



# LESTON COLLEGE INC.

## Bayamón Main Campus

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# INSTITUTIONAL CATALOG

**2021-2023**

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## MESSAGE FROM THE PRESIDENT

Dear Student:

The purpose of the Institutional Catalog is to achieve a better understanding between all the components of the college life, namely: students, faculty, and management. This document is the primary source of information for those interested in joining this institution. Here you will find detailed facts about our philosophy, admission requirements, available financial aids, and how to qualify to obtain them; as well as information pertaining your rights and responsibilities as an active or future student of our institution.

After reading this document, you should be able to have a complete picture of our institution and a clear understanding of the goals that, together as a team, we will achieve. Our commitment to provide an excellent education and valuable student services are basis for our procedures, and institutional rules and regulations.

Please receive a warm welcome from our Faculty, Management and Board of Directors to your Institution, **LESTON COLLEGE INC.** We are here to facilitate and guide you through the path of your successful professional future. Come join us!

Sincerely,



Ángel A. García Cabán  
President

## **BOARD OF DIRECTORS**

Mr. Ángel A. García Cabán	President
Mrs. Adan Tejada	Treasurer
Mr. Guillermo García	Vocal

## **ACADEMIC CALENDAR**

### **HOLIDAYS AND BREAKS**

JANUARY 1	NEW YEARS DAY
JANUARY 6	THREE KINGS DAY
JANUARY (4 <sup>th</sup> Monday)	MARTIN LUTHER KING, JR.
FEBRUARY (3 <sup>rd</sup> Monday)	PRESIDENTS DAY
APRIL (TBA)	HOLY WEEK
JULY 4	INDEPENDENCE DAY
SEPTEMBER (1 <sup>st</sup> Monday)	LABOR DAY
NOVEMBER 19	DISCOVERY OF PUERTO RICO
NOVEMBER (Penultimate Thursday and Friday)	THANKSGIVING
DECEMBER (Friday before Christmas)	CHRISTMAS BREAK
JANUARY 7	

## GENERAL INFORMATION

### INSTITUTIONAL HISTORY

**LESTON COLLEGE** was founded on May 17, 1996, when Mr. Ángel A. García Cabán, after 10 years of service as an Admissions Director for various institutions, decided to establish an institution where the principles of quality student service and educational excellence would become its primary mission.

The Institution began operations offering short-term courses on conversational English, flower shop, and beauty related areas. On February 24, 1997, the Council of General Education of the Commonwealth of Puerto Rico granted the **Authorization License Number V14-38**, valid until February 22, 2013. This allowed the Institution to offer non-university post-secondary vocational educational services.

On March 13, 1997, **LESTON COLLEGE, INC.** was organized as a profit organization under the laws of the Commonwealth of Puerto Rico, being the primary shareholder Mr. Angel A. García Cabán. **LESTON COLLEGE, INC.** is authorized to admit students sponsored by the Vocational Rehabilitation Act.

On June 2003, Leston College was granted authorization to administrate Title IV Federal Funds from Pell Grant, FSEOG (Supplementary Federal Scholarship) for the Basic Cosmetology Program and in October 2003 for the Barber and Stylists; and the Nail Technician Program. Later the institution included the programs Advanced Professional Master in Cosmetology, and Aesthetic and Make-Up.

**LESTON COLLEGE, Isabela** Branch was granted authorization to operate, by the Council of General Education of the Commonwealth of Puerto Rico, on May 26, 2017; License Number V14-38:1, with expiration date February 22, 2022. On November 5, 2018, the Accrediting Commission of Career Schools and Colleges, ACCSC awarded accreditation to the Leston College Inc. Isabela Branch. On January 14, 2019, the Isabela Branch begins operating with the following academic offer, Professional Barber and Styling, Professional Cosmetology, Professional Nail Technician and Advanced Professional Master in Beauty

## **PHILOSOPHY AND MISSION**

**LESTON COLLEGE, INC.** offers the opportunity to obtain a comprehensive education, supported by a relentless quality service to students and an excellent instruction which significantly enhances student's performance in attaining his/her professional goals.

The Institution, Board of Directors realizes that employment opportunities are a direct result of the correlation between the population, the labor force and the demand of goods and services on the diverse occupational areas. Facing the new millennium, Puerto Rico will maintain a constant growth on the services sector, which will require a greater number of specialized occupations. Work-related studies reveal that jobs on the service industry such as Barbers, Hairdressers/Stylists, and Nails Technicians will experience greater demand on the upcoming years as of job opportunities trends statistics by the Department of Labor and Human Resources of Puerto Rico.

Determined to satisfy the abovementioned occupational needs, **LESTON COLLEGE, INC.** is committed to train its students to follow through the decision-making process, develop good inter-personal relationships, and to provide efficient and effective professional services on beauty related areas, therefore producing their own income and contributing to the country-economy.

Our curriculums are designed to combine the development of cognitive (knowledge), affective (attitudes), and psychomotor (skills) areas, framed in an optimum quality environment. Consequently, our faculty is committed to self-development, proactive action, careful listening, and to grant a solid education based on the principles, and teaching-learning strategies and procedures. Furthermore, school management complements educator duties by offering complete student services, which start at first contact and are strengthen through well-organized social, cultural, and educational activities. We treat our students with respect and dignity, recognizing their uniqueness, since unique are their abilities, circumstances, and potential.

The institutional mission of **LESTON COLLEGE, INC.** is to be a high-quality educational institution that fosters students with the required intellectual, professional, and personal capabilities to achieve an effective incorporation into entry-level or dexterous occupations and perform as outstanding professionals in the service industry.

## VISION

Be a vocational postsecondary institution that provides excellent knowledge that leads to the professional development of the graduate through innovative method similar to those encountered in the job field.

## OBJECTIVES

Our general objectives are aligned to our school philosophy and mission:

1. Provide students the required technical knowledge, skills, and attitudes to effectively acquire, maintain, and improve their performance to **start at entry level** on occupations related with the service industry, through self-employment or the job market.
2. Develop desirable traits, values, principles, and attitudes that will enable students to become highly effective and successful individuals.
3. Motivate students to use their potential to renew themselves physically, mentally and spiritually in order to create a balance between all the dimensions of the human being and efficiently perform their various roles in life.
4. Develop students 'character traits such as: responsibility, leadership, personal management, mutual benefit (equity), effective communication and interdependency.
5. Offer the perfect environment in which the students can express their concerns and contribute with ideas that will enrich their professional development as well as their school life.
6. Provide a comprehensive education based on the learning principles, leaded to facilitate student full development.
7. Develop students 'general and technical skills that will enable them to establish their own business or to conduct a job search and be prepared to successfully undertake a job interview.
8. Develop professional ethics amongst coworkers, clients, and management officers.
9. Develop basic psychological and sociological skills in order to manage and develop a proactive customer service.
10. Develop among students a spirit of tolerance and understanding through supervised work experience that promote that all students may become active participants in a democratic society.
11. Effectively manipulate new materials, tool, equipment and technology and literacy in the field studied.
12. Cultivate an atmosphere in which student can develop self-discipline, intellectual curiosity, and moral worth.

13. Develop professional ethics amongst coworkers, clients, and management officers.

14. Develop necessary written and oral skills to be effective in the work scenario.

**As a secondary objective we are determined to promote re-training and continuing education opportunities to fulfill the needs of our community. These courses are not within the school's scope of accredited programs.**

## **PHYSICAL FACILITIES**

**LESTON COLLEGE, INC.** Main Branch is located on the center of the downtown area in the city of Bayamón, on a three (3) story building sited at 52 Dr. Veve Street. The Institution occupies a physical area of 2,340 square feet consisting of six (6) administrative offices, four (4) theory and practice classrooms, four (4) restrooms- two in each floor, a lobby, and an Educational Learning Center. Classrooms are equipped with the necessary training materials and equipment, such as: tables, chairs, blackboard, mirrors, styling chairs, and shampoo bowls, to adequately offer our study programs. The President (Operational Director) is responsible of the inventory of all training and administrative materials or equipment available in the Institution. Applicants or students interested in reviewing these documents are welcomed to request these to the Institutional President's Office.

**LESTON COLLEGE, INC. Isabela Branch** is in the center of the Municipality of Isabela, on 60 Corchado St., in a two-story building. The building consist of a physical area of 2,200 square feet distributed in two (2) administrative offices, three (3) classrooms where the theory and practice of study programs is carried out, four (4) restrooms, two (2) on each floor, a reception area, and an Educational Resource Center (CRE) on the second floor. Classrooms are equipped with the necessary training materials and equipment, such as: tables, chairs, blackboard, mirrors, styling chairs, and shampoo bowls, to adequately offer our study programs. The Academic Director is responsible of the inventory of all training and administrative materials or equipment available in the Institution. Applicants or students interested in reviewing these documents are welcomed to request these to the Academic Director's Office.

## **EDUCATIONAL PROGRAMS (CLOCK HOURS)**

**LESTON COLLEGE, INC.** offers post-secondary education towards the achievement of a CERTIFICATE in the following areas: **Professional Barber and Styling** (1,350 hours), **Professional Cosmetology** (1,350 hours), and **Professional Nails Technician** (900 hours).

In addition, the Institution offers to the community the opportunity to be trained on various specialized programs, short term courses, seminars and workshops on related or unrelated areas of the mentioned educational programs. These are custom made to satisfy the need for continuing education due to the technological changes as well as governmental and community demands. For more information, you may request the flyer on Continuing Education Programs

## **ADMISSION AND ENROLLMENT**

### **ADMISSIONS POLICY**

**LESTON COLLEGE, INC.** bases its Admissions Policy on the consideration of various factors, such as: the orientation conducted by the Director of Admissions, the applicant's interest, the admission requirements, and any other circumstances that may arise during the enrollment process. **The institution reserves the right of denying admittance to applicants, even if they comply with the admission requirements.** **LESTON COLLEGE, INC. does not discriminate against any individual based on ethnic origin, color, sex, age, religion, social status, physical disability, or political affiliation.**

The applicant will complete the Admission Application in all parts. Incomplete applications can be considered Admission with conditions or Provisional Admission. With the student's commitment to complete the document requirements **on or before the first month of class.** The applicant vows to offer truthful and verifiable information on all submitted documents. Any false or fraudulent information will be considered sufficient ground to deny admission or to dismiss the individual, unless it could be demonstrated beyond reasonable doubt that it was never intended to deceive the Institution.

The school catalog is available to all applicants and students in the schools web page [www.lestoncollege.com](http://www.lestoncollege.com), students can also request a printed copy in the Admissions Office.

### **ADMISSION REQUIREMENTS**

Applicants must meet the following requirements **prior to being considered for regular admission:**

1. Be a high school graduate or have approved the Graduation Equivalency Test (GED) according to Decree Num. 188 with a minimum rating of 1.0 out of a 4.0 rating scale.
2. Pay a non-refundable \$25.00 Application for Enrollment Fee.

3. Complete the orientation process conducted by the Admissions Director or its authorized representative.
4. Submit the following documentation:
  - a. An Application for Enrollment form duly completed.
  - b. Schooling Evidence: a copy of the High School Diploma; or transcript, or a copy of the Graduation Equivalency Test (GED) results. If due to verifiable mitigating circumstances the individual cannot submit such evidence, the Institution will accept a Certification signed by the Academic Director or person in charge of the school of precedence in which indicates the last coursed grade and the circumstances that hinder receiving the official documentation.
  - c. A copy of the Vaccination Certificate (P-VAC 3), if under 21 years of age.
  - d. A Birth Certificate copy or any other document evidencing the applicant's birth date.
  - e. Payment of the Enrollment Fee.
  - f. ID with photo.

**The applicant must complete and submit all documentation on or before the first day of class. Documents submitted for admission purposes will become property of Leston College, Inc. and will not be returned to the applicant upon completion or cancellation of the admission process.**

**Note: Students present their Social Security card only for Financial Aid purposes.**

#### **ADMISSION AND ENROLLMENT PROCEDURES**

1. Applicant visits the Admissions Office in **Leston College** and searches for information about the educational programs that are being offered.
2. The Admissions Director, or a designated representative, meets with the applicant to provide a general overview of the Institution, presents the curriculum of the chosen program, including duration, tuition costs, class schedule, etc. and offers a guided tour of the Institution's physical facilities.
3. The school catalog is available to all applicants and students in the schools web page [www.lestoncollege.com](http://www.lestoncollege.com), students can also request a printed copy in the Admissions Office.

4. The applicant can complete the Application for Enrollment form; and the Admissions Director, or a designated representative, verifies that all required documentation is attached, and that the applicant meets the admission requirements.
5. The applicant will pay the Enrollment Fee at the Administrative Office.
6. The Admission Office will send a notification of the admission decision to the applicant. Admitted students will also receive information pertaining enrollment dates and first day of class. If the application is denied, the Admissions Officer or a designated representative must indicate the reasons of the rejection. The institution reserves the right of denying admittance to applicants, even if they comply with the admission requirements.
7. Leston College does not allow admissions personnel whose primary responsibilities include recruiting and admissions activities to become involve in admissions decisions including signing and accepting the enrollment agreement.
8. Once the orientation, admission and enrollment process has been completed, the applicant must visit the Administrative Office to discuss and sign the Enrollment Agreement. A parent or legal tutor must accompany applicants who are dependent minors (under 21 years of age). The Enrollment Agreement will be signed by the applicant, the Administrative Office Representative, and the parent or legal tutor, if applies.
9. Leston, Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. School does not discriminate on the basis of race, color, religion, gender, sexual orientation, genetic information, age, disability, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and other school-administered programs. Leston College reasonably accommodate applicants and students with disabilities to the extent required by applicable law.

On the first day of class, the admitted applicant will receive a Course Program, which must be presented to the course instructor.

All admission documents must be submitted **on or before the day o class, or on or before the first month of class for conditioned admissions; conditioned admission will not be processed**

**for financial aid purposes until all requirements are fulfilled.** If applicant does not present the required documents as agreed, the application will be considered a cancellation.

The act of enrollment in our institution implies that the applicant approves, accepts, and endorses all academic, administrative and student related norms contained in this catalog, and in any other institutional publication, as well as the commitment to observe and be abide by them. The applicant also understands, accepts, and agrees that the Institution, exercising its best judgment, may modify, change, alter, amend and/or annul rules and regulations established on this Catalog or on any other publication to fulfill its institutional philosophy.

### **ADMISSION OF TRANSFERRED STUDENTS**

The applicant transferring from another educational institution must submit the application for enrollment, pay an enrollment fee, and comply with all the admission requirements abovementioned. The applicant must request an official transcript (detailing credits, grades, and cumulative hours) and, if requested, a catalog from the school of origin, which must be accredited from a recognized national or federal accrediting body.

### **TRANSFER OF CLOCK HOUR COURSES POLICY**

All transferring applicants interested in the validation of previous clock hours approved must request it upon formal admission and no later than the first day of class. ***Leston College Inc.*** reserves the right to accept transferable clock hours of other institutions.

### **NORMS FOR THE TRANSFER OF CLOCK HOURS**

1. The applicant must join **Leston College Inc.** as a transferred student, have a complete educational record, and must comply with the admission requirements.
2. The clock hours to be validated must come from a recognized institution accredited from a recognized national or federal accrediting body.
3. The Institution will only consider for validation, courses equivalent in content, with similar clock hours duration, and approved with a score of C or higher.
4. Clock hours approved five (5) years prior to the validation date will not be eligible for validation.
5. Validated clock hours are not scored and are not considered for the students, academic point average.
6. The Institution will only validate a maximum of 25% of the selected educational program.
7. **The validation process must be in progress PRIOR TO THE FIRST DAY OF CLASS.**

## **TRANSFER OF CLOCK-HOUR COURSES PROCEDURES**

1. The Admissions Office refers the applicant to the Registrar's Office, where he/she is informed of the norms for validating clock hours.
2. Upon receipt of the required documentation and based on the abovementioned norms, the Registrar's office determines if the requested validation of clock hours is accepted or denied.
3. The Registrar Office will notify the student the determination:
  - If the transfer of clock hours is approved, the hours/units will be identified in the students academic record as V.
  - If the transfer of clock hours is not approved the Registrar will notify the applicant the reasons for the denial in written.

## **TRANSFER OF CLOCK HOURS/GRADUATED STUDENTS FROM LESTON COLLEGE**

1. The Admissions Office will refer the student to the Registrar Office for an orientation of the transfer of clock hours norms.
2. Once the students academic file is reviewed aligned with the norms here established, the Registrar Office will determine the acceptance or denial.
3. The institution only considers for transferred clock hour purposes courses approved by the applicant that are equivalent in content and comparable in academic hours, that have been approved with a grade of C or higher.
4. Courses of contact hours approved five years previous to admission in Leston College will not be eligible for validation purposes.
5. The transferred clock hours are not graded and are not considered in the students GPA.
6. **The institution will consider 100% of the total course hours to all students graduated from Leston College that enroll in the following programs: Professional Barber and Styling, Professional Cosmetology and Professional Nail Technician, as these courses have been developed aligned and articulated to the Barber and Style, Basic Cosmetology and Nail Technician programs.**

**All clock hour transfers will be documented on the Student's Academic Record.**

## **ADMISSION OF FOREIGN STUDENTS**

Applicants from foreign countries must comply with all the admission requirements applicable to local regular and/or transferred applicants. All documents must be legally recognized and

legitimized by the Consulate of the country of origin. The educational documents must be validated by the Department of Education of the Commonwealth of Puerto Rico. Foreign applicants must present evidence of residency or American citizenship, or the I-34 form of the Federal Immigration and Naturalization Service.

### **MAXIMUM NUMBER OF STUDENTS IN A CLASS OR LAB**

The number of students in a typical class or lab will depend on the physical facilities and resources available. The maximum student ratio is 25-30:1 for lecture classes or labs.

### **PRIVACY OF STUDENTS'S RECORDS**

The Family Educational Rights and Privacy Act of 1974 (FERPA), approved as part of the act widely known as Buckley Amendments, guarantees the right of the student pertaining to the privacy and confidentiality of his/her educational record. The act establishes the rules and regulations to be followed by the institutions when granting students access to their permanent educational records. It also provides the instruments to dispute any document that the student considers incorrect or inadequate. Additionally, it stipulates that the student must provide a written consent authorizing the Institution to disclose information related to his/her academic performance. The act guarantees:

- That students or parents/legal tutors have the right to personally examine and review all information contained in the student's permanent educational record, upon student's approval.
- That students or parents/legal tutors who believe that the student's permanent educational record is incorrect or confound, have the right to request that the Institution rectifies it.
- That the disclosure of all information pertaining to the student's academic performance will **only be provided with a written consent from the student** through a form designed for such purpose.

A student, parent/legal tutor, or other authorized person who requests to review the student's permanent educational record must schedule an appointment at the Registrar's Office to be informed of the procedures. A student, parent/legal tutor who requires additional information of the FERPA legislation or confronts difficulties in exercising their rights pertaining to this act may call at (202) 401-2057 or write to: —Family Policy Compliance office, Department of Education, 400 Maryland Avenue, S. W., Room 3017, Washington, DC 20202-4605.

## **SECURITY AND DISCLOSURE OF ACADEMIC IMPROVEMENT STATISTICS**

In accordance to the Public Decree 101-542 widely known as the —Student Right to Know and Campus Security Act of 1990, **Leston College** publishes annually the statistics relating to:

- The delinquency incidence on the Institution and its premises, and
- The academic improvement of its students (completion, placement, and state licensing examination outcomes)

## **REGISTRAR'S OFFICE SERVICES**

### **REGISTRAR'S OFFICE**

The registrar is in charge of safeguarding, evaluating, and updating the student's permanent educational records, establish enrollment procedures, issue student transcripts, certify the admitted applicant's classification, maintain attendance records, and determine the student satisfactory progress.

### **CERTIFICATIONS OF STUDIES, GRADUATION AND TRANSCRIPTS**

Upon the student's authorization and after receiving clearance from the Administrative Office, the Registrar's Office, will issue certifications of studies/completion, clock hours and grades records, and any other official documents requested.

Normally, certifications of studies are issued within five (5) labor days, certifications of completion on or before the eighth (8<sup>th</sup>) week after the graduation date, and the clock hours/grades records within a week of submitting the appropriate form. The clock hours and grades records are mailed directly to the interested Institution, agency or employer, but are not issued personally to the student. The student may request a student copy of his/her transcript using the same form. Studies Certifications are free of charge; however the certification of completion and the clock hours/grades records are a courtesy of the institution. Students must have fulfilled all documentation and requirements to apply for any educational document.

**Our Institution only handles requests of certification of studies/completion and clock hours/grades records for students who have fulfilled their academic and financial obligations.**

If the student has authorized a third party to place the request, the Institution will only handle the documents to individuals who present a written student's consent and provide appropriate photo ID.

Certifications and clock hours/grades records will only be valid if they include the Registrar's signature and the Institution's official seal.

### ACADEMIC CLOCK HOURS DEFINITION

The Institution measures its courses in clock hours awarded in semesters. A clock hour is defined as a 60-minute period. One academic clock hour is usually defined as 50 minutes of instruction per hour followed by a 10-minute break.

### LENGTH OF TIME FOR EACH PROGRAM

PROFESSIONAL BARBER AND STYLING (1,350 HOURS) PROFESSIONAL COSMETOLOGY (1,350 HOURS)		
LENGTH	DAY	NIGHT
<b>Time</b>	8:00am-2:00pm	5:00pm-10:00pm
<b>Days</b>	Monday-Friday	Monday-Friday
<b>Daily Hours</b>	6	5
<b>Weekly Hours</b>	30	25
<b>Weeks*</b>	45	54
<b>Months*</b>	12	14
<b>Semesters</b>	3 (payment periods)	3 (payment periods)

\*Academic weeks and months

PROFESSIONAL NAIL TECHNICIAN (900 HOURS)		
LENGTH	DAY	NIGHT
<b>Time</b>	8:00am-2:00pm	5:00pm-10:00pm
<b>Days</b>	Monday-Friday	Monday-Friday
<b>Daily Hours</b>	6	5
<b>Weekly Hours</b>	30	25
<b>Weeks*</b>	30	36

<b>Months*</b>	<b>8</b>	<b>12</b>
<b>Semesters</b>	<b>2 (payment periods)</b>	<b>3 (payment periods)</b>

\*Academic weeks and months

## **BREAKS**

The institution authorizes the following brakes:

Morning session: from 10:50 – 11:10

Evening session: from 7:50 – 8:10

**Note: The above schedules do not include holidays or breaks that are not part of the study period.**

Programs are offered in a continuous cycle, one a unit is completed we proceed to the next one as if a new program is started on each unit until the students completes all the curriculum.

## **STUDENT’S CLASSIFICATION:**

*Leston College* classifies its students in one of the following categories:

- **Regular Student:** Is the student who fulfilled all admission requirements, is enrolled in a regular program, and upon completion of all graduation requirements becomes a candidate to obtain a Certificate.
- **Student under Probation:** Is any student who has successfully appealed determination of unsatisfactory academic progress. The elements that indicate unsatisfactory academic progress are: attendance, grades and pace. Additionally, a student may be placed on probation for violating the Institution’s conduct policy (Student Conduct Probation).

## **ACADEMIC PROGRESS REPORT**

At the end of each term, the Registrar’s Office will **deliver** an academic progress report to all students. If a student believes that there are errors on his/her report card, he/she must contact the Registrar’s Office within two weeks following the affected academic progress report. **Students must visit the Registrar’s Office to receive the academic progress report, upon notification.**

The computation of the student’s grade point average will only include the courses completed at *Leston College*.

## STUDENT EVALUATION CRITERIA

When grading a student, the instructor will use all recognized evaluation methods, such as partial, final, verbal and written exams, observations, class participation, practical work, work projects (individual or in group), and student's attitude throughout the course, etc.

Upon concluding each unit, the student will receive a final score consisting of a theory grade, and if applicable, practical work grade that will be evaluated according to the **Practical and Clinical Work Progress Report**. This report will contain evidence of the practical jobs done by the student and it will be under the instructor's custody until the student has completed the program. The purpose this report is to guarantee objectivity when evaluating the student.

If a student misses an assignment, exam or other work, he/she must make up the work in agreement with the instructor on or before the end of the term. **It is the student's responsibility to make up all assignments, exams or other work missed as the result of any excused or unexcused absence.**

## GRADING SYSTEM AND OTHER ACADEMIC STANDINGS

The grades indicate the student's progress during the clock hour's units. The grading system and other academic standings are:

A (90-100)	<b>Excellent</b>	(4.0 puntos)	interval 3.50-4.00
B (89-80)	<b>Good</b>	(3.0 puntos)	interval 2.50-3.49
C (79-70)	<b>Average</b>	(2.0 puntos)	interval 1.50-2.49
D (69-60)	<b>Deficient*</b>	(1.0 puntos)	interval .80-1.49
F (59-00)	<b>Fail</b>	(0.0 puntos)	Interval 00 - .79
V	<b>Transferred Clock Hours</b>	Not computable in the GPA	
W	<b>Official Withdrawal</b>		
WA	<b>Administrative Withdrawal</b>		
I	<b>Incomplete</b>		
IX	<b>Incomplete not removed by the student</b>		

\* Minimum grade and point

## PROVISIONAL GRADES

**Incomplete:** The instructor will grade a student with the letter "I" when, for justified and acceptable reasons, he/she could not fulfill the courses requirements. The Incomplete

scores must be accompanied by a provisional grade computed by adding all the accumulated grades and assigning an F on the unsatisfied work. The Academic Director or the Registrar must previously authorize all incomplete scores. **Incomplete scores must be removed during the first three (3) weeks of the following term.** It is the student's sole responsibility to remove the incomplete grade, even if he/she is or not and active student during the following term. If the Incomplete is not removed, the provisional grade sent by the instructor will become the official grade of the clock hour unit (IX).

**Course Repetition:** All students who failed (F) or withdraw (W) a course must repeat it to complete the clock hour units and obtain a passing grade. Upon personal determination, a student who obtained a below average (D) score is entitled to repeat it. **Course repetitions will be registered with both grades on the student's transcript, however the last score obtained will be the one used for commutating the student's grade point average.**

**Students under probation** must repeat all courses in which he/she obtained a D or F grade. Students will have the right to repeat a course **only once.** **A course repetition implies additional costs as it must be paid as a regular course.**

## GRADE POINT AVERAGE

The grade point average is the numeric expression that represents the student's progress throughout the program. It is computed by dividing the total grade points by the total amount of cumulative courses with a final grade, including those courses in which the student obtained a failing (F) grade.

**Example:**

UNITS OR LESSONS	GRADE	POINTS
I	A	4
II	B	3
III	C	2
IV	D	1
V	F*	<u>0</u>
		10

**Ten (10) grade points divided by five (5) courses results in 2.00, which is the student's grade point average.**

***\*Note: In this case, the student must repeat unit V in order to be considered a candidate for graduation.***

## **APPEALS OR CORRECTIONS TO THE GRADE POINT AVERAGE**

Students, who believe that their grades are incorrect or that an error has occurred, may request a revision through the Registrar's Office within the first 2 weeks after receiving their report card.

## **ATTENDANCE POLICY**

### **COURSE ATTENDANCE**

**Attendance to class is compulsory and punctuality is required.** The morning schedule for all educational programs is from 8:00 a.m. to 2:00 p.m., with a 20-minute break from 10:50 – 11:10. The evening schedule runs from 5:00 p.m. to 10:00 p.m. with a 20-minute break from 7:50 p.m. to 8:10 p.m. **A student shall not leave prior or return after the break time hours, unless authorized by the Academic Director or Registrar.**

Students will sign the attendance sheet at the beginning and end of each class. The instructor will verify them and will record the corresponding absences. At the end of the month, the attendance sheets are sent to the Registrar's Office who will post the hours on the Student's Attendance Record, which is placed on the student's permanent educational record.

### **ABSENCES, TARDINESS AND/OR INTERRUPTIONS OF THE CLASS' SCHEDULE**

Students will only receive clock hour units for the hours attended and the hours of make-up work informed by the instructor. The hours accumulated by students who arrive fifteen (15) minutes after having started their class or who had to leave before the end of their regular schedule will be computed according to the following table:

<b>LATE TIME (IN MINUTES)</b>	<b>DISCOUNT</b>
<b>15-22</b>	0.25 HR
<b>23-43</b>	0.50 HR
<b>44-52</b>	0.75 HR
<b>53-60</b>	1.00 HR

The student must make up the time loss as the result of an excused or unexcused absence, tardiness or interruption of the class schedule.

### **CONSECUTIVE ABSENCES**

Students who are absent for two (2) or more consecutive days must complete the Absence Report form to explain the reason(s). If a student is absent for fourteen (14) consecutive days that student will be withdrawn from the program.

### **CUMULATIVE ABSENCES**

A student who incurs in more than five (5) cumulative absences will receive a written warning. On the eighth (8<sup>th</sup>) absence, the student will receive a second written warning. On the tenth (10<sup>th</sup>) absence, the student will receive a third (3<sup>rd</sup>) and last a written warning. In all these instances the student must meet with the Academic Director prior to be admitted to class. If a student is absent for fourteen (14) cumulative days that student will be withdrawn from the program.

### **LEAVE OF ABSENCE**

A student may request a leave of absence for a maximum of one hundred eighty (180) calendar days, for the following reasons: pregnancy complications, maternity, prolonged illness, accident, hospitalization, medical treatment, death of an immediate family member, employment problems, drastic change on the family financial situation, child care, and divorce among other justified reasons. This permission will be granted once or more times throughout the duration of the program not exceeding (180) days in any 12 months period and cannot be transferred to other students. The Institution does not charge the student for the leave of absence. If the leave of absence is not approved then the student is considered withdrawn from the Institution, and the refund policy will apply. The student must follow the procedures detailed below, to request such authorization:

1. Visit the Registrar's office, the Academic Director or the designated official to request the Leave of Absence completing the appropriate form.
2. The official will evaluate the case and, if considered a valid request, will grant the permission. The Leave of Absence may extend the termination date stipulated on the Enrollment Agreement.

If the student does not return to class on the date established in the Leave of Absence form, will be withdrawn from the program using the last attendance date to complete the withdrawal process and to apply, if necessary, the Institution's Refund Policy.

### **MAKE-UP WORK AND HOURS**

Student is responsible of making-up all assignments, exams, practical work, and/or clock hours missed as the result of any excused or unexcused absence.

Arrangements to make-up assignments, exams or practical work must be made with the instructor within two (2) days after returning from an absence. The instructor may assign additional outside make-up work if deem necessary.

Arrangement to make up clock hours will be made outside of the student's regular schedule in coordination with the instructor and the Registrar. The student will request, the Make-Up Clock Hours Form at the Registrar's Office, to record them. On the last day of each month, this form will be submitted to the instructor who will add up the make-up clock hours and will sign and approve the time. Finally, the form will be forwarded, together with the attendance sheet, to the Registrar who will record these hours in the Student Attendance Record applicable to the current term.

The Institution reserves the right to reject the amount of and/or method use to makeup the clock hours missed. The Make-Up Clock Hours Form will be kept on the student permanent educational record until the student fulfills the graduation requirements.

According to our Attendance Policy, the student who finishes the term with less than the minimum required clock hours will be required to make up such hours through assignments, exams, and other class work.

### **SATISFACTORY PROGRESS POLICY**

Satisfactory progress in attendance and academic work is a requirement for all students enrolled in **Leston College** in order to guarantee the completion of the selected educational program within its maximum length of time.

PROGRAMA	DURACIÓN NORMAL	TIEMPO MÁXIMO
Barbería y Estilismo Profesional	1,350 horas	2,025 horas
Cosmetología Profesional	1,350 horas	2,025 horas
Técnico de Uñas Profesional	900 horas	1,350 horas

### MAXIMUM TIME

The program must be completed within 150% of the total program length:

**If a student does not complete the educational program within the maximum time frame then the student will be dropped from the program.**

### SATISFACTORY ACADEMIC PROGRESS POLICY

1. The SAP progress for clock hour programs will be measured in quantitative terms. The grades achieved by the student reflect the quantitative aspect of the measurement. Leston College has established a grading system that assigns a grade point average to its students. This system allows the school to measure the minimum grade that a student can achieve to demonstrate academic development and be able to graduate.
2. Students are assessed throughout class attendance and achievement of the required grade point average needed for graduation. All student who attends classes but does not meet the minimum hours of attendance receives an incomplete (I) and the students is expected to improve this classification, otherwise at the next monitoring interval point, the Incomplete will convert to an F. W-is assigned when the student withdraws from the course in which the student is enrolled.
3. Students will be evaluated in all units within the programs, lecture, and laboratory based.
4. Academic progress is measured with 2 main components:
  - a. Quantitative (number of clock hours attended), which represents the hours completed by the students as scheduled in the program.

- b. Alpha numeric, which represent the grades achieved by the student that represent the academic achievement of the student through grades and retention efforts.

**Students must meet the Satisfactory Academic Progress as follows:**

1. Maintain a minimum cumulative GPA of 2.00 or 70% (equivalent to a “C” grade average).
2. Attain a minimum cumulative PACE of 67%, which represents the percentage of hours attended compared to the total hours scheduled in the programs.

Student attendance will be evaluated at the end of each payment period to determine if the student meets the required SAP requirements. If the student does not meet the minimum requirements at the end of the first period (450 hours and 19 weeks of instruction) the student will receive a **“Warning”** at the start of the next payment period. For students to be removed from the Warning, students must improve their deficiencies (meet 67% PACE and/or minimum 2.0 GPA requirements). Warning means that the student is working to improve its SAP and the student is eligible to participate in the Title IV program (Pell Grant). If the student does not improve at the end of the next payment period, then the student will be ineligible to participate in the Title IV program. Students who meet the SAP requirements at the end of the payment period will be considered eligible to participate in Title IV. During the first payment period, all students are considered to meet SAP, thus, they are eligible to receive financial aid, if eligible.

The following table outlines the minimum numbers of hours to be completed in order to meet the 67% attendance completion:

**Programs of 1,350 hours**

	<b>50%</b>	<b>83%</b>	<b>125%</b>	<b>150%</b>
Monitoring Intervals SAP	450	900	1350	1500
Minimum numbers of hours attended	302	603	904	2025
Required GPA	2.00	2.00	2.00	2.00

**Programs of 900 hours**

	<b>50%</b>	<b>100%</b>	<b>150%</b>
Monitoring Intervals SAP	450	900	1350
Minimum numbers of hours attended	302	603	900
Required GPA	2.00	2.00	2.00

## PROBATION APPEAL

Students have the right to appeal to any decision that affects their satisfactory academic progress and the termination of financial aid. Special considerations will be considered in cases that demonstrate:

- Illness
- Death in the family
- Drastic financial changes that affect the family unit

The appeal will provide the opportunity to continue receiving financial aid, if successful. The appeal procedure is as follows:

- Submit a written appeal within 20 days from receipt of notification of loss of eligibility as well as circumstances that affected the student's academic progress.
- The Committee will decide and notify the student in writing no later than 10 days from the date the student submitted the appeal.

## RULES OF CONDUCT

To guarantee an educational environment that encourages student academic and social development, **Leston College** enforces the compliance of its rules of conduct.

The ***Student's Handbook*** clearly establishes what types of conduct are unacceptable and what the consequences will be for violation, which may go from a verbal reprimand up to immediate termination. The following list, while not limited to, include violations of the Institution's rules of conduct.

1. Destroying or damaging school property
2. Abuse of any illegal drugs or alcohol.
3. Engaging in any unlawful or improper action as described in the Student's Handbook.
4. Acting with disrespect toward a member of the Institution's staff or another student.

The Institution organizes a **Disciplinary Committee** chaired by the Academic Director and constituted by the Registrar, a Faculty member, and one (1) student of each educational program. The committee will evaluate the violations to the rules of conduct and will render to the President a recommendations report for his approval. The Registrar will send to the student a written notification with the final decision.

However, if the student incurs again in a violation during the disciplinary process, the Academic Director and/or the President may suspend or terminate immediately, until the Disciplinary Committee renders the recommendations' report.

## **WITHDRAWS**

**Leston College** grants three (3) types of withdraw: Official and Administrative withdraws.

Official Withdraw (W): May be requested by a student who will no longer attend the course within the current term and is not interested in requesting a Leave of Absence (See Catalog, page 25). The official withdraw will prevail over any other grade that the instructor may inform.

Administrative Withdraw (WA): Granted by the Registrar under the following circumstances:

- Death of the Student or an Immediate Family Member – must present Death Certificate
- Major accident or hospitalization due to illness – must present evidence of medical condition
- Violation of the Institution Rules of Conduct
- Unsatisfactory Progress
- Excessive Absences
- Failure to meet all financial obligations

To request an Official Withdraw, the student must visit the Registrar's Office where he/she will receive the **Withdrawal Report** form. The process begins with a referral to the Academic Director and/or Counselor who will assist the student to review if this decision is the best option available. If so, the Academic Director and/or Counselor will proceed to sign the withdrawal report and will refer the student to the instructor, who will record and certify on the abovementioned form, the student's last date of attendance. In order to complete the withdrawal process, the student must return the withdrawal report to the Registrar, who will certify the official withdraws. Finally, the student will visit the Financial Office with the Official withdraws Report to be informed about his financial responsibility, if any.

**The Withdraw Report Form will only be valid, if it includes the Registrar's or the Academic Director's signature.**

***It is the student's responsibility to fulfill all financial obligations, independently of the type of withdraws granted, to receive his/her report cards, copy of the permanent educational record, or any other official document.***

## RE-ENROLLMENT POLICY

**Re-enrollment:** Students who have interrupted studies for one term or more, may request a **Re-enrollment Application** at the Registrar's Office, on or before the starting date of the next scheduled term. The re-enrollment will be subject to the approval of the Registrar and the Academic Director according to the re-enrollment approval regulations contained in this Catalog. The decision will be communicated to the applicant in writing.

All Re-enrollment Applications must be accompanied with a \$25.00 nonrefundable fee if the student requests re-enrollment after two (2) terms of leaving the Institution. If the student requests re-enrollment after leaving the Institution for only one (1) term, he/she will be exempt of the re-enrollment fee payment.

**Re-enrollment Approval Regulations:** The following rules will apply on all reenrollment applications:

- ✓ If the student interrupted studies prior to completing the first term, he/she must comply with all current admission requirements at the re-enrollment application date.
- ✓ If the student satisfactorily completed the first term or more and voluntarily interrupted studies, may request re-enrollment for the next scheduled term abided by the current curriculum and tuition fees at the re-enrollment application date. The Institution will consider the approved clock hour units according to the Clock Hours Validation Procedures.
- ✓ If the student satisfactorily completed the first term or more and upon termination, he/she did not achieve satisfactory progress, the re-enrollment will be granted and the student will be classified as **Student Under Probation**.
- ✓ If the student was terminated due to disciplinary reasons, he/she must have the approval of the Disciplinary Committee prior to obtaining the requested re-enrollment.
- ✓ If a student completes the educational program and wishes to continue further studies under a different program, he/she may request the validation of previous clock hours according to the Clock Hours Validation Policy.
- ✓ The student, who requests re-enrollment for the third time or interrupted studies due to physical or mental health reasons, must submit the reenrollment application accompanied by an explanatory letter and will be interviewed by the Academic Director or a designated official.
- ✓ **If the student interrupted studies for three (3) or more years without finishing the educational program, and wishes to re-enroll, he/she must begin studies under the current curriculum and tuition fees upon reenrollment application date as Clock Hours taken prior to this period have expired.**

## GRADUATION REQUIREMENTS

The student must successfully complete the following requirements to be considered a graduation candidate:

1. Submit a completed **Application of Graduation** at the Registrar's Office, within the first three (3) weeks of the fourth (4<sup>th</sup>) and final term, or at the scheduled date to evaluate all graduation candidates.
2. Complete the educational program with a minimum grade point average of 2.00 points or higher on a 4.00 scale and within the maximum time frame established.
3. Attend the required clock hours, according to the educational program selected.
4. Comply with all the evaluation and assessment requirement

The Registrar will evaluate each application and will inform the student if he/she has met all graduation requirements. If the student becomes a graduation candidate, he/she must pay a \$ 50.00 non-refundable **Graduation Certification Fee** to the Financial Officer.

The Graduation Ceremony is conducted once a year for all educational programs at a date scheduled by the Registrar and the Academic Director. The institution will not allow the participation on this event, of any student who as not fulfilled all graduation requirements.

**Leston College reserves the right to retain the Student's Permanent Educational Record, Graduation Certificate and Certifications, or any other official document, of those students who have not fulfilled their financial obligations.**

## GRADUATION DIPLOMA AND OTHER ACADEMIC DISTINCTIONS

**Graduation Diploma:** Students who successfully complete and fulfill all graduation requirements will receive a **Graduation Diploma** from **Leston College**. This document certifies that the student has completed studies at a Post-Secondary Vocational Level, identifies the student's name, the educational program, and the required and completed clock hours.

**Academic Distinctions:** In recognition to the efforts, commitment, and academic improvement, **Leston College** presents the award:

- **ACADEMIC EXCELLENCE:** To one (1) student from each educational program, who has achieved the highest grade point average, has demonstrated major commitment

towards his/her studies, excellence on his/her actions, and has been a role model of responsibility, improvement, and friendship.

The Institution also awards the following academic distinctions:

- **HIGH HONOR:** To all students who have maintained a grade point average between 3.8 and 4.0.
- **HONOR:** To all students who have achieved a grade point average between 3.5 and 3.79.

### **HALL OF FAME**

At the end of each term, the Registrar's Office publishes a list per educational program with the names of all the students who achieved a grade point average of 3.50 or more and who complied with the minimum hours required. This list, named **Hall of Fame**, will be placed on each Bulletin Board.

### **CHANGE OF ADDRESS**

In the admission process the student must provide his/her postal and physical address, as well as a telephone number where the student can be reached. Changes of address and/or telephone number must be notified **immediately** to the Registrar's Office. Failure to do so relieves **Leston College** from all responsibility pertaining to the delivery of written notifications or correspondence.

The Institution will consider that the student has been duly notified when official correspondence is sent to the last address available on his/her permanent record.

### **FINANCIAL SERVICES OFFICE**

The Financial Office is responsible for maintaining the students' accounts (ledger), collecting tuition and other fees, making arrangements for deferred payments, and disbursing refunds.

### **TUITION AND OTHER FEES**

#### **TUITION TABLE\***

EDUCATIONAL PROGRAM	REQUIRED HOURS	TUITION*
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Professional Barber and Styling	1,350 hours	\$10,864.43
Professional Cosmetology	1,350 hours	\$10,864.43
Professional Nail Technician	900 hours	\$7,267.95

\*The Institution reserves the right to change the educational program tuition, as needed. Tuition does not include the costs of equipment, books, and materials

EQUIPMENT, MATERIALS, AND BOOKS COSTS TABLE\*

EDUCATIONAL PROGRAM	MATERIALS & EQUIPMENT
Professional Barber and Styling	\$700.00
Professional Cosmetology	\$700.00
Professional Nail Technician	\$700.00

\*These estimated costs may vary according to the market prices. This table represents an ESTIMATE and may only be used to inform the applicant of his/her financial responsibilities and obligations.

MISCELLANEOUS FEE (NON-REFUNDABLE)

Enrollment Fee	\$25.00
ID Card	N/C
Re-enrollment Fee	\$25.00
Student's Permanent Record (Copy)	N/C
Graduation Certification	\$50.00

PAYMENTS

Payments may be made in cash, money orders and/or certified checks to the order of Leston College. The admission fee must be paid when applying admission.

The Financial Services Office will assign to each enrolled student an Account ledger in which all charges, credits and or other services rendered by the Institution and paid by the student will be posted.

The Institution provides the opportunity to defer payments, to parents/legal tutors or adult students who may not be eligible for financial aid. The student is responsible of his/her financial obligations on the scheduled date.

Those who do not comply may be terminated and will not receive the clock hour units applicable to such term. The Institution will not provide services to students who have not complied with their financial obligations.

Our Institution process requests for study/graduation certifications, and/or transcripts only if the student shows on good standing with his/her financial and academic obligations.

#### REFUND POLICY

The Refund Policy guarantees fair and equal refund conditions, in cases of enrollment cancellations prior to or while taking an education course.

- A. Termination Date: The termination date for refund computation purposes is the last date of actual attendance (LDA) by the student Administrative Withdraw or the date student notify school his/her intention of withdrawal Official Withdraw.
- B. Refund Policy:
  - 1. Rejections: An applicant rejected by the Institution is entitled to a refund of all monies paid minus the \$25 non-refundable enrollment fee.
  - 2. Three (3) days Cancellation: All monies paid by an applicant are refunded if cancellation is requested within three (3) days after signing an enrollment agreement and making an initial payment.
  - 3. Other Cancellations:
    - a. An applicant requesting cancellation more than three (3) days after signing an enrollment agreement and making an initial payment, but prior to entering the institution, is entitled to a refund of all monies paid minus a registration fee of 15%

of the contract price of the program, but in no event may the Institution retain more than \$150.

- b. Students who have not visited the Institution facilities prior to enrollment will have the opportunity to withdraw without penalty within three (3) days following either attendance at a regularly schedule orientation or following a tour of the Institution's facilities and inspection of equipment.
4. Refund to Students attending the Institution for the First Time: The Institution shall refund unearned tuition, fees, room and board and other charges as set forth in applicable state or federal regulations (whichever is more favorable to the student) to students attending the Institution for the first time who withdraws or otherwise fails to complete the period of enrollment. In the absence of state or federal regulations, the Institution shall make a pro rata refund of tuition, fees, and other charges.

**Enrollment Period:** The enrollment period is considered the amount of clock hours applicable to the educational program and charged to the student by Leston College as per detailed on the student's enrollment agreement. For the purposes of applying the refund policy, the mentioned period is considered as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school.

**Attendance Percentage:** The attendance percentages is calculated dividing the total number of clock hours comprising the period of enrollment for which the students have been charged into the total number of clock hours of the selected educational program. This percentage should be rounded upward to the nearest 7 - 10% of that period.

**Administrative Withdraw Fee:** The Institution will retain a five percent (5%) of the tuition or one hundred dollars (\$100), whichever is lower, as an administrative withdraw fee.

**Pro Rata Refund Policy:** The Financial Services Office will determine the remaining attendance percentage dividing the total number of clock hours pending to be completed into the total number of clock hours of the selected educational period. Dividing the clock hours scheduled to has been completed as of the withdrawal date in the period by the total clock hours in the period. This remaining attendance percentage shall be rounded downward to the nearest 10% of that period. Then, this percentage is multiplied by the total contract price and the result will be the credit adjustment that the Institution will post in the student's account ledger. The Institution may retain the total contract price for the period, including tuition, fees and other charges; if the student completes more than the 60% of the total length of the educational period.

## 5. Refund for Subsequent Enrollment Periods:

Federal Refund Policy: This policy will apply to any student who have been terminated by the Institution and re-enrolled to the same or a different educational program. Also it will apply to graduated students who may be re-enrolled under a different educational program and have been terminated by the Institution. The Federal Refund Policy will apply as follows:

- On or before the first day of class – the Institution shall refund a one hundred percent (100%) of the contract price.
- After the first day of class up to the 10% of the enrollment period the Institution shall refund ninety percent (90%) of the contract price.
- After the 10% up to the 25% of the enrollment period – The Institution shall refund fifty percent (50%) of the contract price.
- After the 25% up to the 50% of the enrollment fee - The Institution shall refund the 25% of the contract price.
- After the 50% of the enrollment period – The Institution will retain the one hundred percent (100%) of the contract price.
  
- Short Courses: The refund for short courses will be calculated on an hourly pro rata basis. Short Courses are defined as programs with fewer than 100 clock hours.
  
- Special Cases: In case of prolonged illness or accident, death in the family, or other circumstances that make it impractical to complete the educational program, the institution shall make a settlement which is reasonable and fair to both parties.

### **RETURN POLICY OF TITLE IV FEDERAL FUNDS**

- The return policy of Title IV Federal Funds will apply to all students awarded Federal Funds (Pell Grant, SEOG, FWS) to cover their educational expenses at Leston College. The policy shall be applied once the student withdraws or is terminated or expelled by the Institution after the student has begun attending classes, but prior to completing sixty (60%) of the program of study.
  
- This policy establishes that to determine the amount of Title IV monies earned by the student, the institution will take into consideration how many days and/or hours, are completed within the payment period. The termination date for refund computation purposes is the last date of actual attendance (LDA) by the student Administrative

Withdraw or the date student notify school his/her intention of withdrawal Official Withdraw.

### **Application of Policy**

- Any monies due the student shall be refunded within 45 calendar days from the last day of attendance (LDA) or within 45 calendar days from the date of receipt of payment in the event that the date of such receipt is after the student's last date of attendance.
- Students under Leave of Absence: If the student does not return following the Leave of Absence period, the refund will be done within 30 calendar days of the LOA due date, refunds will not be done after 60 calendar days form the last day of attendance.

## **STUDENT'S SERVICES**

The Student's Services area is responsible of providing support and auxiliary services to the student in order to ensure an appropriate educational environment.

The first service is to schedule an orientation with the applicant, in which the Institution provides with information concerning to:

1. Institutional History, Philosophy, and Objectives of **Leston College**.
2. Physical Facilities.
3. Educational Programs
4. Catalog and Student's Handbook
5. Student's Services
6. Report Cards, Evaluation Periods, and Grading System
7. Attendance Policy
8. Satisfactory Progress Policy
9. Graduation Requirements
10. Introduction and brief presentation by the designated officers from the Admissions, Registrar's and Financial Services Offices.

### **ADVISING PROGRAM**

The Advising Program primary objective is to guide the student in the process of discovering his/hers abilities, interests, and limitations in order obtain the student's appropriate academic

adjustment and a commitment with his/hers professional career. The program offers the following services:

- a. **Personal Advising** - Assists the students to optimize their personal resources, to achieve the development of their maximum potential, acquire self-acquaintance, establish realistic goals, evaluate their abilities and limitation, and improve their interpersonal skills.
- b. **Academic Advising** – Provides advice pertaining to the requirements to successfully complete the educational program, information about other educational programs in or outside the Institution, and how to develop conscious study habits.
- c. **Vocational Advising** – provides advice and assistance pertaining to the development of employment search and job interview techniques, vocational options, employment opportunities, and the career’s requirements established by law, if any.

### **EDUCATIONAL RESOURCES CENTER (CRE)**

The Educational Resources Center primary objective is to enhance the intellectual knowledge of our students, faculty and administrative staff through the use and management of the resources available.

The CRE is located on the Third Floor, operates under the supervision of the Academic Director, and is available to all students beyond classroom hours.

The CRE current collection includes: Reserve and Reference Books, Basic Skills (English, Spanish, Math, etc.) texts, general and specialized magazines, videos and other academic resources needed to address the needs of the student body.

To use these resources, the student as well as the faculty and administrative staff, just need to contact the Academic Director and request the service.

### **SOCIAL, PROFESSIONAL AND SPORT ACTIVITIES**

**Leston College** offers various social, professional, intellectual, and sport activities with the purpose of increasing the student’s interest in the continuing education, develop interpersonal skills and habits such as: leadership, responsibility, mutual benefit (equity), effective communication and interdependency. Activities such as: trade shows, field trips, field days,

parties, etc. are coordinated by the faculty and/or administrative staff, but always with the previous authorization of the Academic Director and/or the President.

## **PLACEMENT SERVICES**

**Leston College** offers student's orientation about the different phases of the employment field, such as Requirements and procedures to take the licensure exam given by Examination Board, if applies; how to prepare a Resume and complete an employment application; techniques for an effective job interview; and, possible sources of employment, including self-employment as well as the government agencies that may help them in such endeavors.

**LESTON COLLEGE IS NOT OBLIGATED NOR GUARANTEES EMPLOYMENT TO GRADUATES. HOWEVER, WE ARE COMMITTED TO PROVIDE WITHOUT ADDITIONAL COST STUDENT'S EMPLOYMENT ORIENTATION.**

The Institution provides assistance in finding suitable employment providing by posting area job openings on a career opportunities bulletin board for students to review.

## **DRUGS AND ALCOHOL ABUSE PREVENTION PROGRAM**

The Drugs and Alcohol Abuse Prevention Program's primary objective is to provide students, faculty and administrative staff with a social, moral and intellectual environment based on the highest ethical, social, and emotional standards that promote the improvement of our quality of life.

To that effect, the Institution developed an action plan to create awareness within the scholar community on the damaging effects caused by the consumption of drugs and alcohol, which includes: conferences, handouts, brochures, videos, information on bulletin boards and other available channels that will cover topics such as: drugs abuse, rehabilitation organizations, how to detect the use of drugs and alcohol, health risks, etc.

This service is available through the Student's Orientation Program and the Academic Director's Office.

## **STUDENT COMPLAINTS PROCEDURE**

Leston College recognizes that there is the possibility of issues that may arise and understands that these issues can occur in different ways: application of rules, administrative/academic policy, procedures, regulations, or other situations that arise during the enrollment of the student in our Institution. Any student who has an issue that cannot be resolved immediately has the option to file a grievance to get a resolution to this situation. Leston recognizes two (2) types of grievances: academic and administrative.

- **Academic grievance** - Are those related to academic programs, namely: grading system, behavior of the teacher, written exams, obsolete curriculum or not executed in accordance with the catalogue, etc.

These grievances will be addressed first with the instructor, if the student is not satisfied with the results, then the instructor refers the case to the Office of the Academic Director by completing the form available for such purposes.

- **Administrative grievance** - Are those related to the procedures and services provided by the administrative offices of the institution.

These grievances will be directed in the first instance to the officer of the corresponding office, if the student is not satisfied with the results, then the student has the option present an official complaint to the Office of the Academic Director by completing the form available for such purposes.

The student has a period of 10 days to submit a grievance from the date of the incident/situation that the student understands need resolution. Once the Academic Director receives the written grievance, the Director will review the merits of the issues. The Academic Director has a period of 5 days to set a meeting with both parties to try to resolve the complaint. Once the Academic Director cite the parties involved in the complaint, the Academic Director shall deliver a decision within a period of 5 days after meeting with the parties involved in the complaint. If any of the parties involved is not satisfied with the outcome of the decision issued by the Academic Director, the party seeking resolution has the opportunity to request a review, within a period of 5 days, through the Complaints Committee.

The Complaint Committee, chaired by the Academic Director, will be comprised of the following members: the Director of Admissions, a faculty member and a member representing each program offered at the Institution. This Committee's recommendations will be presented to the President, who will issue the final decision.

If the complainant is not satisfied with the result issued by the Complaint Committee, the complainant has the option to file a complaint before the accrediting agency ACCSC in the following way:

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**

**2101 Wilson Boulevard, Suite 302**

**Arlington, VA 22201**

**(703) 247-4212**

**[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting Ruth Miriam de Jesús-Compliance Director or online at [www.accsc.org](http://www.accsc.org).

## EDUCATIONAL PROGRAMS DESCRIPTION

### PROFESSIONAL BARBER AND STYLING (1,350 HOURS)

#### PROGRAM DESCRIPTION

The Professional Barber and Styling program consists of 1,350 hours: 555 hours of theory and 795 hours of practice. Upon completion of the certificate, the student will receive a Certificate.

#### OBJECTIVE

The Professional Barber and Styling program prepares students by graduating to take and pass the Examination Board exam and to obtain a job as an **Entry Level** Barber and/or Stylist and in other related areas; familiarizes the graduate by learning about current cutting, shaving, facial, styling, chemical and management techniques; allows the student to experiment with a combination of educational experiences, such as: lectures, practical work, internships with live models, visits to exhibitions and trade shows.

The program harmonizes the goals and objectives of Leston College Inc., for the student to develop the technical knowledge, manipulative and social skills required to effectively enter, maintain and progress in related occupations to the service industry, either through the job market or through its self-employment.

Leston College aims to develop among students a spirit of tolerance and understanding through a supervised work experience, which promotes that they can become active participants in a democratic society. We aim to cultivate an atmosphere in which students can develop self-discipline, intellectual curiosity, and moral commitment. Our program aims for the student to:

- Develop the skills to effectively manipulate the new materials, tools, equipment, technology and literacy in the study field.
- Develop professional ethics among peers, clients, officers or managers
- Develop the oral and written skills that allow to be effective on the work stage.

## JOB OPORTUNITIES

Upon completing the study program, the graduate will be able to find work at the “entry level” such as: Barber, Haircut Stylist, Hairstyle stylist, Color Technician, or Owner/Salon Administrator (self-employment).

### Class Schedule

DURATION	DAY	NIGHT
Schedule	8:00am – 2:00pm	5:00pm – 10:00pm
Days	Monday - Friday	Monday - Friday
Daily Hours	6	5
Weekly Hours	30	25
Weeks	45	54
Months	12	14

### STUDY PROGRAM

NUM.	COURSE NAME	DIDACTIC HOURS	LAB HOURS	TOTAL CLOCK HOURS
I	BARBER HISTORY	30	0	30
II	PERSONALITY AND PROFESSIONAL ETHIC	40	0	40
III	BACTERIOLOGY AND STERILIZATION	40	0	40
IV	TOOLS AND EQUIPMENT	10	30	40
V	ELECTRICITY TOPICS	15	0	15
VI	CHEMISTRY AND PH	15	0	15
VII	SHAMPOO AND RINSE	20	40	60
VIII	SCALP TREATMENTS	20	40	60
IX	GENERAL ANATOMY	40	0	40
X	HAIRCUT I –A (Basic Cuts)	15	35	50
XI	HAIR DRY	10	50	60
XII	PERMANENT WAIVING	20	40	60
XIII	CHEMICAL HAIR RELAXING	20	40	60
XIV	HAIRCUT II (Gentleman Classic Cuts and Volume Reducing Techniques)	25	100	125

XV	GENTLEMAN HAIRSTYLING TECHNIQUES	20	40	60
XVI	HAIR COLORING AND DISCOLORATION	30	70	100
XVII	HAIRCUT III (Machine Haircut)	30	120	150
XVIII	SHAVING	20	50	70
XIX	SKIN TREATMENTS AND FACIAL MASSAGE	20	40	60
XX	MANICURE	10	15	25
XXI	MANAGEMENT TECHNIQUES	40	0	40
XXII	REVIEW FOR THE EXAMINATION BOARD EXAM	50	50	100
<b>TOTALS:</b>		<b>555</b>	<b>795</b>	<b>1350</b>

\*Courses are taught in this sequence; however the institution reserves its right to change any necessary changes.

## COURSE DESCRIPTION

### I. BARBER HISTORY 30 Hours

This unit provides a description of the origins, history, evolution, chronology and development of the barber profession to modern barbers.

### II. PERSONALITY AND PROFESSIONAL ETHICS 40 Hours

The main purpose of this unit is to provide the student with the skills necessary to achieve success in their studies, employment and future life. The ethics and the elements that compose it are defined by promoting in the student to exhibit these principles. In addition, it raises awareness of the importance of good personal hygiene, the advantages of good posture and a positive and professional attitude.

### III. BACTERIOLOGY AND STERILIZATION 40 Hours

This unit empowers the student in the act of preventing the growth of germs and bacteria and how to destroy them. The student will perform daily sterilization tasks to their equipment, materials and facilities in order to prevent the spread of bacteria and diseases.

### IV. TOOLS AND EQUIPMENT 40 Hours

In this unit the student will identify each of the tools and equipment necessary to perform the services of a barber. In addition, it will describe the correct way to clean them and keep good condition. The student who successfully masters this unit will make good use and keep in good condition the tools and equipment of a Barbershop.

**V. ELECTRICITY TOPICS 15 Hours**

During the study unit, the importance of learning the basic concepts of electricity in the field of barbershop is discussed. The nature of electricity and the two types of electric current will be defined. Electrical measures and safety principles of electronic equipment shall be considered. The student will identify other electronic equipment that barber require for their performance and describe it's use. The electromagnetic spectrum, visible light spectrum and invisible light will be presented and discussed. The types of light therapies and their benefits will be presented and compared.

**VI CHEMISTRY AND PH 15 Hours**

The basic concepts of chemistry and the differences between organic and inorganic chemistry are discussed. The student will categorize and present examples of the different substances for each state of matter: solid, liquid and gaseous. Oxidation and reduction reactions will be discussed. Difference will be discussed between a physical change and a chemical change. Differences between pure substances and physical mixtures, solutions, suspensions and emulsions shall be defined. Concepts such as pH, how the pH scale works, hydrogen (pH) potentials and its effect on hair, skin and nails will be explained.

**VII. SHAMPOO AND RINSE 60 Hours**

This unit includes concepts about different types of shampoos, their chemical composition, the meaning of PH and the types of rinses (rinses). The student will be able to provide shampoo services from coverage to shampoo and conditioner application.

**VIII. SCALP TREATMENTS 60 Hours**

This unit describes hair; its composition and parts; corresponding terminology; three cycles of hair growth; hair analysis; the term porosity and its types; the term elasticity and its classes; pericrania treatments, products, equipment and techniques to offer it. Also, the student will be able to correctly apply a treatment to the pericrania.

**IX. GENERAL ANATOMY**

**40 Hours**

This unit offers the student general concepts related to cell, anatomy and human physiology; the general organization of the body with each of the systems, organs and tissues and its relationship with the profession of barber.

**X. HAIRCUT I –A. (Basic Cuts)**

**100 Hours**

In this unit the student discusses the basics of haircutting. Make straight, staggered cuts, layered cuts. This unit includes the correct use of scissors, different hair sectioning techniques, modern hair cutting techniques and the factors to consider in order to choose the correct cut according to the shapes of the face.

**XI. HAIR DRY**

**60 Hours**

During the development of this unit the student will work with the techniques and procedures of drying hair with hairdryer. You will use varied techniques according to the length, texture and haircut to achieve a smooth and complete finish. Identify the is tools, equipment and products to use.

**XII. PERMANENT WAIVING**

**60 Hours**

This unit describes the correct way to select the appropriate permanent ripple technique for each client, the importance of performing hair analysis before making a permanent, the size of the permanent roll, the sectioning and the methods of enlist your hair. The student will also review the concepts of elasticity, porosity, density, and texture; how to calculate treatment time and reasons for comparing wave formation, the neutralization process and how to resolve special situations that may occur in the barbershop. The student will be able to perform different types of permanent ripple on the mannequin, classmates or clients.

**XIII. CHEMICAL HAIR RELAXING 60 Hours**

This unit emphasizes the importance of analyzing the client's hair before offering a relaxing treatment to the hair, teaches the preparation of the client's file and the importance of completing the exoneration statement. In addition, it emphasizes the importance of performing the tuft test, describes the equipment, products, necessary materials, and safety precautions to be followed through the process. The student will be able to apply hair straightening and de-drowning, according to the techniques studied in the course.

**XIV. HAIRCUT II (Gentleman Classic Cuts and Volume Reducing Techniques) 125 Hours**

This unit includes the correct use of the knife and scissors, the different techniques of cutting the hair, the techniques for modern hair cutting and the factors to consider in order to choose the correct cut according to the shapes of the face and the use of the machine Ina. The student will use the techniques correctly when performing haircuts on children, adolescents and adults. The technique of scissors on comb or technique of dismounting refine to scissors.

**XV. GENTLEMAN HAIRSTYLING TECHNIQUES 60 Hours**

This unit covers the correct use of different styling tools and how to craft commercial gentlemen hairstyles in fashion "fashion". The student will demonstrate mastery in the techniques of using the hand dryer iron, tong, thermal brushes.

**XVI. HAIR COLORING AND DISCOLORATION 100 Hours**

This unit discusses the importance of customer preparation before hair dyeing. The unit also teaches the preparation of the customer record and the importance of completing the exoneration form. This, too, emphasizes the importance of performing the lock test, describes the equipment, products, necessary materials, and safety precautions to be followed through the process. The student will perform dyeing (semi-permanent, temporary or permanent) and hair discoloration, according to the techniques studied in the course.

**XVII HAIRCUT III (Machine Haircut) 150 Hours**

This unit includes the correct use of razor, comb and scissors, different hair sectioning techniques, modern hair cutting techniques and factors to consider in order to choose the right cut according to the face shapes and the use of d and the machine. The student will use the techniques correctly when performing haircuts on children, adolescents, adults and trimming techniques.

**XVIII SHAVING**

**70 Hours**

This unit provides the student with theoretical knowledge related to different face types, beard types and moustaches; the structure and condition of the skin and the correct procedure or techniques to perform the shaving. The student will be able to perform shaves on the different face types.

**XIX. SKIN TREATMENTS AND FACIAL MASSAGE**

**60 Hours**

This unit covers features, appendices, divisions, and skin parts. In addition, the student will be able to identify diseases and skin disorders that can be treated in the barbershop. The student will practice the basic movements used in facial massage; mention its physiological effects of massage and explain its advantages. The student will be able to offer facial massage and skin treatments to his classmates and/or clients.

**XX. MANICURE**

**25 Hours**

This unit describes the purpose of a manicure; the structure of the nail; the products, equipment and materials needed to manicure and the correct procedure for organizing materials and equipment on a manicure table. The student will be able to do manicures to his classmates and/or clients.

**XXI. MANAGEMENT TECHNIQUES**

**40 Hours**

In this unit the student will list the basics and requirements to establish and effectively manage a barbershop. Some of the topics covered in this unit are permits and licenses, purchase of equipment, location, accounting systems for small businesses, insurance policies, advertising and customer service. In addition, the student will be guided in terms of requirements and preparation to take the Exam Board exam.

**XXII. REVIEW FOR THE EXAMINATION BOARD EXAM****100 Hours**

In this unit the student is exposed to review the theoretical and practical contents of the study program. A series of practical exercises like those found in the State Examining Board examination will be worked on. It aims to help the student improve their execution skills and efficiency in the practical aspects of the barbershop.

**PROFESSIONAL COSMETOLOGY (1,350 HOURS)****PROGRAM DESCRIPTION**

The Professional Cosmetology Program consists of 1,350 hours: 418 hours of theory and 820 hours of practice. Upon completion of the program, the student will receive a Certificate. The textbook to be used will be: Milady, General Text of Cosmetology published by Milady Publishing Company.

**OBJECTIVE**

The Professional Cosmetology program prepares by graduating to take and pass the Examining Board exam and to obtain an "Entry Level" job as a Cosmetologist or in other related areas; familiarizes the graduate by cutting techniques and procedures, applying makeup, facials, styling, chemicals, manicure, pedicure and administration techniques; allows the student to experiment with a combination of educational experiences, such as: lectures, practical work, internships with live models, visits to exhibitions and trade shows.

The program harmonizes the goals and objectives of Leston College Inc., for the student to develop the technical knowledge, manipulative and social skills required to effectively enter, maintain and progress in related occupations to the service industry, either through the job market or through its self-employment.

Leston College aims to develop among students a spirit of tolerance and understanding through a supervised work experience, which promotes that they can become active participants in a democratic society. We aim to cultivate an atmosphere in which students can develop self-discipline, intellectual curiosity, and moral commitment. Our program aims for the student to:

- Develop the skills to effectively manipulate the new materials, tools, equipment, technology and literacy in the study field.
- Develop professional ethics among peers, clients, officers or managers
- Develop the oral and written skills that allow to be effective on the work stage.

### JOB OPPORTUNITIES:

Upon completing the study program, the graduate will be able to find work at “Entry Level” such as: Professional Stylist (Cosmetologist/o), Beautician, Makeup Technique, Nail Technique, Platform Artist, Product Representative, Consultant Image, Cosmetology and Owner/Room Administrator (self-employment).

### Class Schedule

DURATION	DAY	NIGHT
Schedule	8:00am – 2:00pm	5:00pm – 10:00pm
Days	Monday - Friday	Monday - Friday
Daily Hours	6	5
Weekly Hours	30	25
Weeks	45	54
Months	12	14

### PROGRAM STUDY

NUM.	COURSE NAME	DIDACTIC HOURS	LAB HOURS	TOTAL CLOCK
I	COSMETOLOGY HISTORY AND PROFESSIONAL DEVELOPMENT	30	0	30
II	BACTERIOLOGY AND STERILIZATION	20	0	20
III	SHAMPOO AND RINSE	20	40	60
IV	GENERAL ANATOMY	30	10	40
V	SCALP AND HAIR TREATMENTS	20	30	50
VI	HAIRSTYLLING	70	100	170
VII	CHEMISTRY AND PH	20	0	20
VIII	PERMANENT WAIVING	30	60	90
IX	CHEMICAL RELAXING	30	80	110
X	HAIR COLORING AND DISCOLORATION	60	100	160
XI	HAIRCUTTING I	30	20	50
XII	HAIRCUTTING II	00	100	100
XIII	ELECTRICITY (RELATED)	20	0	20

XIV	FACIAL SKIN TREATMENT	30	60	90
XV	MAKE-UP	30	60	90
XVI	MANICURE AND PEDICURE	20	40	60
XVII	MANAGEMENT TECHNIQUES	30	0	30
XVIII	CLINICS	0	60	60
XIX	BOARD REVIEW	40	60	100
<b>TOTALS</b>		<b>530</b>	<b>820</b>	<b>1350</b>

\*Courses are taught in this sequence; however the institution reserves its right to change any necessary changes.

## **COURSE DESCRIPTION**

### **I. COSMETOLOGY HISTORY AND PROFESSIONAL DEVELOPMENT 30 Hours**

This unit provides a description of the history and development of the beauty specialist profession (Cosmetologists). Its main purpose is to provide the student with the skills necessary to achieve success in their studies, employment and future life. Through it the ethics and the elements that compose it are defined by promoting in the student the one who exhibits these principles. In addition, dialogues are held around the importance of good personal hygiene, the advantages of good posture; as well as a positive and professional attitude.

### **II. BACTERIOLOGY AND STERILIZATION 20 Hours**

This unit empowers the student in the act of preventing the growth of germs and bacteria and how to destroy them. The student will perform daily sterilization tasks to their equipment, materials and facilities in order to prevent the spread of bacteria and diseases.

### **III. SHAMPOO AND RINSE 60 Hours**

This unit includes concepts about different types of shampoos, their chemical composition, the meaning of PH and the types of rinses (rinses). During the development of this unit the student will develop the skills to provide shampoo services from coverage to the application of shampoo and conditioner.

**IV. GENERAL ANATOMY 40 Hours**

This unit offers the student general concepts related to cell, anatomy and human physiology; the general organization of the body with each of the systems, organs and tissues and its relationship with the profession of Cosmetologist/o

**V. SCALP AND HAIR TREATMENTS 50 Hours**

This unit describes hair; its composition and parts; corresponding terminology; three cycles of hair growth; hair analysis; the term porosity and its types; the term elasticity and its classes; pericrania treatments, products, equipment and techniques to offer it. Also, the student will be able to correctly apply a treatment to the pericrania.

**VI. HAIRSTYLING 170 Hours**

This unit covers the correct use of the hair dryer (blower) and the execution of different styling styles, such as: hand-waving, rings and curls. The student will be able to care for, style and place hair pieces and wigs.

**VII. QUÍMICA Y PH 20 Hours**

This unit discusses the influence of chemistry science on cosmetology. It is noted that the cosmetologist must possess basic knowledge of chemistry. The basic concepts of chemistry and the differences between organic and inorganic chemistry are discussed. The student will categorize and present examples of the different substances for each state of matter: solid, liquid and gaseous. Oxidation and reduction reactions will be discussed. Difference switching between a physical change and a chemical change shall be defined and the differences between pure substances and physical mixtures, between solutions, suspensions and emulsions, shall be defined. Concepts such as pH, how the pH scale works are discussed

**VIII. PERMANENT WAVING****90 Hours**

This unit describes the correct way to select the appropriate permanent ripple technique for each client, the importance of performing hair analysis before making a permanent, the size of the permanent roll, the sectioning and the methods of enlist your hair. The student will also review the concepts of elasticity, porosity, density, and texture; how to calculate treatment time and reasons for comparing wave formation, the neutralization process and how to solve special situations that may occur in the beauty salon. The student will be able to perform different types of permanent ripple on the mannequin, fellow guest models or clients.

**IX. HAIR CHEMICAL RELAXING****110 Hours**

This unit points out the importance of analyzing the client's hair before offering a relaxing treatment to the hair, teaches the preparation of the client's file and the importance of completing the exoneration statement. In addition, it emphasizes the importance of performing the tuft test, describes the equipment, products, necessary materials, and safety precautions to be followed through the process. The student will be able to apply hair straightening and de-drowning, according to the techniques studied in the course.

**X. HAIR COLORING AND DISCOLORATION****160 Hour**

This unit discusses the importance of customer preparation before hair dyeing. The unit also teaches the preparation of the customer record and the importance of completing the exoneration form. This, too, emphasizes the importance of performing the lock test, describes the equipment, products, necessary materials, and safety precautions to be followed through the process. The student will perform dyeing (semi-permanent, temporary or permanent) and hair discoloration, according to the techniques studied in the course.

**XI. HAIRCUTTING (PART I)****50 Hours**

This unit includes the correct use of scissors, different hair sectioning techniques, modern hair cutting techniques and the factors to consider in order to choose the correct cut according to the shapes of the face. The student will use the techniques correctly when performing haircuts on children, adolescents and adults.

**XII HAIRCUTTING (PART II) 100 horas**

This unit is a continuation of the previous curriculum segment and includes the correct use of the scissors, the different techniques of cutting the hair, the techniques for modern hair cutting. The course includes an intensive practice of basic cutting techniques, razor cuts, gradients, texturization and razor cuts.

**XIII. ELECTRICITY TOPICS 20 Hours**

During the study unit, the importance of studying the basic concepts of electricity in the field of cosmetology is discussed. The nature of electricity and the two types of electric current will be discussed. Electrical measures and safety principles of electronic equipment shall be considered. The student will identify other electronic equipment that cosmetologists require for their performance and describe their use. The electromagnetic spectrum, visible light spectrum and invisible light will be presented and discussed. The types of light therapies and their benefits will be presented and compared

**XIV. FACIAL SKIN TREATMENTS 90 horas**

This unit covers the characteristics, appendages, divisions and parts of the skin. In addition, the student will be able to identify disorders and disorders that can be treated in the beauty salon. The student will practice the basic movements used in facial massage, mention the physiological effects and explain their advantages. The student will perform massages and facials to their classmates or clients.

**XV. FACIAL MAKEUP 90 Hours**

This unit describes the different types of faces and how to correct them. The student will correctly use the different types of makeup, namely: casual, formal, fantasy and bridal. Using the products, materials and equipment needed for professional makeup.

**XVI. MANICURE AND PEDICURE 60 Hours**

This unit describes the purpose of a manicure/pedicure; the structure of the nail; the equipment, products and materials needed to make a manicure/pedicure and the correct procedure of placing the materials and equipment on the manicure table. The student will perform manicures/pedicures to their classmates or clients.

**XVII. TÉCNICAS DE ADMINISTRACIÓN**

**30 Hours**

In this unit the student will list the basics and requirements to establish and effectively manage a beauty salon. Some of the topics covered in this unit are permits and licenses, purchase of equipment, location, accounting systems for small businesses, insurance policies, advertising and customer service. In addition, the student will be guided in terms of requirements and preparation to take the Exam Board exam.

**XVIII. CLINICS**

**60 Hours**

This course effectively implements the different ways of carrying out the work and exercises practiced in previous units in the program either using models or simulations.

**XIX. REPASO PARA EXAMEN DE LA JUNTA**

**100 Hours**

In this unit the student is exposed to review the theoretical and practical contents of the study program. We work with questions like those found in the State Examining Board's exam. Its goal is to assist the student in the more thorough understanding of all aspects of cosmetology. A series of practical exercises like those found on the exam will be worked on. Its goal is to help the student improve their execution skills and efficiency in the practical aspects of cosmetology.

**PROFESSIONAL NAIL TECHNICIAN (900 HOURS)**

**PROGRAM DESCRIPTION**

The Nail Technician program consists of 900 hours: 350 hours of theory and 550 hours of practice. Upon completion of the certificate, the student will receive a Certificate.

**OBJECTIVE**

The Nail Technician study program prepares graduations for paid employment as an "Entry Level" Nail Technician or related areas. Make acquainted the graduate by learning the techniques and procedures of manicure and pedicure, application of artificial tips and other wrapping materials, chemistry, anatomy and administration techniques; allows the student to experiment with a combination of educational experiences, such as: lectures, practical work, internships with live models, visits to exhibitions and trade shows.

The program harmonizes the goals and objectives of Leston College Inc., for the student to develop the technical knowledge, manipulative and social skills required to effectively enter, maintain and progress in related occupations to the service industry, either through the job market or through its self-employment.

Leston College aims to develop among students a spirit of tolerance and understanding through a supervised work experience, which promotes that they can become active participants in a democratic society. We aim to cultivate an atmosphere in which students can develop self-discipline, intellectual curiosity, and moral commitment. Our program aims for the student to:

- Develop the skills to effectively manipulate the new materials, tools, equipment, technology and literacy in the study field.
- Develop professional ethics among peers, clients, officers or managers
- Develop the oral and written skills that allow you to be effective on the work stage.

**JOB OPPORTUNITIES**

Upon completing the study program, the graduate will be able to find work at an “Entry Level” such as: Nail Technician, Manicurist, Pedicurist, Artificial Nail Technician, Product Representative, Sales Specialist, Master/Or Nail Technician/ Salon Manager and Salon Owner (self-employment).

**Class Schedule**

<b>DURATION</b>	<b>DAY</b>	<b>NIGHT</b>
Schedule	8:00 a.m. – 2:00 p.m.	5:00 p.m. – 10:00 p.m.
Days	Monday - Friday	Monday - Friday
Daily Hours	6	5
Weekly Hours	30	25
Weeks	30	36
Months	8	12

**PROGRAM STUDY**

<b>NUM.</b>	<b>COURSE NAME</b>	<b>DIDACTIC HOURS</b>	<b>LAB HOURS</b>	<b>TOTAL CLOCK</b>
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I	NAIL TECHNIQUES HISTORY	15	0	15
II	PROFESSIONAL ETHICS AND COMMUNICATION	35	0	35
III	BACTERIOLOGY, DISINFECTION AND STERILIZATION	25	15	40
IV	TOOLS EQUIPMENT AND ELECTRICAL POLISH	10	0	10
V	ELECTRICITY	10	0	10
VI	GENERAL ANATOMY	25	0	25
VII	NAIL ANALYSIS	10	10	20
VIII	NAILS DISORDERS AND DISEASES	15	10	25
IX	CHEMISTRY	10	10	20
X	MANICURE AND PARAFFIN	15	40	55
XI	PEDICURE	15	30	45
XII	REFLEXOLOGY AND AROMATHERAPY	15	15	30
XIII	ARTIFICIAL NAILS	5	5	10
XIV	NAIL WRAPPING	10	35	45
XV	COLD GEL AND UV GEL NAILS	10	55	65
XVI	ARTIFICIAL NAILS WITH EXTENSIONS	15	60	75
XVII	SCULPTURE NAILS	20	65	85
XVIII	NAIL MAINTENANCE	10	20	30
XIX	FANTASY NAILS ART	20	80	100
XX	NAIL DESIGN WITH PAINT BRUSH	20	50	70
XXI	WORK FIELD	20	0	20
XXII	MANAGEMENT TECHNIQUES	20	0	20
XXIII	CLINICS	0	50	50
		350	550	900

\*Courses are taught in this sequence; however the institution reserves its right to change any necessary changes.

## **COURSE DESCRIPTION**

### **I. NAILS TECHNIQUES HISTORY 15 Hours**

This unit provides a description of the history, development and evolution of the Nail Technician profession.

### **II. PROFESSIONAL ETHICS AND COMMUNICATION 35 Hours**

The main purpose of this unit is to provide the student with the skills necessary to achieve success in their studies, employment and future life. Through it the ethics and the elements that compose it are defined by promoting in the student, who exhibits those principles. In addition, it raises awareness of the importance of good personal hygiene, the advantages of good posture; as well as a positive and professional attitude.

**III. BACTERIOLOGY, DISINFECTION AND STERILIZATION 40 Hours**

This unit empowers the student in the act of preventing the growth of germs and bacteria and how to destroy them. The student will describe the relationship between bacteria and the spread of disease.

**IV. TOOLS EQUIPMENT AND ELECTRICAL POLISH 10 Hours**

In this unit the student will identify each of the tools and equipment necessary to perform the tasks of Nail Technician. The student who successfully masters this unit will be able to organize and keep their work clean.

**V. ELECTRICITY 10 Hours**

During the study unit, the importance of studying the basics of electricity in the field of Nail Technician is discussed. The nature of electricity and the two types of electric current will be discussed. Electrical measures and safety principles of electrical equipment shall be considered. The student will identify other electronic equipment that the Nail Technician requires for their performance and describe their use. The electromagnetic spectrum, visible light spectrum and invisible light will be presented and discussed.

**VI. GENERAL ANATOMY 25 Hours**

This unit offers the student general concepts related to cell, anatomy and human physiology; the general organization of the body with each of the systems, organs and tissues and its relationship with the profession of Nail Technician.

**VII. NAIL ANALYSIS 20 Hours**

This course describes the structure and composition of the nail, as well as the different shapes and how to file them. The student will be able to analyze and file the nails of his classmates and clients.

**VIII. NAILS DISORDERS AND DISEASES 25 Hours**

This unit identifies nail disorders and disorders, describing those that should not be treated in a nail salon. The student will be able to recognize nail diseases, and if necessary, recommend to the client to seek professional medical help.

**IX. CHEMISTRY 20 Hours**

The basic concepts of chemistry and the differences between organic and inorganic chemistry are discussed. The student will categorize and present examples of the different substances for each state of matter: solid, liquid and gaseous. This unit includes teaching hazardous chemicals in cosmetic products and safety standards set by the Occupational Safety and Health Administration (OSHA) to manage them. The student will exhibit at all times the faithful compliance with the safety standards learned in this unit.

**X. MANICURE AND PARAFFIN 55 Hours**

This unit describes the goal of a manicure and its importance in self-care. Preparation, procedure, termination and cleaning within the manicure service are described; the equipment, products and materials needed to manicure; and the correct procedure for placing equipment and materials on the table; the types of manicure available, how to offer massages on the hands and arms; safety rules for this procedure and how to offer first aid, if necessary. The student will perform manicures to his classmates and clients.

**XI. PEDICURE 45 Hours**

This unit describes the purpose of a pedicure and its importance in personal care. Preparation, procedure, termination and cleaning are described within the pedicure service; the equipment, products and materials needed to make a pedicure; and the correct procedure for placing equipment and materials in the work area; the types of pedicure available, how to offer foot and leg massages; safety rules for this procedure and how to offer first aid, if necessary. The student will perform pedicures from his classmates and clients.

**XII. REFLEXOLOGY AND AROMATHERAPY 30 Hours**

In this unit we study the history and theories of reflexology, its benefits and research. It works with basic reflexological techniques and reflexology tables and discusses their therapeutic effects. The history and evolution of aromatherapy techniques is studied. Essential oils are studied, their extraction, elaboration, properties and benefits.

**XIII. ARTIFICIAL NAILS 10 Hours**

This unit describes the different types of artificial nails and their uses; the advantages and disadvantages of each; how to make the right selection and application method. The student will be able to apply the different types of artificial nails to their classmates and clients.

**XIV. NAIL WRAPPING 45 Hours**

This unit analyzes the different nail wraps that exist on the market, namely: silk, fiberglass, yarn; and its use according to the needs of the customer. Procedures are described for each type and their durability. The student will be able to perform each and every nail wrap on his or her classmates and clients.

**XV. COLD GEL AND UV GEL NAILS 65 Hours**

This unit describes the application of gels, whether activated by lamp (light) or not activated; their general problems and precautions. The student will perform jelly nails according to learned procedures.

**XVI. ARTIFICIAL NAILS WITH EXTENSIONS 75 Hours**

This unit describes the application of acrylic material on artificial tips, natural nails and nail meals. The correct steps are set to perform a nail scraping and the correct procedure to avoid the problem of detachment of the material. It emphasizes the application of the first and how to neutralize it, if it comes to make contact with the skin. Fundamental techniques for nail carving are also offered. The student will be able to execute a complete set of acrylic nails on artificial tips, natural nails and chewed nails.

**XVII. SCULPTURE NAILS 85 Hours**

This unit explains the selection, identification and application of sculptural nail molds; accuracy in the execution of the product application; nail configuration, filed and polished. The student will perform sculptural nails on gloves, plastic fingers, classmates and clients.

**XVIII. NAIL MAINTENANCE 30 Hours**

This unit describes how to recognize when to provide maintenance to the nail, familiarizes the student with the necessary equipment and the procedure to perform it. The student will be able to offer maintenance to the different types of nails mentioned above.

**X, FANTASY NAILS ART 100 Hours**

In this unit of study, the student is exposed to the development of artistic works on the nails. It works with a variety of colors in different, means to change the color of the acrylic and create fantasy effects. Three-dimensional effects are created, and the brush is used to create different designs in combination with other art media. Airbrush is used to create color blending and fade effects, providing extensive options and creative possibilities for customer satisfaction.

**XVIII. NAIL DESIGN WITH PAINT BRUSH 70 Hours**

In this unit the student will practice different nail designs, original or already created, the materials available to create fantasy and commercial designs. The student will create nail designs on their manicures and pedicures. As part of the unit, the student will exhibit their designs.

**XIX. LABORAL FIELD 20 Hours**

This unit describes the employment opportunities available in this profession. Provides instructions and recommendations on how to complete a job application, how to prepare a cover letter, and a resume. Also, the student is taught strategies for conducting a successful job interview. The Office of Student Affairs serves as a guest speaker, if necessary. The student will be able to complete a job application, compose a cover letter, prepare his or her own resume and exhibit professional conduct during his employment interview.

**XX. MANAGEMENT TECHNIQUES 20 Hours**

In this unit the student will list the basics and requirements to establish and effectively manage a nail salon. Some of the topics covered in this unit are permits and licenses, purchase of equipment, location, accounting systems for small businesses, insurance policies, advertising and customer service. The student will be able to establish or manage a nail salon in accordance with the principles mentioned above.

**XXIII CLINICS 50 Hours**

En este curso el estudiante tendrá la oportunidad de practicar con modelos las destrezas adquiridas durante el programa de estudio. Se llevarán a cabo actividades prácticas que le permitirán al estudiante aplicar destrezas y conceptos aprendidos en clase bajo supervisión de los profesores.

## CERTIFICATION

The information contained on this Catalog 2019 - 2020, is subject to change according to the rulings of the Institution's Board of Directors requiring amendments to its content.

I hereby certify that the information comprised on this Catalog 2019 - 2020 is truthful and accurate.



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Angel A. Garcia Cabán  
President