

**Alva Beauty Collective
Main Campus:
3145 Lemon Grove Ave.
Lemon Grove CA 91945**

**Barbering Educational Center:
1105 Broadway Suite 211
Chula Vista CA 91910**

**(619) 735-1717
Hello@alvabeautycollective.com
www.alvabeautycollective.com**

**Catalog of Courses
January 1, 2025 to December 31, 2025**

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Institutional Mission and Objectives

The mission of Alva Beauty Collective is to provide students access to programs with training that is both comprehensive and professional. Working with our students, we emphasize how to be successful by providing professional services with integrity and with the highest level of skill possible. This is accomplished by developing a student's basic manipulative skills, sanitation and technical knowledge, safety, judgment, and related occupational practical abilities. It is to this demand for professionalism that Alva Beauty Collective responds by providing its students with the latest information, techniques and instruction in keeping with the growth of the profession.

Part of our mission is to convey to students the importance of continuing education. In order to maintain a quality program, our instructors are required to update their knowledge by participating in new product development, and teacher training techniques. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment and to achieve higher levels in career excellence in their chosen profession.

OBJECTIVES

- Guide students and implement the principles and skills to be qualified to work in their chosen profession.
- To graduate qualified and competent students who successfully complete the program of study
- To build values and skills needed for salon and personal success.
- To provide students with training in the most current trends, methods and techniques.

Description of the Facilities & Type of Equipment Used for Instruction

Main Campus: ALVA Beauty Collective 3139–3145 Main Street, Lemon Grove, CA 91945

The ALVA Beauty Collective Main Campus occupies approximately **3,000 square feet** within a neighborhood shopping plaza. The facility has been thoughtfully retrofitted to meet the instructional and practical training needs of all ALVA programs, including cosmetology, esthetics, barbering, and manicuring.

The campus includes:

- Classroom spaces for theory instruction
- Workstations equipped with hydraulic chairs, dryers, shampoo bowls, and sinks
- Esthetics beds and skin care stations
- Manicure stations and pedicure chairs
- Educational technology including smart TVs, tablets, whiteboards, and instructional charts
- A full range of professional tools, products, and supplies used in client services and training

Ample parking is available in the center's main lot, with additional street parking nearby. The main campus serves as ALVA's administrative and instructional hub, providing comprehensive hybrid education with hands-on training across all licensure programs.

Satellite Campus: Barbering Educational Center

1105 Broadway, Suite 211, Chula Vista, CA 91910

The Barbering Educational Center is ALVA Beauty Collective's approved satellite campus dedicated exclusively to barbering education and practical training. The facility occupies approximately 1,300 square feet within a professional commercial building. The space has been purposefully designed and equipped to meet the California Board of Barbering and Cosmetology (BBC) and Bureau for Private Postsecondary Education (BPPE) requirements for barbering instruction.

The campus features:

- 8 fully equipped barbering stations
- 5 professional shampoo bowls
- Classroom seating and instructional space for theory-based learning
- Tablets and laptops to support hybrid instruction and access to digital learning platforms
- Smart TV and whiteboards for instructional use

Parking is conveniently available in the front, side, and back of the building, ensuring accessibility for students and staff. The facility maintains a professional and functional layout that supports ALVA's hands-on, technique-first training model.

The Chula Vista Barbering Educational Center operates as a satellite instructional site under the full supervision of ALVA's Main Campus. This location follows the same approved curriculum, safety protocols, and student conduct policies as the main campus. All administrative functions—including enrollment, payments, contracts, and student recordkeeping—are handled exclusively at the Main Campus. No enrollment activities or permanent records are processed or stored at this site.

Instruction at the Chula Vista campus is delivered by licensed educators and overseen by ALVA's administrative and academic leadership to ensure consistency and compliance. The facility is equipped with modern barbering workstations and tools that meet BPPE standards for educational quality and instructional delivery. This site is designated for instructional purposes only and does not function as a salon open to the public or an administrative office. Students and the public are clearly informed that no recruitment or enrollment takes place at this location.

Students will be issued minimal supplies covering instruction and practice during the first week of the course. They will also be issued a guide / homework packet. The homework packet is due on the 4th class in order to receive CIMA and kit. A completed tool kit including all CIMA and materials necessary for the satisfactory completion of the course will be issued during the second week of attendance. A full list of kit equipment for the beauty programs is found in the final pages of this catalog. Students who take the distance education option will be required to have a laptop, desktop computer, or tablet equipped with built in speakers or headphones, a computer camera and internet access. Standard operating system software that should include a recent version of a generally available browser such as Internet Explorer, Google Chrome, or Firefox.

Admissions Policies & Recognition of Credits

The general criteria for admission are:

- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- Must present a VALID photographic state I.D. or valid passport from any country and social security card or current ITIN.
- No Ability to Benefit Students will be admitted.
 - Students are assessed during the admissions process on their ability to benefit from the program professionally, and their likelihood of completing the program successfully. Specific questions are asked to lead a self-assessment of the student's learning style and their professional and personal ambitions. Students must also take and pass this institution's Entrance Assessment Exam to be eligible for enrollment. Students are admitted to the program if they pass the Entrance Assessment Exam and they are deemed by admissions staff to meet the above criteria, as well as meet all other admissions requirements. Students will not be admitted using Ability-to-Benefit tests other than the assessment provided by this institution.
- *Crediting hours from another license students only:* Must possess an active and valid CA Cosmetologist, Manicurist, Esthetician, Hairstyling, or Barber license to be accepted to the respective "Crediting hours from another license" program, as applicable.

Crediting Hours from Another License (Students Only):

To be accepted into a "Crediting Hours from Another License" program, the student must present a valid and active California Cosmetologist, Manicurist, Esthetician, Hairstyling, or Barber license.

Requests for credit must be submitted at the time of enrollment. Credit will not be granted retroactively after enrollment is finalized.

Disclosure of Criminal History:

As part of the admissions process, prospective students are required to disclose if they have any criminal pleas or convictions that may affect their ability to obtain licensure through the California Board of Barbering and Cosmetology (BBC). If disclosed, ALVA will provide the required BBC Criminal Conviction Disclosure Form to be completed and submitted by the applicant. ALVA strongly encourages prospective students to obtain BBC clearance prior to enrollment. Failure to disclose criminal history, or failure to gain BBC approval for licensure due to criminal history, is the sole responsibility of the student. ALVA is not liable for any student who is denied licensure by the State Board.

- In lieu of a high school diploma, prospective students are required to complete an **assessment exam** and participate in an **interview** to determine their eligibility and suitability for the program. This process is designed to ensure that applicants possess the foundational skills necessary to succeed in their chosen field of study.
- Both the assessment exam and interview are mandatory and must be completed before enrollment can be finalized. This requirement helps us maintain a supportive and enriching learning environment for all students.

Language of Instruction:

Students may select English or Spanish as their preferred language of instruction during the admissions process. Each class schedule already has an assigned language based on instructor availability and program planning. Students voluntarily choose a schedule based on availability, and ALVA cannot guarantee space in a class conducted in their preferred language. If a class in the preferred language is full, students may either select an available schedule or be placed on a waitlist for the next available opening in their language of choice.

Medical Disclosure & Physical Requirements

- During the admissions process, prospective students will be given the opportunity to voluntarily disclose any medical, physical, or mental conditions that may impact their ability to safely participate in training activities or meet program requirements. Disclosure is optional and confidential and does not affect admission status.
- All students must be able to safely perform the practical tasks required in the program, including standing for extended periods, using both hands, operating tools and equipment, and practicing proper infection control. These are essential functions of licensure training.
- Students who are unable to attend in-person technical classes or perform required services due to medical limitations, injuries, or conditions may not be able to meet the curriculum or licensure requirements. In such cases, **ALVA is not liable for missed hours, incomplete requirements, or the student's inability to complete the program.**
- Students requesting accommodations must notify the school in writing and provide appropriate documentation prior to or at the time of enrollment. ALVA will consider reasonable accommodations in accordance with applicable laws, where they do not compromise client safety or licensure standards.

Recognition of Credit Policies

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Students transferring from another cosmetology or barbering school will complete our Transfer Student Agreement and provide an official transcript from the previous school. Hours accepted will be at the discretion of the school. The student will be charged the per hour rate for tuition for any hours remaining. The student will be charged a \$150.00 transfer registration fee. The student will be required to pay an Alva Beauty Collective student kit and CIMA if needed. Credits for previous training will be given only if certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly and the proper agency notified. All record of previous education will be maintained in the student's record file. If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

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, or the seventh day after enrollment, whichever is later. A notice of cancellation for the current term or from the school shall be in writing and submitted to the Chief Academic Officer. Cancellation is effective on the date written notice of cancellation is sent to the Chief Academic Officer at 3145 Lemon Grove Ave. Lemon Grove CA 91945 or by email to hello@alvabeautycollective.com. If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal. See Refund Policy below. If the student doesn't finish the program by the Scheduled Completion date, he or she is still held to the terms of the current executed Enrollment Agreement because as long as he or she is making satisfactory progress in the program, the enrollment agreement remains in full force and effect.

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

Refund Policy

If the student cancels an enrollment agreement or withdraws during a period of attendance, the refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal. For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog. If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation. This institution shall

refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Instructional Location

ALVA Beauty Collective is located at

Main Campus: 3145, 3139, 3136 Lemon Grove Ave. Lemon Grove CA 91945

Satellite Site: Barbering Educational Center: 1105 Broadway Suite 211 Chula Vista CA 91910

Learning Management System: CIMA

All courses are taught via hybrid distance education, with the exception of: Fashion Makeup Artistry (English), Fashion Makeup Artistry (Spanish), and Massage Therapist (Spanish).

The Learning Management System used at Alva Beauty College is called CIMA: <https://www.miladycima.com/>. CIMA by Cengage Learning is accessible to students who have internet connectivity and receive login and password credentials from the school. Students are provided a weekly instructional plan that the student is to complete on their own schedule. CIMA is the instructional vehicle for Technical Instruction. All Practical instruction will be done at the campus.

CIMA from Cengage Learning delivers a highly personalized, online learning platform. A cloud-based learning solution, CIMA combines all of the learning tools - readings, multimedia, activities and assessments into a singular Learning Path.

- Each enrolled student will receive log in credentials and/or access to the software.

The CIMA software maintains of record of the dates that lesson assignments were completed, the amount of time the student has attended and the grades earned by the student. Students can expect that their lessons and assignments will be evaluated and a response provided within 10 days of submission.

Library Resources

Our library is comprised of learning resources that consist of Milady's Barber, Cosmetology, Manicurist and Esthetician Textbooks, Hair color & Technique Books, State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. The policies and procedures for supplying them to students who will be based on a checkout system with a staff member who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students will have access to all library materials during school hours. Students who wish to check out material overnight must see a staff member for permission. All materials must be returned by the next school day. Any material considered overdue or late by a student will result in their future privileges for checking out learning material may consist of a four hour time frame before they must be returned to the library.

These learning resources are sufficient to support the instructional needs of the students since they provide current information related to Board of Barbering and Cosmetology license test preparation, and to resources that provide basic and more advanced information related to the techniques and artistry that are integral in the practice of the programs offered.

Online Cosmetology Resources Available to Our Students

Web Sites

• Salon Channel

Resources for cosmetologists, estheticians, nail technicians, massage therapists, cosmetologists, hairstylists, makeup artists, manufacturers, distributors, and salon and day spa owners.

<http://www.salonchannel.com/>

• Beauty Site

Hair styles, beauty how-to's, skin, makeup, and style from About.com. Check out the Beauty Library for lots of tips and articles.

<http://beauty.about.com/index.htm>

• Beauty Tech

Networking site for beauty professionals. Lots of links for nails, skin care, salons, trade magazines, beauty products and suppliers, articles and news, and information on state licensing boards.

<http://www.beautytech.com/>

• BeautyLink

News, experts' tips, answers to beauty questions.

<http://www.beautylink.com/>

• Beautynet

Articles and tips from beauty professionals and experts and links to products and services, for both professionals and customers.

<http://www.beautynet.com/>

• Behind the Chair

Products, trends, job search, trade shows, training, articles, and industry news for cosmetologists salon professionals.

<http://www.behindthechair.com/>

• Lipstick Page

Many links to cosmetics companies, make-up tips, and, of course, a wealth of information about lipstick. From Madeleine Endre.

<http://broadroom.net/lp/blogs/>

• Milady

A leading publisher of beauty education materials.

<http://www.milady.com/>

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• Barbers, Cosmetologists, and Other Personal Appearance Workers

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

• National Cosmetology Association

NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals. <http://www.ncacares.org/>

• The Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology.

https://www.barbercosmo.ca.gov/laws_regs/laws.shtml

• Board of Barbering and Cosmetology Health and Safety Training Course Textbook

https://www.barbercosmo.ca.gov/schools/healthsafety_textbook.pdf

- **Board of Barbering and Cosmetology Health and Safety Student Exam Booklet**

https://www.barbercosmo.ca.gov/about_us/meetings/materials/20180520_student_handbook.pdf

Makeup Learning Resources

The institution has a various array of makeup books in our learning resources library. These titles are from leading makeup artists who are world renowned and have made a name for themselves in the industry.

Below is a list of a few of these titles.

- Making Faces by Kevyn Aucoin
- Face Paint by Lisa Eldridge
- François Nars by François Nars
- Miles of MAC by James Gager
- Makeup the Ultimate Guide by Rae Morris
- Fashion Makeup Artistry Internet Resources

We're glad to have their work available to our students. These learning resources are sufficient to support the instructional needs of the students since they provide current information related to Makeup Artistry and to resources that provide basic and more advanced information related to the techniques and artistry that are integral in the practice of the Fashion Makeup.

<https://makeuptutorials.com/makeup-tutorials-beauty-tips/>

<https://makeuptutorials.com/makeup-tutorials-beauty-tips/#eyes>

<https://makeuptutorials.com/makeup-tutorials-beauty-tips/#lips>

<https://makeuptutorials.com/makeup-tutorials-beauty-tips/#brows>

<https://makeuptutorials.com/makeup-tutorials-beauty-tips/#brushes>

http://www.findingdulcinea.com/guides/Health/Beauty/Makeup.pg_01.html

<https://www.pinterest.com/brandslife/makeup-artist-resources/>

Massage Therapy Resources

The Massage Library

<http://nccam.nih.gov/health/massage>

National Center for Complementary and Alternative Medicine (NCCAM)

<http://massagenerd.com/>

Massage Nerd.com

<http://www.amtamassage.org/index.html>

American Massage Therapy Association

<http://www.americanmedicalmassage.com/>

American Medical Massage Association

<http://namtonline.com/>

National Association of Massage Therapists

<http://camtc.org>

California Massage Therapy Council

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at Alva Beauty Collective is at the complete discretion of an institution to which you may seek to 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 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 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 Alva Beauty Collective to determine if your certificate will transfer.”

Grades and Standards for Student Achievement -BBC Related Programs

Grading System: Students are evaluated on a regular basis on theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. 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 in the school.

Academic Grading

100% - 95% A....Superior Performance
94% - 85% B...Above Average
84% - 75% C.....Average
74% - 65% D.....Unsatisfactory
64% - 00 % F....Fail

Point Grades for Practical Work

(GPA 4) 4 POINTS = A
(GPA 3) 3 POINTS = B
(GPA 2) 2 POINTS = C
(GPA 1) 1 POINTS = D
(GPA 0) 0 POINTS = F

Grades for Practical Work

- A - EXCELLENT, No Errors (All steps followed correctly).
- B - 1 to 2 Procedures incorrect, student is making GOOD satisfactory progress.
- C - 3 Procedures incorrect (SATISFACTORY progress).
- D - 4 Procedures incorrect (RETURN Student to manikin head for developing of skills).
- F - All Procedures were done incorrectly (REMOVE student from clinic floor to freshman class).

Student Clock Hour Policy: The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by time-clock punched hours of attendance. Students must record their attendance using the school's fingerprint time clock system by clocking in and out at the start and end of their class day, as well as for any breaks. This ensures accurate tracking of attendance and compliance with clock hour requirements.

Clocking In/Out:

- Students must clock in at the start of their class day and clock out at the end.
- If a student leaves early, they must clock out to ensure accurate attendance records.
-

Off-Campus Policy:

For safety, liability, and attendance tracking purposes, **students must clock out any time they leave school property**—even briefly. This includes, but is not limited to, going to their car, stepping out to purchase food or drinks, visiting nearby businesses, or taking a break outside the premises.

Students who fail to clock out will still be considered off-campus, and ALVA is **not liable** for any incidents, injuries, accidents, or legal matters that occur while the student is off campus—regardless of whether the student clocked out.

Students are responsible for adhering to this policy at all times.
Failure to comply may result in disciplinary action.

Late Arrivals:

If a student is more than fifteen (15) minutes late to class, the instructor has the discretion to:

1. Assign the student to work on theory instead of allowing them to participate in practical services or work on a client during that class time.
2. Not allow the student to enter the classroom until after the lecture time has concluded, to minimize disruptions to the learning environment.

Missed Clock-In/Out:

If a student forgets to clock in or out, they must email the administration immediately to request a correction. Corrections must be submitted and resolved within the same week to ensure timely and accurate attendance records.

Daily Roster:

Each class the instructor takes attendance and grades student performance.

CIMA Time Tracking Requirements (Online Theory):

Students are responsible for properly logging all online theory hours through the CIMA by Milady platform.

To ensure hours are tracked accurately, students must follow these rules:

- Only the **CIMA platform and eBook** may be open during a session. Do not have extra tabs open. CIMA & e-book must be the **ONLY** open tabs.
- Students must return to the CIMA platform every **14 minutes** and click to restart the 15-minute activity timer.
- Students must **fully log out** at the end of each session to save their hours properly.
- Students must complete at least **12 hours per week** of online theory to stay on track.
- Students must **NOT** use the app and instead only use web browser.

Important: ALVA is **not liable** for any lost CIMA hours due to user error, internet issues, device malfunctions, or failure to follow CIMA protocols. Students are solely responsible for ensuring their hours are logged correctly and that the totals in their CIMA account reflect accurate progress.

STANDARDS OF SATISFACTORY PROGRESS

This Institution expects all of the students to maintain Satisfactory Academic Progress (SAP). The institution requires all students attending must be making satisfactory progress as determined in our guidelines.

The student must:

- Maintain a cumulative academic average of "C" (70%) or better at the end of the evaluation period.
- Maintain a cumulative average attendance level of at least two-thirds (2/3), (67%) of the scheduled hours indicated on their enrollment contract at the end of the evaluation period.

- Complete the course within a maximum time frame of one and one-half (1 1/2) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course 44 weeks (including grace time for absences, two weeks) he or she must complete within 66 weeks
- Students meeting the minimum requirements at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.
- The following factors will be measured to determine Academic Progress:
 - Theory test grades and practical work (including mannequin and client or model work).

REQUIRED PRACTICAL OPERATIONS

Policy and Regulatory Agencies require students to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequins, models, or clients. **It is required that students complete operations and services assigned by instructors in order to meet course requirements. Practice on live models or clients is required for certain operations** (e.g., manicurist students must perform pedicures, and esthetician students must perform and receive facials).

The requirements listed are the minimum operations that each student must successfully complete prior to graduation. Additional operations may be scheduled by the instructor, based on training needs and clientele volume. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor's initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades.

Learning Expectations

Students must attend scheduled theory class, lectures, and demonstrations, read assigned chapters of text books, answer theory and practical workbook, prepare written procedures on practical operations, and perform practical operations on a patron and/or a mannequin.

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Grades and Standards for Student Achievement – Other Programs

Grading – Quizzes and Exams

90% to 100%	= A	4 Grade Points
80% to 89%	= B	3 Grade Points
70% to 79%	= C	2 Grade Points

60% to 69%	= D	1 Grade Point
0 to 59%	= F	0 Grade Points

Skills Evaluation

2.0 Average on Skills Assessment Rubric

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Attendance and Tardiness Policy

All students are expected to attend classes regularly and arrive on time to ensure progress and professional development. Attendance is recorded using the school's timekeeping system and is subject to school, accreditor, and licensing body requirements.

General Attendance Requirements (All Programs)

- Students must maintain **at least 80% attendance** throughout their program.
- Students with less than **90% attendance** will receive a **verbal warning**.
- Students with less than **80% attendance** will be placed on **attendance probation** and must meet with the Chief Academic Officer (CAO) to develop a corrective plan.
- Programs must be completed within **150% of the scheduled program length**, as listed in the enrollment agreement.

BBC-Regulated Programs (Cosmetology, Barbering, Esthetician, Manicurist)

- These programs are governed by the **California Board of Barbering and Cosmetology (BBC)** and require completion of minimum clock hours to be eligible for licensure.
- Students must attend **100% of scheduled sessions** to stay on pace for hour-based graduation.
- **Restoration Hours:** Students may make up missed hours at the instructor's discretion if space is available. After the scheduled graduation date, students receive up to **12 additional hours at no charge**. Beyond that, **extra hours will incur a fee** (see Fee Schedule).
- Documented medical emergencies, court dates, or pre-approved absences will not be charged.

- Excessive absences: 3 consecutive or 4 non-consecutive unexcused absences in one month are subject to administrative review.
- Students with **5 consecutive unexcused absences** without school communication may be **automatically withdrawn**. The last day of attendance will be used as the withdrawal date.

Tardiness and Early Departures (All Programs)

- Students are considered tardy if they arrive after their scheduled start time or leave early without permission.
- Tardiness and early departures are included in the 10% absenteeism allowance.
- **If a student arrives 30+ minutes late**, they may be asked not to enter class and will be assigned alternate activities such as:
 - Online assignments (CIMA)
 - Inventory, sanitation, or organizing tasks
 - Mock board exam preparation
- These tasks contribute to professional development but **do not replace missed class time**. The instructor may mark the student absent for the session.

Professions - Requirements for Eligibility for Licensure

Licensure Information for Cosmetology, Barbering, Esthetician and Manicurist Programs

Licensure is a goal of these programs. Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125, \$115, or \$110 dependent on license non refundable initial license fee accompany the completed application. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Cosmetology Program: Completed 1000 in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.
- Barbering Program: Completed 1000 hours in a Board approved school.
- Be at least 16.5 years of age to attend school
- Be at least 17 years old to take Board exam
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

- Have a valid Social Security number or ITIN before taking an examination with the California Board of Barbering and Cosmetology.
- Have a valid Board approved Identification.
- The license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from the Cosmetology, Esthetician, Manicurist or Barber course described previously and passed the examination with an overall average score of 75%.

Licensure Information for the Fashion Makeup Artistry Program

Licensure is not a goal of this program. There is no oversight agency or Board in the State of California which conducts licensure of makeup artists.

Licensure Information for the Massage Therapist Program

Licensure is not a goal of this program. The State of California does not conduct licensure of Massage Therapists. This program is not certified by the California Massage Therapy Council (CAMTC), a public benefit non-profit organization that provides voluntary certification to massage professionals and schools. CAMTC requires that applicants for their voluntary certification have graduated from a CAMTC-approved program. Students who graduate this program are encouraged to check the requirements for the city/county in which they may seek employment, as some cities and counties – but not all – in the State of California require Massage Therapists to be certificated by California Massage Therapy Council (CAMTC).

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee*	STRF**	Kits**	Books & Insurance**	Total Program Charges
Cosmetology	\$12,875.00	\$250	0	\$550	\$975	\$14,650.00
Esthetician	\$7,690.00	\$250	0	\$250	\$975	\$9,400.00
Manicurist	\$5,700.00	\$250	0	\$250	\$975	\$7,150.00
Barbering	\$12,875.00	\$250	0	\$550	\$975	\$14,650.00
Massage Therapist	\$6,700	\$250	0	\$100	\$750	\$7,800.00
Fashion Makeup Artistry	\$3,000	\$250	0	\$200	\$400	\$3,850.00

Board of Barbering and Cosmetology requires a \$125, \$115, or \$110 (dependent on license) non-refundable initial license fee

Transcript Fee: \$25 (two copies)

Late payment Fee: \$50 (monthly)

*Registration Fee: (non-Refundable.)

**These charges include all applicable sales tax (non-refundable)

***Student Tuition Recovery Fund Fee. (non-refundable) (\$0 per \$1,000 of institutional charges)

The institution does provide financial help directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days delinquent. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will be encouraged to make specific arrangements with the institute in order to remove their delinquency and remain in good financial standing.

- Students who drop out or complete our program of study are to remove all equipment and supplies promptly. The institution is not responsible for any equipment or supplies left at the facility.
- If a student has purchased any books or supplies and the student subsequently withdraws or is administratively dropped from the program, the student may return for a refund those items which were unused. The condition of books or supplies is to be determined by the instructor or a school administrator.
- Extra Instruction Charges:
 - Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$10.00, Manicurist: \$15.00, Esthetician \$15.00, Barbering \$10.00 Students withdrawing from Alva Beauty Collective prior to completion of their contracted program must pay all balances in full prior in order to receive the Proof of Training and/or Record of Withdrawal documents for the hours completed in the school.
- The school reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students.

Cosmetology Program

- | | |
|--|-------------|
| • Total charges for current period of attendance | \$14,650.00 |
| • Estimated total charges for the entire educational program | \$14,775.00 |

Esthetician Program

- | | |
|--|------------|
| • Total charges for current period of attendance | \$9,400.00 |
| • Estimated total charges for the entire educational program | \$9,515.00 |

Manicurist Program

- | | |
|--|------------|
| • Total charges for current period of attendance | \$7,150.00 |
| • Estimated total charges for the entire educational program | \$7,260.00 |

Barbering Program

- | | |
|--|-------------|
| • Total charges for current period of attendance | \$14,650.00 |
| • Estimated total charges for the entire educational program | \$14,775.00 |

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Fashion Makeup Artistry Program

- Total charges for current period of attendance \$3,850.00
- Estimated total charges for the entire educational program \$3,850.00

Massage Therapist Program

- Total charges for current period of attendance \$7,800.00
- Estimated total charges for the entire educational program \$7,800.00

Faculty

- Sandra G. Ramirez Manicurist License
- Penn Pattee Massage Therapist
- Amber Cazarez Cosmetology License
- Stephany Meyer Esthetician License
- Stephanny Tovar Esthetician License
- Jasmine Brooks Manicurist Instructor
- Carla Samantha Guerrero Manicurist Instructor
- Amber Cazarez Fashion Makeup Artistry
- Daisy Covarrubias Cosmetology, Manicurist, Barbering License
- Iliana De La Pena Esthetician License
- Penn Pattee Esthetician License
- Taylor Denny Esthetician License
- Fernando Miramontes Barbering License
- Jorge Martinez Barbering License
- Donna McClelland Esthetician License
- Steven A. Chavez Barbering License
- Yennifer Angulo Cosmetology License

Programs

COSMETOLOGY

Description of Program	This program covers all aspects of cosmetology: hair services, lash and brow services, skin care, manicuring and pedicuring. Successful completion of this program will make the graduate eligible to take their licensure exam and obtain a Cosmetology license and pursue employment in the field.
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Program Mission and Objectives	<p>The Cosmetology course is designed to prepare students for the state licensing examination and for profitable employment as a cosmetologist. The knowledge and skills obtained in this course will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator (SOC 39-5012).</p> <ul style="list-style-type: none"> • Acquire the knowledge of sanitation and disinfection as related to all phases of hair, skin, and nails. • Understand general theory relative to required topics of Cosmetology training • Develop practical procedure skills in hair cutting, styling, chemical hair services, facials, lash and brow beautification, and manicures & pedicures • Demonstrate the proper use of implements and products relative to all Cosmetology services • Effectively analyze the scalp, hair, face, and hands before all services, to determine any physical conditions and disorders. • Use the correct terminology used in performing all Cosmetology services • Demonstrate correct and skillful application of the procedures for Cosmetology services • Understand and demonstrate proper procedure of manicuring and pedicuring
Graduation Requirements	<p>All cosmetology students are required to complete 1000 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours, with a minimum grade of “C” 75%. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.</p>
Program Length in Hours	<p>1000 hours - For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.</p>
Final Tests or Exams	<p>A final skills exam is administered</p>
Required Internship or Externship	<p>None Required</p>

Outline of Subject Matter: Cosmetology

Topic	Minimum Required Instruction Hours	Minimum Practical Operations
Health & Safety	100	
Disinfection & Sanitation	100	20
Chemical Hair Services	250	10
Hairstyling Services / Haircutting	250	50 / 40
Skin Care	150	3
Hair Removal and Lash and Brow Beautification	50	5
Manicure & Pedicure	100	3
Total Hours	500	

- **Health & Safety**
 - Infection Control & Regulations
 - Principles of Infection Prevention Measures
 - Chemicals and your Health
 - Safety Data Sheets: What you need to know
 - Protecting Yourself from Hazardous Chemicals
 - Safe Chemical Handling in the Establishment
 - Communicable Diseases: Prevent the Spread
 - Health and Safety Laws and Agencies
 - Solving Health and Safety Problems
 - Ergonomics: Fitting the Job to the Person
 - Worker's Rights
 - Sexual & Physical Assault Awareness
- **Disinfection and Sanitation**
 - Protecting the Health & Safety of the Consumer & You
 - Proper Hand Washing
 - Disinfectants
 - Cleaning and Disinfecting nonelectrical tools and implements
 - Standard protection precautions
 - Personal protective equipment
- **Chemical Hair Services**
 - Hair Analysis & Predisposition
 - Identify natural hair color and tone
 - How chemical services affect the structure of hair
 - Techniques for permanent waving
 - Soft Curl permanents

- Techniques for chemical hair relaxers/straightening
- Safety precautions for chemical hair relaxing services
- Hair color consultation & strand tests
- Alternative hair coloring techniques: Balayage, Ombre
- Proper mixing and formulation of hair color
- Applying hair color
- Hair color retouches
- Bleaching: How to use lighteners
- Color correction and effective use of dye removers
- Hair coloring safety precautions
- **Hairstyling Services**
 - Styling and arranging of various hair lengths and styles
 - Pin curls
 - Roller curls
 - Hair wrapping
 - Master comb-out techniques
 - Basic blow dry styling techniques
 - Thermal hair straightening
 - Curling iron techniques
 - Safety in thermal hairstyling
 - Shampooing principles and techniques
 - Basic haircutting techniques
 - Principles of wet and dry hair cutting
 - Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
 - Posture and body position
- **Skin Care**
 - Manual Facials
 - Electrical Facials
 - Chemical Facials
 - Methods of treating the face, scalp, neck or body without ablation or destruction of live tissue:
 - Hands
 - Esthetic devices
 - Cosmetic products
 - Antiseptics, lotions, tonics and creams
- **Hair Removal and Lash and Brow Beautification**
 - Eyelash tinting and perming
 - Application of eyelashes
 - Eyebrow tinting and perming
 - Eyebrow shaping
 - Hair analysis
 - Hair removal best practices and techniques
 - Acceptable hair removal methods:
 - Depilatories
 - Waxing

- Sugaring
- Nonprescription chemicals
- Tweezing
- Electrical hair removal devices (excluding laser/light wave devices)
- **Manicure and Pedicure**
 - Differences of Water and oil manicures
 - Performing the Basic Manicure
 - Nail analysis
 - Manicuring techniques
 - Hand and arm massage
 - Performing the Basic Pedicure
 - Nail analysis
 - Pedicuring techniques
 - Foot and ankle massage
 - Artificial Nail Services
 - Acrylics application best practices & techniques
 - Understanding Brush-ons: Liquid & Powder
 - Nail Tips and Wraps: Why and How
 - Artificial Nail Repairs:
 - Nail wrap maintenance
 - Repairs
 - Proper removal

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1000, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

Esthetician

Description of Program	This is a specialty course covers all aspects of skin care and make up. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the graduate Esthetician to perform facials (manual & electrical), eyes brow arching and hair removal (other than by electrolysis), make- up artist, and skin care product representative.
Program Mission and Objectives	The mission of the Esthetician course is to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make- up artist.(SOC 39-5094) The objective is to acquire the knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.
Graduation Requirements	When a student has completed the required theory hours and practical operations in Esthetician with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.
Program Length in Hours	600 hours - For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.
Required Internship or Externship	None Required

Subject	Minimum Hours	Minimum Practical Operations
Health & Safety	100	0
Disinfection & Sanitation	100	20
Hair Removal & Lash and Brow Beautification	50	50
Manual, Electrical, and Chemical Facials	300	50

Total	600	
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Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 600, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

Manicurist

Name of Program	Manicurist
Description of Program	This is a specialty course covers all aspects of Manicuring and Pedicuring. Successful completion of this course and successful completion of the State Program Examination and Licensure, will allow the Manicurist to perform such skill as, Manicuring, Pedicuring, Acrylic Nails, Nail Tip Applications, Nail wraps and Repairs.
Program Mission and Objectives	The mission of the Manicurist course is to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nail-care specialist, and product demonstrator. (SOC 39-5092). The objective is for the student to acquire knowledge of laws and rules regulating California Cosmetological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Manicuring including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Manicuring
Graduation Requirements	Requirements for Satisfactory Completion of Course: Shall have completed Theory and Operations required by Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Students are evaluated through written and performance assessments. No externship is required.
Program Length in Hours	400 hours - For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation.
Final Tests or Exams	A final skills exam is administered

Subject	Minimum Hours	Minimum Practical Operations
Health & Safety	100	0
Disinfection & Sanitation	100	20
Manicure and Pedicure	200	50
Artificial Nail Enhancements	-	20
Total	400	
	- = pertains to subtopic, minimum hours listed under main topic.	

Depending on how long it takes a student to complete the required number of practical operations, a student may exceed the total number of hours required in a subject, or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 400, include the technical instruction phase and opportunity for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
- Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

Barbering

Description of Program	This program covers all aspects of barbering, including hair styling, chemical hair services, and beard shaving and trimming techniques. Successful completion of this program will make the graduate eligible to take the licensure exam and obtain a Barbering license and pursue employment in the field.
Program Mission and Objectives	<p>The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills gained in this course will prepare students to pass their licensing exam and obtain work as a barber (SOC 39-5011).</p> <ul style="list-style-type: none"> • Acquire knowledge of laws and rules pertaining to health and safety and best practices for infection control and prevention • Demonstrate proper sanitation and sterilization of implements and workspace • Understand general the theory topics of Barbering • Understand and demonstrate the proper use of implements relative to all Barbering services • Acquire the skill for analyzing the hair and skin prior to all services • Use appropriate terminology used in performing all Barbering services • Execute proper and accurate procedures in hair and shaving services such as hair cutting, styling, chemical hair treatments, and shaving • Develop appreciation of good workmanship common to Barbering
Graduation Requirements	When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.
Program Length in Hours	1000 hours
Final Tests or Exams	A final skills exam is administered
Required Internship or Externship	None Required

Outline of Subject Matter: Barbering

Subject	Minimum Hours	Minimum Practical Operations
Health & Safety	100	0
Disinfection & Sanitation	100	20
Chemical Texture Hair Services	250	20
Hairstyling & Haircutting	300	50
Shaving and Trimming of the Beard	250	50
Total	1,000	
	- = pertains to subtopic, minimum hours listed under main topic.	

Outline of Subject Matter in Technical and Practical Instruction

- **Health & Safety**
 - Infection Control & Regulations
 - Principles of Infection Prevention Measures
 - Chemicals and your Health
 - Safety Data Sheets: What you need to know
 - Protecting Yourself from Hazardous Chemicals
 - Safe Chemical Handling in the Establishment
 - Communicable Diseases: Prevent the Spread
 - Health and Safety Laws and Agencies
 - Solving Health and Safety Problems
 - Ergonomics: Fitting the Job to the Person
 - Worker's Rights
 - Sexual & Physical Assault Awareness
- **Disinfection and Sanitation**
 - Protecting the Health & Safety of the Consumer & You
 - Proper Hand Washing
 - Disinfectants
 - Cleaning and Disinfecting nonelectrical tools and implements
 - Standard protection precautions
 - Personal protective equipment
- **Chemical Hair Services**
 - Hair Analysis & Predisposition
 - Identify natural hair color and tone
 - How chemical services affect the structure of hair
 - Techniques for permanent waving
 - Soft Curl permanents
 - Techniques for chemical hair relaxers/straightening

- Safety precautions for chemical hair relaxing services
- Hair color consultation & strand tests
- Alternative hair coloring techniques: Balayage, Ombre
- Proper mixing and formulation of hair color
- Applying hair color
- Hair color retouches
- Bleaching: How to use lighteners
- Color correction and effective use of dye removers
- Hair coloring safety precautions
- **Hairstyling Services**
 - Styling and arranging of various hair lengths and styles
 - Pin curls
 - Roller curls
 - Hair wrapping
 - Master comb-out techniques
 - Basic blow dry styling techniques
 - Thermal hair straightening
 - Curling iron techniques
 - Safety in thermal hairstyling
 - Shampooing principles and techniques
 - Basic haircutting techniques
 - Principles of wet and dry hair cutting
 - Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
 - Posture and body position
- **Shaving and Trimming of the Beard**
 - Shaving Safety Considerations
 - Tools and Product Knowledge
 - Station Setup
 - Preparing the client for a shave
 - Effective skin condition assessment
 - Standard shave procedures and techniques
 - Facial without shave (including traditional massage and rolling cream massage techniques)
 - Facial with shave, including application of aftershave antiseptic

Depending on how long it takes a student to complete the practical operations successfully, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1000, include the technical instruction phase and the practical instruction phase for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
 - Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.

- Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

Fashion Makeup Artistry

Fashion Makeup Artistry Program Equipment

Program Description	The Fashion Makeup Artistry Program is a 10-week diploma, ideal for aspiring artists who are interested in working in the fashion makeup industry. This program covers a wide range of skills that will prepare the student for an entry-level position as a Makeup Artist.
Program Objectives	The makeup artistry course is designed to prepare students for profitable employment as a makeup artist. The knowledge and skills will prepare the student to work as a Makeup Artist. Acquire knowledge of sanitation and sterilization for tools, implements, products, and clients for client's health and safety. Acquire the knowledge of general theory relative to Makeup Artistry including bone structure, skincare, application, tools and business management techniques common to Makeup Artistry. The objective of the program is to prepare students to enter the workforce as an entry-level Makeup Artist. (SOC 39-5091)
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0 and achieve an average Skill Rubric score of at least 2.0
Total Clock Hours	This program is 160 hours in length
Final Tests or Exams	Yes
Required Internship or Externship	None

Module	Topics	Hours
Basic Skincare	<p>In this module the student will learn the proper use and care of implements relative to Makeup Artistry services, acquire the knowledge of analyzing the skin to determine any disorders along with what techniques, products and applications are best suited for each particular client. Students will learn how to perform basic skin care and preparation prior to applying makeup</p> <ul style="list-style-type: none"> • Prepare skin prior to applying makeup • Instruct clients to perform skin care routine prior to service • Identify skin conditions • Properly identify implements according to client's skin type 	16

Tools in the Makeup Industry	<p>In this module the student will learn the proper utilization of makeup tools and how to care for them.</p> <ul style="list-style-type: none"> • Presentation of products, tools, and equipment • How to set up a makeup station. 	16
Facial Anatomy and Proportions	<p>In the module the student will learn to both identify what technique to be used on a specific client's bone structure and skin texture and how to apply and deliver that technique.</p> <ul style="list-style-type: none"> • Study of face shapes/Morphology/Morpho-psychology • Contouring and highlighting techniques • Study of anatomy of the face and skin aging 	32
Makeup Application	<p>This module introduces students to the necessary fundamentals of makeup application to work in salons, spas, department stores, and for special occasions</p> <ul style="list-style-type: none"> • Study of skin tones and undertones • Selecting and applying different foundation textures • Shaping eyebrows with appropriate products, brushes, and tools • Study of eye shapes and correctional eye makeup • Study of lip shapes and correctional lip makeup • Application of basic correctional makeup/use of camouflage products • Application of Natural, Classic, Dramatic, and Glamour makeup applications 	84
Business Management	<p>In this module students will learn business management relative to makeup artistry including marketing and portfolio building.</p> <ul style="list-style-type: none"> • Resume Skills • Portfolio Building • Marketing Techniques 	12

Massage Therapist

Name of Program	Massage Therapist
Program Description	Massage therapy is used to help manage a health condition or enhance wellness. It involves manipulating the soft tissues of the body. Massage has been practiced in most cultures, both Eastern and Western, throughout human history, and was one of the earliest tools that people used to try to relieve pain. Our Massage Therapist Program is designed to provide students with 500 hours of combined training in both theories and practices of the massage therapist. The Massage Therapist program is designed to train students in the theory and technique of integrated bodywork modalities while developing skills in communication and ethics. (SOC 31-9011)
Program Objectives	<p>The program objectives include:</p> <ul style="list-style-type: none"> • Developing the personal and professional potential of students in the massage field. • Enabling students to develop professional skills for placement as a professional massage therapist or in a related field • Preparing students to sit for the Massage & Bodywork Licensing Exam (MBLEx) • Preparing students as entry-level massage therapists
Graduation Requirements	To complete this program a student must complete all prescribed courses and earn a grade point average of at least 2.0
Total Clock Hours	This program is 500 hours in length
Final Tests or Exams	Yes
Required Internship or Externship	None

- **Massage Terminologies** 10 Hours
 - In this module students will learn and acquire knowledge in order to identify medical terminology associated with massage therapy, identify pertinent abbreviations used in healthcare and their meanings and use relevant anatomic and physiologic terms correctly
- **Business, Business Ethics, Law & Regulations** 20 Hours
 - In this module students will learn and acquire knowledge of business ethics, law and regulations specific to massage therapy
- **Anatomy & Physiology of the Human Body** 80 Hours
 - In this module students will learn of the six levels of the human body organization.
- **Human Body Systems** 30 Hours
 - In this module students will learn the ten distinct organ systems of the human body and the relationship of anatomy and physiology to massage bodywork.
- **Kinesiology** 20 Hours
 - In this module students will learn about the mechanics of body movements and the effects that different kinds of movements have on different regions and body systems

- **Contraindications** 25 Hours
 - In this module students will learn about massage contraindications which are preexisting conditions or medical complications that may prevent one from receiving massage therapy.
- **Health and Hygiene** 15 Hours
 - In this module students will learn about the importance of hygiene to keep themselves safe from infectious diseases and to keep them from spreading between their clients. The main goal is to discourage and prevent growth or spread of pathogens and allergens.
- **Job Skills** 10 Hours
 - In this module students will learn how to prepare for the massage therapist job market. Students also will be introduced to apply for licenses from cities
- **Supervised Instruction (Hands On)** 290 Hours
 - In this module students will learn to apply therapeutic massage limited to the topics covered in this program. Students will practice Massage Therapy on mannequins or actual human being models with instructor's supervisions and teaching at all times

REQUIRED DISCLOSURES

- This institution does not admit students from other countries, so no visa related services are offered.
- For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.
- For a student whose high school or equivalent coursework was not completed in Spanish, and for whom Spanish was not a primary language, the student will not be allowed admission to any of the institution's programs delivered in the Spanish language.. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the Spanish language. Similarly, this requirement does not apply to students who have completed coursework, in Spanish, at the college level.
- Instructions will be provided in English and Spanish.
- This institution does not provide ESL instruction.
- This institution is not accredited by an accrediting agency recognized by the United States Department of Education. These programs do lead to licensure in California or other states. A student enrolled in an unaccredited institution is not eligible for federal financial aid.
- The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- 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 Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897

- A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.
- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with 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.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has 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.
- 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.
- Policies and Procedures Regarding Financial Aid. The school does not participate in either State or Federal financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- Financial Aid Disclosures: The institution does provide financial assistance directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days delinquent. Students who fall one month behind in their tuition payments are subject to disenrollment for a minimum of 6 months or until previous balance is paid in full and/or student's training may be terminated until the start of the next program at the discretion of the Chief Academic Officer.

Student Tuition Recovery Fund Disclosures.

"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 N. Market Blvd. Ste 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 noncollection 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.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Reasonable Accommodation Procedures

"equal opportunity employer/program" and that "auxiliary aids and services are available upon request to individuals with disabilities".

a. Eligibility Criteria and Non-Discrimination

ALVA Beauty Collective does not impose or apply any eligibility criteria that screens out or tends to screen out individuals with disabilities unless such criteria are necessary for the provision of the program. All applicants and students are assessed based on their ability to meet program requirements without discrimination.

b. Auxiliary Aids and Assistive Technology Devices

ALVA Beauty Collective provides appropriate auxiliary aids and assistive technology devices as needed for individuals with disabilities to ensure they have equal access to programs and services. Requests for such aids should be made in writing to the Administration Office, and accommodations will be provided at no additional cost.

c. Use of Service Animals

Service animals are permitted on campus in compliance with federal and state laws. Individuals with disabilities are allowed to bring their service animals to assist them during their participation in any school program or activity. Students should notify the Administration Office in advance if they plan to use a service animal.

The service animal is allowed to accompany the individual unless:

- The animal is **out of control**, and the handler does not correct the behavior.
- The animal is **not housebroken**.

d. Option to Decline Accommodation:

Students requesting accommodations have the option to accept or decline the accommodations provided. ALVA Beauty Collective respects the individual's choice regarding whether or not to utilize the accommodations offered, and no adverse consequences will result from the student's decision.

e. Use of Mobile Aids and Devices:

Individuals with disabilities are permitted to use mobile aids and devices such as wheelchairs, scooters, and other mobility devices within the school premises. ALVA Beauty Collective ensures accessibility for students using such devices and offers support as needed to facilitate their participation in the programs.

Limited English Proficient (LEP) Individuals

1. Language instruction:

Instruction at ALVA Beauty Collective is available in both English and Spanish, as we are approved to offer instruction in both languages. Students may choose their preferred language of instruction based on their proficiency. However, please note that not all classes may be available in the language of your choice at all times. In such cases, we will start a waitlist for the requested language.

If you enroll in a practical in-person class scheduled in a specific language, the class will be conducted in that language. If the instructor is bilingual, they may address you individually in either language, but the overall instruction for the class will remain in the assigned language.

2. Communication and Support:

- LEP students will have access to bilingual staff and instructors who can assist in translation or clarification of course material when needed. The primary languages of communication are English and Spanish.

3. Enrollment and Admissions Support:

- Admissions materials and forms are available in both English and Spanish to accommodate LEP students during the enrollment process. Additional assistance will be provided as necessary.

4. No Additional Charges:

- LEP students will not be charged any additional fees for language accommodations or bilingual instruction services.

Medical and Disability-Related Information Policy

Medical and Disability Disclosure & Waiver Policy

ALVA Beauty Collective is committed to complying with applicable federal and state laws, including the **Americans with Disabilities Act (ADA)**, **Section 504 of the Rehabilitation Act**, and **California Education Code**. We are also committed to maintaining a safe and supportive learning environment for all students. To ensure that we meet both legal requirements and student needs, the following policy applies:

1. Voluntary Disclosure

- Students may voluntarily disclose any **medical conditions, disabilities, physical limitations, or psychological conditions** that could impact their ability to participate in technical instruction or practical services.
- Disclosure is not required but is strongly recommended for students who may require accommodations, need modified physical expectations, or may be unable to meet program requirements due to physical or medical limitations.

2. Submission Procedure

- Students must submit any such information by email to **Stephany Meyer** at stephany@alvabeautycollective.com prior to enrollment or as soon as possible during the program.
- This ensures that reasonable accommodations, if eligible, may be reviewed and determined prior to the student engaging in hands-on technical instruction or public services.

3. Waiver of Liability

- Students who choose **not to disclose** a medical or psychological condition, or who **cannot fully participate in required technical services** due to physical or emotional limitations, acknowledge that:
 - ALVA is **not liable** for any injury, aggravated condition, or failure to complete required curriculum caused by a lack of accommodation due to non-disclosure.
 - ALVA is not responsible if the student is unable to meet **curriculum requirements, safety standards, or client service expectations** due to undisclosed or unmanaged health conditions.

4. Storage and Confidentiality

- All medical or disability-related information is stored in **confidential, secure records**:
 - Paper files are kept in **locked cabinets** accessible only to authorized compliance or administrative personnel.
 - Digital files are stored in **password-protected systems**, separate from general student records.

5. Limits of Accommodation

- While ALVA will evaluate requests for reasonable accommodations in good faith, some program components—especially **hands-on services involving public clients or safety protocols**—may not be adaptable without compromising instructional integrity or safety.
- ALVA does not guarantee that all requests can be granted if they **fundamentally alter the nature of the program or create risk to the student, client, or others**.

6. Student Acknowledgment

- Students will acknowledge during enrollment that they have been given the opportunity to disclose relevant conditions and understand the **risks of non-disclosure** or limitations in accommodations.
- Instructors and administrators are not authorized to make informal medical adjustments without documentation.

Academic Freedom

Alva Beauty Collective is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

The institution encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment Policy

ALVA Beauty Collective is committed to maintaining a safe, respectful, and professional learning and working environment free of discrimination, intimidation, and harassment of any kind—including sexual harassment. This policy applies to all students, staff, instructors, visitors, and clients associated with the institution, both on-campus and at any off-site school-related activity or event.

Sexual harassment includes, but is not limited to:

- **Unwelcome sexual advances, requests for sexual favors**, and other verbal, visual, or physical conduct of a sexual nature.
- **Verbal abuse**, sexually degrading or graphic language, jokes, or commentary about an individual's body, appearance, or sexual experiences.

- **Displaying or distributing sexually suggestive or explicit material** (e.g., images, messages, objects, or screensavers) in any school setting.
- **Inappropriate touching**, gestures, or invasion of personal space.
- **Harassment based on gender identity, sexual orientation, or sex-based stereotyping.**

This policy applies **regardless of intent**; behavior may still be considered harassment even if the person engaging in it did not mean to offend.

We maintain a **zero-tolerance policy** for sexual harassment. Any violation will result in immediate investigation and may lead to disciplinary action, up to and including dismissal or termination.

Reporting and Investigation

- Students and staff are **required to report** any incidents of harassment or misconduct to a school administrator or designated compliance officer immediately.
- ALVA will investigate all reports promptly, thoroughly, and confidentially to the extent possible.
- **Retaliation for reporting** or participating in an investigation of sexual harassment is strictly prohibited.

All individuals are expected to conduct themselves in a manner consistent with this policy and to promote a culture of professionalism, respect, and accountability.

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: Alva Beauty Collective 3145 Lemon Grove Ave. Lemon Grove CA 91945.

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Financial Probation Policy

ALVA reserves the right to place a student on **Financial Probation** if their tuition payments fall behind based on the terms outlined in their enrollment agreement.

Students on Financial Probation may continue to attend classes and accumulate clock hours, as required by regulatory agencies. However, the following restrictions may apply until the account is brought current:

- The student may not perform client services on the salon floor or spa clinic.
- The student may be excluded from participation in school events, presentations, or off-campus activities.
- The student may not be eligible for advanced class modules or externship opportunities.
- The student may be removed from the class schedule for future terms if the balance remains unresolved.

Duration and Expectations

Students placed on Financial Probation will receive a written notice detailing:

- The amount owed
- The expected payment resolution date (typically within 30 calendar days)
- The specific restrictions in effect during the probation period

Financial Probation may last up to 30 calendar days, unless the student has entered into a written payment arrangement approved by the school administrator.

Returning to Good Standing

To be removed from Financial Probation, a student must:

- Bring their balance current, or
- Enter into a signed payment plan and complete at least one successful payment

Failure to resolve Financial Probation may result in administrative withdrawal.

Administrative Withdrawal Policy

A student may be **administratively withdrawn** from ALVA Beauty Collective for any of the following reasons:

1. Excessive absences or failure to meet required attendance standards
2. Failure to return from an approved Leave of Absence (LOA)
3. Failure to maintain Satisfactory Academic Progress (SAP)
4. Violation of school rules, code of conduct, or professional standards
5. Failure to resolve Financial Probation status within the allowed timeframe, including:
 - Not bringing the balance current, and

- Not entering a school-approved payment plan

Administrative withdrawal is a formal change in enrollment status. Students who are withdrawn will receive a withdrawal calculation in accordance with institutional refund policies and BPPE/NACCAS guidelines. Students will not be denied access to earned clock hours or academic transcripts as a result of financial status.

Leave of Absence (LOA) Policy

A Leave of Absence (LOA) may be granted to students who experience serious personal, medical, or other extenuating circumstances that interfere with their ability to attend class. Acceptable reasons include medical emergencies, illness, the death of an immediate family member, or other significant hardship as determined by school leadership.

Under these circumstances, the school may approve one or more LOAs, not to exceed a **combined total of 180 calendar days** within a 12-month period. All LOAs must be requested and approved in advance, unless unforeseen circumstances prevent prior notification.

Request Process

To request an LOA, students must:

- Submit a written request using one of the following methods:
 - A signed and dated physical letter delivered in person, or
 - An email sent from the student's personal email address on file
- Include in the request:
 - Full name
 - Reason for the LOA
 - Requested start and return dates
- Submit the request **before the LOA begins**
- Requests sent via text, social media, or third parties (e.g., family members or friends) will not be accepted

All LOA requests must be reviewed and approved by the **Chief Academic Officer (CAO)**. Requests may be submitted in person or emailed to:

Chief Academic Officer

ALVA Beauty Collective
3145 Lemon Grove Ave.
Lemon Grove, CA 91945
hello@alvabeautycollective.com

Financial Review & Return Conditions

Students requesting an LOA must meet with school administration to review their **tuition balance**. While an LOA may be granted regardless of current payment status, the student **must bring their account current before returning**. If a payment plan is in place, the student must be up to date on all scheduled payments to resume attendance.

- **Access to school systems**, including **CIMA**, may be paused during the LOA and will be reinstated only after all return conditions, including financial obligations, are met.
- **Failure to return** by the scheduled date, or failure to meet return conditions, will result in **administrative withdrawal**. In such cases, the withdrawal date used for academic and refund purposes will be the **last date of attendance prior to the LOA**.
- Students who fail to return may have their unpaid tuition **sent to collections**, as outlined in the enrollment agreement. The student remains responsible for all charges incurred up to the start date of the LOA.

Reentry Conditions

Students returning from LOA are **not guaranteed placement in their original class schedule, instructor group, or cohort**. Reentry is subject to:

- Class availability and program scheduling
- Minimum enrollment requirements
- Institutional planning and space limitations

If the original class group (e.g., a manicurist cohort) has been paused or canceled, the student will be placed on a **waitlist** and contacted when a new group becomes available. The school is not obligated to provide one-on-one instruction or guarantee an immediate reentry date.

Additional Notes

- No tuition or fees will be charged during an approved LOA.
- Students may not clock hours, attend class, or complete assignments during an LOA.
- Upon return, students retain all previously completed hours and return in the same academic standing.
- The student's maximum time frame for program completion will be extended by the number of days taken on LOA, up to 180 days total in any 12-month period.
- The school also reserves the right to place a student on an **involuntary LOA** in the event of a safety concern, disciplinary matter, or external emergency that disrupts the learning environment.

Student Grievance Procedures – Student Rights

At ALVA Beauty Collective, we encourage students to resolve issues through open communication. Most problems or complaints can be resolved through a personal meeting with the student's instructor or a counselor. If the issue is not resolved to the satisfaction of the student, they may submit a formal written complaint.

1. Informal Resolution:

- Students are encouraged to first discuss any issues with their instructor or front desk in an attempt to resolve the matter informally.

2. Formal Complaint Submission:

- If informal discussions do not resolve the issue, students may submit a formal written complaint using the ALVA Complaint Form. This form is available at the front desk or by email:

- The written complaint must include:

- A description of the nature of the problem.

- The date the issue occurred.

- The names of individuals involved.

- Copies of any relevant documents.

- A statement confirming that informal procedures were followed.

- The student's signature.

- The completed complaint form can be submitted in person or via email to stephany@alvabeautycollective.com or zacharymeyer@alvabeautycollective.com at the main campus: ALVA Beauty Collective, 3145 Lemon Grove Ave, Lemon Grove, CA 91945.

- Complaints must be submitted within 7 days of the incident.

3. Review and Resolution:

- The administration will review the complaint within 10 business days. If more information is needed, the student will be contacted.

- A written response with the resolution will be provided to the student within 15 business days of submitting the complaint.

4. Appeal Process:

- If the student is unsatisfied with the resolution, they may submit a written appeal within 5 business days. The appeal will be reviewed, and a final decision will be made within 10 business days.

- Complaints unresolved internally may be escalated to the Bureau for Private Postsecondary Education (BPPE).

5. Confidentiality and Record Keeping:

- All complaints will be handled confidentially. The administration will log and document each complaint, including the date, actions taken, and the final resolution.

Disciplinary Actions and Expulsion Policy

At ALVA Beauty Collective, maintaining a professional and respectful learning environment is essential. Students are expected to adhere to the school's policies, rules, and standards of conduct. Failure to follow these policies may result in disciplinary actions, including warnings and, in severe cases, expulsion.

1. Warnings:

- Students may receive oral or written warnings for failing to adhere to school policies or for misconduct. These warnings serve as formal notices that behavior must improve to avoid further disciplinary actions.

2. Expulsion:

- A combination of three (3) written or oral warnings within any given enrollment period for failing to adhere to school policies may result in expulsion from the program. The school reserves the right to determine the severity of infractions and take appropriate action based on the nature of the violation.

3. Final Decision:

- Expulsion is a serious action and will only be taken after a thorough review of the violations. The decision will be communicated to the student in writing, along with a summary of the incidents leading to the expulsion.

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Those students experiencing academic or other problems related to their enrollment, may request a personal meeting with an Instructor to help overcome whatever difficulty is being experienced. Students are encouraged to take advantage of this service. Students may request, and will be granted, additional personal meetings if desired. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student's progress. The results of these evaluations are discussed with each student and remedial assignments are made when required.

Placement Services

This institution does not provide placement assistance.

Student Housing

This institution has no responsibility to find or assist a student in funding 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. Monthly rent for a one bedroom unit is approximately \$1,500 a month. (www.apartmentguide.com)

Student Records and Transcripts

ALVA Beauty Collective maintains student records in accordance with state and accreditor requirements. Academic and financial records are kept for five (5) years after a student's last date of attendance. **Official transcripts are retained permanently.**

Students may request to review their records by submitting a written request. If a student believes information is inaccurate, they may request a correction or meet with administration to resolve the matter.

Each student file includes:

- Enrollment agreement and signed documents
- High school diploma or equivalent
- Transcript of grades and diploma or certificate earned
- Financial records, including payment history and refund documentation
- Leave of absence forms and any formal complaints

Transcript Requests

Students must submit a signed, written request to obtain an official transcript. A **\$25 processing fee** applies per request. Transcripts are issued once all required documentation is complete. Processing time may vary based on administrative review.

Uniform Policy

In alignment with our commitment to uphold the highest standards of professionalism and to prepare our students for successful careers in the cosmetology industry, we enforce a strict uniform policy. This policy is designed to reflect the professional environment our students will enter upon graduation and to promote a sense of discipline and pride in their personal presentation.

- Footwear: Students are required to wear closed-toe shoes with ankle support to ensure safety and comfort while performing services. NO heels intended to add height.
- Apparel: All clothing must be black, with the allowance of black denim. Clothing must cover the upper and lower body appropriately. Crop tops, tank tops, spaghetti straps, shorts, and any garments deemed as inappropriate or unprofessional are strictly prohibited.
- Presentation: Students are expected to arrive looking polished and professional. This includes well-styled hair and, if worn, tastefully applied makeup. Personal hygiene and cleanliness are paramount, reflecting the standards expected in professional settings.

Additional Guidelines:

- Jewelry and Accessories: Should be kept to a minimum and must not interfere with service procedures or pose a safety hazard.
- Identification Badges: Students are required to wear their identification badges at all times while on premises.
- Personal Hygiene: Maintaining a high standard of personal hygiene is essential. This includes regular bathing, use of deodorants, and **ensuring that uniforms are clean and well-maintained.**
- Short nails are a requirements specific to the esthetician program. Nails must be kept short, clean, and with neutral or no nail color to ensure a professional appearance and uphold hygiene standards.

Compliance and Consequences: Failure to comply with the uniform policy will result in immediate disciplinary action. Students who do not meet the dress code requirements will not be allowed to attend class until they are in full compliance with the policy. Repeated failures to adhere to the uniform policy may lead to further disciplinary actions, up to and including dismissal from the program. It is the student's responsibility to understand and adhere to these guidelines, ensuring they present themselves in a manner befitting the profession they are entering.

Photography and Video Rights Clause:

By enrolling in our programs, students and visitors acknowledge and agree that ALVA reserves the right to capture photographic and video images during any event, class, or activity associated with our operations. These images may be used in promotional materials, advertising, social media, and other publications aimed at promoting ALVA, without seeking further approval from the individuals captured in such images.

Participants hereby grant ALVA and its legal representatives the irrevocable right and permission to use such photographic and video images for any lawful purpose, including but not limited to marketing, publicity, and web content. This may involve, but is not limited to, the reproduction, distribution, and display of the images in any media format and through any media channel as deemed appropriate by ALVA.

ALVA commits to using these images in a respectful and dignified manner, reflecting the values and ethos of our institution. Individuals who wish not to have their images captured or used are encouraged to notify ALVA in writing. Upon receiving such requests, we will endeavor to respect these preferences and avoid capturing these individuals in photographs or videos. However, due to the nature of the environments and activities, absolute guarantees cannot be provided.

This agreement is binding upon enrollment and extends indefinitely beyond the termination of affiliation with ALVA, unless a written revocation of this consent is received. It is understood that there will be no financial compensation for the use of these images now or in the future.

Cleaning Policy

Mandatory Participation: Cleaning is required at the end of each class. Instructors will assign and monitor tasks to ensure participation.

- Grade Impact: Failure to complete cleaning tasks will result in a deduction from the student's ****practical grade****.
- Non-Compliance: Refusing or neglecting to participate in cleaning may affect course completion and overall professionalism.

Social Media Policy

At ALVA Beauty Collective, we recognize the importance of social media as a tool for communication and marketing. However, we also expect students and staff to use social media responsibly and professionally. The following guidelines apply to the use of social media in relation to the school.

1. Professional Representation:

- Students and staff must ensure that any posts or content related to ALVA Beauty Collective reflect the values and professionalism of the school.
- Any use of the school's logo, name, or branding on personal social media accounts must be pre-approved by the administration.

2. Confidentiality:

- Students and staff are prohibited from sharing any confidential or proprietary information about the school, its clients, or other students on social media.
- Posting images or videos of students, staff, or clients without their explicit consent is strictly prohibited.

3. Respectful Behavior:

- Offensive, discriminatory, or harassing content directed at the school, students, or staff will not be tolerated. Any behavior that violates the school's ****Non-Discrimination**** or ****Harassment Policies**** on social media will result in disciplinary action.
- Social media must not be used to air grievances or complaints. Instead, concerns should be addressed through the formal complaint process.

4. Personal vs. Professional Use:

- Students and staff should distinguish between their personal and professional presence online. Personal accounts should not misrepresent the individual as speaking on behalf of the school unless authorized.

5. Disciplinary Actions:

- Failure to adhere to this social media policy may result in disciplinary actions, including written warnings, suspension, or expulsion, depending on the severity of the violation.

MANICURIST KIT

Young Nails- Pro Acrylic Nail Kit
NAIL DRILL
UV LIGHT
1- CUTICLE NIPPER, 2- PUSHERS
MANNEQUIN HAND
ALVA MESSENGER BAG
ALVA NOTEBOOK
ALVA T-SHIRT

ESTHETICIAN KIT

Tea tree Prep Lotion	
Azulene Make Up Remover	
Herbal Foam Cleanser	
Herbal Toner	
Ginkgosome Serum	
Ginkgo Moist	
Bamboo Cream Peel	
Ginkgo Mask	
Brightening Mask	
Arnica Mask	
Seaweed Gel Mask	
Mega Moisture Mist	
One-Step Cleansing Oil	
Dr. Schwab Peel Kit	
Aromatic Oil De-Stress	
Wellness Soak Geranium Lavender	
CAB Product Booklet- Basic Facial Treatment Procedure	
CAB Demo Bag	
SE Soft Facial Brush	
Scrubs	

COSMETOLOGY KIT

10 pcs comb set
Babylisse Curling Iron
5 pcs Paddle Hair Brush Set
1- Chemical Cape
Babylisse 3 Barrel Waver
Saviland Acrylic Nail Set
100% human hair manikin

2- Synthetic + Human Hair Manikin Head
Babyliss PRO Nano Titanium Dryer & Flat Iron
Butterfly Clip
Aligator Clips
Continuous Sprayer
Chemical Proof Apron
3 pack mixing bowl
Highlighting Brush
Whisk
Tint Brush
Elastic Bands
Teasing Comb
Andis Pivot Motor Combo
Texture Cutting Comb
Round Brush Small
Round Brush Medium
Shear Case
Duffel Bag
Notebook
Pencil Bag
T-shirt

BARBER KIT

Notebook

Pencil Bag

Alva Shirt

Hair Dryer

Clipper & Trimmer Set

BabyByliss Pro Foil Shaver

Neck Strips

Styptic Powder

Small Round Brush

Blade

Chemical Cape

Shears Case

Clipper Disinfectant

Cutting Thinning Comb

Sprayer bottle

Clipper Comb

Brush & comb set

Hair Pick

2 Manikin Heads (1 human, 1 synthetic)

Barber hairline pencil

FASHION MAKEUP ARTISTRY KIT

- -makeup box
- -powder eyeshadows
- -liquid eyeshadows
- -contour kit
- -liquid foundations
- -correcting concealers
- -concealers
- -lip liners
- -lip gloss'
- -lipsticks
- -blush

- -makeup brushes
- -liquid eyeliner
- -pencil eyeliner
- -eyelashes
- -eyelash glue

Elevate Workshops – Personal & Professional Growth Series

ALVA Beauty Collective is proud to offer **Elevate Workshops** as part of our commitment to developing not just skilled professionals, but well-rounded individuals. These workshops are designed to support **personal growth, mental wellness, professional development, and long-term career success**.

Elevate Workshops are optional enrichment opportunities that may include activities such as motivational sessions, guest speakers, guided journaling, wellness classes (e.g., yoga or dance), goal-setting, financial literacy, branding/social media education, and other self-help topics.

While attendance is not mandatory, **we strongly encourage students to participate**, as these workshops can provide valuable insight, community connection, and inspiration that extends far beyond the classroom.

Important Disclosures & Student Responsibilities:

- **Conduct Expectations:** All students participating in Elevate Workshops must follow ALVA's Student Code of Conduct, safety policies, and respectful communication guidelines.
- **Event Scheduling:** ALVA reserves the right to **reschedule, cancel, or modify any workshop** at its discretion due to unforeseen circumstances, low participation, or administrative needs.
- **Non-Mandatory Attendance:** Elevate Workshops are not a required component of the core curriculum and do not contribute to official hours or licensure requirements.
- **Liability Waiver:** By participating in any Elevate Workshop, students acknowledge that **ALVA is not liable for any injury, loss, or damages** that may occur during or as a result of participation in workshop activities. Some workshops may include physical activity (e.g., yoga, stretching, or movement), and participation is voluntary. Students should inform instructors of any limitations or health concerns beforehand.
- **Off-Campus Activities:** If a workshop occurs off-campus or involves an outside vendor, students assume full responsibility for transportation, conduct, and personal safety during participation. ALVA does not assume liability for any incidents occurring off-campus.

We are proud to invest in our students' growth and believe that Elevate Workshops are a powerful tool for helping future professionals succeed in all areas of life.

Off-Campus Volunteer Activity – Liability and Safety Disclaimer

While ALVA Beauty Collective strives to ensure student volunteer events are safe, positive, and professionally organized, these activities may take place in **public spaces, schools, or third-party facilities** that are not controlled by ALVA. As such, we cannot guarantee or monitor all conditions or individuals present at these events.

Important Safety & Liability Disclosures:

- **Third-Party Environments:** Students may encounter individuals from the general public, minors, school staff, or individuals from various community organizations. ALVA does not conduct background checks on individuals outside our institution and **cannot be held liable for any interactions or encounters** that occur outside of the scope of supervised educational activities.
- **Personal Safety:** Students are expected to maintain professional boundaries and situational awareness. Any inappropriate conduct, unsafe situations, or concerns must be reported to the supervising ALVA staff member **immediately**. Students should not exchange personal information or engage in unsanctioned communication with clients, staff, or attendees.
- **Unsupervised Interactions:** ALVA is not responsible for any consequences stemming from **personal interactions or relationships** that students initiate or participate in during or after events, especially when those interactions fall outside of official school-supervised activity.
- **External Facility Rules:** Students must follow all posted rules, safety policies, and codes of conduct set by the host site (e.g., public schools, clinics, event venues). ALVA is not responsible for changes, enforcement, or violations of policies that are outside its control.
- **Parent/Guardian Permission for Minors:** If a student is under the age of 18, parent or guardian consent is required to participate in off-campus volunteer events. ALVA staff reserves the right to restrict participation if a location or activity is deemed unsuitable for minors.
- **Assumption of Risk & Waiver of Liability:** By volunteering at any off-campus event, the student acknowledges that they are **participating voluntarily** and **assume full responsibility** for any personal risk, injury, or loss. ALVA and its staff, owners, and affiliates are not liable for any incident occurring off-campus during volunteer service, including before or after scheduled hours, during transport, or during unsupervised moments at the event.

ALVA Techniques and Student Pins System

All programs at ALVA Beauty Collective include a structured set of hands-on competencies referred to as **ALVA Techniques**. These are practical operations taught during in-person sessions and aligned with state licensure requirements and industry standards. Students are introduced to each technique step by step and are evaluated using a standardized rubric to ensure consistent, skill-based development.

Throughout the program, students are assessed for proficiency in these techniques and must pass a **final practical exam**, during which they perform an **advanced technique of their choice**. This final demonstration is evaluated by a licensed instructor using a defined rubric and is required for graduation.

To support real-time supervision and encourage student growth, ALVA uses a visual skills indicator called the **ALVA Pin System**. This system categorizes students into four skill levels, each represented by a colored pin:

- **White Pin:** Beginner – newly enrolled student with little or no practical experience
- **Yellow Pin:** Foundational – student has demonstrated basic entry-level skills
- **Red Pin:** Intermediate – student has demonstrated moderate technical proficiency

- **Black Pin:** Advanced – student has demonstrated consistent mastery of advanced techniques

Pin assignments are determined by each instructor based on the ALVA Techniques taught in their specific class section. While core standards and documentation remain consistent, the exact skills associated with each pin level may vary slightly between instructors or cohorts based on class flow, program pacing, or instructional style. Pin level progression is always supported by written evaluations and rubrics, which are kept in each student's academic file in compliance with institutional and accreditor standards.

Students are required to wear their **highest earned pin** at all times during class and client sessions. They may choose to display previously earned pins in addition to their highest level, but the current level of proficiency must always be visible.

The ALVA Pin System is strictly a **skills-based instructional tool**. It is not used for ranking, favoritism, or disciplinary purposes. Instead, it fosters a professional training environment by helping instructors quickly assess student readiness and encouraging students to take ownership of their technical growth.

OSAR Statement

(D) "The office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, option #5 or by visiting osar.bppe.ca.gov"