



COURSE CATALOG

2026 – 2027

445 W. Weber Ave., Suite 223
Stockton, CA 95203
(209) 910-0955

InspireABC.com

inspire

ACADEMY OF BARBERING & COSMETOLOGY

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Welcome

Welcome to the beginning of a thrilling journey toward a fulfilling career in the beauty and wellness sector! Embracing a profession, you are passionate about truly means you'll never feel like you're "working" a single day—your career is about to become your new lifeSTYLE. This course catalog is designed to guide prospective students before their enrollment, available both in print and digital formats. It encompasses essential state and federal disclosures for students, aiming to equip you with detailed insights into our program offerings, institutional policies, student support services, and financial details. You can access, read, or download the catalog directly from our website. We encourage you to review this catalog meticulously to ensure you are well informed before making your enrollment decision.

This document is refreshed yearly to ensure that most current information is provided. Please note that the Inspire Academy of Barbering and Cosmetology reserves the right to implement changes, modifications, or amendments to the information within this catalog throughout its validity period. Any alterations to educational programs, services, procedures, or policies that occur before the annual update and are mandated by law or regulation to be included in the catalog will be promptly communicated through an insert or supplement. This ensures you always have access to the latest information as you embark on this exciting path.

Catalog publication and effective date: August 21, 2026. Catalog effective period: August 21, 2026 through August 20, 2027. This catalog supersedes earlier editions for students who enroll on or after August 21, 2026. Students who enrolled under an earlier catalog remain subject to that catalog and their enrollment agreement, together with any lawful, properly disclosed amendments. Inspire Academy will issue an annually updated catalog no later than August 21, 2027. Required interim changes will be published in a dated supplement or insert when implemented.

ABOUT

At Inspire Academy, we pride ourselves on guiding our students to their career goals while caring for all their educational needs, from cutting-edge classroom instruction to hands-on and practical training in the student clinic. We continue this process through preparation for the state licensing exam, job search, career assistance, and beyond.

This catalog contains essential information about our programs, which will help guide you as you take the following steps toward your future. 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.

OUR MISSION

Inspire Academy is passionately committed to developing the fundamentals, techniques, knowledge, and mastery skills necessary to prepare future professionals with the business etiquette and fiscal responsibility essential for career success. We strive to deliver a career-shaping curriculum by cultivating an inspirational lifestyle through innovative private postsecondary education in an artistic and inspiring setting.

OUR OBJECTIVES

- Produce skilled and knowledgeable professionals who are prepared with the necessary fundamentals to enter the beauty, wellness, and barbering industries.
- Create the best learning environment possible by emphasizing personal progress, individualized attention, and progressive teaching methods.
- Support each student in achieving their professional aspirations.
- Assist graduates in becoming employed in the technical areas they have been prepared for.
- Respond to the industry's requirement for specific training needs and education programs.
- To evaluate and revise our educational programs to benefit our students when necessary.
- Prepare our students to successfully complete their exams for licensure in the State of California.
- Prepare our successful graduates to function at an entry-level in Cosmetology, Barbering, Esthetician, and Manicuring in positions such as Barber, Hair Stylist, Colorist, Make-Up Artist, and Manicurist. Through the benefit of practice and experience, they may progress to become salon managers and owners, educators in Cosmetology, Barbering, Esthetics, and Manicuring, platform artists, and academy directors and owners.

INSPIRE ACADEMY OWNERS

Rondell and Devon Dean are the dynamic duo behind Inspire Academy of Barbering and Cosmetology, Inc. Rondell, serving as the academy's linchpin, is a distinguished Master Barber and Certified Educator who has evolved into a visionary leader for both Inspire Academy and Barber City. With over two decades of expertise in the field, Rondell not only continues to revel in the barber lifestyle but also in the profound connections he's cultivated with his clients. These clients treasure his sharp fashion sense, an attribute that has consistently attracted a loyal following. His adaptability to the ever-evolving barbering trends, coupled with his mastery of timeless styles, ensures that his clients always leave looking their absolute best.

Rondell's approach to hair styling is far from monolithic; he champions versatility and is well known for tailoring his services to meet the diverse needs of his clientele. His journey began in Indiana, and after being raised in Sacramento, CA, he now calls Elk Grove home, where he lives with his wife and their five children.

Beyond his professional pursuits, Rondell has a keen interest in photography and videography and cherishes traveling with his family. His commitment to community service is evident in his volunteer work, particularly within the basketball community, reflecting his desire to give back and support others facing challenges in life. This blend of professional excellence, personal passion, and community engagement underscores Rondell's multifaceted identity and his dedication to making a difference both within and beyond the barbering world.

Mrs. Dean, a renowned staffing coach who transitioned into a successful entrepreneur, is the visionary force behind both Inspire Academy and ShareSTAFF brands. With a rich background of more than 20 years in the field, Devon continues to thrive on collaboratively tackling a variety of human resource challenges. She is passionate about devising innovative workforce solutions that are not only profoundly effective but also remarkably practical. Regardless of her role, her objective remains clear: to enable organizations and thought leaders to stand out, driving tangible outcomes through exceptional talent.

Originally from Florida and nurtured in Northern California's Valley, Devon makes her home in Elk Grove with her husband and their five children. Outside of her professional life, she generously dedicates her time to non-profit organizations, where she contributes by hosting job seminars, leading workshops, and fundraising to support the underserved youth of Sacramento, San Joaquin, and Stanislaus counties.

Devon is dedicated to guiding her student partners towards continuous growth, innovative thinking, and unparalleled success. Her expertise spans a wide array of industries, offering deep knowledge and valuable insights. In addition to her educational endeavors, Devon has a particular knack for navigating the complexities of Federal, State, and local government compliance and contracting.

GENERAL INFORMATION

STUDENT ORIENTATION

All incoming students will receive an orientation on the first day of class. This orientation is required for all incoming students and will discuss our mission, values, student policies, curriculum, program progress and expectations, personnel introductions, grading, Satisfactory Academic Progress, attendance requirements and all other pre-enrollment requirements. Before enrollment, each prospective student must have visited the school facilities, reviewed any questions regarding their student rights and disclosure statements with the admissions representative, and signed an enrollment agreement for their course of study.

FACILITIES AND EQUIPMENT

Inspire Academy is comprised of modern facilities devoted to teaching the science and art of the beauty and wellness industry. Equipped with professional equipment commonly used in professional salons and spas around the country, our academy is carefully designed and furnished to provide our students with a hands-on training environment where they practice their newly learned skills and techniques on real people.

The campus of Inspire Academy of Barbering and Cosmetology is centrally located at 445 W. Weber Ave., Suite 223, Stockton, CA 95203. All class sessions and instructional activities are held at this address. Spacious (8,900 sqft.) air-conditioned, modern classrooms and student laboratories are furnished with professional fixtures and equipment. We are a non-smoking facility. The gated school parking lot is located just before the marina for students, clients, and visitors. Inspire Academy is divided into a reception area, staff offices, theory and Practical rooms, clinical floor, spa treatment room, student lounge and kitchen, library, staff break room, private student and staff restrooms, public restrooms, laundry room with full-size washer & dryer, and a supply dispensary. Inspire Academy uses equipment that fully complies with any federal, state, and local laws, regulations, and ordinances. This includes the requirements of fire safety and health regulations.

Inspire Academy maintains a reference library containing many audio and visual aids, books, and magazines for the use of staff and students. Our school simulates salon/shop/spa conditions to help our students with hands-on learning, with up-to-date equipment and a variety of supplies that help enhance the student's product knowledge. Our students learn inventory control and assist in operating our supply system.

LIBRARY & LEARNING RESOURCES: Inspire Academy Students to have access to the library during school hours. There is many cosmetology, barber, fashion, motivational, and business-related books, magazines, articles, and DVDs available. These resources are available on school grounds. The library area is located at the entrance of the freshman classroom. The area provides shelving for all library materials, computers for online research and video screening, and a research area for print sources. The library subscribes to an array of online databases that can be accessed on school computers. The combination of print resources and online database subscriptions provides a comprehensive aggregation of resources to support the curriculum and the academic needs of the faculty and students.

EQUIPMENT: The school contains modern functional equipment: workstations, hydraulic chairs, chair dryers, shampoo chairs, sinks, and stoves, Esthetician equipment and beds, skincare and makeup stations, manicuring stations, mannequins, wireless internet access, electronic devices streaming Educational Information, a projector, educational charts, DVD player for educational videos, computer work and print stations, hair products, and supplies. Student kits and books are issued to each student and contain all the necessary implements and equipment to perform daily assignments and work on clients. Students must maintain their equipment and replace broken or damaged articles to practice their work properly. The texts and accompanying workbooks are an important part of daily class work and Practical work. Kits are stored in student lockers and must be in each student's possession each day. Milady books and workbooks are issued in both text and/or electronically; access to these resources is the student's responsibility and must be accessible each day. While students can use their own devices, Inspire Academy suggests using a Chromebook for MindTap activities.

ADMINISTRATIVE STAFF AND FACULTY

The most important factor in the quality of your education is the quality of your instructors. We hire experienced, expert educators with abundant salon, editorial, and business-related knowledge. Each Educator has a broad understanding of our curriculum and the standards we set for students and educators in their licensed field. Our educators also have an inspiring attitude, a love of learning, and a desire to make a difference in your lifestyle. Faculty license information shown below was current on August 19, 2026, revision date. Inspire Academy verifies that each instructor holds any license required for assigned instruction and will publish a dated catalog supplement if personnel or qualifications change.

Owners

Rondell & Devon Dean

Directors

Rondell Dean, Academy Director/Owner
Michelle Hickman, Director of Compliance/Lead Educator
Devon Dean, Academy Director/Owner

Administration

Kim Ornelas, Admissions Specialist

Educators

Rondell Dean, Owner/ Lead Barbering Educator
License # B 84856 – Valid 1/31/2027

Michelle Hickman, Lead Cosmetology & Barbering Educator
License # KK 258019 – Valid 5/31/2028
License # B 109040 – Valid 1/31/2027

Sarah Kirk, Cosmetology Educator & Barbering Educator
License # KK 487514 – Valid 12/30/2027
License # B 115046 – Valid 10/31/2026

Malinda King, Cosmetology Educator & Barbering Educator
License # KK 264757– Valid 11/30/2027
License # B 114886- Valid 9/30/2026

Bernadette Alfaro Alonzo, Cosmetology Educator
License # KK 580557 – Valid 9/30/2027

Cyndi Anderson, Esthetician & Cosmetology Educator
License # KK107421 – Valid 10/31/2026

Substitute Educators

Rebecca Lowe, Cosmetology/Barbering Educator
License # KK 607797 – Valid 12/31/2026
License # B 101850 – Valid 4/30/2027

Amber Bordenave, Cosmetology Educator
License # KK 408514 – Valid 5/31/2027

Raquel Logan, Manicuring Educator
License # M 354043 Valid 4/30/2027

Rosie Trao, Barbering Educator
License # B 101849– Valid 4/30/2027

Faculty Qualifications

Rondell Dean—California-licensed Barber with 17 years of relevant occupational experience; assigned to Barbering.

Michelle Hickman—California-licensed Cosmetologist and Barber with 35 years of cosmetology experience and 3 years of barbering experience; assigned to Cosmetology and Barbering.

Sarah Kirk—California-licensed Cosmetologist and Barber with 19 years of cosmetology experience and 2 years of barbering experience; assigned to Cosmetology and Barbering.

Malinda King—California-licensed Cosmetologist and Barber with 35 years of cosmetology experience and 2 years of barbering experience; assigned to Cosmetology and Barbering.

Bernadette Alfaro Alonzo—California-licensed Cosmetologist with 11 years of relevant occupational experience; assigned to Cosmetology.

Cyndi Anderson—California-licensed Cosmetologist with 44 years of relevant occupational experience; assigned to Cosmetology and Esthetics within the scope of her qualifications and assigned subjects.

Anjolie San Felipe—Cosmetology and Manicuring Educator with relevant schooling, occupational training, continuing education, and work experience totaling at least 3 years; assigned to Cosmetology and Manicuring within the scope of her documented qualifications.

Rebecca Lowe—California-licensed Cosmetologist and Barber with 8 years of cosmetology experience and 7 years of barbering experience; substitute educator for Cosmetology and Barbering.

Amber Bordenave—California-licensed Cosmetologist with 24 years of relevant occupational experience; substitute educator for Cosmetology.

Raquel Logan—California-licensed Manicurist with 5 years of relevant occupational experience; substitute educator for Manicuring.

Rosie Trao—California-licensed Barber with 7 years of relevant occupational experience; substitute educator for Barbering.

Inspire Academy verifies each educator's current license, education, training, continuing education, occupational experience, and assigned teaching subjects in the personnel file before assignment. Required instruction and evaluation are provided only by faculty documented as qualified for the assigned subject.

APPROVALS AND ACCREDITATION

Inspire Academy is a private institution approved to operate by the **California Bureau for Private Postsecondary Education (BPPE)**. Approval to operate means the institution is in compliance with the minimum standards established in the California Private Postsecondary Education Act of 2009, as amended, and Division 7.5 of Title 5 of the California Code of Regulations.

BPPE Institution Code: 68973673. The institution has no branch or satellite locations; all instruction is provided at the Stockton campus identified in this catalog.

Inspire Academy of Barbering and Cosmetology has been granted Initial Accreditation by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

Although Inspire Academy is in its initial accreditation period with NACCAS, the institution does not currently participate in federal Title IV student financial aid programs. Therefore, students attending Inspire Academy are not eligible to receive federal Title IV aid through the institution.

Inspire Academy has never filed for bankruptcy, has not operated as a debtor in possession, and has not had a petition in bankruptcy filed against it within the past five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code.

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 North Market Blvd., Suite 225, Sacramento, CA 95834, www.bppe.ca.gov, (916) 574-8900 or (888) 370-7589, fax (916) 263-1897.

Additional regulatory and accrediting contacts:

California Board of Barbering and Cosmetology (BBC)

PO Box 944226, Sacramento, CA 94244-2260

Phone: (916) 575-7100

Website: www.barbercosmo.ca.gov

National Accrediting Commission of Career Arts & Sciences (NACCAS)

Initial Accreditation

3015 Colvin Street, Alexandria, VA 22314

Phone: (703) 600-7600

Website: www.naccas.org

APPROVED EDUCATIONAL PROGRAMS

Cosmetology – 1500 Hours. Prepares students in hair, skin, and nail care for licensure as a Cosmetologist.

Barbering – 1250 Hours. Focus on haircutting, shaving, and grooming techniques for licensure as a Barber.

Esthetics – 600 Hours. Provides training in skincare, facials, hair removal, and makeup for Esthetician licensure.

Manicuring – 400 Hours. Teaches nail care, artificial nails, and sanitation to prepare for Manicurist licensure.

Cosmetology Crossover – 300 Hours. For licensed Barbers seeking Cosmetology licensure.

Barbering Crossover – 200 Hours. For licensed Cosmetologists seeking Barber licensure.

All programs listed above are approved by the California Bureau for Private Postsecondary Education (BPPE) and are conducted in accordance with the requirements of the California Board of Barbering and Cosmetology. Programs are designed to prepare students to sit for the applicable licensure examinations in the State of California.

PERSONAL INFORMATION AND RECORDS CHANGES

1. **Address/Telephone Number Changes:** Students are asked to notify the school when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A Students recorded address will be automatically updated if correspondence is returned the school by the United States Postal Service or other delivery carrier service, with an address correction.
2. **Name Changes:** All students who wish to make a name change in their academic records must submit the request in writing and include documentation verifying the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Requests for name changes should be submitted to the designated school official/administrator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

CATALOG CHANGES AND STUDENT NOTICE

Inspire Academy may make changes to schedules, curriculum, tuition, policies, or other published information only as permitted by applicable law, accreditor requirements, and the student's executed enrollment agreement. A change will not retroactively increase a current student's institutional charges or reduce a current student's contracted educational benefits except as permitted by law and agreed to in writing.

Required catalog changes made during the effective period will be published in a dated catalog supplement, insert, or revised catalog and provided or made readily available to affected students. The notice will identify the changed policy and its effective date. Students remain subject to the catalog and enrollment agreement applicable to their enrollment, together with any lawful, properly disclosed amendment.

Inspire Academy has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in lockers. Students are required to replace immediately any supplies or equipment that are lost, stolen or broken.

ADMISSIONS

ADMISSION POLICIES & PROCEDURES

All programs are currently taught in English. As a prospective student, you must visit the Inspire Academy campus before enrolling. The scheduled campus visit aims to discuss your education and career plans with an Admissions Specialist. After your visit, you may apply through our website. This process allows you to evaluate Inspire Academy, our programs, and our educational philosophy to ensure expectations are aligned and that the fit is mutually beneficial.

We strive to enroll students who demonstrate the ability and commitment to succeed in their chosen program of study. Inspire Academy does not accept Ability-to-Benefit (ATB) students.

ADMISSION REQUIREMENTS

To be considered for enrollment, applicants must:

1. **Be at least 17 years of age.**

Acceptable documentation includes a valid driver's license, state-issued ID card, passport, military ID, or birth certificate.

2. **Provide proof of high school completion or equivalent.**

Acceptable documentation includes:

- A high school diploma;
- A GED certificate;
- An official transcript confirming high school graduation;
- A diploma from a state-recognized homeschool program;
- An academic transcript showing successful completion of at least a two-year program acceptable for full credit toward a bachelor's degree;
- An associate or higher degree;
- Certificate of Proficiency for passing The California High School Proficiency Examination (CHSPE)
- Foreign high school diplomas must be evaluated by a qualified third-party agency and verified as academically equivalent to a U.S. high school diploma prior to acceptance for admission.

3. **Meet with an Admissions Specialist for a personalized consultation.**

4. **Visit and tour the campus** to understand our facilities, resources, and expectations.

5. **Submit a completed Enrollment Application and pay the \$100 application fee, which is subject to the cancellation and applicant-rejection refund policies in this catalog.**

6. **Be advised that the California Board of Barbering and Cosmetology requires a Social Security number (SSN) or Individual Taxpayer Identification Number (ITIN) on a licensure application. Inspire Academy**

does not make immigration or citizenship status an admission criterion except as required by applicable law.

7. Review Required Documents.

Prior to signing an enrollment agreement, applicants must:

- Review this catalog;
- Review the School Performance Fact Sheet;
- Receive disclosures regarding transferability of credit and licensure eligibility.

CHSPE AND DIPLOMA EQUIVALENCE

The California High School Proficiency Examination (CHSPE) is a state-authorized test that provides an alternative for students to demonstrate high school-level proficiency. Students who pass the CHSPE receive a Certificate of Proficiency, which is legally equivalent to a high school diploma in the state of California under California Education Code §48412. This certificate is accepted by employers, colleges, and post-secondary institutions as satisfying the requirement of a high school diploma.

In accordance with both BPPE and NACCAS standards, Inspire Academy recognizes the CHSPE Certificate of Proficiency as a valid equivalent to a high school diploma for admission purposes.

ENGLISH PROFICIENCY

All instruction is conducted in English. Inspire Academy does not offer English as a Second Language (ESL) instruction. Students must read and write English at the level of a graduate of an American high school. The Academy accepts a U.S. high school diploma or transcript, GED or CHSPE documentation, or an academic transcript showing successful completion of at least a two-year postsecondary program taught in English. A TOEFL or IELTS score is not required. Documents in another language must be accompanied by a certified English translation and the foreign credential evaluation required by the admissions policy.

APPLICANTS WITH NON-IMMIGRANT VISAS

Applicants with non-immigrant visas include those with work visas, students, visitors, and foreign government officials. Non-immigrant visas include, but are not limited to, the F-1, F-2 or M-1 Student Visa, NATO Visa, B-1 or B-2 Visitors Visa, J-1 or J-2 Exchange Visitors Visa, H series or L series.

Inspire Academy of Barbering and Cosmetology does not provide visa services, and the school cannot vouch for student status or assist a student in obtaining a student visa for study in the United States. The institution is not authorized to issue Form I-20 and cannot provide documentation for international students requiring a visa to study in the United States.

In addition to the above documents, non-immigrant applicants must provide documentation to show that they are permitted to be enrolled in a post-secondary school in the United States.

TRANSFER STUDENTS

Inspire Academy does not award credit based on challenge examinations, achievement tests, or prior experiential learning. Students seeking transfer credit must provide an Official Proof of Training Document from a licensed California beauty school. Out-of-state or international transfer students must obtain an official hour evaluation

from the California Board of Barbering and Cosmetology (BBC) to determine hour equivalency. It is the student's responsibility to obtain this evaluation and submit all required documentation prior to enrollment.

Because Inspire Academy does not award credit for prior experiential learning, it does not assess prior experiential learning, charge an assessment fee, or provide an appeal process for denial of such credit.

Transfer credit is evaluated individually at the discretion of the Academy Director or Director of Education after reviewing official transcripts, California Board of Barbering and Cosmetology records or evaluations, the similarity of the prior training to Inspire Academy's curriculum, and the student's required placement test. Transfer credit is not guaranteed. Inspire Academy may accept all, some, or none of the documented prior hours, subject to the maximums stated below. The placement-test results and review of prior training determine the student's approved transfer hours and placement before access to the clinic floor.

The maximum transfer credit Inspire Academy will accept is 30% of the total clock hours of the program into which the student enrolls: Cosmetology—450 hours; Barbering—375 hours; Esthetics—180 hours; Manicuring—120 hours; Cosmetology Crossover—90 hours; and Barbering Crossover—60 hours.

All prospective transfer students must complete a one-on-one consultation with the Academy Director or Director of Education as part of the admissions process. Transfer credit is evaluated only before enrollment and will not be reassessed after an enrollment agreement has been signed.

If a local school closes, Inspire Academy may, at its discretion, consider crediting more than the standard hour threshold for up to six months following the school's closure. In such cases, decisions will be made on a case-by-case basis, and official documentation from the prior institution must be provided.

The transfer tuition rate is \$15.00 per hour. This hourly rate applies only to the hours a student needs to complete at Inspire Academy. This does not include the cost of a complete and current Inspire Academy student kit, which is required for all transfer students. An application fee of \$100.00 and a placement test fee of \$300.00 will also apply. Placement testing must be completed prior to enrollment, and no transfer credits will be granted without it.

Tuition charges and program length will be adjusted based on the number of transfer hours approved at the time of enrollment.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Inspire Academy of Barbering and Cosmetology is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 Inspire Academy of Barbering and Cosmetology to determine if your credits or diploma will transfer.

RE-ENTRY OF PRIOR ENROLLED INSPIRE ACADEMY STUDENTS

To be eligible for readmission to Inspire Academy the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the school or make satisfactory payment arrangements. Previous balances owed may be applied to the new agreement balance.

A former student accepted for re-entry will receive credit for prior hours and grades that remain valid under the Academy's written re-entry evaluation. The student re-enters in the same Satisfactory Academic Progress status held at withdrawal. Before signing a new enrollment agreement, the student receives a written evaluation stating accepted hours and grades, remaining requirements, applicable charges, and the revised scheduled completion date. Re-entry approval remains subject to the admissions requirements, space and schedule availability, and the policies below.

A former Inspire Academy student seeking re-entry more than six months after withdrawal or termination must complete a placement test and pay the \$300 testing/evaluation fee before re-entry approval. The fee is subject to the cancellation and refund policies stated in this catalog.

The Academy Director or other designated administrator will make a final decision on a student's re-enrollment and is based on education, schedule, and space availability.

Inspire Academy reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new enrollment agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of the Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following 6-month period and may incur additional tuition costs.

COURSE TRANSFER POLICY

1. Eligibility for Transfer

- A student is permitted one (1) course transfer during their enrollment at the institution.
- Transfers are subject to availability of space in the desired program and must be approved in writing by the School Director or their designee.

2. Request Process

- A student must submit a written request for transfer, stating the reason for the change and the desired program.
- The school will conduct an evaluation of the student's academic progress, attendance, and financial standing prior to approving any transfer.
- Transfer requests will not be considered for students who are not meeting Satisfactory Academic Progress (SAP) or who have outstanding tuition balances.

3. Transfer Fee

- A \$75 transfer-processing fee, subject to the cancellation and refund policies in this catalog, will be charged at the time of approval.
- The fee must be paid in full before the transfer is processed and reflected in the student's Enrollment Agreement.

4. Impact on Program Completion and Tuition

- Hours and/or credits earned in the original program may or may not be transferable to the new program, depending on curriculum overlap and regulatory guidelines.

- Tuition and fees will be recalculated based on the program into which the student transfers, and an updated Enrollment Agreement will be executed.

5. Withdrawal After Transfer

- If a student chooses to withdraw from the new course after transferring, the student will be considered withdrawn from the institution.
- The school's Refund Policy will apply based on the student's last date of attendance.

6. Re-Enrollment Waiting Period

- A student who withdraws after a course transfer will not be eligible for re-enrollment until a minimum of six (6) months has passed from their withdrawal date.
- Re-enrollment is subject to approval, space availability, and compliance with the institution's Re-Enrollment Policy.

7. Financial Aid Considerations

- Students receiving third-party funding should consult the Director of Compliance and the sponsoring organization before transferring programs to understand any effect on sponsorship eligibility, payment obligations, or awards.

Inspire Academy has not entered into an articulation or transfer agreement with any other college or university.

NOTICE OF CALIFORNIA LICENSURE REQUIREMENTS

Inspire Academy's Barbering, Cosmetology, Esthetics, Manicuring, Barbering Crossover, and Cosmetology Crossover programs are designed to prepare graduates for occupations that require licensure by the California Board of Barbering and Cosmetology. Completing an Inspire Academy program does not itself grant a California license. To qualify for examination and licensure, an applicant must submit the Board's required application and fees; be at least 17 years of age; have completed the 10th grade in a California public school or its equivalent; not be subject to denial under Business and Professions Code section 480; complete the applicable Board-approved course of study and Inspire Academy's entire institutional program; provide all required completion documentation; and pass the Board's written licensing examination. Effective January 1, 2022, California no longer requires a practical licensing examination. The Board determines each applicant's eligibility, and requirements, procedures, and fees may change. Students should verify current requirements directly with the Board at www.barbercosmo.ca.gov before applying.

POLICY ON DISTANCE EDUCATION

Inspire Academy does not offer distance education. All instruction is delivered in person at 445 W. Weber Avenue, Suite 223, Stockton, California 95203. If the institution later proposes distance education, it will obtain all required regulatory and accreditor approvals and publish a dated catalog supplement or revised catalog before enrolling students in that delivery method. Because distance education is not offered, the distance-education response-time disclosure is not applicable.

CAREER

OPPORTUNITIES

Welcome to the exciting world of Beauty and wellness. As a licensed Cosmetologist, Barber, Esthetician, or Nail Tech, your future career opportunities will be rich and varied. Our programs are designed to fit and prepare students for employment in the beauty and wellness field. Each program description and objectives section includes potential occupations and job titles.

Please refer to the Department of Labor website at <https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm> for more information regarding the employability and availability of these occupations.

PLACEMENT

Our mission surrounding job placement is as simple today as it was when we first opened our doors: To bring talented people and great organizations together. This drive to connect people and make them successful is what we mean when we say — It's a lifeSTYLE. Inspire Academy coordinates placement programs with local and National salons by inviting salon owners and guest artists to teach and speak at our Academy. Tell us your career goals, work environment preferences, and interests. We speak your language and understand how to present opportunities that showcase your unique talents, fit your personality, and allow you to take the next step in your career.

We are committed to your Education and future career. We will assist in finding employment through salon visits, employer presentations, and promotions. We will also use our relationship with salons and spas to help all students with salon placement. Career guidance is readily available.

POTENTIAL EARNINGS

As with any career, the amount of income one can earn in the beauty and wellness industry is directly related to the amount of effort one applies to one's career. Minimum effort most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability to earn income in the beauty and wellness industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude. The Inspire Academy curriculum is designed to teach students these skills to help them obtain an entry-level position upon Graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your employer, and/or the position held. Accordingly, since earnings depend on the individual's efforts and other factors, Inspire Academy does not make any express or implied claim about the salary or wages you may earn after completing your designated educational program.

Wage and salary data for career occupations is available from the US Department of Labor at its Bureau of Labor Statistics (<http://www.bls.gov/bls/blswage.htm>).

PROGRAMS OF STUDY

Inspire Academy offers various programs in Barbering, Barbering Crossover, Cosmetology, Cosmetology Crossover, Esthetics, and Manicuring. Whatever path you select, Inspire Academy has programs to help you realize your career goals. This section will help you decide which program is most suitable for you, with essential details including the subjects you will study and some career opportunities each program will prepare you for.

BARBERING PROGRAM

BARBERING DESCRIPTION

Course Hours: 1250 Clock Hours

Level: Basic

The Barbering program at Inspire Academy is a dynamic training experience designed to prepare students for licensure and success in California's barbering industry. Students gain hands-on experience in haircutting, shaving, beard design, chemical services, and client relations, while learning the principles of sanitation, state law, and professional conduct. Instruction is delivered in both classroom and real-world shop settings, where students practice on live models in a simulated barbershop environment. This comprehensive approach ensures graduates are well-equipped for licensure and confident in pursuing careers as barbers, barbershop managers, platform artists, or business owners. The program prepares students to meet the requirements of Section 7316 of the California Barber and Cosmetology Act.

BARBERING EDUCATIONAL OBJECTIVES

The objective of the Barbering program is to prepare students with the fundamental knowledge and practical skills required to pass the California Board of Barbering and Cosmetology licensure examination. Passing this examination is mandatory to become a licensed Barber in the State of California. Students enrolled in our Barbering Program are preparing for entry-level positions as barbers, stylists, hair-cutting or coloring specialists, managers, or future owners at a barber shop or salon and entry-level styling positions in television, film, or fashion.

Knowledge-Based Competencies

1. Acquire knowledge of California laws and regulations governing Barbering practices.
2. Learn and apply the principles of sanitation and disinfection in all aspects of barbering services.
3. Understand theoretical concepts related to Barbering, including hair and scalp anatomy, hair structure, chemistry, and physiology.
4. Develop sound customer service and business management practices applicable to a barbershop environment.

Hands-On Competencies

1. Master the safe and effective use of barbering implements including shears, clippers, razors, and trimmers.
2. Perform haircutting, tapering, and styling techniques using a variety of tools.
3. Demonstrate proficiency in facial shaving, beard design, and facial massage.
4. Perform chemical services such as hair coloring, bleaching, waving, and straightening.
5. Analyze hair and scalp conditions and provide appropriate services based on professional assessment.
6. Deliver services to clients in a barbershop-simulated environment, adhering to industry standards.

BARBERING COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/Week	Instructional Weeks
Barbering	Full-time	Day	Monday - Friday	9:00 am - 5:30 pm	40	32
Barbering	Full-time	Evening	Monday - Friday	4:00 pm - 10:00 pm	30	42
Barbering	Part-time	Day	Monday - Friday	9:00 am - 3:30 pm	30	42
Barbering	Part-time	Evening	Monday - Friday	6:00 pm - 10:00 pm	20	63

Program start dates: every Monday

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

BARBERING COURSE CONTENT

The Barbering course comprises three learning experiences: theory classroom instruction, shop classroom instruction, and supervised shop-floor experience.

1. **The Freshman Classroom:** During the first 300 to 350 hours, students receive individual attention and group instruction, with periodic evaluations designed to monitor progress. Instruction covers cutting, shaving, hairstyling, coloring, and texture. Learning experiences may also address retail skills, motivation, self-improvement, professional development, and attendance. All required instruction and evaluation are provided by assigned qualified faculty. Guest artists or other presenters may provide supplemental demonstrations only under faculty supervision and may not replace required instruction or evaluation.
2. **The Shop Floor Experience:** After completing the first 300 to 350 hours, students spend approximately the remaining 900 to 950 hours developing practical skills in a supervised barbershop environment and providing services to clients under instructor supervision.
3. **The Senior Experience:** During the final 200 hours, students continue supervised shop-floor practice while completing weekly mock licensing-examination exercises, daily theory review, and professional-readiness lessons and projects.

The curriculum for students enrolled in the Barbering program consists of 1,250 clock hours of technical instruction and practical training and includes at least the subject hours listed below. California currently requires a minimum of 1,000 hours for this license pathway. Inspire Academy requires 1,250 hours; the additional 250 institutional hours are required for Inspire Academy graduation, but are not required by California solely for licensure. Inspire Academy requires the additional hours because it has determined that 1,000 hours is not sufficient to develop the supervised practical skills, barbershop readiness, professional competencies, and written licensing-examination preparation expected of its graduates.

Subject	Theory Hours	Practical Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	150
Hairstyling	50	150
Permanent Waving/Chemical Straightening	30	50
Hair Coloring and Bleaching	70	80
Hair Cutting	50	160
Shaving Preparation and Performance	100	160
TOTAL HOURS	500	750

S.O.C Codes 39-5011 Barbers. Provide barbering services, such as cutting, trimming, shampooing, styling hair, trimming beards, or giving shaves.

Program-Specific Graduation Requirements

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 1250 clock hours of barber training described above.

BARBERING INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in barbering theory and practice through mannequin work, guided exercises, and client services in a simulated barbershop environment. Instruction is supplemented with visual aids, digital learning, hands-on repetition, and mock State Board testing. Students build confidence through structured training in haircutting, shaving, beard design, and chemical services.

BARBERING GRADING PROCEDURE

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

F

Failing

Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

BARBERING PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

This program prepares students for careers in barbering, including haircutting, shaving, and grooming services. Graduates may find employment in barbershops, men's salons, or entertainment industry settings.

Relevant Occupational Titles and Codes:

- S.O.C. Code 39-5011 – Barbers
- S.O.C. Code 39-1021 – First-Line Supervisors of Personal Service Workers (for barbershop managers)

COSMETOLOGY PROGRAM

COSMETOLOGY DESCRIPTION

Course Hours: 1500 Clock Hours

Level: Basic

The Cosmetology program at Inspire Academy offers an immersive and well-rounded education in hair, skin, and nail services. Students develop strong foundational knowledge in theory and master practical skills through guided instruction, demonstrations, and salon floor experience. The curriculum blends technical training with business education and prepares students to meet the requirements for licensure and entry into California's vibrant beauty industry. Graduates are equipped to provide a range of services in salons, spas, editorial settings, or as independent professionals, and are prepared to grow into roles such as stylists, color specialists, or salon owners. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

COSMETOLOGY EDUCATIONAL OBJECTIVES

The objective of the Cosmetology program is to train students in the basic competencies required to pass the California State Board of Barbering and Cosmetology licensing exam. Licensure is required to practice as a professional Cosmetologist in California. After passing the exam and receiving a license, students are qualified for entry-level employment in salons, spas, or similar personal care establishments.

Knowledge-Based Competencies

1. Acquire knowledge of California laws and rules governing Cosmetology practices.
2. Learn sanitation and disinfection procedures applicable to all services in hair, skin, and nail care.
3. Gain theoretical understanding of anatomy, physiology, chemistry, and product knowledge.

- Understand salon operations, professional ethics, and business fundamentals needed for employment or salon ownership.

Hands-On Competencies

- Learn proper techniques and safe usage of tools and implements for cutting, coloring, styling, and chemical services.
- Analyze scalp, skin, and nail conditions before rendering services and apply treatments accordingly.
- Perform facials, waxing, and basic makeup services including eyelash application.
- Deliver manicuring and pedicuring services, including nail wraps, tips, and artificial nail applications.
- Practice service delivery in a real-world salon simulation to prepare for employment.

COSMETOLOGY COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/Week	Instructional Weeks
Cosmetology	Full-time	Day	Monday - Friday	9:00 am - 5:30 pm	40	38
Cosmetology	Full-time	Evening	Monday - Friday	4:00 pm - 10:00 pm	30	50
Cosmetology	Part-time	Day	Monday - Friday	9:00 am - 3:30 pm	30	50
Cosmetology	Part-time	Evening	Monday - Friday	6:00 pm - 10:00 pm	20	75

Program start dates: every Monday

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

COSMETOLOGY COURSE CONTENT

The Cosmetology course comprises three learning experiences: theory classroom instruction, salon classroom instruction, and supervised salon-floor experience.

- The Freshman Classroom:** During the first 300 to 350 hours, students receive individual attention and group instruction, with periodic evaluations designed to monitor progress. Instruction covers cutting, coloring, texture, makeup, skin, and nails. Learning experiences may also address retail skills, motivation, self-improvement, professional development, and attendance. All required instruction and evaluation are provided by assigned qualified faculty. Guest artists or other presenters may provide supplemental demonstrations only under faculty supervision and may not replace required instruction or evaluation.
- The Salon Floor Experience:** After completing the first 300 to 350 hours, students spend approximately the remaining 1,150 to 1,200 hours developing practical skills in a supervised salon environment and providing services to clients under instructor supervision.
- Senior Experience:** *During the final 200 hours, students continue supervised salon-floor practice while completing weekly mock licensing-examination exercises, daily theory review, and professional-readiness lessons and projects.*

The curriculum for students enrolled in the Cosmetology program consists of 1,500 clock hours of technical instruction and practical training and includes at least the subject hours listed below. California currently requires a minimum of 1,000 hours for this license pathway. Inspire Academy requires 1,500 hours; the additional 500 institutional hours are required for Inspire Academy graduation, but are not required by California solely for licensure. Inspire Academy requires the additional hours because it has determined that 1,000 hours is not sufficient to develop the supervised practical skills, salon readiness, professional competencies, and written licensing-examination preparation expected of its graduates.

Subject	Theory Hours	Practical Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	100	150
Hairstyling	50	150
Permanent Waving/Chemical Straightening	30	50
Hair Coloring and Bleaching	70	150
Hair Cutting	50	175
Manual, Electric, and Chemical Facials	100	50
Eyebrow Beautification and Makeup	25	50
Manicuring and Pedicuring	35	30
Artificial Nails and Wraps	35	100
TOTAL HOURS	595	905

S.O.C Codes 39-5012 Hairdressers, Hair Stylists, and Cosmetologists. Provide beauty services, such as shampooing, cutting, coloring, styling hair, and massaging and treating the scalp. They may also apply makeup, dress wigs, remove hair, and provide nail and skin care services.

Program-Specific Graduation Requirements

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 1500 clock hours of cosmetology training described above.

COSMETOLOGY INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in cosmetology theory and practice through mannequin repetitions, classroom assignments, and practical services on live clients in a salon-simulated environment. Instruction is enriched with visual aids, group

activities, digital learning modules, and mock licensing exams. Key subject areas include hairstyling, coloring, facials, manicuring, and customer service.

COSMETOLOGY GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

COSMETOLOGY PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

Graduates are prepared for entry-level employment in salons, spas, or independent businesses as hairstylists, color specialists, nail technicians, skincare specialists, or makeup artists. Training also supports advancement into roles such as salon manager, educator, or platform artist.

Relevant Occupational Titles and Codes:

- S.O.C. Code 39-5012 – Hairdressers, Hair Stylists, and Cosmetologists
- S.O.C. Code 39-5094 – Skincare Specialists
- S.O.C. Code 39-5092 – Manicurists and Pedicurists
- S.O.C. Code 39-1021 – First-Line Supervisors of Personal Service Workers (for salon/spa managers)

ESTHETICS PROGRAM

ESTHETICS DESCRIPTION

Course Hours: 600 Clock Hours

Level: Basic

Inspire Academy's Esthetics program provides focused, hands-on training in skincare services and treatments. Students learn to perform facials, waxing, makeup application, and other advanced skin therapies while gaining a thorough understanding of skin health, product knowledge, sanitation, and client care. Instruction is delivered through theory classes and clinical experiences, allowing students to build both technical expertise and confidence. The program prepares graduates for licensure and employment in spas, salons, medispas, and other professional skincare settings. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

ESTHETICS EDUCATIONAL OBJECTIVES

The objective of the Esthetics program is to prepare students to pass the California Board of Barbering and Cosmetology licensure examination and obtain an Esthetician License. Licensure is required to work as a skin

care specialist in California. Upon licensure, graduates will be qualified for entry-level employment in salons, spas, medispas, or similar skin care establishments.

Knowledge-Based Competencies

1. Understand the laws, regulations, and professional standards governing esthetics in California.
2. Demonstrate comprehensive knowledge of sanitation, disinfection, and safety protocols for facial and skincare services.
3. Acquire foundational theory in skin anatomy, histology, product chemistry, and treatment modalities.
4. Understand the business operations, retailing, and customer service expectations in spa or salon settings.

Hands-On Competencies

1. Proficiently perform manual, mechanical, and chemical facial treatments.
2. Analyze skin types, disorders, and conditions to recommend appropriate treatments.
3. Apply makeup for daytime, evening, and corrective purposes.
4. Perform hair removal services using waxing, tweezing, and other approved methods.
5. Operate within a spa-simulated environment, preparing for work on live models and real clients.
6. Maintain and manage professional esthetics tools, supplies, and client records.

ESTHETICS COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/ Week	Instructional Weeks
Esthetics	Part-time	Day	Monday, Tuesday, and Wednesday	9:00 am - 3:30 pm	18	34

Program start dates: every first Monday of each month

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Esthetics students attend Monday through Wednesday from 9:00 a.m. to 3:30 p.m. A 30-minute lunch period is not counted as instructional time. Students receive six instructional clock hours per day, totaling 18 instructional clock hours per week. The 600-hour program requires approximately 34 instructional weeks, excluding scheduled school closures. Any changes to a student's schedule must be approved by the Director of Compliance.

ESTHETICS COURSE CONTENT

The coursework is divided into two sections: Theory Classroom Instruction and Salon Classroom Learning & Floor Experience.

1. **Theory Classroom Instruction:** The first 250 hours are devoted to classroom workshops, where students learn foundational principles, technical information, professional practices, and Disinfection and Sanitation.
2. **Salon Classroom Learning & Salon Floor Experience:** The remaining 350 hours are spent in the salon classroom area, where students will continue theory. At the same time, practical instructional experience is gained and working on the salon floor on paying clients.

The curriculum for students enrolled in the Esthetics program consists of 600 clock hours of practical training and technical instruction and includes, at a minimum, the state-required subject areas and clock hours listed below in accordance with California Business and Professions Code section 7364.

Subject Area	Required Clock Hours
Health and Safety	100
Disinfection and Sanitation	100
Skin Care	350
Hair Removal and Lash and Brow Beautification	50
TOTAL HOURS	600

S.O.C. Code: 39-5094 Skincare Specialists. Provide skincare treatments for the face and body to enhance an individual's appearance. Inspire Academy's Esthetics program prepares graduates for entry-level work within the lawful scope of a California licensed esthetician. It does not prepare or authorize graduates to perform electrology, laser hair removal, or other services outside that license scope.

Program-Specific Graduation Requirements

In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete 600 clock hours of Esthetician training as described above.

ESTHETICS INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in esthetics theory and practice through hands-on facials, waxing, makeup applications, and skincare treatments on mannequins and clients. Instruction is supported by visual presentations, student exercises, and State Board exam preparation. Emphasis is placed on skin analysis, sanitation, treatment planning, and client communication.

ESTHETICS GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

ESTHETICS PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

Graduates are prepared for work in skincare and beauty as estheticians, facialists, or spa technicians. This training may lead to employment in salons, medical spas, wellness centers, or resorts.

Relevant Occupational Titles and Codes:

- S.O.C. Code 39-5094 – Skincare Specialists
- S.O.C. Code 39-1021 – First-Line Supervisors of Personal Service Workers (for spa supervisors)

MANICURING PROGRAM

MANICURING DESCRIPTION

Course Hours: 400 Clock Hours

Level: Basic

The Manicuring program is designed for individuals seeking a specialized career in nail care. Students receive in-depth instruction in manicuring, pedicuring, nail design, and artificial nail application, with an emphasis on safety, sanitation, and client service. Learning takes place in both classroom and salon-style environments, allowing students to build technical skills and experience with real clients. The program prepares graduates to become licensed professionals ready to work in nail salons, spas, or as independent artists in California's beauty industry. This program of study satisfies the provisions of Section 7316 of the California Barbering and Cosmetology Act.

MANICURING EDUCATIONAL OBJECTIVES

The objective of the Manicuring program is to train students in the skills necessary to pass the California State Board Manicuring licensure examination. Licensure is required to practice as a professional Manicurist or Nail Technician in California. Upon licensure, students are qualified for entry-level employment in nail salons, spas, or as independent service providers.

Knowledge-Based Competencies

1. Learn and apply California laws and rules related to manicuring and nail care.
2. Master principles of sanitation and disinfection in all manicure and pedicure procedures.
3. Understand the structure and disorders of nails, nail chemistry, and product safety.
4. Develop client service and salon business knowledge.

Hands-On Competencies

1. Perform basic and spa-level manicures and pedicures.
2. Apply nail tips, wraps, overlays, and artificial nail enhancements (e.g., gel, acrylic).
3. Shape, clean, buff, and polish nails using industry-standard tools.
4. Identify and address nail conditions and contraindications.
5. Maintain an efficient, clean, and client-friendly workstation.
6. Provide services to clients in a simulated nail salon environment.

MANICURING COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/Week	Instructional Weeks
Manicuring	Part-time	Evening	Tuesday, Wednesday, and Thursday	5:00 pm - 10:00 pm	15	27

Program start dates: every first Tuesday of each month

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

MANICURING COURSE CONTENT

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. **Theory Classroom Instruction:** The first 35 hours are devoted to classroom workshops, where students learn manicuring principles, technical Information, professional practices, and Disinfection and Sanitation.
2. **Salon Classroom Learning & Salon Floor Experience:** The remaining 365 hours are spent in the salon classroom area, where students will continue theory Instruction. Practical experience is gained.

The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include, at a minimum, the state-mandated subject hours listed in the chart below.

Subject	Theory Hours	Practical Hours
Laws and Regulations	50	0
Health and Safety	50	0
Disinfection and Sanitation	50	50
Manicuring and Pedicuring	25	10 (Man)/ 10 (Ped)
Nails-Tips, Wraps, and Artificial	50	105
TOTAL HOURS	225	175

S.O.C. Code 39-5092 Manicurists and Pedicurists. Clean and shape customers' fingernails and toenails. May polish or decorate nails. Illustrative examples: Nail Technician, Fingernail Sculptor.

Program-Specific Graduation Requirements

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete 400 clock hours of Manicuring training as described above.

MANICURING INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in manicuring theory and practice through guided lab work, hands-on practice with nail enhancements, and salon-floor experience. Instruction is supplemented with visual aids, group work, and individualized feedback. Topics include natural nail care, artificial nails, sanitation procedures, and client consultation.

MANICURING GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

MANICURING PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

Students will gain the skills to pursue employment as nail technicians, manicurists, or pedicurists in salons, nail bars, or resorts.

Relevant Occupational Titles and Codes:

- S.O.C. Code 39-5092 – Manicurists and Pedicurists
- S.O.C. Code 39-1021– First-Line Supervisors of Personal Service Workers (for nail salon managers)

BARBERING CROSSOVER PROGRAM

BARBERING CROSSOVER DESCRIPTION

Course Hours: 200 Clock Hours

Level: Advanced

The Barbering Crossover program is designed for licensed Cosmetologists who wish to expand their expertise and obtain a Barber license. This focused course builds on existing knowledge while introducing advanced skills in straight razor shaving, facial grooming, and men's haircutting techniques. Students also gain familiarity with barbering-specific sanitation practices and regulatory requirements. Upon completion, graduates are prepared to pursue dual licensure and broaden their service offerings in both salon and barbershop environments. This program of study satisfies the provisions of Section 7316 of the California Barbering and Cosmetology Act.

Admission prerequisite: In addition to the general admissions requirements, an applicant must hold an active, unrestricted California Cosmetologist license and provide verification before enrollment.

BARBERING CROSSOVER EDUCATIONAL OBJECTIVES

The objective of the Barbering Crossover program is to prepare licensed Cosmetologists to meet the California State Board requirements for Barber licensure. This program enables licensed professionals to expand their services and employment opportunities by gaining competency in straight razor shaving and other barber-specific techniques.

Knowledge-Based Competencies

1. Understand and apply California laws and regulations governing barbering services not included in cosmetology.
2. Acquire proper sanitation and safety techniques for barbering-specific services.
3. Learn theory and science related to shaving, men's hair design, and related services.

Hands-On Competencies

1. Perform straight razor shaves, beard design, and facial grooming techniques.
2. Execute precision men's haircutting, tapering, and clipper work.
3. Understand hair texture and scalp treatments specific to barbering.
4. Demonstrate the ability to work efficiently within a barbershop environment.

BARBERING CROSSOVER COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/Week	Instructional Weeks
Barbering Crossover	Full-time	Day	Monday - Friday	9:00 am - 5:30 pm	40	5
Barbering Crossover	Full-time	Evening	Monday - Friday	4:00 pm - 10:00 pm	30	7
Barbering Crossover	Part-time	Day	Monday - Friday	9:00 am - 3:30 pm	30	7
Barbering Crossover	Part-time	Evening	Monday - Friday	6:00 pm - 10:00 pm	20	10

Program start dates: every Monday

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

BARBERING CROSSOVER COURSE CONTENT

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. **Theory Classroom Instruction:** The first 30 hours are devoted to classroom workshops, where students learn foundational principles, technical Information, professional practices, and sanitation.

2. **Salon Classroom Learning & Salon Floor Experience:** The remaining 170 hours are spent in the shop classroom and the shop floor area, where practical hands-on experience is gained.

The curriculum for students enrolled in the Barbering Crossover program consists of 200 clock hours of Technical Instruction and Practical Training, which will include at least the state-mandated subject hours listed in the chart below.

Subject	Theory Hours	Practical Hours
Shaving Preparation and Performance	100	100
TOTAL HOURS	100	100

S.O.C Codes 39-5011 Barbers. Provide barbering services, such as cutting, trimming, shampooing, styling hair, trimming beards, or giving shaves.

Program-Specific Graduation Requirements

In addition to meeting the basic Inspire Academy graduation requirements, students are required to successfully complete the 200 clock hours of Barbering Crossover training described above.

BARBERING CROSSOVER INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in barbering crossover theory and services through straight razor shaving practice, facial grooming exercises, and real-time training on live models. Instruction includes visual aids, hands-on repetition, and mock board preparation to ensure mastery of barbering-specific skills for dual licensure.

BARBERING CROSSOVER GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

BARBERING CROSSOVER PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

This crossover program prepares licensed cosmetologists for licensure in barbering. Graduates may expand services to include shaving and advanced men's grooming.

Relevant Occupational Titles and Codes:

- S.O.C. Code 39-5011 – Barbers
- S.O.C. Code 39-5012 – Hairdressers, Hair Stylists, and Cosmetologists

COSMETOLOGY CROSSOVER PROGRAM

COSMETOLOGY CROSSOVER DESCRIPTION

Course Hours: 300 Clock Hours**Level: Advanced**

The Cosmetology Crossover program enables licensed Barbers to transition into the broader field of Cosmetology. This bridge curriculum provides training in skin and nail services, chemical texturizing, hair coloring, and makeup application. Students gain hands-on experience with salon-based services and deepen their understanding of health and safety, anatomy, and California state laws related to cosmetology. Graduates will be well-positioned to expand their career opportunities and service capabilities as dual-licensed professionals. This program of study satisfies the provisions of Section 7316 of the California Barbering and Cosmetology Act. Admission prerequisite: In addition to the general admissions requirements, an applicant must hold an active, unrestricted California Barber license and provide verification before enrollment.

COSMETOLOGY CROSSOVER EDUCATIONAL OBJECTIVES

The objective of the Cosmetology Crossover program is to prepare licensed Barbers for licensure as Cosmetologists by providing additional instruction in skin, nail, and chemical services. The program is designed to broaden the professional's scope of services, increase earning potential, and enhance versatility in salon settings.

Knowledge-Based Competencies

1. Learn the additional laws, rules, and regulations applicable to Cosmetology services.
2. Understand health and safety procedures in skincare, nail care, and chemical services.
3. Master cosmetology-specific theory in anatomy, chemistry, and product use.

Hands-On Competencies

1. Perform facials, waxing, makeup, and eyebrow beautification services.
2. Provide manicure, pedicure, and artificial nail services using various methods.
3. Execute hair coloring, bleaching, permanent waving, and chemical straightening.
4. Analyze and recommend skin and nail treatments for clients.
5. Work in a salon-simulated setting performing cosmetology services.

COSMETOLOGY CROSSOVER COURSE SCHEDULE

Program	Type	Schedule	Days	Times	Hours/ Week	Instructional Weeks
Cosmetology Crossover	Full-time	Day	Monday - Friday	9:00 am - 5:30 pm	40	8
Cosmetology Crossover	Full-time	Evening	Monday - Friday	4:00 pm - 10:00 pm	30	10

Cosmetology Crossover	Part-time	Day	Monday - Friday	9:00 am - 3:30 pm	30	10
Cosmetology Crossover	Part-time	Evening	Monday - Friday	6:00 pm - 10:00 pm	20	15

Program start dates: every Monday

Note: Modified schedules may be considered on a case-by-case basis.

Instruction is provided in English. Thirty-minute lunches are taken for schedules that exceed 6 hours. Students are expected to attend according to their scheduled hours. Any changes to a student's schedule must be approved by the Director of Compliance.

COSMETOLOGY CROSSOVER COURSE CONTENT

The coursework is divided into Theory Classroom Instruction and Salon Classroom Learning & Salon Floor Experience.

1. **Theory Classroom Instruction:** The first 60 hours are devoted to classroom workshops, where students learn foundational principles, technical information, professional practices, and Sanitation.
2. **Salon Classroom Learning & Salon Floor Experience:** The remaining 240 hours are spent in the salon classroom and the salon floor area, where Practical hands-on experience is gained.

The curriculum for students enrolled in the Cosmetology Crossover program consists of 300 clock hours of Technical Instruction and Practical Training, which will include at least the state-mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology, from techniques in hair, makeup, skincare, and manicuring to business skills and health and safety practices.

Subject	Theory Hours	Practical Hours
Manual, Electric, and Chemical Facials	100	50
Eyebrow Beautification and Makeup	25	25
Manicuring and Pedicuring	35	10
Artificial Nails and Wraps	35	20
TOTAL HOURS	195	105

S.O.C Codes 39-5012 Hairdressers, Hair Stylists, and Cosmetologists. Provide beauty services, such as shampooing, cutting, coloring, styling hair, and massaging and treating the scalp. They may also apply makeup, dress wigs, remove hair, and provide nail and skin care services.

Program-Specific Graduation Requirements

In addition to meeting the basic Inspire Academy Graduation requirements, students are required to successfully complete the 300 clock hours of cosmetology training described above.

COSMETOLOGY CROSSOVER INSTRUCTIONAL METHODS

The course will use lectures, demonstrations, and student participation. Students will demonstrate their competencies in cosmetology crossover content through practical exercises in makeup application, nail care, and chemical services. Instruction is delivered through visual aids, hands-on activities, classroom discussions, and exam preparation focused on cosmetology-specific content not covered in barbering training.

COSMETOLOGY CROSSOVER GRADING PROCEDURE

Class attendance and participation are mandatory. Students are required to be prepared for class with all necessary materials. Theoretical work and technical learning are assessed through tests, assignments, participation and quizzes. Practical learning is assessed through instructor-supervised completion of all assigned practical operations, projects, and services performed on clients, mannequins, or students. All evaluations use the school's grading scale:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%
F	Failing	Below 60%

To graduate, students must maintain a minimum of 75% in both theory and practical work and complete all required clock hours and operations.

COSMETOLOGY CROSSOVER PROGRAM OUTCOMES AND OCCUPATIONAL PATHWAYS

Designed for licensed barbers, this program expands licensure to include cosmetology services such as skincare and nail care.

Relevant Occupational Titles and Codes:

- S.O.C. Code 39-5012 – Hairdressers, Hair Stylists, and Cosmetologists
- S.O.C. Code 39-5094 – Skincare Specialists
- S.O.C. Code 39-5092 – Manicurists and Pedicurists

GRADING, EVALUATIONS, & SATISFACTORY PROGRESS

GRADING SYSTEM & EVALUATIONS

Regardless of which Inspire Academy program you choose, your academic progress will be measured according to the grading system below.

THEORY: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation, and examination. Theory work will be graded as follows:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%
F	Failing	Below 60%

PRACTICAL TRAINING: Practical Training or Practical Operations are the projects, Practical operations, and services students perform on another person (client or another

student) or a mannequin. Practical Training work will be graded as follows:

GRADE	DEFINITION	PERCENTAGE
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%
F	Failing	Below 60%

ATTENDANCE: Students must attend at least 75% of their scheduled hours to maintain Satisfactory Academic Progress (SAP).

On-Campus Test Requirement: All tests are required to be taken on campus. Any test taken off campus will not be considered.

GRADUATION REQUIREMENTS

To graduate from the student's enrolled program, the student must:

1. Complete all required coursework and final exams with a minimum **grade point average of 75%**.
2. Complete all **scheduled clock hours** required for the program.
3. Maintain a minimum **attendance rate of 75%**.
4. Complete all academic, attendance, practical, conduct, and graduation-document requirements stated in this catalog. Financial obligations are collected separately and are not a condition of receiving the diploma or transcript.
5. Maintain **compliance with all school policies** throughout the course of enrollment.
6. Complete all **required graduation paperwork and documents** as provided by the school.

Students who complete the academic, attendance, practical, conduct, and graduation-document requirements will be awarded a diploma and may obtain official or unofficial transcripts regardless of an unpaid tuition or overtime balance. Consistent with the Academy's state-licensure completion procedure, the Proof of Training submitted for the California licensing process will be released after tuition and any additional-instruction charges are paid in full. Collection activity remains separate from access to the diploma and transcripts.

ATTENDANCE

Inspire Academy is a clock-hour institution. We apply our attendance policy uniformly and equitably to all students. Regular attendance is critical for on-time program completion and skill mastery. Students are responsible for clocking in and out accurately for every arrival, lunch break, and departure, and for monitoring their hours regularly.

Minimum Attendance Requirements: Students must maintain a minimum cumulative attendance rate of 75% to meet Satisfactory Academic Progress (SAP). Also, students must complete their program within 133% of the scheduled program length, excluding approved Leaves of Absence.

CLOCKING PROCEDURES

1. Students must use the designated time clock system to record attendance.
2. Time clock records are used to determine actual hours attended.
3. Falsification of attendance is grounds for disciplinary action or dismissal.

TARDINESS POLICY

1. There is no grace period for tardiness.
2. Students are not permitted to clock in after the scheduled (contracted) start time.
3. Students arriving late will be locked out for 1 hour and may return after that hour to clock in and resume instruction without penalty.

Example: If a student's class starts at 9:00 AM, they must return no earlier than 10:00 AM to resume class for the day.

ABSENCE POLICY

Inspire Academy operates as a clock-hour institution. All absences result in the loss of clock-hour credit for any unattended time. However, under limited circumstances, an absence may be **conditionally recognized** as "excused" for the purpose of **allowing late entry** on the same day—**not for recovering missed hours**.

1. If a student **arrives late** and seeks to clock in later the same day, they may be permitted to do so **only if valid documentation is submitted at the time of return**.
2. Acceptable documentation includes:
 - a) Doctor's note or appointment confirmation
 - b) Legal appearance verification (e.g., court, attorney)
 - c) Official documentation of a verifiable delay (e.g., transit disruption, emergency services)

Even if approved, this documentation **does not excuse the missed hours** or **alter the student's attendance percentage**. It simply permits reentry without disciplinary penalty under the school's tardiness or attendance policies.

- If **no documentation is submitted**, or if the student fails to return the same day, the full day will be recorded as unexcused, and no further entry will be allowed.

Note: The designation of "conditionally excused" is administrative only and does not impact SAP, hours earned, or maximum time frame calculations. Students are strongly encouraged to plan ahead and minimize absences to avoid falling below SAP requirements or exceeding their contract end date.

ATTENDANCE PROBATION AND TERMINATION

1. Students who do not meet attendance requirements will be placed on Attendance Probation as outlined in the SAP policy.
2. If a student fails to attend for 10 consecutive scheduled class days, they will be withdrawn after the 10th consecutive scheduled class day, and the school will process a refund per the withdrawal policy.
3. If a student exceeds their contracted completion date due to absences, overtime charges will apply as outlined in the Enrollment Agreement.

MAKE-UP WORK POLICY

Students may make up missed assignments, quizzes, or practical tasks in accordance with the instructor's availability.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This policy applies consistently to every student enrolled in every educational program, regardless of payment method. It establishes the qualitative and quantitative standards used to measure satisfactory academic progress. Applicants receive this policy before enrollment, and enrolled students may request a copy at any time.

EVALUATION CRITERIA

Students must meet both academic and attendance benchmarks at each scheduled evaluation period:

- **Academic Standard:** 75% minimum cumulative grade average
- **Attendance Standard:** 75% minimum cumulative attendance rate

EVALUATION SCHEDULE

Inspire Academy defines its academic year as **900 clock hours over 30 instructional weeks**. All programs are evaluated against this standard.

Evaluations are based on **scheduled hours** completed and occur within **7 school business days** of each checkpoint. These evaluations are conducted at the following scheduled-hour checkpoints, based on each student's enrollment agreement. The table below details the evaluation points applicable to each program.

Program	Hours	SAP Evaluation Points			
Cosmetology	1500	450	900	1200	<i>Scheduled Hours</i>
		15	30	40	<i>Weeks</i>
Barbering	1250	450	900	1250	<i>Scheduled Hours</i>
		15	30	42	<i>Weeks</i>
Esthetics	600	300	600		<i>Scheduled Hours</i>
		10	20		<i>Weeks</i>
Manicuring	400	200	400		<i>Scheduled Hours</i>
		7	14		<i>Weeks</i>
Cosmetology Crossover	300	150	300		<i>Scheduled Hours</i>
		5	10		<i>Weeks</i>

Barbering Crossover	200	100	200	Scheduled Hours
		3	6	Weeks

Evaluations are conducted at intervals that ensure students are evaluated at least once by the midpoint of their program or academic year, whichever is shorter.

ACADEMIC PROGRESS

Grades are determined by theory exams, practical evaluations, technical activities using the following scale:

Grade	Definition	Percentage
A	Excellent	90%–100%
B	Very Good	80%–89%
C	Satisfactory	75%–79%
D	Unsatisfactory	60%–74%
F	Failing	Below 60%

Students must make up missed or failed exams/assignments to maintain academic standing.

MAXIMUM TIME FRAME (MTF)

Students must complete their program within **133%** of its scheduled length.

LOA does not count toward attendance but does extend the contract and MTF. Transfer and part-time students' MTF is based on their contracted hours. Students who exceed the maximum timeframe will be terminated from the program.

ATTENDANCE PROGRESS

Cumulative attendance is calculated as: **(Actual Hours Attended ÷ Scheduled Hours) × 100**

Program	Schedule	Hours/ Week	Program Hours	Weeks	MTF Hours	MTF Weeks
Cosmetology	Full-Time, Day	40	1500	38	1995	50
Barbering	Full-Time, Day	40	1250	32	1663	42
Esthetics	Part-Time, Day	18	600	34	798	45
Manicuring	Part-Time, Evening	15	400	27	532	36
Cosmetology Crossover	Full-Time, Day	40	300	8	399	10
Barbering Crossover	Full-Time, Day	40	200	5	266	7

SATISFACTORY ACADEMIC PROGRESS STATUSES

- **Satisfactory Progress:** Student meets both academic and attendance requirements
- **Warning:** A student who fails to meet the minimum cumulative attendance or academic standard at a scheduled evaluation point will be placed on Satisfactory Academic Progress Warning until the next scheduled evaluation. The student is considered to be making satisfactory academic progress during the Warning period. At the next scheduled evaluation, the student must meet both cumulative standards. A student who still does not meet both standards may continue only after a successful appeal and placement on Probation under an approved academic plan; otherwise, the student will be determined not to be making satisfactory academic progress and may be terminated from the program.
- **Probation:** Applied after failing Warning and a successful appeal; may require an academic plan
- **Not SAP:** Student may be dismissed unless placed on Probation after a successful appeal

PROBATION

A student may only be placed on probation after failing SAP, submitting an appeal, and having the appeal approved. Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and not considered meeting minimum standards for satisfactory academic progress if:

1. The institution evaluates the student's progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
2. The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institute's satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.

APPEALS

Students may appeal based on mitigating circumstances including illness, injury, death of a relative, or other special circumstances. Students may appeal an SAP failure within **10 calendar days** by submitting:

- Written explanation of mitigating circumstances (illness, family emergency, etc.)
- Supporting documentation
- Plan to meet SAP by next evaluation

All appeal decisions and supporting documentation are maintained in the student's academic file. Approved appeals result in Probation and continuation of enrollment.

TRANSFER / RE-ENTRY STUDENTS

SAP evaluations for transfer students are based on actual contracted hours at the institution. Transfer hours accepted count as both attempted and earned for MTF purposes. Re-entry students resume their previous SAP standing.

RE-ESTABLISHMENT OF PROGRESS

Students not meeting SAP must meet both cumulative 75% attendance and a 75% academic average by the next evaluation to regain SAP status.

LEAVE OF ABSENCE AND SAP

If a student is granted a Leave of Absence (LOA), the student will return to Inspire Academy in the same SAP status as when the leave began. Time spent on a LOA does not count toward the student's cumulative attendance or scheduled hours, but it does extend both the student's contract end date and Maximum Time Frame (MTF) by the number of days in the approved LOA. The student enrollment agreement and program completion deadlines will be updated accordingly.

INCOMPLETES, WITHDRAWALS, OR REPETITIONS

Incomplete, course repetitions, and noncredit remedial courses are not offered and therefore do not affect satisfactory academic progress. Accepted transfer hours count as both attempted and completed hours when determining the maximum time frame but do not affect the cumulative academic grade average.

EVALUATION RESULTS (SAP REPORTS)

All Satisfactory Academic Progress evaluations will be completed by the school at the end of each evaluation period. Students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper). SAP results will be retained in the student's file and are available upon request. *Inspire Academy will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.*

LEAVE OF ABSENCE (LOA) POLICY

Inspire Academy recognizes that students may encounter life circumstances requiring them to temporarily pause their education. A Leave of Absence (LOA) may be granted under such conditions, allowing students to retain their status and return without penalty. LOAs are granted in accordance with federal financial aid regulations, the BPPE, and NACCAS Policy IV.06.

APPROVED REASONS FOR LEAVE

An LOA may be approved for the following reasons:

- The student's medical illness, injury, or serious health condition
- Medical care for a spouse, partner, child, parent, or grandparent with a serious health condition
- Birth or adoption of a child (maternity/paternity leave)
- Death of an immediate family member
- Military service or official deployment orders
- Mental health care or counseling
- Other documented personal emergencies

A LOA may only be granted when there is a **reasonable expectation that the student will return.**

ELIGIBILITY AND LIMITATIONS

- Students may request a Leave of Absence (LOA) for documented and approved reasons. Additional LOAs may be granted at the discretion of a Director in accordance with Inspire Academy's policy, BPPE regulations, and NACCAS requirements.
- The **minimum duration** of LOA is **5 calendar days**.
- The **maximum total LOA time** allowed is **180 calendar days** in any 12-month period.
- LOAs are **not recommended** during the freshman period.
- LOAs will **not be granted** after a student has surpassed **100% of scheduled hours** in their program.

REQUEST PROCESS

Students must submit an advance written LOA request to the Director of Compliance or Admissions Specialist. Each request must include:

- The specific **start and end dates** of the LOA
- The **reason** for leaving
- The **student's electronic or physical signature**
- **Supporting documentation**, as appropriate:
 - Doctor's note for medical conditions
 - Obituary or death certificate
 - Adoption records or birth certificate
 - Military orders

For medical LOAs, the Academy will not extend the LOA beyond what is recommended by the student's licensed healthcare provider, unless necessary to preserve instructional continuity.

If **unforeseen circumstances** prevent an advance request, the school may grant a LOA if:

- The reason is documented by staff,
- The written request is collected as soon as possible, and
- The start date is recorded as the **first day the student was unable to attend**

All documentation will be retained in the student's file.

ENROLLMENT IMPACT AND RETURN FROM LOA

- Students will **not be charged additional tuition** during LOA.
- The student's contract completion date and Maximum Time Frame will be extended by the same number of calendar days taken in the approved Leave of Absence. The revised contract completion date will be calculated using the current NACCAS Leave of Absence Calculator and cannot exceed 15 calendar days beyond the correctly calculated revised end date. The revised date must be documented through an enrollment agreement addendum signed and dated by the student and an authorized school official.
- Students who return on time will retain **their Satisfactory Academic Progress (SAP) status** and all completed **clock hours and practical work**.
- A student granted a Leave of Absence (LOA) in accordance with institutional policy **is not considered withdrawn** and **no refund calculation is required** at that time.

FAILURE TO RETURN FROM LOA

Failure to return from an approved Leave of Absence on the scheduled return date, without prior approval of an extension, will result in withdrawal. An extension must be requested in writing at least 24 to 48 hours before the approved return date unless unforeseen circumstances prevent an advance request. When unforeseen circumstances prevent advance submission, Inspire Academy may approve the extension after documenting the reason, obtaining the student's signed written request as soon as reasonably possible, and establishing the effective date as the first date the student was unable to return. All extensions are subject to Director approval and the 180-day cumulative limit in any 12-month period.

A student who fails to return from an approved LOA or takes an unapproved LOA will be considered withdrawn. For refund-calculation purposes, the withdrawal date for a student who does not return from an approved LOA is the student's last date of attendance before the LOA began.

STANDARDS FOR STUDENT ACHIEVEMENT

STUDENT PROGRESS

Student progress toward career success is measured by attitude, attendance, academic achievement, and practical achievement. This catalog explains the school's grading requirements and Satisfactory Academic Progress standards. California no longer uses the former pre-application process. Students may apply for the written licensing examination after completing the required program and must follow the current procedures published by the California Board of Barbering and Cosmetology.

ACHIEVEMENT

Academic achievement includes your grades for Technical Instruction (written and Practical Theory tests and assignments) and Practical Training (working on mannequins and clients on the salon floor). Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media, and activities to enhance learning. If you have Questions regarding daily lessons, please talk with your instructor or Academy Directors.

Coming to school prepared for your daily lessons and assignments would be best. Ensure you bring the books/electronic devices and equipment to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books/electronic devices and materials they need to participate in that day's lessons fully may be required to clock out until they return with the necessary books/electronic devices.

Devices and equipment. You must complete all the Technical Instruction and Practical Training components of the program you are enrolled in. If your attendance affects completing these requirements as scheduled, you must make up the Practical and technical operations missed to meet the state board's minimum requirements. This may or may not cause you to attend additional instructional hours.

All students are responsible for tracking operations and theory on their timecards. An instructor will sign off on all work done on Clients and mannequins. All operations and theories need to be signed off by their instructors.

EXTERNSHIPS REQUIREMENTS

Currently, Inspire Academy is not offering externships.

TUITION & FINANCING

TUITION AND FEES

Inspire Academy reserves the right to adjust tuition and fees due to inflation, curriculum updates, or equipment changes. The total charges for a period of attendance and the estimated total charges for the entire educational program are the same.

The following totals apply to a standard, non-transfer enrollment and exclude charges that arise only if a stated contingency occurs: Barbering—\$11,360; Cosmetology—\$12,460; Esthetics—\$8,910; Manicuring—\$6,310; Barbering Crossover—\$3,160; and Cosmetology Crossover—\$4,660. A contingent charge is assessed only when its stated triggering event occurs and will be itemized in the enrollment agreement or other written agreement before assessment.

Contingent charges: course-transfer processing fee—\$75 upon approval of an internal program transfer; re-entry fee—\$150 when returning more than 30 days after withdrawal; testing/evaluation fee—\$300 for every applicant transferring from another school and any former Inspire Academy student seeking re-entry more than six months after withdrawal or termination; additional instruction beyond the contracted end date—\$15 per clock hour; official transcript—\$15 per copy, not exceeding actual cost; supplemental/remedial registration fee—\$15; and supplemental/remedial tuition—\$15 per clock hour. Required books or materials for supplemental/remedial instruction are charged only when identified and accepted in the written agreement.

Supplemental/remedial instruction is offered only when authorized under Inspire Academy's current institutional, Board, and accreditor approvals. It is available to an Inspire Academy graduate or former student who requests additional instruction within 90 calendar days after graduation or separation, or to an individual who presents written direction from the California Board of Barbering and Cosmetology requiring additional instruction. The instruction is limited to documented subject areas within an approved Inspire Academy program and does not result in a separate diploma or credential. Tuition is \$15 per clock hour and the registration fee is \$15. Any required books or materials are identified and priced before enrollment. Before instruction begins, the individual must sign a written agreement stating the approved subject matter, scheduled hours, charges, cancellation rights, and refund terms. The student may cancel at any time; unused prepaid instructional hours and unissued materials will be refunded within 45 calendar days after cancellation.

BARBERING

Fee	Amount
Tuition	\$9,000.00
Application Fee (subject to cancellation and applicant-rejection refund policies)	\$100.00
Student Tuition Recovery Fund (STRF)	\$0.00
Uniform (subject to catalog refund policy)	\$60.00
Student Kit (subject to catalog refund policy)	\$2,150.00

Textbooks (subject to catalog refund policy)	\$350.00
Transfer/Testing Evaluation Fee (if applicable)	\$300.00 contingent—not included in Total Costs
Additional Instruction Beyond Contracted End Date	\$15.00/hour
Total Costs	\$11,360.00

BARBERING CROSSOVER

Fee	Amount
Tuition	\$3,000.00
Application Fee (subject to cancellation and applicant-rejection refund policies)	\$100.00
Student Tuition Recovery Fund (STRF)	\$0.00
Uniform (subject to catalog refund policy)	\$60.00
Student Kit (subject to catalog refund policy)	N/A
Textbooks (subject to catalog refund policy)	N/A
Transfer/Testing Evaluation Fee (if applicable)	N/A
Additional Instruction Beyond Contracted End Date	\$15.00/hour
Total Costs	\$3,160.00

COSMETOLOGY

Fee	Amount
Tuition	\$10,000.00
Application Fee (subject to cancellation and applicant-rejection refund policies)	\$100.00
Student Tuition Recovery Fund (STRF)	\$0.00
Uniform (subject to catalog refund policy)	\$60.00
Student Kit (subject to catalog refund policy)	\$2,250.00
Textbooks (subject to catalog refund policy)	\$350.00
Transfer/Testing Evaluation Fee (if applicable)	\$300.00 contingent—not included in Total Costs

Additional Instruction Beyond Contracted End Date	\$15.00/hour
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Total Costs	\$12,460.00
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COSMETOLOGY CROSSOVER

Fee	Amount
Tuition	\$4,500.00
Application Fee (subject to cancellation and applicant-rejection refund policies)	\$100.00
Student Tuition Recovery Fund (STRF)	\$0.00
Uniform (subject to catalog refund policy)	\$60.00
Student Kit (subject to catalog refund policy)	N/A
Textbooks (subject to catalog refund policy)	N/A
Transfer/Testing Evaluation Fee (if applicable)	N/A
Additional Instruction Beyond Contracted End Date	\$15.00/hour
Total Costs	\$4,660.00

ESTHETICS

Fee	Amount
Tuition	\$7,000.00
Application Fee (subject to cancellation and applicant-rejection refund policies)	\$100.00
Student Tuition Recovery Fund (STRF)	\$0.00
Uniform (subject to catalog refund policy)	\$60.00
Student Kit (subject to catalog refund policy)	\$1,700.00
Textbooks (subject to catalog refund policy)	\$350.00
Transfer/Testing Evaluation Fee (if applicable)	\$300.00 contingent—not included in Total Costs
Additional Instruction Beyond Contracted End Date	\$15.00/hour
Total Costs	\$8,910.00

MANICURING

Fee	Amount
Tuition	\$5,000.00
Application Fee (subject to cancellation and applicant-rejection refund policies)	\$100.00
Student Tuition Recovery Fund (STRF)	\$0.00
Uniform (subject to catalog refund policy)	\$60.00
Student Kit (subject to catalog refund policy)	\$1,100.00
Textbooks (subject to catalog refund policy)	\$350.00
Transfer/Testing Evaluation Fee (if applicable)	\$300.00 contingent—not included in Total Costs
Additional Instruction Beyond Contracted End Date	\$15.00/hour
Total Costs	\$6,310.00

Note: The Student Tuition Recovery Fund (STRF) assessment rate set by BPPE is currently \$0.00 per \$1,000 of institutional charges. Accordingly, Inspire Academy is not collecting STRF currently. STRF requirements and rates are subject to change by BPPE.

GRADUATE BUSINESS PLAN SCHOLARSHIP

Purpose and Availability. Inspire Academy offers a merit-based Graduate Business Plan Scholarship to eligible students completing the Cosmetology, Barbering, Esthetics, or Manicuring program. No more than four scholarships may be awarded during the catalog year. Meeting the minimum eligibility requirements does not guarantee an award. Awards are subject to the selection process and limits stated in this policy.

Minimum Award Amounts. Each one-time award will be no less than the following amount based on the recipient's completed program: Cosmetology—\$500; Barbering—\$500; Esthetics—\$300; and Manicuring—\$200. The School Director may approve a higher amount based on the documented rubric score and available institutional scholarship funds; the final amount will be stated in the recipient's written award notice. Cosmetology Crossover and Barbering Crossover students are not eligible. The scholarship is not renewable.

Eligibility. To be considered, the student must: (1) be enrolled in an eligible program; (2) complete all program and graduation requirements during the catalog year; (3) have cumulative attendance of at least 85% at completion; (4) have a cumulative academic average of at least 85% at completion; and (5) submit a complete, original application by the deadline. Eligibility is verified using Inspire Academy's official academic and attendance records after program completion.

Application Requirements. The student must submit the scholarship application to the School Director no later than 30 calendar days before the student's scheduled completion date. The application must include: (1) an original 500–750 word essay describing the student's career goals, intended contribution to the beauty or barbering profession and community, and how the scholarship will assist the student; and (2) an original three-to-five-page business plan containing an executive summary, proposed services, target clientele and marketing plan, licensing and regulatory considerations, operating plan, start-up budget, pricing, and a 12-month financial projection. Late or incomplete applications will not be considered.

Selection and Scoring. The School Director reviews and scores each eligible application using a 100-point written rubric: business plan—50 points; essay—30 points; cumulative attendance—10 points; and cumulative academic average—10 points. An applicant must earn at least 75 points to be considered. The School Director selects recipients based on the documented rubric scores and overall strength of the submissions, subject to the maximum of four awards per catalog year. If applicants receive the same total score, the higher business-plan score controls; if still tied, the higher academic average controls, followed by the higher attendance percentage. The School Director's written selection decision is final. Applications and scoring records are maintained in the applicable student files.

Award Timing and Payment. Eligibility and the final award decision occur only after the student completes the program. The scholarship is first applied as a credit against any unpaid institutional charges on the student's account. Any remaining scholarship amount will be paid directly to the student within 30 calendar days after the award decision. The student will receive written notice of the decision, award amount, account credit, and any payment issued.

Withdrawal, Refunds, and Repayment. A student who withdraws or is terminated before completing the program is not eligible for an award. Because no scholarship is awarded or credited before program completion, it is not included in a cancellation or withdrawal refund calculation. A properly awarded scholarship does not require repayment unless it was obtained through fraud or a material misrepresentation by the recipient.

Equal Opportunity. The scholarship is administered without discrimination based on sex, race, color, religion, ancestry, national origin, ethnic group identification, age, disability, medical condition, marital status, sexual orientation, gender identity, military or veteran status, or any other status protected by applicable law.

FINANCIAL ASSISTANCE

Inspire Academy does not participate in federal or state financial aid programs. Students may seek support from third-party lenders, community organizations, or outside scholarships. Inspire Academy offers the Graduate Business Plan Scholarship described above and an institutional payment plan serviced by Lumion. 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. If a student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid program funds.

CONSEQUENCES OF MISSED PAYMENTS

Inspire Academy strives to support students experiencing financial hardship. If a student misses scheduled payments, the following actions will be taken:

1. **First Missed Payment:** Verbal warning
2. **Second Missed Payment:** Written notice
3. **Third Missed Payment:** Written notice of delinquency and an opportunity to establish an approved payment arrangement.

Failure to make payment after written notice and a reasonable opportunity to establish a payment arrangement may result in lawful collection activity or institution-initiated withdrawal. Students should immediately inform the Academy Director if they anticipate payment difficulties.

PAYMENT RECEIPTS AND STUDENT LEDGERS

Inspire Academy shall not charge or collect from or on behalf of a student an amount for total charges that exceed the amount stated in the institution's catalog and the student's executed enrollment agreement, regardless of the source of payment.

Within five (5) business days after receiving any payment from or on behalf of a student, Inspire Academy will provide the student with a receipt or updated student ledger in paper or electronic format. The receipt or updated ledger will state the payment date, amount, description, and the name of the person or entity making the payment. A copy will be maintained in the student's records.

If Inspire Academy collects an amount exceeding the total charges stated in the catalog and executed enrollment agreement, the excess account balance will be refunded within forty-five (45) calendar days after the student completes the educational program. The student will receive written documentation stating the refund amount, calculation method, refund date, and the name and address of the person or entity to whom the refund was sent.

PAYMENT TERMS

Tuition may be paid in full at enrollment or financed through an approved institutional retail installment payment plan. Inspire Academy is the creditor. Lumion is the payment-plan servicer and is not the creditor or lender. The payment plan carries an annual interest rate of 8%. The amount financed, total of payments, number and amount of monthly installments, and payment due dates are stated in the student's signed retail installment contract.

Payments may be made through Lumion or directly to Inspire Academy. Accepted payment methods include cash, cashier's check, money order, credit card, debit card, and approved third-party sponsors, including vocational training programs and private scholarships. A 3% processing fee applies to credit-card and debit-card transactions.

A scheduled monthly installment that remains unpaid for more than 10 calendar days after its due date is subject to a late fee equal to 4.25% of that overdue installment. Delinquency, notice, payment-arrangement, default, and lawful collection procedures are described in the Consequences of Missed Payments policy and the student's signed retail installment contract.

Note: Inspire Academy does not accept personal or business checks under any circumstances.

All students are financially responsible for tuition and associated fees stated in their enrollment agreement. Outstanding financial obligations may be collected through lawful procedures separate from a student's right to obtain educational records and documents.

Failure to make timely payments may result in lawful collection activity or institution-initiated withdrawal after written notice and a reasonable opportunity to make payment arrangements. Inspire Academy will not withhold a transcript or other student document as a means of collecting an outstanding debt when withholding the document is prohibited by law.

CONTRACT COSTS / EXTRA CHARGES

Students and their sponsors (if applicable) agree to pay Inspire Academy the full tuition and institutional fees for their selected program as outlined in the Enrollment Agreement and according to an approved payment plan.

Registration and Enrollment Fees

Application Fee: \$100, subject to the cancellation and applicant-rejection refund policies stated in this catalog.

Re-entry Fee: \$150 for students returning more than 30 days after withdrawal

Testing/Evaluation Fee: \$300 for every applicant transferring from another school and for any former Inspire Academy student seeking re-entry more than six months after withdrawal or termination.

Overtime Charges

Students who do not complete their program within the contracted timeframe will be charged \$15.00 per hour for each hour beyond their contract end date. Overtime tuition must be paid in advance.

Transcript Requests

Official transcript fee: \$15 per copy. Unofficial electronic transcripts are provided to the student without charge. See Student Records, Transcripts, and Other Documents.

Tuition at Re-entry

For re-enrolling students who return more than 30 days after withdrawal, tuition will be calculated based on the current rate in effect at the time of re-entry, unless approved mitigating circumstances apply.

INSTITUTIONAL REFUND POLICY

STUDENT-INITIATED WITHDRAWAL

A student may withdraw from an educational program at any time after the cancellation period by providing written notice to Inspire Academy. The notice may be delivered personally to the Director of Compliance, emailed to **Michelle@InspireABC.com**, or mailed to Director of Compliance, Inspire Academy of Barbering and Cosmetology, Inc., 445 W. Weber Avenue, Suite 223, Stockton, CA 95203.

The written notice may be submitted in any form that clearly states the student's intention to withdraw. A withdrawal is effective no later than the date the notice is received by Inspire Academy. A student may also be deemed withdrawn through conduct, including lack of attendance. The student's last date of attendance will be determined from the institution's attendance records.

INSTITUTION-INITIATED WITHDRAWAL

Inspire Academy may withdraw a student for failure to maintain satisfactory academic progress after applicable warning, probation, and appeal procedures; failure to comply with attendance requirements; absence for ten (10) consecutive scheduled class days without an approved leave of absence; failure to return from an approved leave of absence; violation of academic, conduct, safety, sanitation, or disciplinary policies; falsification of institutional records; conduct presenting a health or safety threat; or failure to satisfy financial obligations after written notice and a reasonable opportunity to make payment arrangements.

An institution-initiated withdrawal will be made through written notice identifying the reason, supporting policy or conduct, effective date, last date of attendance, applicable appeal rights, and refund information. If withdrawal is based on lack of attendance, the effective withdrawal date for refund purposes will be the student's last date of attendance. If the student fails to return from an approved leave of absence, the last date of attendance before the leave begins will be used for refund purposes.

PRO-RATA REFUND AND EDUCATIONAL MATERIALS POLICY

A student who withdraws or is withdrawn after the cancellation period and has completed sixty percent (60%) or less of the period of attendance is entitled to a pro-rata refund of unearned institutional charges. Any clock hours scheduled before the student's last date of attendance for which the student was absent will be included as hours used in the refund calculation.

Step One - Hourly Tuition Charge: Subtract properly disclosed nonrefundable charges from the total institutional charge and divide the result by the total clock hours in the educational program. $\text{Hourly Tuition Charge} = (\text{Total Institutional Charge} - \text{Properly Disclosed Nonrefundable Charges}) / \text{Total Program Clock Hours}$.

Step Two - Amount Earned: Multiply the hourly tuition charge by the number of clock hours the student attended or was scheduled to attend before the last date of attendance. $\text{Amount Earned} = \text{Hourly Tuition Charge} \times \text{Clock Hours Attended or Scheduled Before the Last Date of Attendance}$.

Step Three - Refund Amount: Subtract the amount earned and properly disclosed nonrefundable charges from the total amount paid by or on behalf of the student. $\text{Refund Amount} = \text{Total Amount Paid} - \text{Amount Earned} - \text{Properly Disclosed Nonrefundable Charges}$.

During the cancellation period, Inspire Academy will refund one hundred percent (100%) of institutional charges paid by or on behalf of the student, less the \$100 application fee. Amounts paid for uniforms, student kits, textbooks, workbooks, supplies, equipment, electronic materials, access codes, and other educational materials are refundable during the cancellation period.

After the cancellation period, a uniform becomes nonrefundable after it is issued and accepted and is worn, altered, damaged, or removed from its original packaging. A student kit becomes non-refundable after it is issued and accepted and contains open, used, consumable, personal-use, or sanitary items that cannot be resold or reissued. Printed textbooks and workbooks become nonrefundable after they are issued and accepted and are written in, marked, damaged, used, or removed from sealed packaging. Electronic materials and access code become nonrefundable after activation, access, download, redemption, or use.

Student kits and other educational materials will not be issued until after the statutory cancellation period has expired. A student who cancels during the cancellation period will not be charged for unissued educational materials, and any amount prepaid for those materials will be refunded. After the cancellation period, educational materials that have not been issued will not be charged or, if prepaid, will be refunded. Once a kit or other educational material has been issued and accepted by the student, its charge is nonrefundable if the item has been opened, used, activated, marked, altered, damaged, removed from its original packaging, or cannot be resold or reissued for health or sanitation reasons. These conditions will also appear in the enrollment agreement.

A student who completes more than sixty percent (60%) of the period of attendance is not entitled to a pro-rata refund of institutional charges. Any remaining credit balance will nevertheless be refunded within forty-five (45) calendar days after withdrawal.

PAYMENT AND DOCUMENTATION OF REFUNDS

Inspire Academy will pay or credit any refund owed within forty-five (45) calendar days after the effective date of cancellation or withdrawal. The student will receive written refund documentation in paper or electronic format stating the total refund, calculation method, refund date, payment method, and the name and address of the person or entity receiving the refund.

If all or part of a refund is issued to a third party on the student's behalf, Inspire Academy will provide the student, within forty-five (45) calendar days, written notice stating each third party's name, refund amount, and refund date. If money collected for a third-party bond, library use, license, application, examination, or similar charge has not been paid or billed at withdrawal, that money will be refunded to the student or third-party payer within forty-five (45) calendar days.

CREDIT BALANCES

Inspire Academy will refund any credit balance remaining on a student's account within forty-five (45) calendar days after program completion, cancellation, or withdrawal. Written documentation will state the amount, reason for the credit balance, refund date, payment method, and the name and address of the recipient. If paid to a third party, the notice will identify the third party, amount, and date.

CANCELLATION AND WITHDRAWAL RECORDS

Inspire Academy maintains separate cancellation and withdrawal logs in electronic or paper format and updates them at least monthly. Each log includes the student's full name, address, telephone number, personal email address, cancellation or withdrawal date, and refund amount. The logs and supporting refund records are made available to the Bureau upon request.

PROGRAM CANCELLATION AND INSTITUTIONAL CLOSURE POLICY

If Inspire Academy cancels a program after a student enrolls but before instruction begins, the institution will refund all money paid by or on behalf of the student, including the application fee, within 45 calendar days after notice of cancellation.

- If Inspire Academy cancels a program after instruction begins, the institution will provide, as applicable, a pro-rata refund of tuition and fees paid through the last date of attendance within 45 calendar days;

completion of the program without additional charge; participation in a teach-out agreement approved by BPPE and NACCAS; or a full refund of tuition and fees paid, including the application fee when required, within 45 calendar days. Transfer assistance may be offered only as supplemental help and does not replace a required refund, completion arrangement, or approved teach-out.

- If Inspire Academy permanently closes, each affected student will receive the settlement required by California law and NACCAS, including a pro-rata refund or an approved teach-out option, as applicable. Refunds due because of closure will be paid within 45 calendar days after the institution determines the student's settlement.
- The institution will provide written notice describing the closure or cancellation, the student's available settlement options, refund calculations and deadlines, record-custodian information, and applicable BPPE, OSAR, STRF, and NACCAS contacts.
- Inspire Academy will maintain and transfer permanent student records as required by BPPE and will notify BPPE and NACCAS of the custodian and retrieval procedure.

Any selection deadline stated in the written notice will provide the student a reasonable opportunity to review the available options and will not reduce a right provided by law, regulation, or accreditor policy.

TEACH-OUT POLICY

A teach-out plan or agreement is a separate written arrangement for the equitable treatment of students when a program or institution ceases instruction or when another circumstance requires a teach-out. Inspire Academy will submit any required teach-out plan or agreement to NACCAS and BPPE and will not implement it until all required approvals are obtained. A teach-out agreement will identify the receiving institution, programs and locations, transfer and completion terms, charges, records, student notifications, and the treatment of students who decline the teach-out. No student will be charged additional institutional tuition or fees solely because of an approved teach-out, and participation will not waive any refund or STRF rights provided by law.

THIRD-PARTY CONTRACT COMPLIANCE CLAUSE

Any promissory notes or tuition contracts sold or transferred to a third party shall include provisions that comply with Inspire Academy's cancellation and refund policy, and all related obligations under the California Education Code and applicable accreditor requirements.

No such agreements may waive or reduce the student's right to a refund.

COLLECTION PROCEDURES AND ACKNOWLEDGMENT OF REFUND POLICY

Inspire Academy's collection procedures reflect ethical business practices and comply with all state and federal laws.

Any collection efforts—whether conducted by the institution directly or by a third party, including banks, agencies, or legal representatives—shall:

- Acknowledge the existence of the Withdrawal and Settlement Policy;
- Avoid any misleading or coercive language;
- Not use an accrediting agency's name to collect or attempt to collect a debt;
- Respect the student's right to due process and appropriate documentation.

STUDENT'S RIGHT TO CANCEL

A student has the right to cancel their enrollment agreement and obtain a refund of charges paid through attendance at the first class session or the seventh calendar day after enrollment, whichever is later.

A notice of cancellation must be in writing and may be delivered personally to the Director of Compliance, emailed to **Michelle@InspireABC.com**, or mailed to Director of Compliance, Inspire Academy of Barbering and Cosmetology, Inc., 445 W. Weber Avenue, Suite 223, Stockton, CA 95203. The notice may be submitted in any written form that clearly states the student no longer wishes to be bound by the enrollment agreement.

A cancellation delivered personally or by email is effective on the date received. A mailed cancellation is effective when deposited in the mail, properly addressed, with prepaid postage.

If a student cancels during the cancellation period, Inspire Academy will refund one hundred percent (100%) of institutional charges paid, less the nonrefundable application fee of one hundred dollars (\$100). Uniforms, kits, textbooks, supplies, equipment, electronic materials, access codes, and other educational materials are refundable during the cancellation period. Any Student Tuition Recovery Fund assessment paid will also be refunded.

The cancellation refund will be paid or credited within forty-five (45) calendar days. Written documentation will state the refund amount, calculation method, refund date, and the name and address of the recipient. If paid to a third party, the student will receive notice of the third party's name, amount, and refund date.

APPLICANT REJECTION AND PROGRAM CANCELLATION REFUNDS

If Inspire Academy rejects an applicant for enrollment or cancels an educational program before the student begins instruction, the institution will refund all money paid by or on behalf of the applicant or student, including the application fee, within forty-five (45) calendar days. No fee or institutional charge will be retained in either circumstance.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, California, 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.

GENERAL RULES, REGULATIONS, & PROCEDURES

This section outlines important rules and regulations concerning a student's enrollment at Inspire Academy. All students must comply with Inspire Academy's rules and regulations as a condition of their enrollment. Failure to comply with these Academy rules and regulations can lead to any of or all the following disciplinary actions, depending on the severity of the misconduct: written warnings, probation, suspension, and termination from the Academy.

Students terminated for failing to comply with Inspire Academy rules and regulations may appeal the termination. In this situation, students must submit a written appeal to the Academy Director stating why the decision to terminate should be reversed and request a re-evaluation of their status.

DISCIPLINARY PROCESS & ACTION

When a student needs to be counseled for disciplinary problems, Inspire Academy of Barbering and Cosmetology implements a progressive approach. The following procedures are entailed:

STEP I	Student receives a verbal warning
STEP II	Student receives a written warning
STEP III	Student is clocked out and sent home
STEP IV	Student is suspended for 3 days
STEP V	Student's enrollment is terminated

Depending on the nature of the behavior, Inspire Academy reserves the right to skip any steps at its discretion.

Students may be escorted out of the facility by a staff member. If A student displays inappropriate or threatening behavior, law enforcement officers will be called to escort the student off the premises. A student may appeal with a letter. (See appeal procedures)

Applied effort is an essential expectation in our work environment. This includes bringing all supplies to complete a service for clients, along with textbooks and tablets for theory. Lack of effort will result in a sequence of disciplinary actions, starting with a verbal warning, followed by a written notice, and potentially leading to being sent home for the day. Please note that these steps could potentially be implemented over the course of a single day, emphasizing the importance we place on dedication and effort.

STANDARDS OF CONDUCT

APPEARANCE AND DRESS CODE

Your smile is your logo; your personality is your business card. How you leave others feeling after interacting with you is your trademark.

Professional black attire is required: all-black bottoms and a black Inspire Academy top. Clothing must be cleanly pressed and not excessively loose or tight. Hair must be clean and styled before arrival and, when applicable, cosmetics should be applied before arrival. A student who is not complying will be required to clock out and return dressed appropriately. Time missed while correcting a dress-code violation is not credited as attendance. Lost hours may contribute to additional-instruction charges only if the student remains enrolled beyond the contracted completion date under the published overtime policy.

Students should always maintain the following professional dress code:

- Sweatshirts and printed T-shirts with the Inspire Academy logo must be worn.
- Jackets, coats, vests, sweaters, etc., must have Inspire logo or be solid black.
- Acceptable black bottoms include scrubs, jeans, chinos (e.g., Dickies, Dockers, etc.), and cargo pants.
- On Wednesdays **ONLY**, jeans or khakis of any color are acceptable.
- Clothing must be clean and free of stains, wrinkles, and holes.
- Shoes should be comfortable, free of holes, and cover the entire foot.
- Hair must be clean and styled before arriving.
- Makeup is optional but must be applied before arriving.

The following describes unacceptable attire and accessories:

- Open-toed, high-heeled shoes, flip flops, slip-ons, beach sandals, stilettos, and slippers, including UGGs and Crocs
- Tank tops, crop tops, or low-cut blouses that expose too much skin
- Sweatpants, pajama bottoms, or sheer, see-through leggings/yoga pants
- Sweatshirts and printed T-shirts with logos or colors other than Inspire Academy (for example, Nike, Adidas, and Jordan)
- Dresses and/or skirts
- Shorts of any kind
- See-through or sheer clothing
- Excessively loose or sagging clothing
- Tops or bottoms with holes
- Sunglasses
- Earbuds or headphones

ESTHETICS STUDENTS: Black scrubs and Inspire Academy tops only.

COMMUNICATION GUIDELINES AND PROFESSIONAL CONDUCT

This section outlines important communication and professional conduct guidelines every student needs to know. Adherence to these rules ensures a respectful and productive environment for everyone. Please take the time to read and understand them.

- Visitors are allowed in the service reception area only.
- Visitors are not permitted in the classrooms, on the clinical floor, or in the student lounge.
- Restrooms are for students and staff only. Public restrooms are available for clients and visitors.
- Only emergency calls are permitted on the business phone.
- Students may not visit with another Student who is providing service to a client.
- Food, drinks, and water bottles are allowed only in the student lounge and are strictly prohibited in the classroom or clinical floor.
- Inspire Academy is a 100% smoke-free campus.
- Stealing or taking academy property or another's personal property is unacceptable and grounds for termination.
- Academy Staff have the right to access and inspect a student's locker at any time.

SANITATION AND PERSONAL SERVICES

The following sections outline guidelines and policies governing student conduct regarding sanitation and personal services. These rules have been established to foster a safe, healthy, and productive environment for all members of our community. We encourage students to familiarize themselves with these provisions, as adherence to them is essential for maintaining the standards of excellence for which our institution is known.

- Students must always keep workstations and classroom areas clean, sanitary, and clutter-free.
- Students must clean their stations, including the floor, after each service.
- Hair must be swept up immediately following a service before blow-drying.
- Before clocking out, clinic stations must be cleaned at the end of the day.
- Students may receive services on the last week of the month. Estheticians – 3rd Tuesday, Manicuring – Thursday, Cosmo/Barber – 1st and 3rd Wednesday. To receive a service, students must do the following before starting the service:
 - Notify an educator the Monday prior.
 - Be scheduled off the service books by an Educator.
 - Have an attendance percentage for the month at 75% or above.
 - Have an average grade of 75% or above.
 - Personal services are considered rewards and scheduled for current students with all assignments.

STUDENT CLIENT PROCEDURE

A student may not refuse an assigned client without a legitimate safety, health, accommodation, scope-of-practice, or instructor-approved reason. Concerns must be reported to the assigned instructor before service begins. A student who refuses an assigned client without an approved reason will be clocked out and sent home for the remainder of the day. Repeated violations may result in suspension or termination under the Academy's disciplinary policy. Time missed is not credited as attendance.

TIMEKEEPING POLICY

All students are responsible for tracking operations and theory on their timecards. All work done on clients and mannequins must be signed off by an instructor. All operations and theory work need to be signed daily at the close of business by their assigned instructor.

SOCIAL MEDIA POLICY

No pictures, videos, or "going live" are permitted without media waivers signed by all parties involved.

DRUG, ALCOHOL, & SMOKE-FREE EDUCATIONAL FACILITY

ALCOHOL AND DRUG POLICY

Any student who possesses or is determined to be under the influence of alcohol or drugs while at school will be sent home and subject to termination. If it is determined that you have been under the influence, you may be sent to get a drug test at your own expense within 24 hours. Reinstatement is at the discretion of the school's Director of Compliance. We are a drug-free campus.

Alcohol: The following acts are prohibited and will subject staff and students to discipline, up to and including immediate discharge: (1) the unauthorized use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of alcohol; or (2) being under the influence of alcohol.

Illegal Drugs: The following acts are prohibited and will subject staff and students to discipline, up to and including immediate discharge: (1) the use, possession, purchase, sale, manufacture, distribution, transportation, or dispensation of any illegal drug or other controlled substance listed under the Federal Controlled Substances Act or (2) being under the influence of any federally listed illegal drug or other controlled substance.

Prescription Drugs: This policy prohibits (1) the abuse of any legal drug; (2) the purchase, sale, manufacture, distribution, transportation, dispensation, or possession of any legal prescription drug in a manner inconsistent with law; or (3) working while impaired by the use of a legal drug whenever such impairment might endanger the safety of the employee or some other person, pose a risk of significant damage to Company property or equipment; or substantially interfere with the employee's job performance or the efficient operation of the Company's business or equipment. Nothing in this policy is intended to prohibit the customary and ordinary purchase, sale, use, possession, or dispensation of over-the-counter drugs so long as that activity does not violate any law or result in an employee being impaired using such drugs in violation of this policy.

Drug Treatment Center 24-Hour Help Line 800-711-6375 DRUG-FREE CAMPUS

Required changes to policies or procedures will be published in a dated catalog supplement, insert, or revised catalog and made readily available to affected students. No change will retroactively increase a current student's institutional charges or reduce contracted educational benefits except as permitted by law and agreed to in writing.

SMOKING AND VAPING POLICY

Inspire Academy is a smoke-free facility. Use, consumption, or possession of tobacco or vaping products of any type on school premises is prohibited. Failure to follow this policy will result in disciplinary measures and/or dismissal from the program.

MEDICATION POLICY

For the safety of our clients and students, Inspire Academy reserves the right to encourage students on heavy medications to work on a mannequin. We ask all students to inform the Director of Compliance of all medication ingested during business hours, including prescription medication.

BACKGROUND CHECKS

California Board of Barbering and Cosmetology: The application for examination by the board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States in any state, local jurisdiction or any foreign country to determine a student's eligibility to take the licensing exam. Individuals convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the Application for examination.

These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license. For more information about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology
 P.O. Box 944226, Sacramento, CA 94244-2260
 Phone: (916) 575-7100
www.barbercosmo.ca.gov

HEALTH & SAFETY CONSIDERATIONS

Prospective students should understand the physical demands of beauty and wellness occupations. These occupations generally require prolonged standing or sitting and frequent use of the upper torso, shoulders, arms, wrists, hands, upper back, and neck. Some individuals may have allergies or sensitivities to products commonly used in these occupations. Students must be able to perform essential program activities safely, with or without reasonable accommodation, and comply with all safety policies and procedures.

Notice to Students Who May Be Pregnant

WARNING: Exposure to chemicals used in the cosmetology industry may cause cancer, congenital disabilities, or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult your physician regarding these issues before enrolling and signing the enrollment agreement.

SANITATION, DISINFECTION, AND HYGIENE REQUIREMENTS

Students are responsible for cleaning and disinfecting implements after each use in accordance with applicable Board requirements and school procedures. Student kits and lockers are inspected weekly for sanitation, required supplies, and proper storage.

Why is maintaining hygiene standards in a salon/shop/spa essential?

Maintaining sanitation and hygiene standards helps prevent cross-contamination and protects students, staff, and clients. Fungi, viruses, parasites, and bacteria may spread through hands, surfaces, implements, linens, products, or other contaminated materials when required procedures are not followed.

Reusable implements must be cleaned and disinfected before use on another client and stored as required by applicable Board rules. Single-use items must be discarded immediately after use. Students must follow posted procedures, product directions, and instructor guidance for cleaning, disinfection, storage, and disposal.

Who is responsible for maintaining a hygienic salon/shop/spa?

Every student and staff member shares responsibility for maintaining a sanitary school environment. Assigned duties may include cleaning and disinfecting implements and workstations, removing hair and nail debris, laundering or disposing of linens as required, cleaning common areas, and completing daily sanitation logs. Assigned duties must be completed and documented according to school procedures.

How important is keeping the salon/shop/spa floor clean?

Because salon, shop, and spa floors experience heavy foot traffic, they must remain clean and free of hazards. Hair, nail debris, product residue, and other waste must be removed promptly to reduce the risk of slips, trips, contamination, and the spread of bacteria. Floors must also be cleaned thoroughly at the end of each day under assigned sanitation procedures.

How important is personal hygiene in a salon/shop/spa?

Students and staff must maintain appropriate personal hygiene and a clean professional appearance. Clean hands, nails, clothing, and personal protective equipment help reduce contamination and support client confidence.

Appropriate disposable gloves and other personal protective equipment must be used whenever required by law, Board rule, product directions, service protocol, or instructor direction. Wearing gloves does not replace required handwashing.

Hands must be cleaned at the times required by applicable service and sanitation procedures, including between clients when required. Uniforms and work areas must be kept free of hair, nail debris, product residue, and other contaminants.

Maintaining sanitation and personal-hygiene standards is a continuing professional responsibility. Consistent compliance supports regulatory requirements, promotes client confidence, and helps provide a safe and professional salon, shop, and spa environment.

VERBAL AGREEMENT POLICY

There are NO verbal agreements between staff, instructors, and students. Any “agreement” will be documented in writing, and all parties involved will initial or sign it. Fraternizing between staff and students is not permitted.

GRIEVANCE POLICY

Inspire Academy is committed to maintaining a positive and respectful learning environment. We provide students with the opportunity to resolve concerns related to discrimination, harassment, academic or administrative decisions, or any violation of their rights. This grievance policy is presented to all students during orientation and is included in the school catalog.

Students may file complaints regarding:

- Harassment or discrimination based on race, sex, gender identity, religion, national origin, disability, sexual orientation, or any protected class
- Alleged violations of school policies or procedures
- Alleged unfair treatment by faculty, staff, or students
- Academic or administrative decisions they believe are incorrect or unjust

INFORMAL RESOLUTION

Students are encouraged to resolve concerns informally whenever possible.

1. The student should first speak with the staff member or instructor involved.
2. If unresolved, the student may bring the concern to the Academy Director, who will document the issue and may attempt informal resolution.
3. Informal mediation will not be used for cases involving sexual violence.
4. At the student's request or if informal resolution is unsuccessful, the formal grievance procedure will be initiated.

FORMAL GRIEVANCE PROCEDURE

1. The student can complete a **written grievance form** within **15 calendar days** of the incident. Forms are available from the Academy Director or Director of Compliance.
2. The complaint must include the student's name, the date of the incident, names of individuals involved, a summary of the issue, and any evidence or witnesses.
3. The grievance will be reviewed and investigated by the Academy Director or designee within **2 weeks** of receipt.
4. The student and accused will be interviewed, and witnesses may be contacted as appropriate.
5. A written decision or progress update will be provided to the student within **30 calendar days**.
6. If the grievance cannot be resolved by the school, it will be referred to the appropriate external agency.

HEARING PANEL (IF REQUIRED)

In serious or complex matters, a **Grievance Committee** may be convened. The committee will consist of three neutral individuals unaffiliated with the grievance, including at least one school officer and one outside party. A hearing will occur within **90 days** of committee formation. The committee will review evidence, conduct interviews, and issue a report with a recommended resolution within **15 days**. Final disciplinary action, if any, will be determined by the school's Academy Director or Director of Compliance.

OUTCOME, RETALIATION, AND RECORDKEEPING

- Both parties will receive **written notification of the outcome**.
- The school prohibits **retaliation** against any student filing a complaint in good faith.
- Records of all formal grievances and resolutions will be retained in accordance with Inspire Academy's recordkeeping policy.
- Students retain the right to file complaints with the appropriate external agencies. Student complaints submitted to NACCAS are governed by Part 6 of the NACCAS Rules of Practice and Procedure and require completion of all available institutional grievance procedures and remedies before NACCAS will consider the complaint.

EXTERNAL COMPLAINT RESOURCES

Complaint procedures differ by agency. 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 or by completing a complaint form, which can be obtained on the bureau's internet website (www.bppe.ca.gov). Before NACCAS will consider a student complaint, the student must complete all available institutional grievance procedures and

remedies, demonstrate that Inspire Academy's procedure was followed, and explain why the matter remains unresolved.

CALIFORNIA BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)

Physical Address: 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Phone Number: (916) 574-8900

Toll Free: (888) 370-7589

Fax Number: (916) 263-1897

www.bppe.ca.gov

[contact form](#)

NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES (NACCAS)

Accreditation Status: Initial Accreditation

National Accrediting Commission of Career Arts & Sciences (NACCAS)

Address: 3015 Colvin Street Alexandria, VA 22314

Phone Number: 703-600-7600

Fax Number: 703-379-2200

www.naccas.org

support@naccas.org

NON-DISCRIMINATION POLICY

Inspire Academy does not discriminate on the basis of race, color, religion, national or ethnic origin, sex, age, disability, or familial status in the administration of its educational programs, admissions, employment, or other school-administered activities. We are committed to providing equal access to all programs and services.

In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA), individuals with disabilities are entitled to reasonable accommodations to ensure full and equal access to educational opportunities. Accommodation will be made unless they impose an undue hardship or fundamentally alter the nature of a program.

Individuals seeking accommodation must submit a formal request to the designated ADA Compliance Coordinator. Disclosures or requests made to staff, faculty, or other personnel will not be considered formal accommodation requests. However, any individual receiving such a disclosure will refer the person to the ADA Compliance Coordinator.

Inquiries or accommodation requests may be directed to Michelle Hickman, Director of Compliance, 209-910-0955, Michelle@InspireABC.com.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) AND INSTITUTIONAL RECORDS PRIVACY POLICY

Inspire Academy maintains the confidentiality of education records and personally identifiable information entrusted to the institution. Except when disclosure is permitted or required by applicable law or this policy, the school requires the student's signed written authorization before releasing personally identifiable information.

Authorizations and record requests may be submitted to the Director of Compliance at Inspire Academy of Barbering and Cosmetology, 445 W. Weber Avenue, Suite 223, Stockton, CA 95203.

The Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g and 34 C.F.R. Part 99, protects student education records at institutions that receive funds under an applicable program of the U.S. Department of Education. Inspire Academy does not currently participate in federal Title IV student financial aid programs. Regardless of whether FERPA applies to a particular record or disclosure, Inspire Academy follows the privacy and access practices stated in this catalog as institutional policy and complies with applicable California law and NACCAS requirements.

Rights concerning a postsecondary student's education records belong to the student. A parent, legal guardian, or other person may access or receive the student's records only with the student's written authorization or when another applicable legal authority permits disclosure. The school may disclose records without written authorization only when permitted or required by applicable law or the exceptions described below.

1. School officials with legitimate educational interest.
2. Other schools to which a student is transferring.
3. Specified officials for audit or evaluation purposes.
4. Appropriate parties in connection with financial aid for which the student has applied or received, when applicable.
5. Organizations conducting certain studies for or on behalf of the school.
6. NACCAS staff, commissioners, and evaluators for NACCAS.
7. U.S. Department of Education.
8. Persons who need to know in cases of health and safety emergencies.
9. State and local authorities within a juvenile justice system, pursuant to specific state law.
10. To comply with a judicial order or lawfully issued subpoena, subject to applicable notice requirements.

Students have the right to inspect and review their education records during regular administrative business hours. A parent, legal guardian, or other person may inspect a student's records only with the student's written authorization or other applicable legal authority. Records must be inspected in an administrative office and may not be removed from the school. A student may request amendment of a record and, if the request is denied, may submit a written request for review under the school's grievance procedures.

STUDENT RECORDS, TRANSCRIPTS, AND OTHER DOCUMENTS

A current or former student may request access to educational records by written request to the Director of Compliance, Inspire Academy of Barbering and Cosmetology, Inc., 445 W. Weber Avenue, Suite 223, Stockton, CA 95203; telephone (209) 910-0955; email **Michelle@InspireABC.com**. Inspire Academy may reasonably verify identity before providing access or copies.

A student may inspect records during regular administrative business hours. Inspire Academy may require an appointment and up to forty-eight (48) hours' advance notice. Records must be reviewed under appropriate supervision and may not be removed from institutional custody. A student may request amendment of information believed inaccurate or misleading and may submit a written statement of disagreement if the request is denied.

TRANSCRIPT REQUESTS AND FEES

A current or former student may request an official or unofficial transcript, diploma, Proof of Training document, certificate, enrollment verification, or other available student document by written request to the Director of Compliance. The fee for each official transcript is fifteen dollars (\$15), provided the fee does not exceed the institution's actual cost of processing, reproduction, and delivery. An unofficial transcript provided electronically to the student is free. Special delivery requested by the student may be charged at actual additional cost after advance disclosure and approval.

STUDENT DOCUMENTS AND OUTSTANDING FINANCIAL OBLIGATIONS

Inspire Academy will not require a current or former student to satisfy an outstanding financial obligation, enter into a payment arrangement, or make payment as a condition of receiving an official or unofficial transcript or diploma. Lawful collection procedures remain separate from access to those documents, and releasing a document does not cancel a lawful debt. The Academy's separate Proof of Training release procedure is stated under Graduation Requirements.

RETENTION OF STUDENT RECORDS

Inspire Academy maintains complete and accurate student records at its principal place of business in California for at least five (5) years after the student's last date of attendance. For each graduate, the institution permanently maintains the diploma or certificate awarded and award date, the educational program and clock hours on which it was based, and the grades or evaluations earned.

Records are safeguarded against damage, loss, unauthorized alteration, and unauthorized disclosure. Paper records are maintained in secured files, and electronic records are backed up and kept accessible throughout the retention period. If Inspire Academy closes permanently, it will arrange for maintenance and availability of permanent records and notify students of the custodian and request procedure in accordance with BPPE requirements.

DISCLOSURE OF STUDENT RECORDS

Student educational records will not be disclosed without written authorization except when disclosure is authorized or required by law. The authorization must identify the records, recipient, and purpose. Authorized disclosures without prior consent may include disclosures to government or accrediting agencies, auditors, courts acting under lawful process, emergency personnel responding to a health or safety emergency, or another school to which the student seeks to enroll. Supporting authorization and disclosure documentation will be maintained in the student's records.

INSTITUTIONAL INFORMATION

STUDENT SERVICES

Student services provided by the school are designed to provide support in areas related to transportation, child-care, housing, etc. and other related areas to help student's ability to complete their course/program. Student Services or designated school staff member or administration is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the school upon the student's request.

STUDENT ADVISING & GUIDANCE

Inspire Academy makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual academic advising occurs periodically throughout the program. These advising sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the Director of Compliance (or designate).

Student advisement is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when grade or progress reports are issued. At any time, between grade or progress reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented on the appropriate forms. All students will receive on-going, informal daily advisement in the areas of attitude, attendance, behavior, image, professionalism, etc. When a student's problems or concerns are beyond staff capability, the student will be referred to the appropriate professional or agency.

CAREER SERVICES

Beginning on the first day of class, Inspire Academy career-services personnel are available to assist students with career development and entry-level employment opportunities. Assistance may include job-search guidance and workshops addressing résumé preparation, interviewing, and customer service. Career resources include the following:

1. Professional industry speakers.
2. Workshops in resume writing, portfolio building, interview strategies, customer service skills, and building a client base.
3. Milady Online Licensing Exam Preparation.
4. Job Listings: Our Academy maintains updated job postings.

NOTE: Inspire Academy cannot guarantee employment, but we have garnered a reputation in our community and earned the respect of local industry professionals who regularly connect with Inspire Academy graduates.

EMPLOYMENT ASSISTANCE

Inspire Academy provides academic and employment-assistance services to students and graduates. The school does not guarantee employment. Available assistance may include job postings, career events, referrals, and professional relationships with salons, barbershops, spas, and other beauty-industry employers.

STUDENT HOUSING

The institution does not have any dormitory facilities under its control. We do not provide any assistance with finding housing. Housing is available within 2 miles of the college. The cost of housing ranges from \$900 to \$1,500 per month.

LIBRARY REFERENCE MATERIALS

The following library reference materials are available: Milady's Standard Cosmetology Textbook, Milady's Standard Cosmetology Exam Review, Milady's Standard Barber Textbook, Milady's Standard Barber Exam Review, Milady's Standard Esthetician Textbook, Milady's Standard Esthetician Exam Review, Milady's Standard Esthetician Fundamentals Textbook, Milady's Standard Manicuring Textbook, Milady's Standard Manicuring Exam Review, Milady's Standard Manicuring Fundamentals Textbook. Students can access and check out the library materials anytime through an educator or staff member.

STUDENT SALON SUCCESS

As a student, you will get practical hands-on training to provide services for real people in the student salon. This will help prepare you for the workplace demands once you graduate and become a licensed professional. Student success depends not only on their technical skill level but also, to a large degree, on their customer service/business skills. Students are expected to bring their guests to the student salon for salon services to succeed in their chosen occupation. This expectation is part of the Inspire Academy, which strives to develop a student's customer service and business skills while in school so that, upon Graduation and starting their first job, the graduate will have developed the customer service tools and experiences necessary to build a loyal clientele base.

Developing on-site customer service and business skills in the Inspire Academy student salon environment is part of what Inspire Academy defines as student "Practical Training." Practical Training includes students working on models and clinic guests and training assignments on mannequin heads and hands.

A student's success depends on their ability to use the job-critical skills learned at Inspire Academy, including attendance, punctuality, professional image, attitude, the ability to attract and retain clients, service productivity, and retail sales promotion.

CLIENT SCHEDULING

Students will learn how to manage each operation and schedule appropriately. Salon sanitation is done daily at the closing of business. To ensure our client services are completed at the proper time, the last scheduled appointment for chemical services is at 2 p.m. for the day students. The last appointment for chemical services for the night students is at 7:30 p.m. All other services that DO NOT require chemicals will be scheduled at the instructor's discretion.

SCHOOL CALENDAR

Academic year: The school operates year-round with scheduled holiday observances and or school closings. Schedules may vary by program and or change based on changes in enrollment, staffing or as needed to maintain educational quality.

Inspire Academy observes the following holidays and school closings:

2026

DATE	EVENT
January 19	Martin Luther King Day
February 16	Presidents' Day
April 3 – 6	Spring Break
May 25	Memorial Day
July 6 – 17	Summer Break
September 7	Labor Day
November 26 – 27	Fall Break
December 21, 2026 – January 3, 2027	Winter Break

2027

DATE	EVENT
January 18	Martin Luther King Day
February 15	Presidents' Day
March 26 – 29	Spring Break
May 31	Memorial Day
July 5 – 16	Summer Break
September 6	Labor Day
November 25 – 26	Fall Break
December 27, 2027 – January 7, 2028	Winter Break

SCHEDULE CHANGES

The school reserves the right to change the established schedules; in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

LANGUAGE DISCLOSURE

Inspire Academy does not recruit ENGLISH AS A SECOND LANGUAGE AS THE SCHOOL DOES NOT OFFER INSTRUCTION IN ENGLISH AS A SECOND LANGUAGE. Students must have the ability to read and write English at a level of a graduate of an American high school as demonstrated by the possession of a standard high school

diploma, high school transcripts, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or High School Equivalency diploma or official High School Equivalency diploma test scores.

WORKPLACE PRIVACY - AUDIO/VIDEO RECORDINGS

Due to Inspire Academy's legal obligations and concerns regarding the potential for invasion of privacy, and sexual or other harassment, students may not use any audio or video recording devices in areas where employees normally expect privacy such as restrooms, locker rooms, and changing rooms.

The protection of confidential, sensitive, and proprietary information is essential to the Academy and its students. In order to protect against the capture and disclosure of such information, you may not use any audio or video recordings in work areas that Inspire Academy has identified as confidential, secure, or private unless you are engaged in a protected activity related to improving the terms and conditions of your employment, such as documenting health and safety issues.

This applies to the following area(s): restrooms

Employees also may not record private conversations without the consent of all parties. This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

1. Discuss with others the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing, or other terms and conditions of employment; or
2. Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state, or local law.

Inspire Academy uses or may use video surveillance in public areas (not in restrooms, locker rooms, or changing areas). The video surveillance will not include sound recording.

STATE LICENSING DISCLAIMER

Completion of an Inspire Academy program does not itself guarantee licensure. The California Board of Barbering and Cosmetology determines eligibility and may deny, delay, condition, suspend, or revoke a license as authorized by law, including for material misrepresentation or conduct relevant to licensure. A current SSN or ITIN is accepted on the Board's application. Applicants should review the Board's current requirements and may contact the Board before enrolling if they have questions about individual eligibility. Inspire Academy does not make the final licensure decision.

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE) INFORMATION

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 or by completing a complaint form, which can be obtained on the bureau's internet website (www.bppe.ca.gov).

OFFICE OF STUDENT ASSISTANCE AND RELIEF

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.