

ROSSTON SCHOOL OF HAIR DESIGN



SCHOOL CATALOG

January 1, 2019– December 31, 2019

A Non-Accredited Institution

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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

Full-Time and Part-Time Available

- A part-time student is required to attend a minimum of 20 hours a week. A full-time student is anyone who attends over 25 up to 40 hours a week

Classes are offered Monday through Friday 9:00AM to 5:30PM. Closed on major holidays. The School is closed during the lunch break, with no instruction provided during this time.

CLASS START DATES:

We have two scheduled start date on every first and third Monday of the month. The institution shall make exceptions to start dates depending on the class size.

CALENDAR/HOLIDAYS

ROSSTON SCHOOL OF HAIR DESIGN is closed on Weekends and on the following holidays:

HOLIDAYS	DATE
Memorial Day	5/27/2019
Independence Day	07/04/2019
Labor Day	09/02/2019
Thanksgiving Break	11/28/2019 - 11/29/2019
Winter Break	12/24/2019 - 01/01/2019

A “special” holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. If the institution is unexpectedly closed due to unforeseen circumstances, students will be notified by notice posted on front door, phone, text and/or email. Students are to return the following scheduled day, unless otherwise notice.

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

ADMISSION POLICY AND PROCEDURE

Administration Business Hours

Applicants and students may receive information from Administration Monday thru Friday from 10:00 A.M. until 5:00 P.M.

As a prospective student, you are encouraged to visit our campus. You are required to review this catalog prior to signing an enrollment agreement.

ADMISSION POLICY

Admission into the Barbering Program the student MUST meet the following criteria:

- Must be at least 17 years old
- Provide a copy of high school diploma or equivalent.
- If necessary, the student will arrange to complete the Ability-to-Benefit Test (Wonderlic).
- Must provide proper valid identification, a government-issued picture ID, such as a California Driver's license, California I.D., or Passport
- Valid Social Security Card or ITIN.
- Required down payment for the program.

ABILITY TO BENEFIT STUDENTS

The Wonderlic Ability-to-Benefit (ATB) Test is an all-inclusive solution designed to help identify students who possess the basic skills necessary to succeed in a post-secondary education program, but who lack a high school diploma. If a prospective student does not meet this criteria, the individual can take the Wonderlic test at an additional fee. The student MUST score at a 12th grade level to be eligible for enrollment in the barbering program.

- Wonderlic ATB Fee (non-refundable): \$20.00

ADMISSION PROCEDURE

1. Personal interview + Tour
2. The student completes the application.
3. The student provides educational documentation.
4. The student provides required identification such as a valid identification and a Social Security card.
5. If necessary, the student will arrange to complete the Ability-to-Benefit Test (Wonderlic).
6. The student is assigned a date and time to begin his/her instruction and will then meet their instructor.
7. The student completes his/her enrollment agreement and tenders payment and/or makes payment

arrangements.

8. Student begins courses.

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.

STATEMENT OF NON-DISCRIMINATION

Rosston School of Hair Design does not discriminate on the basis of race, ethnic origin, color, religion, sex, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies

ENGLISH-AS-A-SECOND LANGUAGE

The institution does not offer instruction in English-as-a-second language. Although, ROSSTON SCHOOL OF HAIR DESIGN is approved to teach in both English and Spanish, All courses are taught in English only.

REQUIRED ENGLISH PROFICIENCY

English proficiency will be evaluated and determined by the school during the admissions process.

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. ROSSTON SCHOOL OF HAIR DESIGN is approved for English and Spanish instruction. Instruction only occurs 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

Applicants with previous hours from another approved, California school who wish to enroll at RSHD must submit a written request during the admission process along with a proof of training and record of withdrawal from the previous California school. At the discretion of RSHD, the number of hours that will be allowed to transfer will be determined prior to enrollment. If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and make an application for approval of his/her hours from the previous school. The documents required for this process can be found on the California BBC website, www.Barbercosmo.ca.gov. The California BBC will then issue a letter indicating the credit it has approved for the hours at the previous school along with any other requirements. RSHD will then make a final decision based on the information in the California BBC's letter. Failure to provide the required documentation of previous training in either circumstance prior to enrollment. RSHD will then make a final decision based on the information in the California BBC's letter. Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment.

ROSTON 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 ROSTON 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 ROSTON 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.

PROGRAM

BARBERING - SOC #39-5011.00

Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

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

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 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.

METHODS OF INSTRUCTION

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin.

TEXTBOOKS, EQUIPMENT AND SUPPLIES

Textbooks and a kit will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with a carrying case with a key. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen

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:

GRADE PERCENTAGE	LETTER GRADE
90% - 100%	A
80% - 89%	B
70% - 79%	C
60% - 69%	D
59% and Below	F

Barbering Performance Objectives:

- To successfully acquire the knowledge of the laws and rules regulating California Barber establishment practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
- To successfully acquire business management techniques which are common to the Barber profession.

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</p>	60	50

and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.		
Hair Cutting: 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.	20	80
Shaving Preparation and Performance: The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	40
Laws and Regulations: The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.	20	
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	

GRADUATION REQUIREMENTS

When a student has completed 1500 hours in the required theory hours and practical operations as required by the State of California, and completed the program with a GPA (Grade Point Average) of “C” (70%) or better and an attendance average of 67% or better, and passes the final mock board with a 70% or better, he/she receives a diploma certifying his/her graduation from the course of study. Please be advised that completion documents (diploma, transcripts, Proof of Training) will be withheld until all monies owed the school are paid in full or arrangements have been made with the Director.

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 training 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 Glendale, CA and Fairfield, CA.

- Barber exam and license fee: \$ 125.00

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	\$6,000.00	\$7,500.00

*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

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

METHODS OF PAYMENT

Cash, credit card, money order and personal check, (Title IV, loan, not applicable at this time) are acceptable methods of payments. Students are expected to contribute from their own family resources toward the cost of attendance. Payment plans are available from Eminence Barber Academy. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly payments according to their means. Please be advised that completion documents will be withheld until all monies owed the school has been paid in full or arrangements are made with administration.

EXTRA INSTRUCTIONAL (OVERTIME) CHARGES

Students are expected to complete their training (Hours & Operations) within the maximum time allowed as stated on their Enrollment Agreement. If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the

remaining hours & operations needed to complete their course. The current rate per hour is \$6.00

ACADEMIC POLICIES

HOURS

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

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

ROSSTON 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.

MAXIMUM TIME FRAME

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

Program	Expected Time Frame 100%	Maximum Time Frame 150%
Barbering Full- Time	38 Weeks	57 Weeks
Barbering Part-Time	75 weeks	112.5 weeks

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. All payments for outstanding hours must be paid in advance of training.

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 had at least one evaluation by midpoint in the course.

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

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.

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 suspended. Dismissal from school may also result from uncooperative behavior.

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.

STUDENT RULES AND POLICIES

The rules and policies 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 RSHD school rules and policies especially with all laws (federal and state), particularly laws relating to barbering.

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.

Time Clock Credit Policy/Theory hours & Practice Operations/Credit Procedure

Students at RSHD record their attendance on time/operations by fingerprint in to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students receive credit for a task/operation/project completed after each action is verified by an instructor. Students must add up their theory hours and practical operations each day. At the end of each week all earned and validated credit will be carried over to the next week's timecard.

ATTENDANCE POLICY

All hours attended are recorded by using a time clock that each student is responsible for clocking in and out. Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the maximum timeframe stated in the Satisfactory Academic Progress Policy. An absence may be excused by calling-in the same day prior to the beginning of class or providing documentation. Students are required to make-up lessons and exams missed due to absences. If the student is absent for two (2) consecutive weeks/fourteen (14) days (in a row) the school will withdraw him/her. The instructor in charge will review excessive tardies and/or absences with the student to determine possible **action**.

TARDINESS AND EARLY DEPARTURES

Tardy unless there are extenuating circumstances acceptable to the instructor, any student late for class by 15 minutes or more will not be permitted to attend school until theory class has been completed. Students who are habitually tardy or leave class early (5 times in one month) will be written up, and if tardiness or early departures continue, he/she may be placed on probation or withdrawn.

LEAVE OF ABSENCE POLICY

Students may request a Leave of Absence (LOA), not limited to, serious illness, death in the family or other emergency circumstance. A LOA may not exceed 180 days. A LOA may only be granted once the student has been enrolled for at least 90 days (3 months) unless mitigating circumstances exist. Students must submit a written request outlining the reason for the requested leave, duration of leave including the requested return date and any applicable documentation to support the request. LOA requests for medical purposes require medical

documentation. All requests for LOA must be signed and dated by the student and should be submitted to School Official's. A contract addendum with the revised end date will be signed and dated by the student and school official. 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.

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 school's official.

DRESS CODE

Closed shoes at ALL times. Dark or Black colored clothing with smock.

STUDENT RULES, REGULATIONS AND DISCIPLINARY ACTION

Immediate Withdrawal (Termination)

- 1) Theft
- 2) Altering Clock In/Out Hours
- 3) Causing extreme or willful disruption of the school
- 4) Use of drugs or alcohol in school
- 5) Physical abuse of 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) Using products or performing services not on patron ticket.
- 9) Modifying customer services without consulting instructor.
- 10) Improper uniform.
- 11) Dirty uniform or unsatisfactory personal cleanliness.
- 12) Failure to observe sanitary rules and regulations.
- 13) Shouting.
- 14) Use of cell phone inside the school or outside without clocking out.
- 15) Eating or drinking outside of designated areas.
- 16) Entering offices or being behind desk without permission.

- 17) Failure to clean up work area or perform assigned cleanup duties.
- 18) Leaving class or clinic without permission.
- 19) Failure to clock in or out properly.
- 20) Failure to take lunch break at proper time.
- 21) Showing discourtesy to anyone in school.
- 22) Unexcused absence/tardiness (must give notice/documentation for day off to be excused)

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

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.

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session (first day of classes), or the seventh calendar day after enrollment (seven calendar days from the date when enrollment agreement was signed), whichever is later. 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 institution due to student's academics or conduct, including, but not necessarily limited to student's lack of attendance.

Rosston School of Hair Design
1442 W Holt Blvd Ontario CA 91762
This can be done by mail or by hand delivery.

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 amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay the outstanding balance.

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 14 days.
- The student fails to return from a leave of absence(LOA).

REFUND POLICY

After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student. A registration fee is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student would not be returnable. Once received by the student it will belong to the student and will represent a liability to the student. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that RSHD 2019 CATALOG (January 1, 2019 – December 31, 2019) Page No.15 you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay that balance. Official withdrawal date is on the student's notification or school's determination

FINANCIAL AID

ROSSON SCHOOL OF HAIR DESIGN is NOT accredited at this time and does not participate in financial aid programs (Title IV).

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.

STUDENT SERVICES

ACADEMIC ADVISING

Academic advising are advised individually, as often as necessary, to review the student's progress. A Student may request additional advising sessions at any time.

HOUSING

ROSTON 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

ROSSTON 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 bulletin board that lists current employment opportunities and barber/styling shops for sale; postings are updated weekly.

STUDENT RECORDS

ROSSTON 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 indefinitely.

INTERNATIONAL STUDENTS

RSHD is not a SEVIS approved school and is not eligible to train international students.

DRUG ABUSE PREVENTION PROGRAM

RSHD strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with RSHD who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency.

Inland Valley Drug & Alcohol Recovery Service Upland Outpatient Center
934 N Mountain Ave, Upland, CA 91786
[\(909\) 932-1069](tel:(909)932-1069)

STUDENT COMPLAINT/GRIEVANCE PROCEDURE

Students seeking to resolve problems or complaints may first contact the school's 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:

ROSSTON 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 10 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.

Any questions a student may have regarding this catalog or any complaints that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education
(Physical Address)
2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833
Or
(Mailing Address)
P.O. Box 98018 West Sacramento, CA 95798-0818
Toll Free (888) 370-7589 Fax 916-263-1897
www.bppe.ca.gov

MANAGEMENT & STAFF

Munagala, Padmaja Reddy

Chief Executive Officer | Chief Operating Officer

Jesus Correa Gonzales

Chief Academic Officer

Sonia Ceja

School Administrator

FACULTY

Jesus Correa Gonzales

Licensed Barber, Cosmetologist, and Instructor
30 years of experience in barbering industry

Estefania Antunez

Licensed Barber and Cosmetologist- Instructor
6 years' experience in barbering industry

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.