADEMIC AVERAGE AND ATTENDANCE

ROSTON SCHOOL OF HAIR DESIGN expects its students to maintain Satisfactory Progress as established by this institution, the student must:

- Maintain a cumulative academic average of “C” (70%) or better;
- Maintain at least an 67% attendance rate of the scheduled hours; and
- Complete the program within the maximum time frame, which is 150% or one and one-half (1 1/2) times the length of the program.

Program	Expected Time Frame 100%	Maximum Time Frame 150%
Barbering	38 Weeks	75 Weeks

ABSENCES

All hours attended are recorded by using a time clock that each student is responsible for clocking in and out. All absences are tracked and any student absent for 21 days consecutive calendar days will be withdrawn from the program.

TARDINESS AND EARLY DEPARTURES

Students who arrive after theory class has begun are considered tardy. Students who are tardy may not clock in until theory class is over and may not attend theory class. Students who need to leave class early must notify his/her instructor.

Students who are habitually tardy or leave class early (5 times in one month) will be advised, and if tardiness or early departures continue he/she may be placed on probation or withdrawn.

APPEALS

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the school administration. The letter should describe any circumstances the student feels deserve further consideration. A decision relating to the appeal will be made with ten (10) business days and the student notified accordingly.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the student based on the program hours completed as stated below. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a “C” (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized by the school:

100% - 90%	A	Superior Performance
89% - 80%	B	Above Average
79% - 70%	C	Average
69%-Under	F	Fail

SATISFACTORY PROGRESS EVALUATION PERIODS

Program	25% of Program Length	50% of Program Length	75% of Program Length	100% of Program Length
Barbering	375 Hours	750 Hours	1125 Hours	1500 Hours

PROBATION AND DISMISSAL

If a student fails to maintain an overall average of “C” or 67% attendance a consultation with the school official will be scheduled. At that time, the student will be placed on probation for a four (4) week period. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be withdrawn from school. Dismissal from school may also result from uncooperative behavior.

MAKE-UP HOURS

Students may make up missed hours. A student must make-up hours during days/times not scheduled. All make-up time must be arranged and approved by an instructor prior to attending make-up hours.

LEAVE OF ABSENCE POLICY

On occasion students may experience extended personal, medical or other issues that make it difficult to attend class. Under such circumstances, ROSSTON SCHOOL OF HAIR DESIGN may authorize a student to take a leave of absence (LOA) from the program for up to 60 days. The LOA must be requested in writing by the student and must be approved by an administrator. An LOA request form must be filled out, and the date of leave and return must be stated on the form prior to administration approving the LOA. Students are advised to not request a leave of absence unless it is absolutely necessary. Under no circumstances can the school grant more than one (1) LOA within a 12-month period. Students on an LOA will not be assessed additional charges or tuition. Students returning from an authorized LOA will retain all credit for clock hours completed and will be returned to the academic progress status they held prior to the start of the leave of absence. Students who fail to return from an LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave.

STUDENT SERVICES

ACADEMIC ADVISING

Academic advising may be initiated by school personnel or the student when the need is identified.

HOUSING

ROSSTON SCHOOL OF HAIR DESIGN does not assume responsibility for student housing, does not have dormitory facilities under its control, nor offers student housing assistance. According

to rentals.com for Ontario, CA, rental properties with a five-mile radius start at approximately \$700.00 per month.

LIBRARY

The library contains reference resources and is available for use on campus during school hours, Monday – Friday 8:30 am – 9:00 pm and Saturday 8:30 am – 4:30 pm. Reference resources are not available for check-out and must remain on campus.

Library services available to students also include local libraries with Wi-Fi and other amenities:

- Ovitt Family Community Library, 215 East "C" Street, Ontario, CA 91764-4111, 909-395-2004
- Colony High Branch Library, 3850 East Riverside Drive, Ontario, CA 91761-2603, 909-3952014

PLACEMENT ASSISTANCE

ROSTON SCHOOL OF HAIR DESIGN does not and cannot promise or guarantee employment or level of income or wage rate upon graduation. Placement assistance is provided in the form of postings of possible job openings or referrals to potential employers. The school maintains a Job Book that lists current employment opportunities and barber/styling shops for sale; postings are updated weekly.

STUDENT RECORDS

ROSTON SCHOOL OF HAIR DESIGN provides for the safety and protection of all student records. Student records are maintained at the administrative site for five years from the last date of attendance. Transcripts are maintained permanently.

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students seeking to resolve problems or complaints may first contact the instructor in charge and then the administration. Requests for further action may be made to the Chief Operating Officer. Students should fill out the grievance form, listing all grievances, and deliver the form to the school. Contact information:

ROSTON SCHOOL OF HAIR DESIGN
1442 W. Holt Blvd.
Ontario, CA 91762

Phone: (909) 395-0464 Fax: (909) 395-0461

Email: info@rossstonbarbercollege.com

Web Site: www.rossstonbarbercollege.com

All grievances, regardless of the nature, will be turned over to the Chief Operating Officer and reviewed. The Chief Operating Officer will evaluate the grievance(s) and set up an appointment with the student within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

The Chief Operating Officer is the initial contact for any ethics issues or grievances about classes, students, instructors, staff members, or situations. Students who have ethics concerns may contact the school to request direct contact information for the Chief Operating Officer. Any discussion with the Chief Operating Officer is completely confidential.

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

STUDENT CONDUCT

The rules and regulations of ROSSTON SCHOOL OF HAIR DESIGN are designed to help the student learn professional habits at the start of his/her professional career. All students must comply with sanitary requirements and not interfere with other students. The student shall dress in a professional manner. Students must comply with all laws (federal and state), particularly laws relating to barbering. Students may be held liable for damages to the school and its equipment.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

- You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you have the right to receive a pro rata refund if you have completed 60 percent or less of the scheduled hours in your program through the last day of attendance.

- Cancellation may occur when the student provides a written notice of cancellation at the following address: Rosston School of Hair Design, 1442 W Holt Blvd Ontario CA 91762. This can be done by mail or by hand delivery.
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail properly addressed with proper postage.
 4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
 5. If the Enrollment Agreement is cancelled the school will refund the student any money he/she paid, less a registration or administration fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

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

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

- The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
- The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
- The student has failed to attend class for 21 days.
- The student fails to return from a leave of absence.

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

to withdrawal. For the purpose of determining when the refund must be paid, the student shall be deemed to have withdrawn at the end of 21 consecutive days

If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of the benefits received, and any remaining amount shall be paid to the student.

TUITION AND FEES

Program	Application Fee Non-Refundable	*Student Tuition Recovery Fund (STRF) Non-Refundable	Books If used, non-Refundable	Supplies If used, non-Refundable	Tools If used, non-Refundable	Tuition	**Total Cost
Barbering	\$250.00	0	\$250.00	\$300.00	\$700.00	\$5,000.00	\$6,500.00

*STRF is determined annual by the State of California. Currently there are no fees.

**Charges for the period of attendance and the entire program.

Additional Fee, paid by the graduate: California Board of Barbering and Cosmetology, Barbering examination and initial license fee \$ 125.00.

Additional Fees, if applicable: Return check fee \$15.00

All books, supplies and tools for the program selected will be furnished by the school at the stated charge. A complete list of required books, supplies, and/or equipment is provided to each student. Lost, mutilated, or stolen items will be replaced at the expense of the student.

PAYMENT

ROSSON SCHOOL OF HAIR DESIGN offers in-house student financing at a zero-percent interest rate.

- Barbering program, \$750.00 down payment with 10 monthly payments of about \$575.00 or 12 monthly payments of about \$480.00 to pay off the balance.

FINANCIAL AID

ROSSTON SCHOOL OF HAIR DESIGN is not accredited at this time and does not participate in any federal or state financial aid programs.

LOAN

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

STUDENT TUITION RECOVERY FUND (Currently the School is not collecting any STRF from students)

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

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

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

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

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

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

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

MANAGEMENT, STAFF, AND FACULTY

MANAGEMENT & STAFF

Munagala, Padmaja Reddy
President /Chief Executive Officer

Munagala, Dr. Bhaskara Reddy V.
Chief Operating Officer

Steven H. Stumpf EDd
Chief Academic Officer

Sonia Ceja
School Official Administrator

FACULTY

Onix Alvarez
Rosston Barber College, Certificate in Barbering
Over 25 years' experience in barbering industry

Barrientos, Luis
Rosston Barber College, Certificate in Barbering

10 years' experience in barbering industry

Padmaja Munagala

Rosston Barber College, Certificate in Barbering and Cosmetology

Over 10 years' experience in barbering and cosmetology industries.

CHANGES

Information about ROSSTON SCHOOL OF HAIR DESIGN is published in this catalog that contains a description of policies, procedures, and other information about the school. ROSSTON SCHOOL OF HAIR DESIGN reserves the right to change any provision of the catalog at any time. Notice of changes will be communicated in a revised catalog, an addendum or supplement to the catalog, or other written format with an effective date. Students are expected to read and be familiar with the information contained in the catalog, in any revisions, supplements and addenda to the catalog, and with all school policies. By enrolling in ROSSTON SCHOOL OF HAIR DESIGN, the student agrees to abide by the terms stated in the catalog and all school policies.