

# **CEN BEAUTY ACADEMY**

## **SCHOOL CATALOG**

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## MISSION

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The mission of CEN Beauty Academy is to train students to become skillful and successful by adhering to the highest level of academic and creative standards. CEN Beauty Academy is dedicated to assisting students in acquiring the skills needed to meet their targeted profession. To that end, we provide programs in Cosmetology, Hairstyling, Esthetics, Manicuring, and Teacher Training, as well as a Basic Eyelash Extensions Application Course; our licensure-track programs prepare students for the applicable California State Board examinations. Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem-solving skills in a career environment. It is our goal to fulfill the educational expectations of students and faculty and to provide the community with professionals capable of meeting the challenges in their chosen field.

## OBJECTIVES

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- To encourage and foster the value of lifelong learning in our students;
- To prepare students for entry-level employment and, where applicable, state licensure in the fields of Cosmetology, Hairstyling, Esthetics, Manicuring, and Teacher Training;
- To utilize evaluation tools and materials that require students to effectively demonstrate the integration of the concepts and skills they have learned;
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests, and opinions;
- To provide a curriculum that teaches students how to evaluate, analyze, and synthesize information and to develop critical thinking and problem-solving skills in a career environment;
- To teach students proper techniques as well as business ethics.

## NON-DISCRIMINATION POLICY

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CEN Beauty Academy is non-sectarian and does not discriminate with regard to race, creed, color, national origin, age, sex, disability, or marital status in any of its academic program activities, employment practices, or admissions policies. This policy applies to the hiring of all positions and the admission of all students into all programs. Due to the nature of the training, individuals requiring reasonable accommodations are considered for admission provided they meet the entrance requirements; would not create a safety hazard to themselves or their training; and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

## **FACILITIES**

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All class sessions are held at the main CEN Beauty Academy campus, which occupies 3,000 square feet located at 7900 Limonite Avenue, Suites C-E, Riverside, CA 92509. The campus is divided into the reception area, offices, dispensary, theory and practical classrooms, clinic, student lounge, library, and restrooms for male and female students. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, manicuring tables and tools, and other equipment are furnished for the benefit of students. The school assumes no responsibility or liability for lost or stolen personal items. Classrooms are equipped with digital and visual aids and other instructional resources for the use of students. Practical supplies consisting of the equipment necessary to complete a chosen course of study are purchased by students before they start class. Students are responsible for the maintenance and safety of their equipment and supplies and will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school-owned equipment, hardware, and software. The facility and equipment used fully comply with all federal, state, and local ordinances and regulations, including requirements for fire safety, building safety, handicapped access, and health. The campus is wheelchair accessible. Students with special needs are advised to meet with the Chief Academic Officer to assess their personal needs and to determine whether the training courses offered, and the occupations they lead to, are suitable for the prospective student's individual situation.

## **LEARNING RESOURCES**

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CEN Beauty Academy maintains a Resource Center to support student learning. The Resource Center contains a collection of current textbooks, reference books, industry periodicals, and instructional media — including videos of procedures and theory lessons — that supplement classroom instruction in each program offered. Materials are selected to reflect current practices in cosmetology, esthetics, and nail care. The Resource Center is available to all enrolled students during normal school hours. Students may use the materials on-site under the guidance of instructional staff, and a staff member is available to assist students in locating and using resources appropriate to their program of study. Digital and audiovisual instructional resources are also available for student use in the theory classrooms.

## **PROCEDURES FOR ADMISSIONS**

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Potential applicants should contact CEN Beauty Academy by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information on the institution's programs and policies, discuss the applicant's qualifications, and assist the applicant in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately 30 to 60 minutes. During that time, the admissions representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance

requirements. If qualified, applicants may complete the enrollment agreement, or they may return to enroll later. Applicants may observe classes if they desire.

### **General Admissions Criteria**

Each program offered at CEN Beauty Academy has its own admission standards, and it is the responsibility of the applicant to meet those standards. Applicants should review the program description for the specific admission standards for each program offered. Applicants may be admitted provided they are beyond the compulsory age of school attendance (18) or are high school graduates or hold a high school equivalency certificate (GED). Applicants who are under the compulsory age of school attendance may be admitted provided they are high school graduates or the equivalent. A parent, legal guardian, or spouse of legal age is required to co-sign the enrollment agreement.

- CEN Beauty Academy does not recognize acquired life experience or prior experiential learning as consideration for enrollment or for granting credit toward any of its programs.
- CEN Beauty Academy has no articulation agreement in place with any other school or college.
- CEN Beauty Academy does not recognize the transferability of credits earned at other colleges.
- CEN Beauty Academy does not provide English-language services. All instruction is conducted in English only. Students are required to speak English during class sessions for educational and/or communication purposes.

### **Admission Standards**

For admission to one of CEN Beauty Academy's programs, a potential student must complete all of the following:

- Submit an original high school certificate or original transcript indicating that the student graduated from an accredited high school, or a high school equivalency certificate (GED). All non-English transcripts must be translated into English and be officially certified and verified.
- Submit official copies of transcripts of all postsecondary-level institutions attended by the applicant prior to enrolling at CEN Beauty Academy. All non-English transcripts must be translated into English and be officially certified and verified.
- Attain an acceptable score on the applicable admission test given to all certificate program applicants where necessary.
- Attend a new-student orientation (prior to, or on, the first day of class).
- Complete, sign, and submit a CEN Beauty Academy enrollment agreement and pre-enrollment disclosure form.
- Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, including the School Performance Fact Sheet.

- Pay a registration fee and an initial deposit as part of the institution's in-house payment plan.

### **English Language Requirement**

CEN Beauty Academy does not provide English-language services. All instruction is conducted in English only. All applicants are required to demonstrate English-language proficiency during their interviews with admissions personnel. Candidates will be judged on their ability to speak English proficiently. Although it should be apparent whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school reserves the right to require an applicant to take a TOEFL examination at the applicant's expense. In such instances, the applicant will be required to present documentation of a score no less than that recommended by the test publisher to represent a good command of the English language. A minimum score of no less than 550 will be accepted for consideration.

### **Notice Concerning Transferability of Credits and Credentials Earned at Our Institution**

The transferability of credits you earn at CEN Beauty Academy is at the complete discretion of the 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 is 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 CEN Beauty Academy to determine if the certificate will transfer.

## **ACADEMIC POLICIES**

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CEN Beauty Academy's attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance, as well as the skills involved in the workplace. No matter how skilled the person, an employee is valuable only when present on the job.

### **Attendance / Probation / Dismissal**

The faculty and staff of CEN Beauty Academy consider each moment in class imperative for success. When a student is not in the classroom, the information missed cannot be recaptured. Satisfactory Academic Progress requires a student to maintain a minimum of 80% attendance. Students who are excessively absent (20% or more of classroom hours) may be placed on probation. If the student's attendance does not improve at the next evaluation point, the student may be dropped from the program. Students who are absent for fourteen (14) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program. Students will not be readmitted without the approval of the primary instructor and the Chief Academic Officer. If a student is absent for a test, he or she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the

discretion of the instructor and with the approval of the Chief Academic Officer. To get proper credit for attended hours, it is the student's responsibility to clock in and out correctly. A student is expected to be in class at the scheduled start time; a student arriving after the scheduled class start time will be counted absent for the day, with a corresponding reduction in their required attendance hours.

### Letter Grade and Grade Point System

CEN Beauty Academy grades on a 4.0 scale. The following is the letter grade and numerical equivalents of the institution's system.

Letter Grade	GPA	Percentage	Indicator
A	4.0	90–100%	Excellent
B	3.0	80–89%	Good
C	2.0	75–79%	Satisfactory
D	1.0	60–74%	Unsatisfactory
F	0.0	Below 59%	Failing

Satisfactory Academic Progress requires a student to maintain a minimum “C” average in theory and practical training. Students with less than a 75% average in theory and practical training will be placed on probation. If the student's academics (theory and/or practical) do not improve at the next evaluation point, the student may be dropped from the program. Students will not be readmitted without the approval of the primary instructor and the Chief Academic Officer.

### Course Retake Policy

The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F), subject to additional tuition and fees.

### Maximum Time in Which to Complete

Students are not allowed to attempt more than 1.5 times, or 150%, of the number of hours in their program of study. The requirements for the rate of progress are intended to assure that students are progressing at a rate at which they will complete their programs within the maximum time frame.

### Leave of Absence (LOA)

A Leave of Absence must be requested in advance unless unforeseen circumstances prevent the student from doing so. A student may request an LOA by notifying the school in person. Requests for leave must be submitted in writing to the Chief Academic Officer and must include the reason for the LOA, the required supporting documentation (e.g., a doctor's note), the anticipated return date, and the signature of the student.

Under extreme and extenuating circumstances, the Chief Academic Officer may grant a leave of absence for circumstances of poor health, family crisis, or other significant occurrences outside

the control of the student. Students are entitled to take only one leave of absence in any 12-month period, must have attended classes for a minimum of 33% of the required program hours, and must be current on tuition payments up to the date of the LOA. The duration of the leave of absence is a minimum of 14 consecutive days and may not exceed sixty (60) consecutive days.

Failure to return to the Academy as scheduled, without prior written notification and approval from the Chief Academic Officer, will result in immediate dismissal. Any refund due will be made within thirty calendar days from the end of an approved leave of absence. No waivers will be provided for graduation requirements. Time for an approved leave of absence will not be included in the calculation of a student's maximum program length.

### **COVID Leave of Absence**

Students must submit a lab test that clearly shows their full name, test date, and test results. If the test is for a family member with whom they live, the lab test and address confirmation will be required. A positive test result will place the student on a two-week leave from the test date. Students may return after 14 days only with a negative lab test. The student must notify the campus director as soon as they have the need to take a leave due to COVID. Students who do not contact the director right away, or who fail to turn in documents in a timely manner as requested, may have their leave request denied. The COVID LOA requirements are in addition to the aforementioned leave-of-absence policy regulations. Due to the nature of the COVID virus and changing regulations and guidelines, these requirements are subject to change without prior notice.

### **Vaccination Policy**

CEN Beauty Academy does not have a policy on vaccination at this time.

### **Attendance Probation**

Students are required to maintain an overall attendance rate of 80% or more to meet the minimum attendance requirement of the program. A student who has consecutively missed more than 20% of the scheduled class hours in any given level and/or month may be placed on probation until the next evaluation point. If the student's attendance does not improve at the next evaluation point, the student may be dropped from the program.

### **Make-Up Work**

Students may make up missed class hours at the end of their scheduled program hours with Director approval, subject to an overtime tuition charge. Students who were absent on a test day must make up the missed test within the same month the test was given. If the test is not made up within the same month, the missed test will be posted as "0" (zero) when calculating the academic progress grade point average.

### **Automatic Withdrawal**

A student will automatically be withdrawn from the program for any of the following reasons:

- Failure to attend the Academy for fourteen (14) consecutive calendar days without a written and approved Leave of Absence.
- Failure to return from an approved leave of absence on the scheduled return date.
- Failure to maintain satisfactory progress for two consecutive evaluation points and/or months.
- Failure to fulfill financial agreements.
- Failing any course in the program twice (at specific evaluation points) during the one enrollment period.

## **Student Activities and Services**

CEN Beauty Academy LLC offers student activities and services that enhance the student's learning experience and assist students in preparing for employment.

We encourage our students to take before-and-after pictures of their work for the purpose of building a business portfolio. Inappropriate pictures will not be allowed or tolerated and may result in suspension or termination from the program. Taking video, pictures, or voice recordings of anyone on school grounds without their permission is a violation of privacy. Students must receive permission PRIOR to taking any video, pictures, or recordings in the school, from the School Director or Instructor. Violation may result in suspension or termination from the program. The practical training obtained by working with clients is essential for student success; therefore, all clinic floor assignments will be made by the instructional staff. Refusing to do an assignment could result in suspension or termination from the program.

During a program at CEN Beauty Academy, we take photographs of school activities involving students to share the school's positive vibe and updates; some photographs may capture a student's participation, directly or indirectly. These photos may be published through our website, social media pages, and advertisements.

## **Academic Counseling**

Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty, Program Directors, Chief Operating Officer, and Chief Academic Officer have a sincere interest in the personal welfare of each student; therefore, an open-door policy is employed.

## **Academic Advisement**

The course requirements are clearly presented in the institution's catalog. It is the student's responsibility to coordinate any make-up work if the student cannot comply with the chosen program. Any alteration to any program offered by CEN Beauty Academy must be preauthorized by the Chief Academic Officer.

## **Placement Services**

CEN Beauty Academy LLC does not guarantee employment for its graduates. CEN Beauty Academy LLC assists students in their job searches after they have successfully completed their studies by offering information on job opportunities and temporary assignments, and

guidance in resume preparation and interviewing techniques. The Academy makes reasonable efforts to satisfy the wishes of a graduate as to location and type of employment. The more flexible a graduate can be regarding initial employment, the easier it is for the Academy to assist in the placement process. In addition, career-planning concepts are integrated into the curriculum in all programs. Students participate in specific sessions covering interviewing techniques, networking, resume writing, and professional dress and conduct, held by the Academy's staff.

## Occupational Classifications

In order to report the gainful employment of its graduates, the institution identifies the job classifications that each program prepares its graduates for, using the United States Department of Labor's Standard Occupational Classification (SOC) codes at the Detailed Occupation (six-digit) level:

- Cosmetology — SOC 39-5012 (Hairdressers, Hairstylists, and Cosmetologists)
- Hairstyling — SOC 39-5012 (Hairdressers, Hairstylists, and Cosmetologists)
- Esthetician — SOC 39-5094 (Skincare Specialists)
- Manicuring — SOC 39-5092 (Manicurists and Pedicurists)
- Teacher Training — SOC 25-1081.00 - Education Teachers, Postsecondary

## GENERAL TERMS AND CONDITIONS

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### Dress Code

Attire for Cosmetology, Manicuring, Esthetics, and Teacher Training students is all-black bottoms (ankle length; no Capri-length pants, slacks, or non-see-through leggings) with a black CEN Beauty Academy uniform T-shirt and a name badge. If a uniform shirt has bleach or color stains, holes, etc., the student will be expected to purchase a new one. A long-sleeved black T-shirt or black thermal may be worn under the CEN Beauty Academy uniform T-shirt. No other colors are allowed, and no prints. Shirts must be school-provided and not shirts students have made or altered themselves.

Students may not wear coats, jackets, or sweaters over their uniform at any time that they are clocked in, whether in the classroom or on the clinic floor. Do not alter your CEN Beauty Academy uniform T-shirt in any way; you will be required to purchase a new one before clocking in. Do not wear clothing that is torn, stained, or looks unprofessional in any way. No hats, hoods, bandanas, or scarves of any type are allowed in the hair, on the head, or around the neck. Hair bands may not be worn in the hair.

Shoes must be closed toe and heel and cover the top of the foot. They must have a hard non-skid sole, such as tennis shoes. No heels are allowed. Absolutely no clog shoes, foam runners, flip-flops, sandals, ballet-style slippers, or open-toe shoes. Replacement badges and CEN Beauty Academy uniform T-shirts must be purchased from the Academy.

Note: The dress code can be adjusted as deemed necessary. Students who are out of dress code or unprofessionally dressed may be sent home and suspended (counted absent, with a corresponding reduction in their required attendance hours).

## General Conduct / Code of Conduct

Students are expected to comply with all Academy policies as stipulated in this catalog, including but not limited to curriculum, testing, absences, and makeup work, while displaying courtesy and consideration toward instructors, staff, and other students. CEN Beauty Academy defines improper conduct as the following: being discourteous toward instructors, staff, and other students; fighting on campus; destruction, abuse, or theft of property; the use or sale of alcohol or illegal drugs on campus (including use of, or being under the influence of, a controlled substance); sexual misconduct; and disregard for Academy policy. Improper conduct is cause for suspension or expulsion.

The Academy reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such a change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The Academy reserves the right to withdraw a scheduled course if registration is insufficient to warrant holding the class. A refund will be issued where applicable.

The forms of misconduct listed below are considered to be in conflict with the educational goals of CEN Beauty Academy and may lead to a student's immediate termination or suspension from the program. Students may be suspended from school for alleged misconduct while the circumstances are investigated, and will be notified by phone or written correspondence as to the determination of the investigation. A student wishing to appeal the decision must do so in writing (see the Student Grievance Procedure).

1. Theft, or purposeful damage or destruction, of school property or the property of a fellow student, staff member, or client.
2. Committing a crime, such as but not limited to theft, from another business while identified as a CEN Beauty Academy student in any way, such as wearing a school uniform or badge.
3. Using offensive language or making discriminatory statements while on school premises or in writing via any social media platform, text, or email.
4. Any type of destruction or vandalism to the property of the school, fellow students, or staff members.
5. Leaving the building without clocking out.
6. Leaving class or the clinic floor without permission from the instructor.
7. Leaving early without informing the instructor or campus director.
8. Physical or verbal abuse of any person on or off school premises, including written threats or malice toward another student or staff member via text messaging or any social media platform.
9. Intentional disruption or obstruction of teaching, administration, or other school activities.
10. Engaging in behavior that may lead to harm of a student, staff member, or client, including but not limited to ignoring instructor or staff instructions, school policies and procedures, or state board regulations that could lead to health and safety violations.

11. Leaving a client in the middle of a service without permission from the instructor.
12. Possession, use, or distribution of any nature of illegal drugs, drug paraphernalia, or alcoholic beverages on school premises or while in school uniform off of school premises.
13. Suspicion of any student being under the influence of alcohol, illegal drugs, or prescription medication that may alter the student's ability to perform his or her regular duties while on school premises or in school uniform.
14. Posting inappropriate pictures or other media determined to be in conflict with the school's policies and educational goals.
15. Any form of cheating or dishonesty, including falsifying school records and time-clock violations. Having another student clock you in or out will result in both students being terminated. Cheating on exams or operations is prohibited.
16. Knowingly making false allegations against a student or staff member.
17. Failure to comply with the directions of institutional officials acting in the performance of their duties.
18. Clocking in or remaining on school premises when the student has been told by staff to clock out and go home, or not to clock back in until given permission by the campus director or other staff.
19. A student who does not leave the school grounds when told to do so by staff will be subject to immediate withdrawal from the course. The police may be called to escort students from the grounds.
20. Refusal to meet the student's financial obligations.
21. Soliciting uninvolved parties to interfere with or influence management, staff, or students in the making of decisions on pending complaints or problems.
22. Posting signs, stickers, bills, publications, notices, and solicitations (other than pre-approved activities) in or around school grounds and property without the written consent of the Academy.
23. Selling merchandise on school premises without the written consent of the Academy.
24. Unprofessional behavior or conduct that reflects unfavorably upon the school or its students, including any posting on any social media platform.

### **Important Notice**

Cellular phones, tablets, beepers/pagers, headsets, personal radios, CD players, and similar devices are not allowed during class time, as they could interfere with the learning process and the safety of the student and others. For anyone in violation, the item may be kept by a school official until class is over, or the student will be asked to leave the class. The school is not responsible for any loss, theft, or damage of any student's property. Eating and drinking are not allowed in any classroom at any time. Children are never allowed in the classrooms; this policy is for their safety. Smoking is not permitted anywhere inside the school facilities or building; please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes. The Receptionist Desk will only take emergency calls for

students; school phones are not intended for personal use by students. Students are not to use any of the office equipment, which is reserved for personnel.

An important part of the training at CEN Beauty Academy includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies; therefore, CEN Beauty Academy has created a professional, work-like environment in which students can grow and develop according to their professional expectations. Students are expected to conduct themselves in a businesslike manner. Normal standards of professional business attire apply to all students, and unconventional clothing is not permitted at school. Students who are dressed inappropriately may be subject to disciplinary action. The effectiveness of any training program depends upon full cooperation between students and Academy staff. All students are expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal.

### **Payment Policy**

CEN Beauty Academy LLC is not approved to participate in the federal or state student aid programs and does not participate in any state or federal financial aid programs. Students assume the responsibility for payment of the tuition costs in full, through direct payment. For programs designed to be four months or longer, CEN Beauty Academy shall not require more than four months of advance payment of tuition at a time. When 50 percent of the program has been offered, the institution may require full payment.

CEN Beauty Academy provides private institutional loan funding to students and ensures that students are not obligated for indebtedness that exceeds the total charges for the current period of attendance. If a student reaches the total contracted hours per the student's personal schedule and/or the expected graduation date stated on his or her contract and needs additional time to complete hours and/or operations due to absences, an overtime tuition charge will be assessed for the remaining number of hours to complete, at the hourly rate indicated in the enrollment agreement, and must be paid in full two weeks prior to making up the missed hours. Students will not be allowed to attend school until they have paid for their missed hours in full. A student may be withdrawn from the program for non-payment of the missed hours needed to complete the program.

Students may arrange for installment payments over the length of the program with no interest charged, or they may arrange installment payments through a third-party finance company, subject to interest charges. 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 then be counseled and encouraged to make specific arrangements with the school to remove their delinquency and remain in good financial standing. CEN Beauty Academy accepts payment for tuition, supplies, equipment, and other fees through cash, VISA, MasterCard, or personal or third-party checks.

## Grounds for Disciplinary Action

Including but not limited to the General Conduct / Code of Conduct described above, the following are grounds for disciplinary action, which may include suspension, dismissal, and termination from the program:

- Unprofessional behavior or conduct that reflects unfavorably upon the school or its students, including any posting on any social media platform.
- Use of drugs (including marijuana), narcotics, or alcohol (or being under the influence); cigarette or e-cigarette smoking or vaping; gambling; or profanity anywhere inside the school facility or building.
- Failure to meet financial requirements or any other charges when due.
- Wearing inappropriate professional clothing during training.
- Failure to abide by the rules and regulations of the Academy.
- Falsifying school records.
- Carrying a concealed or potentially dangerous weapon.
- Disorderly conduct that interferes with the learning process of any other student or instructor, or with the general progress of the class.
- Instigation of, or participation in, rebellious activities against the school or its students.
- Solicitation that reflects unfavorably upon the school or its students.
- Vandalism of school property.
- Any form of gang-related activity, including but not limited to flashing gang signs or wearing gang colors or attire.
- Fighting (physical or verbal).
- Verbal confrontation with any staff member or student.

Disciplinary action may include, but is not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct may request readmittance into their program by following the Student Grievance Procedure noted in this catalog.

## Student Grievance Procedure

From time to time, differences in the interpretation of school policies will arise among students, faculty, and the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, a miscommunication or misunderstanding is usually a major contributing factor. For this reason, we urge both students and staff to communicate any problems that arise directly to the individual(s) involved. If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of discussing differences will resolve the problem.

In addition to complaints previously stated and appeals of an academic nature, a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so.

All written complaints will be resolved within 15 business days, and the resolution will be sent to the student in writing.

If a complaint cannot be resolved after exhausting the institution's grievance procedure, the student may file a complaint with the Bureau for Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to: Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; mailing address P.O. Box 980818, West Sacramento, CA 95798-0818; toll-free (888) 370-7589; telephone (916) 574-8900; fax (916) 263-1897; website [www.bppe.ca.gov](http://www.bppe.ca.gov); email [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov).

### **Liability**

CEN Beauty Academy LLC assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.

### **Retention of Records**

CEN Beauty Academy LLC will maintain student records for five years, as required by state law. Student transcripts will be maintained indefinitely. Students have a right to access their records any time the institution is open and during normal business hours. Students desiring to view their records may request to see them in the school office during normal business hours, or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, it shall be made no later than 48 hours after the student has requested to view their records. Extensions of this time shall be granted only upon the decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory, or accrediting agency officials, or upon proper subpoena. Financial payment documents will be kept for a period of at least five years after the completion or withdrawal of the student.

### **Transcripts**

A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended. The school reserves the right to withhold an official transcript if the student's financial obligation to the school is in arrears, or if the student is in arrears on any federal or state student loan obligation. The school also reserves the right to limit, within its discretion, the number of official transcripts provided without a processing fee. The usual processing fee is \$10.00 for the second copy. Certificates and official transcripts of records are available within fifteen (15) business days from the receipt of a written request by the Registrar, subject to processing fees.

## **STUDENT TUITION RECOVERY FUND**

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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., Suite 225, Sacramento, CA 95834; telephone (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or 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:

- 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.
- 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.
- 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.
- The institution has been ordered to pay a refund by the Bureau but has failed to do so.
- 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.
- 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.
- You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for

recovery within the original four-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.

## SCHEDULE OF CHARGES

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The charges below represent the schedule of total charges for a period of attendance and the estimated total charges for the entire educational program, beginning from the student's start date through the graduation date specified in the enrollment agreement. "Total charges" means the sum of institutional and non-institutional charges.

Program	Registration (non-refundable)	Tuition (refundable)	STRF (non-refundable)	Uniform & Supplies (non-refundable)	Total
Cosmetology (1,600 hrs.)	\$200.00	\$18,250.00	\$0.00	\$1,578.00	\$17,013.00
Cosmetology (1,000 hrs.)	\$200.00	\$11,100.00	\$0.00	\$1,578.00	\$12,878.00
Hairstyling	\$200.00	\$7,455.00	\$0.00	\$920.00	\$8,575.00
Esthetician	\$200.00	\$7,244.00	\$0.00	\$792.00	\$8,236.00
Manicurist	\$200.00	\$4,080.00	\$0.00	\$545.00	\$4,825.00
Basic Eyelash Extension	\$125.00	\$280.00	\$0.00	\$100.00	\$505.00
Teacher Training	\$200.00	\$5,774.00	\$0.00	\$0.00	\$5,974.00

**Registration Fee:** This one-time charge covers processing the paperwork required for admission into a program and, according to California statute, shall not exceed \$250. Once paid, this fee is non-refundable.

**STRF Fee:** Effective April 1, 2024, the institution shall collect an assessment of \$0.00 per one thousand dollars (\$1,000) of institutional charges.

**Uniform, Kit, and Supplies:** This is the cost of the uniform, kit, and supplies a student requires to complete the program. These will be itemized on the student's enrollment agreement.

**Tuition Fee:** This is the cost of tuition for the program, beginning from the start date through the graduation date specified in the enrollment agreement.

## CANCELLATION AND REFUND POLICY

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### Student's Right to Cancel

You have 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. Cancellation occurs when you give written notice of cancellation at the institution's

address. You can do this by mail, in person, or by fax. The notice, if mailed, is effective by the postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, CEN Beauty Academy LLC will refund any money that you paid, less any deductions for the registration fee and kit, within 45 days after receipt of the notice.

### **Procedure to Cancel**

Cancellation occurs when you give written notice of cancellation directed to the attention of the School Director at 7900 Limonite Avenue, Suites C-E, Riverside, CA 92509. You can do this by mail, email, in person, by fax, or by telegram. The notice, if mailed, is effective by the postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel.

### **Withdrawal from the Program**

The student has the right to withdraw from a program of study at any time and pay only for tuition reflective of the amount of time the student was enrolled. A withdrawal may be effectuated by the student's written notice or by the student's conduct, including but not necessarily limited to a lack of attendance. If the student withdraws prior to completion of the program of study, the Academy determines whether the student is eligible for a refund of monies paid based on a pro-rata calculation formula. Once more than 55 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student; the Academy shall have earned and will retain 100 percent of the institutional charges assessed to the student.

A hypothetical refund example, applying the state pro-rata policy, is provided below:

Assume a student enrolls in the 1,000-hour Cosmetology program and is charged \$11,100.00 for tuition (equal to \$11.10 per clock hour), a \$200.00 registration fee, and \$1,578.00 for supplies and kit — a total charge of \$12,878.00. If the student withdraws after completing 400 clock hours, the Academy has earned \$4,440.00 of tuition (400 hours × \$11.10 per hour). The tuition refund is therefore \$11,100.00 – \$4,440.00 = \$6,660.00. The \$200.00 registration fee and the \$1,578.00 charge for supplies and kit are non-refundable. The total refund due to the student is \$6,660.00.

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. 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 defaults on a federal or state loan, both of the following may occur: (1) 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; and (2) the student may not be eligible for any other federal student financial aid at another institution, or other government financial assistance, until the loan is repaid.

## CERTIFICATE PROGRAMS

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### **Cosmetology – 1,600 Clock Hours Certificate Program**

**Program Description:** The 1,600-hour Cosmetology program consists of one thousand six hundred (1,600) hours of technical instruction and practical training covering all practices constituting the art of cosmetology, pursuant to Section 7316 of the Barbering and Cosmetology Act. A student completing this program is prepared for employment as a licensed Cosmetologist, Hairdresser, or Hairstylist. Instruction includes, but is not limited to: communication, leadership, human relations, and employability skills; safe and efficient work practices; California cosmetology law and rules; knowledge of cosmetology, nail care, and skin care and the related chemistry; bacteriology, anatomy, and physiology; the art of make-up; and the development of skill in performing the manipulative and electrical techniques required in the practice of cosmetology, nail care, and skin care occupations. This program exceeds the minimum state licensure requirement; it contains 550 hours of additional technical and practical instruction in hairdressing, and 50 hours of additional technical and practical instruction in esthetics, beyond the hours required for state licensure as a Cosmetologist.

**Admission Requirements:** Applicants must possess a high school diploma or GED certificate.

**Program Objectives:** Upon successful completion of the program, the student qualifies for the California State Board of Cosmetology licensing examination. Upon passing the state examination, the student becomes a licensed Cosmetologist.

**Course Completion:** Upon completion of the program, the student will receive a Certificate of Completion verifying the qualification of a graduate from CEN Beauty Academy, and the student will qualify to take the State Board examination.

**Occupational Objectives:** The Cosmetology program prepares students for work as a hairdresser, hairstylist, or hair colorist who is able to perform manicures, pedicures, waxing, facials, mud packs, wraps, skin-related services, and product demonstrations.

**Graduation Requirements:** Students are eligible for graduation provided they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, have attended the required clock hours set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

**Licensing Requirements:** A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the 1,600-hour Cosmetology program as described above and passed the licensing examination with an overall average of 75%.

### **Cosmetology – 1,000 Clock Hours Certificate Program**

**Program Description:** The curriculum for students enrolled in a cosmetology course shall consist of one thousand (1,000) hours of technical instruction and practical training covering all practices constituting the art of cosmetology, pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; practical operation means the actual performance by the student

of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

**Program Objectives:** Upon successful completion of the program, the student qualifies for the California State Board of Cosmetology licensing examination. Upon passing the state examination, the student becomes a licensed Cosmetologist.

**Course Completion:** Upon completion of the program, the student will receive a Certificate of Completion verifying the qualification of a graduate from CEN Beauty Academy, and the student will qualify to take the State Board examination.

**Occupational Objectives:** The cosmetology program prepares students for work as a hairdresser, hairstylist, or hair colorist who is able to perform manicures, pedicures, waxing, facials, mud packs, wraps, skin-related services, and product demonstrations.

**Graduation Requirements:** Students are eligible for graduation provided they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, have attended the required clock hours set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

**Licensing Requirements:** A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology program as described above and passed the licensing examination with an overall average of 75%.

## **Hairstyling – 600 Clock Hours Certificate Program**

**Program Description:** The curriculum for students enrolled in the Hairstyling program consists of six hundred (600) hours of technical instruction and practical training in hairstyling and the related health and safety subjects, pursuant to the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination; practical operation means the actual performance by the student of a complete service on another person or on a mannequin. Practical training means the time it takes to perform a practical operation.

**Admission Requirements:** Applicants must possess a high school diploma or GED certificate.

**Program Objectives:** Upon successful completion of the 600-hour Hairstyling program, the student qualifies to sit for the written examination administered by the California Board of Barbering and Cosmetology for the Hairstylist license. Upon passing the examination, the student becomes a licensed Hairstylist in the State of California.

**Course Completion:** Upon completion of the program, the student will receive a Certificate of Completion verifying the qualification of a graduate from CEN Beauty Academy, and the student will qualify to take the State Board examination.

**Occupational Objectives:** The Hairstyling program prepares students for work as a Hairstylist, performing non-chemical hair services and product demonstrations.

**Graduation Requirements:** Students are eligible for graduation provided they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, have attended the required clock hours set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

Licensing Requirements: A Hairstylist license will be granted by the State of California only after the student has successfully completed and graduated from the 600-hour Hairstyling program as described above and passed the licensing examination with an overall average of 75%. The Hairstylist license authorizes the licensee to cut, wash, blow-dry, style, and braid hair. The Hairstylist license does NOT authorize chemical services, including bleaching, hair coloring, or chemical relaxing or straightening.

### **Esthetician – 600 Clock Hours Certificate Program**

Program Description: This course consists of six hundred (600) clock hours of technical instruction and practical operation covering all subjects necessary to be an esthetician. Instruction is by demonstration, lecture, classroom participation, and examination. Practical operation means the actual performance by the student of a complete service on another person or mannequin. Included in this course are the Barbering and Cosmetology Act, the Board's rules and regulations, chemicals related to the practices of an esthetician, health and safety, electricity as applied to skin care performance, disinfection and sanitation, bacteriology, anatomy and physiology, skin analysis and condition, and — as the main subjects — manual and electrical facials, eyebrow arching, hair removal, and make-up. Students will practice their skills on mannequins, fellow students, and eventually on clients.

Admission Requirements: Applicants must possess a high school diploma or GED certificate.

Program Objectives: Upon successful completion of the program, the student qualifies for the California State Board of Cosmetology licensing examination. Upon passing the state examination, the student becomes a licensed Esthetician.

Course Completion: Upon completion of the program, the student will receive a Certificate of Completion verifying the qualification of a graduate from CEN Beauty Academy, and the student will qualify to take the State Board examination.

Occupational Objectives: The esthetician program prepares a student to work as a skin care treatment specialist, esthetician, dermatologist assistant, cosmetic consultant, skin care consultant, make-up artist, or in product demonstrations.

Graduation Requirements: Students are eligible for graduation provided they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, have attended the required clock hours set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

Licensing Requirements: A license will be granted by the State of California only after the student has successfully completed and graduated from the program as described above and passed the licensing examination with an overall average of 75%.

### **Manicurist – 400 Clock Hours Certificate Program**

Program Description: The nail care program of study consists of four hundred (400) clock hours covering all phases of manicuring and pedicuring mandated by the California State Board of Barbering and Cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. This training program includes technical instruction and practical operation. Technical instruction means instruction by demonstration, lecture, and practice in the classroom, or examination.

Practical operation means the actual performance by a student on another person or mannequin. Technical instruction and practical operation include the Barbering and Cosmetology Act, the Board's rules and regulations, chemicals related to manicuring practice, health and safety, disinfection and sanitation, bacteriology, anatomy and physiology, water and oil manicures, hand, arm, and foot massage, and complete manicure and pedicure services, including the application of artificial nails, acrylic nails, nail tips, and nail wraps.

Admission Requirements: Applicants must possess a high school diploma or GED certificate.

Program Objective: The course is designed to prepare the student to obtain the knowledge and skills needed for an entry-level position in the nail care field and to pass the California State Board of Barbering and Cosmetology licensing examination. Passing the examination is a requisite to obtain a Manicurist license, which is required to operate as a manicurist or pedicurist in the State of California.

Course Completion: Upon completion of the program, the student will receive a Certificate of Completion verifying the qualification of a graduate from CEN Beauty Academy, and the student will qualify to take the State Board examination.

Occupational Objective: The program prepares a student to work as a manicurist.

Graduation Requirements: Students are eligible for graduation provided they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, have attended the required clock hours set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

Licensing Requirements: A license will be granted by the State of California only after the student has successfully completed and graduated from the program as described above and passed the licensing examination with an overall average of 75%.

### **Basic Eyelash Extensions Application Course**

Program Description: This course is less than 32 hours and does not lead to employment. This one-day course consists of 5 clock hours of technical instruction and practical operation and covers all subjects necessary to be an eyelash artist. Instruction is by lecture, video, and demonstration. Practical operation means the actual performance by the student of a complete service on another person or mannequin.

Program Objectives: Upon successful completion of the 5-hour course, the student will receive a certificate of completion.

Course content includes verification that the client is a good candidate for lash extensions; that the consent form is reviewed and signed; that all rules of safety and hygiene are met; proper application of eye gel pads and medical tape to ensure safety; selection of the proper size of extension (density and length) for the client's lashes and lash design; lifting the upper lids to ensure lower lashes are not caught in the adhesive; periodic checking of work to separate lashes; proper sequence and placement of extensions; placement of extensions on top of the natural lash; ensuring the adhesive does not contact the skin; and verifying that top lashes are not attached to bottom lashes.

Licensing Requirements: At this time, there is no licensing or certification offered by the State of California for an eyelash artist.

## **Teacher Training – 600 Clock Hours Certificate Program**

**Program Description:** The program consists of 600 clock hours of theory and practical training in teaching the art of cosmetology, including instruction on creating lesson plans, presenting a lesson on a whiteboard, and setting up a demonstration.

**Admission Requirements:** A high school diploma or GED equivalent, a current California Board of Barbering and Cosmetology license as a Cosmetologist, Barber, or Esthetician, and a minimum of 2½ years of technical experience in the industry.

**Program Objectives:** The program prepares a student to work as a Cosmetology or Esthetician instructor, to develop the ability to teach related information, manipulative operations, and techniques, and to use various teaching aids such as instruction sheets, visual aids, and tests.

**Graduation Requirements:** Students are eligible for graduation provided they maintain a satisfactory grade in theory and clinical classes, have completed all assigned projects, have attended the required clock hours set forth in the course of instruction, and have paid their tuition and fees in full prior to graduation.

## **OWNERSHIP**

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CEN Beauty Academy is owned by Ruby Damwyk.

## **ADMINISTRATIVE CONTROL STAFF**

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- Ruby Damwyk — Chief Executive Officer
- Ruby Damwyk — Chief Academic Officer
- Ruby Damwyk — Chief Operating Officer
- To Be Determined — Director of Student Services and Placement

## **FACULTY**

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All faculty members have a minimum of three years of experience in their field of instruction and attend continuing education programs in teaching methodology and professional development.

- Cosmetology Instructor — Rocio Fernandez, License #385122
- Cosmetology Instructor — Ruby Damwyk, License #655032
- Esthetician Instructor — Ruby Damwyk, License #60431
- Manicuring Instructor — Rocio Fernandez, License #385122
- Manicuring Instructor — Ruby Damwyk, License #264996
- Teacher Training Instructor — Ruby Damwyk, License #60431 and #264996
- Teacher Training Instructor — Rocio Fernandez, License #385122

## SCHOOL HOLIDAYS 2026

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The Academy observes the following holidays:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Winter Holiday — December 24, 2026 through January 1, 2027

Additional holiday school closures may be declared at the discretion of the School Director.

## DISCLOSURE STATEMENTS

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- I. All information included in this catalog is printed in font size 11. (CEC §94908)
- II. This school catalog is updated at least once a year, or whenever changes to school policies take place. (5 CCR §71810(a))
- III. It is the policy of the school to always provide a copy of the latest school catalog, either in writing or electronically on the school's website, to all prospective students and any interested persons. (CEC §94909(a) and §94909(c))
- IV. CEN Beauty Academy is a private institution, and it is approved to operate by the Bureau for Private Postsecondary Education. Approval to operate means compliance with minimum state standards as set forth in the CEC and 5 CCR. This approval does not imply that the Bureau endorses the institution's programs, or that the institution exceeds minimum state standards. (CEC §94909(a)(2) and §94897(l)(1)(2))
- V. CEN Beauty Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.). (CEC §94909(a)(12))
- VI. 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. (CEC §94909(a)(3)(B))
- VII. Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; P.O. Box 980818, West Sacramento, CA 95798-0818; [www.bppe.ca.gov](http://www.bppe.ca.gov); telephone (888) 370-7589 or (916) 574-8900; fax (916) 263-1897. (CEC §94909(a)(3)(A))
- VIII. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 (toll-free) or by completing a complaint form, which can be obtained on the Bureau's internet website, [www.bppe.ca.gov](http://www.bppe.ca.gov). (CEC §94909(a)(3)(C))
- IX. This institution is not approved by U.S. Immigration and Customs Enforcement (I.C.E.) to participate in the Student and Exchange Visitor Program (SEVP) and is not authorized to

issue the I-20 visa form; therefore, this institution cannot accept applications from students from abroad who are on an F-1 or M-1 visa. This institution does not offer any visa services and will not vouch for a student's status. (5 CCR §71810(b)(3))

- X. CEN Beauty Academy students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. English-language proficiency is documented by the admission interview and receipt of prior education documentation, or by the successful completion of the Wonderlic Basic Skills Test as stated in the admission process. (5 CCR §71810(b)(4))
- XI. All classes are taught in English. Instruction will not occur in a language other than English. (5 CCR §71810(b)(5))
- XII. CEN Beauty Academy does not participate in federal and state financial aid programs. (CEC §94909(a)(10))
- XIII. 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 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. (CEC §94909(a)(11))
- XIV. CEN Beauty Academy LLC is not approved to participate in the federal or state student aid programs. (5 CCR §71810(b)(6))
- XV. CEN Beauty Academy LLC does not have, under its control or ownership, and is not affiliated with, any dormitory or housing facilities. (5 CCR §71810(b)(13)(A))
- XVI. There are housing options available located reasonably near the institution's facilities. The average cost of a room or apartment rental varies from approximately \$550 per month for a room to \$2,450 per month for a two-bedroom house. Students may find rental information through online listing services such as Craigslist for the Riverside / Inland Empire area (<https://inlandempire.craigslist.org>). (5 CCR §71810(b)(13)(B))
- XVII. CEN Beauty Academy has no responsibility to find or assist a student in finding housing. (5 CCR §71810(b)(13)(C))
- XVIII. CEN Beauty Academy does not plan to offer distance education. (5 CCR §71810(b)(11))
- XIX. The Chief Executive Officer is responsible for monitoring new policies and procedures and for maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- XX. Prior to signing an enrollment agreement, you must be given this catalog and a School Performance Fact Sheet, which you are encouraged to review prior to signing any agreement with the school. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the School Performance Fact Sheet relating to completion rates, placement rates, license examination passage rates, and salaries or wages, prior to signing an enrollment agreement.
- XXI. CEN Beauty Academy is not accredited by an accrediting agency recognized by the United States Department of Education. The Academy is approved to operate by the Bureau for Private Postsecondary Education; approval to operate is not accreditation. The Academy offers certificate (non-degree) programs only. (CEC §94909(a)(16))
- XXII. 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 or by visiting [www.bppe.ca.gov](http://www.bppe.ca.gov). (CEC §94909(a)(3)(D))