TWO TWENTY ACADEMY

COURSE CATALOG

2026 Edition

January 1, 2026 - December 31, 2026

Admission Now!

(209) 712-8508

www.TWOTWENTYACADEMY.COM

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WELCOME

Welcome to the beginning of your dream career! At Two Twenty Academy, we believe that if you choose a career, you truly enjoy, it won't feel like work at all. You're now stepping into a new lifestyle, one filled with possibilities and growth. Located at 1110 W Kettleman Ln, Ste 42-44,45,46 , Lodi, CA 95240, our academy is dedicated to guiding you through this exciting journey.

We provide our course catalog both in print and electronically to all prospective students before enrollment. This catalog is essential as it contains all the necessary state and federal disclosures, and it outlines our diverse program offerings, school regulations, student services, and detailed financial information. You can access this catalog on our school's website to fully understand what we offer and how it aligns with your career aspirations.

Please take the time to carefully review the catalog to make an informed decision about your education. We update this catalog annually to reflect the most current and relevant information, ensuring transparency and up-to-date knowledge. At Two Twenty Academy, we are committed to your growth and success in the beauty industry and reserve the right to make timely updates to our programs and policies as needed to meet educational and regulatory requirements. Welcome aboard, and let's make your career goals a reality!

WELCOME TO Two Twenty Academy of Cosmetology

Welcome to the start of a promising career in the beauty and wellness industry! At Two Twenty Academy, located at 1110 W Kettleman Ln, Ste 42-44,45,46, Lodi, CA 95240, we are committed to nurturing your aspirations through comprehensive education—from advanced classroom learning to practical training in our student clinic.

Our process doesn't just prepare you for the state-licensing exam; we also provide extensive support with job searching and career development, ensuring you are well-equipped for success beyond our doors.

This catalog is designed to guide you through our diverse programs and the subsequent steps in your educational journey. We urge you to thoroughly review this catalog and the accompanying School Performance Fact Sheet before you sign the enrollment agreement. Both documents offer crucial insights into what you can expect and how to prepare for a fulfilling career with us.

By choosing Two Twenty Academy, you are stepping onto a path that leads to both personal and professional fulfillment in the beauty and wellness sectors. Let's make your career aspirations a reality!

OUR MISSION

At Two Twenty Academy Cosmetology School, founded by Celena Perez, a licensed cosmetologist with over 20+ years of experience, our mission is to elevate the standards of cosmetology education. Celena's journey began with a desire to improve herself and those around her, leading to the successful establishment of Salon Two Twenty. This salon has been a nurturing ground for many stylists, helping them grow their busine˙sses and embark on their own entrepreneurial journeys.

Driven by a deep passion for education and a commitment to excellence, Celena has recognized a significant gap in the industry: many cosmetology graduates lack essential knowledge, from color theory to business management. With a heart on fire for sharing her expertise, Celena founded Two Twenty Academy to address this need. Our goal is to ensure that every aspiring stylist not only graduates but is highly trained and fully prepared to excel in the competitive beauty industry. At Two Twenty Academy, we strive to create professionals who are not only skilled in their craft but also equipped to thrive in their careers and beyond.

Cosmetology + Cosmetology Crossover
Program Objectives

Kind of Education Offered:
The cosmetology program offers an in-depth curriculum that includes hair cutting, coloring, chemical treatments, styling, skincare, makeup, and nail services, aligned with California state board requirements.

Intended Audience:
This program is designed for individuals seeking a well-rounded education in all facets of beauty, with the goal of becoming licensed cosmetologists and successful professionals in the salon industry.

- Expected Outcomes for Graduates:
- Master foundational and advanced cosmetology techniques
- Apply safe, sanitary, and ethical practices in salon services
- Develop client communication and consultation skills
- Understand and apply business principles in salon operations
- Gain real-world experience through hands-on training
- Transition into employment or entrepreneurship with confidence
- Qualify and prepare to pass the California State Board Exam

Esthetician Program Objectives

Kind of Education Offered:
The esthetician program provides a focused education in skin care, including facials, hair removal, makeup, skin analysis, product knowledge, and professional treatments using industry-grade equipment and products.

Intended Audience:
This program is intended for individuals passionate about skincare, wellness, and beauty who wish to pursue a career as a licensed esthetician in spas, salons, or clinical skincare environments.

- Expected Outcomes for Graduates:
- Demonstrate proficiency in skin care treatments and product use
- Understand dermatological principles and client assessment
- Practice safe and effective waxing and hair removal techniques
- Learn facial massage and treatment customization
- Develop professionalism and customer service skills
- Explore opportunities in spa therapy, makeup, or medical esthetics
- Be eligible and prepared to pass the California State Board Esthetician Exam

Manicurist Program Objectives

Kind of Education Offered:
The manicuring program delivers specialized training in nail care, including manicures, pedicures, nail art, nail enhancements, sanitation practices, and client relations.

Intended Audience:
This program is tailored for individuals interested in entering the nail care industry as licensed manicurists or nail artists, whether in a salon, spa, or independent setting.

Expected Outcomes for Graduates:

- Perform natural and artificial nail services with precision
- Apply current trends in nail design and artistry
- Follow proper sanitation and safety protocols
- Build strong client communication and service skills
- Understand business basics for nail professionals
- Participate in hands-on, supervised salon training
- Be eligible and prepared to pass the California State Board Manicurist Exam

TWO TWENTY ACADEMY OWNERS

Two Twenty Academy is founded and operated by JC and Celena Phelan, the owners of Salon Two Twenty + Blowout Bar, which has successfully served the community for over 7 years. Celena brings 20 years of experience as a dedicated and accomplished cosmetologist, and her passion for the beauty industry has inspired her to share her extensive knowledge with a broader audience.

JC, with a strong background in corporate management and ownership of multiple successful fitness businesses, brings his leadership and entrepreneurial expertise to the academy. Together, JC and Celena are committed to empowering the next generation of beauty professionals. Their focus is on inspiring young men and women to refine their skills, build their personal brands, and succeed in the dynamic beauty industry.

ADMISSION POLICY & PROCEDURES

At Two Twenty Academy, we're all about making sure you and the Academy are a perfect match! All our courses are delivered in English, and we encourage you to come and visit us at 1110 W Kettleman Ln, Ste 42-44,45,46, Lodi, CA 95240 before making any decisions. It's your chance to chat with an Admissions Specialist about your career aspirations and what you hope to achieve with your education. You can pick up an application during your visit or apply online at your convenience.

We're here to ensure you're poised for success from day one. Our goal is to welcome students who are ready to learn, grow, and eventually shine in their chosen careers. Make sure to thoroughly review our catalog and the School Performance Fact Sheet—both are packed with vital information and are prerequisites before you sign any enrollment agreements. This way, we can all be confident that joining the Two Twenty family is a great move for everyone involved!

PRIOR TO SIGNING AN ENROLLMENT AGREEMENT, APPLICANTS MUST:

1. Be 17 years of age or older.
Photo identification (e.g. valid Driver's License, Government Issued Identification Card, Passport or Military I.D.) will be required.

2. Successfully completed high school or its equivalent.
A copy of the high school diploma, GED certificate, or official transcripts showing high school completion will be required. If applicable, evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma will be required.

3. Visit and tour the campus.

4. Meet with an Admissions Representative for a one-on-one personalized consultation.

5. Complete and submit an Enrollment Application Form and pay the $175 application fee, in person or through our website. This application fee is non-refundable.

6. Submit One (1) front facing photo: The photo should be a recent (not over 60 days) head and shoulder shot of the applicant. Filters such as snap chat are not acceptable.

7. Entrance Essay: The essay paragraph should include the applicant's accomplishments and career goals.

8. Interview: Complete a personal interview with the Campus Director. Applicants are notified whether they have been accepted for enrollment within 24 hours.

9. Provide an original, signed social security card or, for eligible non- citizen applicants, alien documentation (e.g. valid green card).

10. Agree to personalized payment terms.

11. For Cosmetology Crossover Course student must be a licensed Barber in the state the education is provided.

INTERNATIONAL STUDENTS

For enrollment of non-immigrant, foreign students – Information on foreign student application procedures is available through the Two Twenty Academy Enrollment Office. Two Twenty Academy will certify a foreign student's enrollment status on an accepted student visa application, but no other visa or housing services are offered by Two Twenty Academy. There is a processing fee of $500 for these services. International students do not qualify to take the state-licensing exam unless they possess a valid Social Security Number or an Individual Taxpayer Identification Number (ITIN). Two Twenty Academy will not vouch for student status.

TRANSFER STUDENTS

Two Twenty Academy does not admit students based on challenge examinations or achievement tests. Students desiring to obtain transfer credit must provide an Official Proof of Training Document from a licensed California beauty school. An out-of-state transfer student must have an evaluation from the California State Board of Barbering and Cosmetology granting the student the equivalent California hours. It is the student's responsibility to obtain the state's credit evaluation.

Acceptance of transfer hours is at the complete discretion of the Academy Director. NOTE: The School does not accept transfer students who have completed 60 percent or more of their course hours. An outgoing student will receive an "Official Proof of Training" Document crediting hours completed. All prospective transfer students must meet with the School Director for admissions approval. All transfer students will be evaluated based upon the school's freshman curriculum to determine their proper status prior to working on the clinic floor. Two Twenty Academy does not award credit for prior experiential learning.

In the event another school in the area closes, Two Twenty Academy will, at its discretion, accept more than the above referenced hours for a period of 6 months following the school's closure. Two Twenty Academy will only consider granting credit for prior hours during the enrollment process. Credit for prior hours will not be granted after an enrollment contract has been signed.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Two Twenty Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the Diploma you earn in the ("The educational Program") is also at the complete discretion of the institution to which you may seek to transfer. If the "Credits" that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Two Twenty Academy to determine if your Credits will transfer.

Transferability of Credits / Articulation Agreements

The institution has not entered into any articulation or transfer agreements with any college, university, or other educational institution for the transfer of credits earned in its programs. As a result, credits earned at this institution are not guaranteed to be transferable to another educational institution.

If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and apply for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website (www.barbercosmo.ca.gov). The California BBC will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements.

Failure to provide the required documentation of previous training in either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment at Insp Two Twenty ire Academy. The transfer cost for tuition for all programs is $15.00 per hour; this does not include the cost of a complete and current Two Twenty Academy student kit. Students will be charged the above hourly rate for the total amount of hours required for course completion and a Non-Refundable Application fee of $175.00. Students will be required to take a placement test and then Director and Director of Education will decide on how many hours will transfer. There is a $300 fee for the testing.

RE-ENTRY/WITHDRAWN STUDENTS

Students, who have temporarily withdrawn from the academy may be accepted for re-entry into the program of study. A $250.00 re-entry fee is required. The student will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. On a case-by-case base, mitigating circumstances may be considered. Two Twenty Academy reserves the right to reject students that have withdrawn from Two Twenty Academy twice before. Two Twenty Academy does not recruit students already attending or admitted to another school offering a similar program of study. The following procedure must be completed for re-enrollment.

1. Outstanding tuition, re-entry fee, and other applicable expenses must be paid in advance or satisfactory payment arrangements with the admissions office must be approved.

2. Students re-entering the program will be contracted according to the current tuition cost.

3. Financial agreements will be refinanced to reflect current rates.

4. Students who are Student Tuition Recovery Fund (STRF) will be assessed a prorated STRF fee at $0.00

The school does not deny reentry to any service member of the uniformed services for reasons relating to that service.

5. Outstanding tuition, re-entry fee, and other applicable expenses must be paid in advance or satisfactory payment arrangements with the admissions office must be approved.

6. Students re-entering the program will be contracted according to the current tuition cost.

7. Financial agreements will be refinanced to reflect current rates.

8. Students who are Student Tuition Recovery Fund (STRF) will be assessed a prorated STRF fee at $0.00

The school does not deny reentry to any service member of the uniformed services for reasons relating to that service.

Re-entry is reserved to the sole discretion of Two Twenty Academy and may require special conditions. Re-entry for a student requires a personal interview with the school administration. The reentering student will be placed on a 30-day evaluation period. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum
attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left. If a re enrolling student has previously used all of their excused absences provided under their original contract, the student will not
receive any additional time for excused absences under the new re enrollment contract. In addition, a student may be responsible for any previous overtime charges that had previously accrued, but not yet
assessed.

LICENSING REQUIREMENTS - STATE OF CALIFORNIA BARBER/COSMETOLOGY LAW

In addition to the outlined admission requirements, California Cosmetology Law establishes the following requirements for admission to a School of Cosmetology. The applicant must have the following qualifications to take the Board of Barbering and Cosmetology (Board) exams: Qualifications to take any California Board of Barbering and Cosmetology exams: Be at least 17 years of age; Have completed the 10th grade in a public school or its
equivalent; Has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the business and Professions Code. It is the student's responsibility to determine if any past
criminal convictions will prevent them from obtaining their state
board license. We highly encourage potential students to contact
State Board (www.barbercosmo.ca.gov or Ph. 800-952- 5210) prior to signing their enrollment agreement; Has completed the required hours (based on the program) and the state required curriculum. A license
will be granted to those scoring 75% or higher on the exam.

To be eligible to apply for the California Board of Barbering and Cosmetology licensing examination, students enrolled in the **Cosmetology (1,000 hours)**, **Esthetician (600 hours)**, **Cosmetology Crossover (200 hours)** or **Manicuring (400 hours)** programs must successfully complete the required program clock hours, all mandated coursework and practical training, and meet the institution's academic, attendance, and graduation requirements in accordance with California Board standards.

CAREER OPPORTUNITIES

Welcome to the dynamic and rewarding world of Beauty & Wellness at Two Twenty Academy, where your aspirations to excel and succeed find a home. As a future licensed Cosmetologist, Barber, Esthetician, or Nail Technician, you are stepping into a realm of diverse and plentiful career opportunities.

At Two Twenty Academy, our programs are meticulously crafted not just to meet industry standards, but to ensure you are comprehensively prepared for a vibrant career in the beauty and wellness sectors. Whether you aim to innovate in hairstyling, refine aesthetic treatments, master barbering techniques, or specialize in nail artistry, our curriculum is designed to propel you into your future profession with confidence and competence. Join us to transform your passion into a profession where every day opens a new door to success.

CAREER PLACEMENT

At Two Twenty Academy, our mission in job placement is steadfast: to unite talented individuals with distinguished organizations, embodying our belief that this journey transcends education—it's about connection. We take pride in our deep-rooted relationships within the local community and with leading institutions across the nation. Additionally, our own Salon Two Twenty often seeks skilled professionals from our talented pool of students.

We actively bridge the gap between training and career by inviting esteemed salon owners and guest artists to teach and share their insights at our academy. Share your career aspirations, preferred work environments, and interests with us. We are dedicated to tailoring opportunities that not only showcase your unique skills but also align with your personal style and professional goals.

Our commitment to your future is unwavering. We provide comprehensive support in securing employment, from salon visits and employer presentations to promotional assistance. Leveraging our strong local ties and extensive network, we facilitate salon placements that suit your career ambitions. At Two Twenty Academy, expert career guidance is always available, ensuring you are supported every step of the way towards achieving your dreams.

Externships Requirements

At this time Two Twenty Academy is not offering externships.

PROGRAMS OF STUDY

Two Twenty Academy offers an exciting variety of programs in Cosmetology, Cosmetology Crossover, Esthetician, and Manicuring. Whatever path you select, Two Twenty Academy has the program of study to help you realize your career goals. This section will help you decide which program is most suitable for you with important details including the subjects you will study and some of the career opportunities for which each program will prepare you.

Main Campus Address:

1110 W Kettleman Ln, Ste 42-44,45,46 ,Lodi CA 95240

COSMETOLOGY COURSE OVERVIEW

In person campus only

Clocked Course Hours: 1000

The course is divided into 3 areas of learning: Theory Classroom Instruction, Salon Classroom and Salon Floor learning experiences!

1. Theory (Classroom) Instruction: The first 300 hours are devoted to classroom workshops where students learn foundational principles, technical information, and professional practices and sanitation.
2. Salon Classroom/Salon Floor Learning Experience: The remaining 1300 hours are spent in the salon classroom and the salon floor area where practical hands on experience is gained.

COSMETOLOGY COURSE OUTLINE

Your time at the Academy for the cosmetology program will be divided into four segments which include:

1. **The Basics:**

A 300-hour orientation, known as the “The Basics”, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Basics prior to attending regularly scheduled daily classes in
cutting, coloring, permanent waving, and chemical texture services.

2. **Salon Classroom Learning Experience:**

Your salon classroom time from 300 to 500 hours will be guided with individual attention and group learning experiences using periodic evaluations developed specifically for monitoring your progress.

3. **Practical Learning Experience:**

Your classroom time from 300 to 1000 hours is divided into six (6) areas: cutting, coloring, texture, makeup, skin, and nails. Each area has an instructor who conducts the different specialty classes each week. Classroom Learning Experiences may also include retail, motivation, self-improvement, professional development, and attendance education, which may be conducted by an instructor, non-licensed staff member, or guest artist.

COSMETOLOGY PROGRAM

The curriculum for students enrolled in the Cosmetology program consists of 1000 hours of Technical Instruction and Practical Training, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Description	Hours
Health and Safety	100
Disinfection and Sanitation	100
Chemical Hair Services	250
Hair Styling	250
Skin Care	150
Hair removal / Lash & Brow Beautification	50
Manicuring and Pedicuring	100

Specific Program Graduation Requirements:
In addition to meeting the basic Two Twenty Academy graduation requirements, students are required to successfully complete the 1600 clock hours of cosmetology training described above.

The instructional program of Two Twenty Academy meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services then what is listed,
however no additional hours, over the 1000 are required by the Board of Barbering and Cosmetology (BBC).
Students enrolled in our Cosmetology Program are preparing for an entry-level position as a hair designer, stylist, hair cutting or coloring specialist, manager or a future owner at a salon or spa, as well as entry level styling positions in television, film or fashion.

Please refer to the Department of Labor website at
http://www.bls.gov/ooh/personal-careandservice/barbers-hairdressers-and-cosmetologists.htm for more information regarding the employability and availability of these occupations.

Job opportunities for Cosmetologists include, but are not limited to:

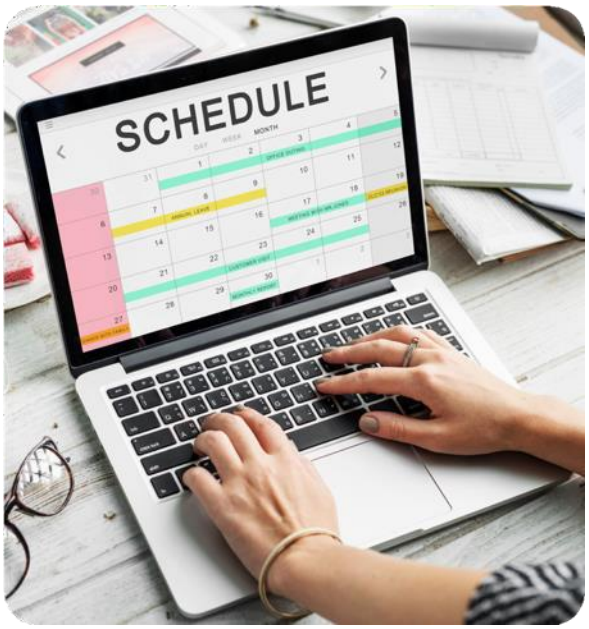
- Master Stylist
- Color Specialist
- Salon/Spa Manager
- Business Owner
- TV, Film or Theater Barber
- Editorial or Session Stylist
- Educator
- Cruise Ship Stylist

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

COSMETOLOGY COURSE SCHEDULE

FULL-TIME

The 1000 hours full-time program lasts 46-53 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules that exceed 6 hours. Daily Schedule: Monday – Friday, 9:00am – 4:30pm (46 instructional weeks)



PART-TIME

The 1000 hours part-time program lasts 53-80 instructional weeks Daily Schedule: Monday – Friday, 9:00am – 3:00pm (53 instructional weeks)

*Students can make up hours missed, within their outlined grace period, after 800 clocked hours. Make up hours must be approved by a Director.

ESTHETICIAN COURSE OVERVIEW

On campus training

Clocked Course Hours: 600

The course is divided into 2 sections: Theory Classroom Instruction, Salon Classroom Learning Experience, and the Salon Floor Experience!

ESTHETICIAN COURSE OUTLINE

Your time at the Academy for the esthetician program will be divided into two segments which include:

1. **Theory Classroom Instruction:** The first 90-hours are devoted to classroom workshops where students learn foundational principles, technical information, professional practices and disinfection and sanitation.
2. **Salon Classroom Learning Experience:** The remaining 510 -hours are spent in the salon classroom area where students will continue theory instructional practical experience is gained.

ESTHETICIAN PROGRAM

The curriculum for students enrolled in the Esthetician program consists of 600 clock hours of Practical Training and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of Esthetician from skin care treatments and techniques, makeup, and hair removal to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Description	Hours
Health and Safety	100
Disinfection and Sanitation	100
Skin Care	350
Hair Removal / Lash & Brow Beautification	50

Specific Program Graduation Requirements:
In addition to meeting the basic Two Twenty Academy graduation requirements, students are required to successfully complete 600 clock hours of esthetician training as described above.
The instructional program of Two Twenty Academy meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services then what is listed, however no additional hours, over the 600 are required by the Board of Barbering and Cosmetology (BBC).
Students enrolled in our Esthetician program are preparing for an entry-level position as an esthetician, skin care specialist, manager or a future owner of a salon or spa, as well as product or sales representative, television, film or fashion makeup artist, beauty industry specialist, skincare platform artist, or Esthetician training specialist.

Please refer to the Department of Labor website at http://www bis.gov/ooh/personal-care-and service/skincare-specialists.htm for more information regarding the employability and availability of these occupations.

Job opportunities for Estheticians include, but are not limited to:

- Day Spa Manager
- Business Owner
- Waxing Technician
- Medical Spa
- Dermatology Clinic
- International Hotel Spa
- Plastic Surgery Office
- Mobile Spa
- Hospital Cancer Treatment Centers
- Makeup Artistry
- TV, Film or Theater Artist
- Sales & Education

S.O.C Code: 39-5094 Skincare Specialists

Provide skincare treatments to face and body to enhance an individual's appearance. Includes electrologists and laser hair removal specialists. Illustrative examples: Medical Esthetician, Facialist

ESTHETICIAN COURSE SCHEDULE PART-TIME

Daily Schedule: Monday – Wednesday 9:00am – 3:00pm (33 instructional weeks)

*Students can make up hours missed, within their outlined grace period, after 450 clocked hours. Make up hours must be approved by a Director.

MANICURING COURSE OVERVIEW

On campus only

Clocked Course Hours: 400

The course is divided into theory classroom instruction, salon classroom, and salon floor learning experiences!

MANICURING COURSE OUTLINE

1. **Theory Classroom Instruction:** The first 35 hours are devoted to classroom workshops, where students learn manicuring principles, technical information, professional practices and disinfection and sanitation.
2. **Salon Classroom Learning Experience:** The remaining 365 hours are spent in the salon classroom area where students will continue theory instruction practical experience is gained.

MANICURING PROGRAM

The curriculum for students enrolled in the Manicuring program consists of 400 clock hours of Practical Operations and Technical Instruction in the art and science of spa manicuring, which will include at a minimum the state mandated subject hours listed in the chart below. The program provides the student with the knowledge and skills needed for an entry-level spa manicurist/nail technician position in the beauty and wellness industry. Students will learn the State Board requirements for disinfection, sanitation and safety, as well as basic manicures, pedicures, acrylics, gels, wraps and application of nail tips. In addition, students will learn spa consultation for nail services with an emphasis on creating a "customized spa experience".

This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Description	Hours
Health and Safety	100
Disinfection and Sanitation	100
Manicuring and Pedicuring	200

Specific Program Graduation Requirements:
In addition to meeting the basic Two Twenty Academy graduation requirements, students are required to successfully complete 400 clock hours of Manicuring training as described above.

The instructional program of Two Twenty Academy meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services then what is listed, however no additional hours, over the 400 are required by the Board of Barbering and Cosmetology (BBC).

Students enrolled in our Manicuring Program are preparing for an entry-level position as a nail technician in a salon, spa or resort hotel as well as for the television, film or fashion industries.

Please refer to the Department of Labor website at http://www.bls.gov/ooh/personal-care-andservice/ manicurists -and-pedicurists.htm for more information regarding the employability and availability of these occupations.

Job opportunities for Nail Technicians include, but are not limited to:

- Nail Technician
- Business Owner
- Salon Manager
- Mobile Salon
- TV, Film or Theater Nail Technician
- Sales & Education
- Cruise Ship Nail Technician

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

MANICURING COURSE SCHEDULE PART-TIME

*Students can make up hours missed, within their outlined grace period, after 250 clocked hours. Make up hours must be approved by a Director.

COSMETOLOGY CROSSOVER COURSE OVERVIEW

On campus training only

Clocked Course Hours: 200

The course is divided into 2 areas of learning; Theory Classroom Instruction, Salon Classroom and Salon Floor learning experiences!

1. **Theory (Classroom) Instruction:** The first 60 hours are devoted to classroom workshops where students learn foundational principles, technical information, and professional practices and sanitation.
2. **Salon Classroom/Salon Floor Learning Experience:** The remaining 140 hours are spent in the salon classroom and the salon floor area where practical hands on experience is gained.

Your time at the Academy for the cosmetology crossover program will be divided into four segments which include:

1. The Basics:

A 60-hour orientation, known as the “The Basics”, instills the basic fundamentals. Students are graded and evaluated using written, oral, and practical testing methods. Students must successfully complete the Basics prior to attending regularly scheduled daily classes in nails and skin care.

2. Salon Classroom Learning Experience:

Your salon classroom time from 60 to 200 hours will be guided with individual attention and group learning experiences using periodic evaluations developed specifically for monitoring your progress.

COSMETOLOGY CROSSOVER PROGRAM

The curriculum for students enrolled in the Cosmetology Crossover program consists of 200 clock hours of Technical Instruction and Practical Training, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of cosmetology from techniques in hair, makeup, skin care and manicuring to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

Description	Hours
Manual, Electric and Chemical Facials	100
Eyebrow Beautification and Makeup	30
Manicuring and Pedicuring	35
Artificial Nails and Wraps	35

Specific Program Graduation Requirements:
In addition to meeting the basic Two Twenty Academy graduation requirements, students are required to successfully complete the 200 clock hours of cosmetology training described above.

The instructional program of Two Twenty Academy meets or exceeds these requirements above. Exceeds means that during the course of your training you may complete more services then what is listed, however no additional hours, over the 200 are required by the Board of Barbering and Cosmetology (BBC).

Students enrolled in our Cosmetology Crossover Program are preparing for an entry-level position as a hair designer, stylist, hair cutting or coloring specialist, manager or a future owner at a salon or spa, as well as entry level styling positions in television, film or fashion.
Please refer to the Department of Labor website at http://www.bls.gov/ooh/personal-careandservice/barbers-hairdressers-and-cosmetologists.htm for more information regarding the employability and availability of these occupations.

Job opportunities for Cosmetologists include, but are not limited to:

- Master Stylist
- Color Specialist
- Salon/Spa Manager
- Business Owner
- TV, Film or Theater Barber
- Editorial or Session Stylist
- Educator
- Cruise Ship Stylist

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

COSMETOLOGY CROSSOVER COURSE SCHEDULE FULL-TIME

The 200 hours full-time program lasts 8.5-10 instructional weeks, depending on the schedule selected. Thirty-minute clocked lunches are taken for schedules that exceed 6 hours.
Daily Schedule: Monday – Friday, 9:00am – 4:30pm (8.5 instructional weeks)

PART-TIME

The 200 hours part-time program lasts 10-15 instructional weeks
Daily Schedule:Monday – Friday, 9:00am – 3:00pm (10 instructional weeks)

*Students can make up hours missed, within their outlined grace period, after 200 clocked hours. Make up hours must be approved by a Director.

GRADING SYSTEM AND EVALUATIONS

Regardless of which Two Twenty Academy program you choose, your academic progress will be measured according to the grading system below.
Theory: Theory or Technical Instruction is the instruction students receive through demonstration, lecture, classroom participation and examination.
Theory work will be graded as follows:

Grade	Level
A = 90% to 100%	Excellent
B= 80% to 89%	Good
C= 70% to 79%	Satisfactory
F= 0% to 69%	Failing

Practical Training: Practical Training or Practical Operations are the projects, practical operations and services students perform on another person (client or another student) or on a mannequin.
Practical Training work will be graded as follows:

Grade	Level
A = 90% to 100%	Excellent
B= 80% to 89%	Good
C= 70% to 79%	Satisfactory
F= 0% to 69%	Failing

Attendance: Students must attend a minimum of 67% of their scheduled hours in order to maintain Satisfactory Academic Progress (SAP).

GRADUATION REQUIREMENTS

In order to graduate, each student must maintain a minimum grade of 70% in Theory tests and 70% in Practical Assessment evaluations, as well as completing the minimum technical hours and practical operations as mandated by the Board of Barbering and Cosmetology. Two Twenty Academy students receive a diploma for their program of study once they have completed their program's required clock hours, practical operations and technical hours, and provided they have passed all Theory exams and Practical Training assessments with satisfactory grades or higher. Please refer to individual program listings for any program specific graduation requirements, all financial obligations with Two Twenty Academy must be met, or arrangements made, prior to the release of final documents.

INSTITUTIONAL REFUND POLICY

- Students have the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- Refund Policy:

A student may withdraw from Two Twenty Academy at any time after the cancellation period (described below in Student's Right to Cancel) and receive a pro-rata refund within 30 days of withdrawal if you have completed 60% or less of the program, which is based on scheduled clock hours up through the last day of attendance. Your refund will not include your application fee, student kit, smock, MindTap Textbook Bundle, or NL Education Chromebook.

For the purposes of determining a refund under this section, a student's official cancellation or withdrawal shall occur on the earlier of the dates of any of the following circumstances:

- A student's application is denied the applicant will be entitled to a full refund excluding the application fee.
- The student notifies Two Twenty Academy of the student's intent to withdraw in writing.
- Two Twenty Academy terminates the student's enrollment for failure to maintain Satisfactory Academic Progress; failure to abide the conduct policy or rules, failure to abide the Attendance Policy and/or failure to meet financial obligations.
- The student has failed to attend class for 14 calendar days.

- Failure to return from a Leave of Absence (LOA).

The date of the student's withdrawal shall be the earlier of the scheduled date of return from the Leave of Absence or the date the student notifies Two Twenty Academy that the student will not be returning. All refunds are calculated based on the student's last date of attendance and are based on scheduled hours in the payment period, not actual hours attended in the payment period.

If the student's tuition was paid from proceeds of a loan or third party directly to Two Twenty Academy, the refund shall be sent to the lender, third party or to the state or federal agency that guaranteed the loan. Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion to the amount of benefits received, and any remaining amount shall be paid to the student.

If the student defaults on a federal or state loan, both the following may occur: a. The federal or state government or a loan guarantee agency may act against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan. b. The student may not be eligible for any other federal student financial aid at another school or other government financial assistance at another school until the loan is repaid.

Student Withdrawal Policy

A **withdrawal** occurs when a student no longer attends or formally discontinues enrollment in the program after the cancellation period.

A. Student-Initiated Withdrawal

A student may withdraw from the institution at any time by providing **written notice of withdrawal**.

1. **Acceptable Methods of Delivery**
   Written notice of withdrawal may be delivered by:
   - Email
   - U.S. Mail
   - Hand delivery to the school
2. **Recipient of Withdrawal Notice**
   Written notice must be delivered to one of the following:
   - School Director
   - Admissions Office
   - Administrative Office
3. **Effective Date of Withdrawal**
   The effective date of withdrawal shall be **no later than the date the written notice is received by the institution**.

B. Institution-Initiated Withdrawal

The institution may withdraw a student for **conduct-related reasons**, including but not limited to:

- Failure to maintain satisfactory attendance
- Failure to meet academic progress requirements
- Violation of institutional policies

A student may be deemed withdrawn by the institution after **14 consecutive calendar days of absence** without approved leave.

1. **Notice of Withdrawal**
   Withdrawal shall be effectuated by the institution's **written notice** to the student.
2. **Effective Date of Withdrawal**
   If a student is withdrawn for lack of attendance, the effective date of withdrawal shall be the
   student's last date of attendance.

Refund Policy (Pro Rata Refund Calculation)

Refunds are calculated on a **pro rata basis** in accordance with **Education Code §§94919(c), 94920(d), 94927**, and **5 CCR §71751**.

Pro Rata Refund Formula

The amount of the refund owed to the student is calculated as follows:

Total charges paid by the student
minus
The daily or hourly tuition charge (total institutional charges minus any non-refundable charges, divided by the total number of days or hours in the program)
multiplied by
The number of days or hours the student attended or was scheduled to attend prior to withdrawal
minus
Any non-refundable charges

Any scheduled class days or hours prior to the student's last date of attendance for which the student was absent shall be **included** in the calculation.

Non-Refundable Fee Disclosure

The following fees for Cosmetology, Esthetician, Cosmetology Crossover, and Manicurist programs become non-refundable once the conditions below are met:

- Lab Supplies or Kits become non-refundable upon issuance to the student, regardless of attendance, withdrawal, or cancellation after the cancellation period.
- Textbooks become non-refundable once provided to the student or accessed in physical or digital form.
- Uniforms or Special Protective Clothing become non-refundable once issued, fitted, altered, or worn.
- If a student exercises their Student's Right to Cancel within the statutory cancellation period (through attendance at the first class session or the seventh day after enrollment, whichever is later), and the above items have not been issued, the associated charges will be refunded in accordance with the institution's refund policy.
- Once issued, these charges remain the financial responsibility of the student and are clearly identified as non-refundable charges in the Schedule of Total Charges.

Third-Party Charges

If the institution collected funds on behalf of a student for third-party charges (such as licensing, examination, or bonding fees) and those funds have **not yet been paid or invoiced**, the institution shall refund those amounts **within 45 calendar days** of the withdrawal.

Refund Timing and Notices

- Any **credit balance** owed to the student shall be refunded **within 45 calendar days** of the effective date of withdrawal.
- If a refund is issued to a **third party**, the student will receive a **written itemized notice** within 45 calendar days identifying:
  - The amount refunded
  - The name of each third party
  - The date of each refund

Withdrawal Records

The institution maintains a **monthly withdrawal log** documenting all student and institution-initiated withdrawals, including:

- Student name
- Address
- Telephone number
- Email address
- Date of withdrawal
- Refund amount

Records are maintained in accordance with applicable state regulations

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Student's Right to Cancel:

- The student has the right to cancel and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.
- After the end of the cancellation period, you also have the right to stop at any time, and you have the right to receive a pro-rata refund if you have completed sixty (60) percent or less of scheduled clock hours in the payment period.
- Cancellation occurs when the student gives written notice of cancellation to Two Twenty Academy
- The cancellation date will be determined by the postmark date, if mailed, or the delivery date if delivered or electronically sent.
- This written notice need not take any form; it needs only to state you wish to cancel your enrollment agreement. If a student is rejected for training or if a course is cancelled, the student will receive a refund of all monies paid.
- A student has the right to cancel the Enrollment Agreement and obtain a full refund of all charges, **except the non-refundable exceptions listed below**
  - . Lab Supplies or Kits become non-refundable upon issuance to the student, regardless of attendance, withdrawal, or cancellation after the cancellation period.
  - Textbooks become non-refundable once provided to the student or accessed in physical or digital form.
  - Uniforms or Special Protective Clothing become non-refundable once issued, fitted, altered, or worn.
  - If a student exercises their Student's Right to Cancel within the statutory cancellation period (through attendance at the first class session or the seventh day after enrollment, whichever is later), and the above items have not been issued, the associated charges will be refunded in accordance with the institution's refund policy.
  - Once issued, these charges remain the financial responsibility of the student and are clearly identified as non-refundable charges in the Schedule of Total Charges

- **To cancel enrollment**, the student must submit a written notice of cancellation.
  This notice should be addressed and delivered to:
  Two Twenty Academy
  Attn: Admissions Office
  1110 W Kettleman Ln, Ste 42-44,45,46 ,
  Lodi, CA 95240
  Or emailed to: jc.phelan@twotwentyacademy.com

<u>You do not have the right to cancel by telephone.</u>

Students withdrawing from Two Twenty Academy prior to completion of their contracted program must pay all balances in full prior to the release of the Proof of Training and/or Record of Withdrawal documents for the hours completed at the Academy

STUDENT SERVICES

1. **Student Advising:** To help students achieve their fullest personal development and make the best use of Two Twenty Academy's educational resources, we offer guidance and advice beginning with your first admissions interview. Faculty and administrative staff will continue to be available for guidance throughout your enrollment at Two Twenty Academy and beyond. Your success is our purpose.

2. **Career Services:** From your first day in class, the services of our Career Services Department are available to assist students with their career development and entry-level job opportunities. Two Twenty Academy Career Services personnel provide students with job placement assistance, in addition to in-school workshops on resume writing, interview skills and customer service skills.

Career Resources Include:

- Professional Industry Speakers
- Workshops in resume writing, portfolio building, interview strategies, customer service skills and building a client base.
- Job Listings: Our Academy maintains updated job postings.
- Milady Online Licensing Exam Preparation.

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

2026 ACADEMY CLOSURE DATES

□ **Wednesday, January 1, 2025** – New Year's Day
□ **Monday, January 19, 2026** – Martin Luther King Day
□ **Monday, February 16, 2026** – Presidents Day
□ **Friday, April 10, 2026** – Staff Development
□ **Monday, April 6, 2026** – Easter Monday
□ **Monday, May 25, 2026** – Memorial Day
□ **Monday, September 7, 2026** – Labor Day
□ **Thursday, November 26, 2026** – Thanksgiving Day
□ **Friday, November 27, 2026**– Black Friday
□ **Friday, December 25, 2026 - January 1, 2027** – Winter Break

ORIENTATION

Orientation is conducted the first day of attendance for each new class. Prior to enrollment each prospective student must have visited the school facilities, reviewed with the Admissions Representative any questions regarding their student rights, disclosure statements and have signed an Enrollment Agreement for their course of study.

NON-DISCRIMINATION POLICY

In compliance with federal, state, and local government requirements, Two Twenty Academy does not discriminate against any individual on the basis of age, sex, race, color, religion, national and ethnic origin, handicap or sexual orientation in the administration of its educational programs, school administered programs and publications, or employment practices. Two Twenty Academy follows the requirements established by the Americans with Disabilities Act. Two Twenty Academy does not discriminate against qualified individuals with disabilities. Two Twenty Academy does provide reasonable accommodation for the known disability of a qualified applicant, student, client, or employee except when the accommodation imposes an undue hardship on the school, fellow employees or fellow students.

ACCESS TO STUDENT FILE AND SCHOOL RECORDS

Two Twenty Academy complies with the Family Education Rights and Privacy Act of 1974. This act protects the privacy of education and establishes a student's and/or parent/guardian of a dependent minor's right to inspect and review their educational record, under the supervision of an instructor and/or a member of the administration. Students, or their parent/guardian if the student is a dependent minor, may have access to their own files by contacting the School administration for an appointment with the Director of Education. The Academy may require advance notice of up to 48 hours and an appointment for review of these files. Students, or their parent/guardian if the student is a dependent minor, may not remove these records from the Academy.

Retention of Records

Student records will be maintained at the school site for five years from the date of completion or date of withdrawal.
Transcripts are maintained permanently.
There is a charge of $75.00 for each requested transcript. Parents (legal guardians) or eligible students may obtain additional copies of documents for a fee of $4.00 per copy.
Student school records are safeguarded and maintained in fireproof file cabinets. Student academic records are kept in files located in the Director of Education’s office.

Disclosure of Records

Adult students and parents or guardians of dependent minor students have the right to inspect, review, and challenge information contained in their educational records or that of their dependent minor. Education records are defined as files, materials and documents that contain information directly related to a student and that are maintained by the institution. Students are not entitled to inspect the financial records of their parents. A written consent is required before educational records may be disclosed to the parents or guardians of adult students or others except for disclosure allowed by law, such as to accrediting commissions or governmental agencies. Access to files must be requested in writing, in letter form or on a form furnished by the institution.

Students right to gain access to their files:

Access will be allowed within a reasonable period after verification of the right to inspect and arrangements have been made for proper supervision and interpretation of the records by an employee of the academy.

FAMILY EDUCATION RIGHT TO PRIVACY ACT POLICY (FERPA)

The policy of Two Twenty Academy of Cosmetology is to maintain confidentiality of information entrusted to it by students, prospective students or guardians of dependent minors. Therefore, prior to the release of information, a written Authorization of Release of Information form (in writing) must be on file with: Two Twenty Academy of Barbering and Cosmetology 1110 W Kettleman Ln, Ste 42-44,45,46 , Lodi CA 95240

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C.& 1232g;34 CFR part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S Department of Education.

FERPA gives parents (legal guardians) certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Exceptions to the above rule are outlined as follows:

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

Parents (legal guardians) or eligible students have a right to inspect and review their records at any time during normal business hours. Records must be inspected in an administrative office and will not be taken to any other area of the school or be allowed to leave the school building. Parents (legal guardians) and eligible students have the right to request an amendment of their records and, if denied, may make a written request for a hearing.

STUDENT HOUSING

Two Twenty Academy does not have dormitory facilities, therefore, does not provide housing. Students seeking admissions may request a list of nearby apartments. Enrolled students will find posted on the Student Bulletin Board. However, the academy is not responsible for securing or honoring any lease agreements entered into by its students.

STUDENT ATTENDANCE

When it comes to student success, attendance is the key. Regular attendance not only ensures that you graduate on time but also ensures that you acquire the knowledge and experience that you need to achieve your goals. Day and evening classes begin at specific, predesignated times based on your program. The Admissions Advisor or School Registrar will inform each student of their published class schedule. Our guidelines for student attendance are as follows:

1. Daily attendance is required for a successful education. If an absence is unavoidable, you are required to contact the academy prior to the scheduled class time unless you have made previous arrangements with your Instructor and Registrar. There is no such thing as an "excused absence". You will only receive credit for hours if you are present and actively participating in class and clinic activities.

2. Satisfactory Academic Progress requires a student to maintain a minimum of **67%** attendance. Students having difficulty attending class are encouraged to immediately discuss their attendance issues with their Instructor, Registrar and/or School Director. A student with unsatisfactory progress due to excessive absences at specified evaluation points will be placed on a warning. Failure to maintain Satisfactory Academic Progress at the next evaluation point may result in probation and could lead to enrollment termination. (Please refer to the Satisfactory Academic Progress policy in the Catalog.)

3. However, if you are too ill to take an active part in academy learning activities or cannot actively participate in all aspects of applied effort, we request that you not attend class until you are well.

4. Any student absent for fourteen (14) consecutive calendar days without a written and approved Leave of Absence will be terminated from their program.

TARDINESS AND CLOCK-IN

Tardiness disrupts the learning environment for everyone. It is your obligation as a student and a condition of your enrollment to exercise the habit of being "on-time" for class and appointments. Please be aware that class will begin whether you are there or not. If you clock-in after your scheduled start time, you will be marked tardy. If you are tardy, your clock hours will be rounded up to the nearest quarter hour. Forgetting or neglecting to clock-in on time is not an excuse and may result in disciplinary action. Tardy students may or may not be allowed into Technical Instruction at the discretion of the School Director. If you are going to be late, you need to contact the school staff. If the School Director allows it, when you arrive you must enter class quietly and discreetly so not to disturb the Instructor and students.

RULES AND REGULATIONS

In this section, we outline important rules and regulations relating to a student's enrollment at Two Twenty Academy. All students must comply with Two Twenty Academy's rules and regulations as a condition of their enrollment. Failure to comply with these Academy rules and regulations can lead to any or all of the following disciplinary actions being taken depending on the severity of the misconduct: written warnings, probation, suspension and termination from the Academy.

Students who are terminated for failure to comply with Two Twenty Academy rules and regulations may appeal their termination. Students in this situation must submit a written appeal to the Academy Director stating the reasons why the decision to terminate should be reversed and requesting a re-evaluation of their status.

Professional Image and Dress Code

Your smile is your logo, your personality is your business card. How you leave others feeling after having an experience with you is your trademark.

Professional black attire is required. Clothing must be cleanly pressed and not excessively loose or tight. Hair must be clean and styled, prior to arriving. If applicable, cosmetics should be applied using trend appropriate makeup techniques, prior to arriving. The Academy staff will have discretion of what is appropriate and what is not. Any student deemed out of dress code will be asked to clock out and return in dress code and you will be charged for overtime fees for that time.

Students should always maintain the following professional dress code:

- Students should wear ALL BLACK clothing.
- Clothing must be clean and free of stains and wrinkles.
- Shoes should be comfortable, free of holes and cover the entire foot.
- Hair must be clean and styled prior to arriving. Colored hair accessories are acceptable. Makeup is optional but must be applied prior to arriving.
- Smocks should be worn during all services.
- Sweatshirts and printed T-shirts with the Two Twenty or industry related logos may be worn.
- Any rips or tears must fall mid-thigh and below the knees.
- Shorts and/or skirts must fall at or below the knees.
- Solid black joggers or athletic pants are acceptable.

The following describes unacceptable attire:

- Logos and colors that are NOT industry related.
- Open toed/heeled shoes, flip flops, crocs, beach sandals.
- Tank tops, crop tops, or low cut blouses that expose too much skin.
- Fleece sweat pants, pajama bottoms or sheer/see through leggings/yoga pants.
- Sweatshirts and printed T-shirts that are not industry related (example: Nike, Adidas, Jordan)
- Shorts and/or skirts that fall above the knee when standing up.
- See through or sheer clothing.
- Excessively loose or sagging clothing.
- Stilettos, sandals, slippers.

Communication Guidelines and Professional Conduct

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

Sanitation and Personal Services

- Students must keep workstations and classroom areas clean, sanitary, and clutter-free at all times.
- Students must clean their stations, including the floor, after each service.

- Hair must be swept up immediately following a service, before blow-drying.
- Clinic stations must be cleaned at the end of the day, prior to clocking out.
- Students may receive services Tuesday through Thursday. To receive a service, students must do the following prior to starting the service:

o Notify an Educator
o Be scheduled off the service books by an Educator
o Pay for service supplies including perms, color, lightener, rinses, conditioning, treatments, manicures, nails, etc. o Personal services are considered rewards and scheduled for students who are current with all assignments.

STUDENT CLIENT PROCEDURE

Refusing a client, for any reason, is strictly prohibited. The student will be sent home for the remainder of the day. If this becomes an ongoing issue student could face suspension and or termination from the program.

TWO TWENTY ACADEMY FACULTY

At Two Twenty Academy, we believe that the heartbeat of your education lies in the hands of our fabulous instructors. That's why we only bring on board the crème de la crème—seasoned educators who are wizards in salon practices, editorial finesse, and all the business savvy you'll ever need. They're not just knowledgeable; they live and breathe our curriculum and uphold the highest standards for themselves and for you. Plus, they're bursting with enthusiasm, a passion for teaching, and a genuine drive to sprinkle a little magic into your career journey and lifestyle.

Two Twenty Academy Cosmetology, Inc.
Corporation Owners: JC & Celena Phelan

TWO TWENTY ACADEMY DIRECTORS
Celena Phelan, Chief Academic Officer/Owner **License # B 84856**
Cosmetology, Crossover,

Esthetician, Manicurist

22 Years experience

JC Phelan, Campus Director/CEO

TWO TWENTY ACADEMY EDUCATORS
Nicole Guthrie Smith
Cosmetology, Crossover, Esthetician
License # KK556932
13+ Years Experience

Brooke Dawson
Cosmetology, Crossover, Esthetician
License # KK590807
7+ Years Experience

Madison Hale
Cosmetology, Crossover, Esthetician
License # KK634763
4+ Years Experience

TUITION AND SUPPLIES CHARGES

Because of inflationary cycles, and because we must occasionally change equipment to remain current, the school reserves the right for the following tuition information to be subject to change. The schedule of total charges for a period of attendance and the estimated schedule of total charges for the entire educational program are the same.

Non-Refundable Fee Disclosure

The following fees for Cosmetology, Esthetician, Cosmetology Crossover, and Manicurist programs become non-refundable once the conditions below are met:

- Lab Supplies or Kits become non-refundable upon issuance to the student, regardless of attendance, withdrawal, or cancellation after the cancellation period.
- Textbooks become non-refundable once provided to the student or accessed in physical or digital form.
- Uniforms or Special Protective Clothing become non-refundable once issued, fitted, altered, or worn.
- If a student exercises their Student's Right to Cancel within the statutory cancellation period (through attendance at the first class session or the seventh day after enrollment, whichever is later), and the above items have not been issued, the associated charges will be refunded in accordance with the institution's refund policy.
- Once issued, these charges remain the financial responsibility of the student and are clearly identified as non-refundable charges in the Schedule of Total Charges.

COSMETOLOGY	
Tuition	$18,000.00
Application Fee (nonrefundable)	$175.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	$0.00
Uniforms – Smock (nonrefundable)	$180.00
Student Kit (nonrefundable)	$2,500.00
Textbooks or Other Learning Media (nonrefundable)	$410.00
TOTAL CHARGES	**$21,265.00**

COSMETOLOGY CROSSOVER	
Tuition	$4,000.00
Application Fee (nonrefundable)	$175.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	$0.00
Uniforms – Smock (nonrefundable)	$180.00
Student Kit (nonrefundable)	$1,500.00
Textbooks or Other Learning Media (nonrefundable)	$410.00
Fees to transfer credits	$250.00
TOTAL CHARGES	**$6.515.00**

ESTHETICIAN	
Tuition	$11,000.00
Application Fee (nonrefundable)	$175.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	$0.00
Uniforms – Smock (nonrefundable)	$180.00
Student Kit (nonrefundable)	$1500.00
Textbooks or Other Learning Media (nonrefundable)	$410.00
TOTAL CHARGES	**$13,265**

MANICURING	
Tuition	$5,000.00
Application Fee (nonrefundable)	$175.00
Student Tuition Recovery Fund (STRF) (nonrefundable)	$0.00
Uniforms – Smock (nonrefundable)	$180.00
Student Kit (nonrefundable)	$1,500.00
Textbooks or Other Learning Media (nonrefundable)	$410.00
TOTAL CHARGES	**$7,265.00**

Minimum payments due prior to commencement of classes. The school accepts cash, check, credit/debit card payments (fees may apply), cashier check, money order, and electronic payments. Payment arrangements must be made fifteen (15) days prior to start date. **Fees for charges will be passed on to students**
Note: Room and Board NOT Offered. Above kit prices include sales tax. (STRF charges are nonrefundable)

FINANCING/TUITION PAYMENT OPTIONS

Financial Assistance

Students at Two Twenty Academy have access to various financial assistance options, including third-party loans, community group support, and scholarships from private organizations. Additionally, Two Twenty Academy provides in-house scholarships and flexible payment plans to accommodate students' financial needs.
Please note that Two Twenty Academy does not participate in federal or state financial aid programs. Students who obtain loans to finance their education are responsible for repaying the full loan amount plus interest, after accounting for any applicable refunds. Students receiving federal student financial aid funds are entitled to a refund for any amount not covered by these funds.

Two Twenty Academy – Tuition Payment Plans

All programs are broken into equal monthly payments over the estimated program length based on full-time attendance (approximately 100 hours/month).

Cosmetology Program – 1,000 Hours

- **Total Charge:** $21,265
- **Estimated Duration:** 10 months
- **Monthly Payment: $2,126.50**

Cosmetology Crossover – 200 Hours

- **Total Charge:** $6,515
- **Estimated Duration:** 2 months
- **Monthly Payment: $3,257.50**

Esthetician Program – 600 Hours

- **Total Charge:** $13,265
- **Estimated Duration:** 6 months
- **Monthly Payment: $2,210.83**

Manicurist Program – 400 Hours

- **Total Charge:** $7,265
- **Estimated Duration:** 4 months
- **Monthly Payment: $1,816.25**

Note:

- Payments are due monthly on the same calendar date as enrollment.
- These payment plans assume no down payment or additional fees for late payments.
- Students must remain in good standing and meet all attendance requirements to maintain payment eligibility.

Cosmetology & Cosmetology Crossover

Provided by School	Student Kit (Purchased by Student)
Tint bowls (2–3)	Mannequin heads (synthetic or human hair)
Tint brushes	Shears (cutting)
Applicator bottles	Flat iron
Color cape	Curling iron/wand
Gloves (reusable or disposable)	Blow dryer
Highlighting cap & hook	Round brushes (various sizes)
Measuring cups	Paddle brush
Perm rods (various sizes)	Vent brush
End papers	Combs (cutting, rat tail, wide tooth, teasing, etc.)
Neutralizer bottle	Sectioning clips / duckbill clips
Foil sheets	Spray bottle
Processing cap	
Chemical apron	

Esthetician Program

Provided by School	Student Kit (Purchased by Student)
Towels	Mannequin head (if applicable)
Disinfectants & sanitizers	Tweezers
Facial steamers (shared equipment)	Extraction tools (manual)
Wax pots	Makeup brushes & applicators
Beds/tables with linens	Wax applicators & strips
Hot towel cabinets	Headbands / hair wraps
Magnifying lamps	Facial sponges, gauze, cotton rounds
Mixing bowls & fan brushes	Product containers
Professional makeup mirror	Eyebrow scissors / razors
General cleaning supplies	Gloves (disposable)
Waste containers and sanitation setup	Esthetics carrying case or tote

Manicurist Program

Provided by School	Student Kit (Purchased by Student)
Disinfectants & sanitizing station	Nail files (various grits)
Table/desk space	Nail buffers
Towels	Manicure/pedicure bowls
Soaking dishes	Acrylic brush & dappen dish
UV/LED lamps (if shared)	Gel polish & base/top coats
General waste bins	Acrylic powder & liquid
Pedicure stool (shared use)	Cuticle nippers & pushers
Sanitation jars	Polish remover & acetone
Shared polish (for instruction/demo)	Tip cutters / glue / nail tips
	Nail art tools / dotting tools
	Towelettes / lint-free wipes

Tuition Waiver

Tuition waivers are only approved by the School Director. Tuition Waivers are done for special circumstances, hardship, or disputes.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

- Cosmetology: 450, 900, 1250, 1000 actual hours
- Cosmetology Crossover: 100, 200 actual hours
- Esthetician: 300, 600 actual hours
- Manicuring: 200, 400 actual hours

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements.

The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

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

COURSE DESCRIPTION	MAXIMUM TIME ALLOWED	
Cosmetology (Full time, 35 hrs/wk) - 1000 Hours	69	2400
Cosmetology (Part time, 30 hrs/wk) – 1000 Hours	80	2400
Cosmetology Crossover (Full time, 35 hrs/wk) – 200 Hours	13	450
Cosmetology Crossover (Part time, 20 hrs/wk) – 200 Hours	22.5	450
Esthetician (Part time, 18 hrs/wk) – 600 Hours	33	900
Manicuring (Part time, 15 hrs/wk) – 400 Hours	27	600

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.
The maximum time allowed for transfer students who need less than the full course requirements or parttime students will be determined based on 67% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating).

If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.Numerical grades are considered according to the following scale:

A = 90% to 100%	Excellent
B= 80% to 89%	Good
C= 70% to 79%	Satisfactory
F= 0% to 69%	Failing

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive an electronic copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, IF the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation.

Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic
Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student’s contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed.

This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

STANDARDS FOR STUDENT ACHIEVEMENT STUDENT PROGRESS:

Your progress towards achieving your career success is measured by your attitude, attendance, and your classroom academic and practical achievements. Your School Catalog has specific details about student grades and maintaining Satisfactory Academic Progress. There are benefits to maintaining good student grades and Satisfactory Academic Progress. A student becomes eligible in certain states to apply to take the state board licensing exam when they have reached 75% completion of their program of study. This process is called pre-application, and it will accelerate the scheduling of the date of your state-licensing exam after your graduation from your program of study. Please see your School Registrar for additional details that may be applicable for your program of study.

ACADEMIC ACHIEVEMENT

Academic Achievement includes your grades for Technical Instruction (written and practical theory tests and assignments) and Practical Training (working on mannequins and clients on the salon floor). Our programs were developed to support different learning styles and incorporate lessons, demonstrations, media and activities to enhance the learning process. If you have any questions regarding daily lessons, please talk with your Instructor or School Directors.

It is critical that you come to school prepared for your daily lessons and assignments. Make sure you bring the books/electronic devices and equipment you need to perform your Technical Instruction and Practical Training assignments. Students who do not come prepared with the books/electronic devices and materials they need to fully participate in that day's lessons may be required to clock out until they return with the necessary books/electronic devices and equipment. It is necessary to complete all the Technical Instruction and Practical Training components of the program in which you are enrolled. If your attendance affects completion of these requirements as scheduled, it will be necessary for you to make up the practical and technical operations missed to meet the state board minimum requirements. This may or may not cause you to attend additional instructional hours.

All students are responsible for tracking operations and theory on their timecards. All work done on Clients and mannequins will be signed off by an instructor. All operations and theory need to be signed at the end of the day by their instructors.

STUDENT SALON SUCCESS

As a student, you will get practical hands-on training providing services for real people in the student salon.

This will help prepare you for the demands of the workplace once you graduate and become a licensed professional. Student success is dependent not only on their technical skill level, but also to a large degree on their customer service/business skills. To be successful in their chosen occupation, students are expected to bring their own guests to the student salon to receive salon services. This expectation is part of the Two Twenty Academy which strives to develop a student's customer service and business skills while in school so that, upon graduation and starting their first job, the graduate will have developed the customer service tools and experiences necessary to build a loyal clientele base.
Developing on-site customer service and business skills in the environment of the Two Twenty Academy student salon is part of what Two Twenty Academy defines as student "Practical Training". Practical Training includes students working on models, clinic guests, and training assignments on mannequin heads, and hands.
A student's success is dependent upon their ability to use the job-critical skills learned at Two Twenty Academy, including attendance, punctuality, professional image, and attitude, the ability to attract and retain clients, service productivity, and retail sales promotion.

Client Scheduling

Students will learn how to time each operation and schedule appropriately. Salon sanitation is done at the closing of business, daily. To ensure our client services are complete at the proper time the last scheduled appointment for chemical services is 2pm for the **DAY** students. The last appointment for chemical services for **the NIGHT students is 7:30pm.** All other services that **DO NOT** require chemicals will be scheduled at the discretion of the Instructor.

SOCIAL MEDIA POLICY

No pictures, videos or “going live” is permitted without the media waiver signed by all parties involved.

POTENTIAL EARNINGS

As with any career, the amount of income one can earn in the beauty and wellness industry is directly related to the amount of effort one applies to their career. Minimum efforts most likely will result in minimum earnings, while maximum efforts can lead to much higher levels of compensation. One's ability to earn income in the beauty and wellness industry is very dependent upon one's ability to communicate, present oneself professionally, develop great people skills, and maintain a positive attitude. The Two Twenty Academy curriculum is designed to teach students these skills to help them obtain an entry-level position upon graduation and licensing, but the effort students put forth to learn these skills is solely up to them. In addition to the above earning considerations, earnings levels can depend on work location, tipping habits, competition, the discretion of your employer and/or the position held. Accordingly, since earnings are dependent on the efforts of the individual and other factors, Two Twenty Academy does not make any express or implied claim about the salary or wages that you may earn after completing your designated educational program.
Wage and salary data for career occupations is available from the US Department
Labor at its Bureau of Labor Statistics, which provides wage data by area and occupation at http://www.bls.gov/bls/blswage.htm

TIME KEEPING POLICY

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

LIBRARY REFERENCE MATERIALS

Milady's Standard Cosmetology Theory Workbook, Milady's Standard Cosmetology Exam Review, Milady's Standard Cosmetology Textbook. Students can access and check out the library materials any time through an educator or staff member.

LEAVE OF ABSENCE POLICY

Occasionally, students may experience extended personal or medical problems, which make it difficult for them to attend their classes. The Academy may allow a student experiencing such circumstances to take a Leave of Absence (LOA) from their program. All LOAs must be pre-approved by an Academy Director, and students must submit their requests on Prestige in advance, unless unforeseen circumstances prevent advance notice. If the request is unable to be made in advance, Two Twenty Academy may grant the request, with written documentation for its reasoning, and the request must be collected from the student at a later date. In this instance, the start date of the LOA will be the first date the student was unable to attend. The electronic request for a LOA must include the starting and ending date of the LOA, the reason for the LOA, and include the student's signature. A student is eligible for one leave of absence during their term of enrollment at Two Twenty Academy. In the event of extenuating circumstances, a School Director has the discretion to grant an additional LOA. The minimum length of a LOA is 5 days, and the maximum length is 180 days in any 12-month period.

An LOA will not be granted during a student's Stage 1 status. A Stage 1 status is defined as the first 30%
of the hours in a student's program of study. A LOA will not be granted to an active student who exceeded or surpassed the 100% point of scheduled hours of their program.

Students will not be assessed additional tuition charges while on their LOA. The student enrollment contract will be extended for the same number of days taken in the LOA and will be documented with an addendum to the enrollment agreement. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will return to the same SAP status they held prior to their LOA. Students returning from a LOA must coordinate their return with the School Director.

Students granted a LOA are not considered to be withdrawn, and no refund calculation is required at that time.
Students who fail to return from a LOA on their scheduled return date will be terminated and will be considered dismissed as of the last day of attendance prior to the start of their LOA.

CAMPUS

Two Twenty Academy is comprised of modern facilities devoted to teaching the science and art of the beauty and wellness industry. Equipped with professional equipment commonly used in professional salons and spas around the country, our academy is carefully designed and furnished to provide our students with a hands-on training environment where they practice their newly learned skills and techniques on real people.
Our academy includes classrooms and practical training areas, reference books on topics related to the beauty and wellness industry as well as current periodicals and other reference texts are available for student use. Students also have access to the online test preparation for their state board exam through Milady Publishing Company.

FACILITIES & EQUIPMENT

Two Twenty Academy Cosmetology is centrally located at 1110 W Kettleman Ln, Ste 42-44,45,46 ,Lodi Ca 95240 in a 4,000+ sqft air-conditioned, modern classrooms and student laboratories are furnished with professional fixtures and equipment.
We are a non-smoking facility.. Two Twenty **Academy is divided into a reception area, staff offices, theory and practical rooms, clinical floor, spa treatment room, student lounge and kitchen, library, staff break room, private student and staff restrooms, public restrooms, laundry room with full size washer & dryer, and a supply dispensary.** Two Twenty Academy uses equipment that fully complies with any federal, state, and local laws, regulations, and ordinances. This includes the requirements of fire safety and health regulations. Two Twenty Academy maintains a reference library containing many visual aid, books, and magazines for the use of staff
and students. Our school simulates salon/shop/spa conditions to help our students with hands-on learning, with up-to-date equipment and a variety of supplies that help enhance the student's product knowledge. Our students learn inventory control and assist in operating our supply system.

LIBRARY & LEARNING RESOURCES:

Two Twenty Academy students have access to the library during school hours. The library offers a diverse collection of resources, including books, magazines, articles. These materials are available on school grounds.

The library is conveniently located at the entrance of the front Lobby and features shelving for all libraburry materials, computers for online research and video screening, and a dedicated research area for print sources. Additionally, the library subscribes to various online databases accessible via school computers. This combination of print and digital resources provides comprehensive support for the curriculum and meets the academic needs of both faculty and students.

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

APPROVAL DISCLOSURE STATEMENT

Two Twenty Academy is a Non-Accredited private institution. Two Twenty Academy is a private institution that is approved to operate by the California Bureau for Private Postsecondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7 .5 of Title 5 of the California Code of Regulations. The bureau does not endorse our programs nor does the approval imply that the institution exceeds minimum state standards Two Twenty Academy does not have a pending petition in bankruptcy, has never led for bankruptcy petition within the preceding five (5) years, nor operated as a debtor in possession or had a petition of bankruptcy led against it within the preceding five (5) years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. Any questions a student may have regarding this catalog that have not been satisfactorily answered by he institution may be directed the Bureau for Private Post Secondary Education.

REGULATORY AND ACCREDITATION AGENCIES

The Bureau for Private Postsecondary Education (BPPE)
1747 North Market, Suite 225 Sacramento, CA 95834 P.O. Box 980818
West Sacramento, CA 95798-0818
Toll Free: (888) 370-7589 | Website: http://www.bppe.ca.gov

California Board of Barbering and Cosmetology
Board of Barbering and Cosmetology
1625 N. Market Blvd Suite 202
Sacramento, CA 95834
1-800-952-5210
Email: barbercosmo@dca.ca.gov

Website: http://www.barbercosmo.ca.gov Two Twenty Academy has been granted institutional approval to teach the following programs in
Cosmetology: 1000 Clocked Hours
Cosmetology Crossover: 200 Clocked Hours
Esthetician: 600 Clocked Hours
Manicuring: 400 Clocked Hours

Accreditation Status Notice

Two Twenty Academy is not currently accredited by any accrediting agency recognized by the United States Department of Education. As such, the institution is not eligible to offer federal financial aid programs under Title IV funding. While the Academy may pursue accreditation in the future, no formal accreditation has been granted at this time. Students should be aware that enrollment at a non-accredited institution may affect their ability to transfer credits and access certain funding opportunities.
(CEC §94909(a)(16), §94897(p))

All Two Twenty Academy students who successfully complete a program of study will earn an appropriate diploma for that program of study. Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time and that these changes may alter the information contained in this publication. Two Twenty Academy reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations, and requirements at any time and without notice.

LANGUAGE DISCLOSURE

Two Twenty Academy does not recruit **ENGLISH AS A SECOND LANGUAGE AS THE SCHOOL DOES NOT OFFER INSTRUCTION IN ENGLISH AS A SECOND LANGUAGE**. Students must have the ability to read and write English at a level of a graduate of an American high school as demonstrated by the possession of a standard high school diploma, high school transcripts, an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree or High School Equivalency diploma or official High School Equivalency diploma test scores. **English as a Second Language (ESL)**
Two Twenty Academy does NOT currently offer English as a Second Language program. Two Twenty Academy curriculums are taught in English.

English Proficiency

Two Twenty Academy admits students with a high school diploma or its equivalent who, as such, are deemed to have the level of English proficiency necessary to have the ability to benefit from the programs taught in English.

Applicants with non-immigrant VISAs

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

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

BACKGROUND CHECKS

1. California Board of Barbering and Cosmetology: The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis. It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license. For more information, about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology
P. 0. Box 944226
Sacramento, CA 94244-2260 Phone: (800) 952-5210 Fax: (916) 575-7281
www.barbercosmo.ca.gov

STATE LICENSING DISCLAIMER

The state may refuse to grant a license if a student has been convicted of a crime; committed any act involving dishonesty, fraud, or deceit; or committed any act that, if committed by a licentiate of the business or profession in question, would be grounds for the Board of Barbering and Cosmetology to deny licensure. The Board of Barbering and Cosmetology denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application for such license. Students who are not U.S. citizens or who do not have documented authority to work in the United States will not be eligible to apply to take the state licensure examination. Two Twenty Academy is not responsible for students denied licensure.

VERBAL AGREEMENT POLICY

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

HEALTH AND SAFETY

Prospective students should be aware of the physical demands required of a beauty and wellness industry professional. Occupations in the beauty and wellness industry generally require continued standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Certain individuals may have allergies or sensitivities to the typical chemical products used in beauty and wellness occupations. A student must be physically capable of performing all required activities conducted at the Academy and complying with all safety policies and procedures.

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

SANITATION AND DISINFECTANT HEALTH AND SAFETY

It is the student's responsibility to sanitize and disinfect ALL implements after each use and everything in lockers once a week for weekly kit checks.

MEDICATION POLICY

For the safety of our clients and students, Two Twenty Academy reserves the right to encourage students on heavy medications to work on a mannequin. We are asking all students to inform the Director of Education, of all medication ingested during business hours. This includes prescription medication.

STUDENT TUITION RECOVERY FUND (STRF)

The State of California established the **Student Tuition Recovery Fund (STRF)** to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution who is or was a **California resident while enrolled**, or who was enrolled in a **residency program**, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss.

Unless relieved of the obligation to do so, **you must pay the state-imposed STRF assessment**, or it must be paid on your behalf, if you are a student in an educational program who is a California resident or are enrolled in a residency program, and you prepay all or part of your tuition. **You are not eligible for protection from the STRF and you are not required to pay the STRF assessment if you are not a California resident or are not enrolled in a residency program.**

It is important that you keep copies of your **enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school**. Questions regarding the STRF may be directed to the **Bureau for Private Postsecondary Education**, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, telephone (916) 574-8900 or (888) 370-7589.

To be eligible for STRF reimbursement, you must be a California resident or enrolled in a residency program, have prepaid tuition, paid or been deemed to have paid the STRF assessment, and suffered an economic loss as a result of one or more of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the **120-day period** before the closure of the institution or location, or were enrolled in an educational program within the **120-day period** before the program was discontinued.
3. You were enrolled more than 120 days before the closure of the institution or location in an educational program for which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or failed to pay or reimburse proceeds received in excess of tuition and other costs.
6. You were awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of applicable law by the institution or its representative, and you were unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more student loans and have an invoice for services rendered and evidence of loan cancellation.

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

However, No claim can be paid to any student without a Social Security number or a taxpayer identification number.

Tuition Waiver

Tuition waivers are only approved by the School Director. Tuition Waivers are done for special circumstances, hardship or disputes

SEXUAL HARASSMENT, ASSAULT AND VIOLENCE POLICY

Equal Educational Opportunity

Two Twenty Academy is committed to providing an educational climate that is conducive to the personal and professional development of everyone. Students should be aware that discrimination and/or other harassment within the Two Twenty community based on the age, color, ethnic background, disability, family status, gender, national origin, race, religion, sex, sexual orientation, or veteran status is unacceptable. To fulfill its educational mission, Two Twenty Academy designates the Director of Compliance "Academy Director" as its designated representative to coordinate its Equal Employment Opportunity/Affirmative Action efforts.

Students who feel that they have been harassed or discriminated against or who feel that Two Twenty Academy has not adequately fulfilled its obligations under the provisions of the ADA should follow the Grievance Procedures stated below. For grievances other than those related to harassment and discrimination policy, please follow the procedure outlined in this Student Handbook for student complaints under Notice of Student Rights.

Sexual Harassment and Sexual Violence

Two Twenty Academy will provide an educational, employment and business environment free of sexual harassment. Sexual harassment and acts of sexual violence are forms of sex or gender discrimination and are not tolerated by Two Twenty Academy. Any student who feels that he or she is the victim of sexual harassment including sexual violence has the right to seek redress of the grievance. Two Twenty Academy provides procedures for reviewing and resolving such complaints through this Grievance Procedure. Substantiated accusations may result in disciplinary action against the offender, up to and including termination of the employee's employment or the student's enrollment in addition, complainants who make accusations of sexual harassment in bad faith may be subject to equivalent disciplinary action.

Definition

Sexual harassment is defined as unwelcome advances, requests for sexual favors, other verbal or physical sexual conduct, or any other offensive unequal treatment of an employee, student, or group of employees or students that would not occur except for their sex when:

1. The advances, requests or conduct have the effect of interfering with performance of duties or studies or creating an intimidating, hostile, or otherwise offensive work or academic environment.
2. Submission to such advances, requests or conduct is explicitly or implicitly a term or condition of an individual's employment or academic achievement or advancement.
3. Submission to or rejection of such advances, requests or conduct is used as a basis for employment or academic decisions. Sexual violence means physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Several acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, and sexual coercion. Further, alleged sexual violence against another may also constitute a crime resulting in an additional, independent law enforcement investigation falling outside of this Grievance Policy.

Bullying

Two Twenty Academy has ZERO tolerance for bullying. Acts of bullying will be grounds for immediate program termination. For a list of state anti-bullying laws and policies please go to: www.stopbullying.gov.

Weapons

Two Twenty Academy is a safe place free of violence and weapons. Two Twenty Academy strictly prohibits possession of any weapon on campus. Violation of this policy will result in immediate program termination.

Filing a Complaint

To ensure availability of witnesses and fresh memories of the alleged discriminatory event, all grievances covered by these procedures must be filed within 45 days of the date of the alleged discriminatory conduct. Two Twenty Academy may extend this time frame when a delay is due to circumstances beyond the student's control, e.g., illness or incapacity. Any student or group of students alleging that an act of sexual harassment or violence has taken place has the right to seek redress of the grievance.

While informal resolution of the conflict is always open to the aggrieved party, an attempt at informal resolution is not a prerequisite to filing a formal grievance. If the complainant requests confidentiality or asks that the complaint not be pursued, Two Twenty Academy will nevertheless take all reasonable steps to investigate and respond to the complaint consistent with the request for confidentiality or request not to pursue investigation. If a complainant insists that her or his name or other identifiable information not be disclosed to the alleged perpetrator, Two Twenty Academy officials will inform the complainant that its ability to respond may be limited.

As an initial matter, all grievances shall be reviewed to determine whether they are submitted within a timely manner and/or whether they contain all required information. Two Twenty Academy shall not review a grievance that is untimely or fails to contain all required information, including a clear statement of all grounds for the grievance.

Record of Complaint

All proceedings and records concerning sexual harassment complaints shall be confidential to the extent permitted by law. Memoranda describing any formal reprimand or disciplinary action that the student receives for violating Two Twenty Academy's sexual harassment policy will be placed in the student's permanent academic file. No student will be subjected to retaliation by members of the student community because of filing a good-faith grievance for sexual harassment.

GRIEVANCE PROCEDURE

Any student who has a grievance concerning the interpretation, application or claimed violation of her or his rights as a Two Twenty Academy student or feels she or he has been discriminated against or harassed on the basis of age, color, disability, family status, gender, national origin, race, religion, veteran status, sex or sexual orientation, including sexual harassment and violence, has the opportunity to seek resolution of such grievance. Any student alleging that an act of harassment or discrimination has occurred or that her or his rights as a Two Twenty Academy student have been violated has the right to seek redress of her or his grievance. This may take place informally, through the mediation of designated officials of Two Twenty Academy, or formally, through an established grievance procedure.

Informal Resolution

Informal Resolution

1.A student who feels she or he is a victim of harassment or discrimination or that her or his rights as a student have been violated pursuant to this Policy may attempt to resolve the matter informally by bringing a complaint to the Executive Director of Compliance “Academy Director” Upon receipt of a complaint, the Academy Director has the following responsibilities:

2. Inform the complainant of her or his formal recourse, should that be necessary (see Formal Resolution described below).

Inform the complainant that informal mediation will not be used to resolve sexual violence complaints.

3. Inform the complainant of their right to file a separate criminal complaint for allegations relating to sexual violence.

4. Undertake, with permission of the complainant, to resolve the conflict informally by informing the individual alleged to have caused the grievance that the complaint has been filed; seek to find out the facts; and, if both parties desire it, arrange a meeting to try to resolve the differences. All individuals who are involved in an investigation as the accused, accuser or witness have a duty to keep all information confidential to the extent permitted by law. Persons who violate the confidentiality rights of other individuals may be subject to disciplinary action. At all times during this procedure, the Academy Director must keep all information completely confidential, and the name of the complainant should not be revealed to the individual alleged to have caused the grievance except with the complainant's permission. In addition, written records, if taken, shall be submitted to the Academy Director. If an attempt at informal resolution of the problem is unsuccessful, or if the complainant deems that informal resolution is undesirable, the Academy Director will stop the informal resolution process and assist the complainant in filing a formal complaint.

Formal Resolution

If a student wishes to lodge a formal complaint against another student or employee of Two Twenty Academy the student will address the complaint to:

1. The Director of Compliance, “Academy Director” if the individual alleged to have caused the grievances another student.
2. The “Academy Director” in the case of discrimination or harassment, if the individual alleged to have caused the grievance is a faculty or non-faculty employee. A formal complaint will be made in writing by the complainant, addressed to the above-mentioned Two Twenty Academy officials, stating in detail the nature of the complaint, any relevant dates, and the names of any potential witnesses.

In a situation deemed to be an emergency by the Director of Compliance “Academy Director”, the individual alleged to have caused the grievance or complaint may be temporarily transferred pending the outcome of the case.

The officials receiving the complaint will initiate an investigation within two weeks to determine whether there is a reasonable basis for acting. The Two Twenty Academy officials need not wait for the conclusion of a criminal investigation or criminal proceeding to begin their own investigation and, if needed, may take immediate steps to protect the student in the educational setting. At a minimum, this investigation will consist of interviewing the complainant, the individual alleged to have caused the grievance, and any witnesses to the conflict. Within 30 days, the responsible Two Twenty Academy official, as appropriate, must file a written report with the Academy Director for one of three actions:

1. Conclude the complaint is without merit and that no further action is warranted.
2. Attempt to bring about a negotiated resolution.
3. Recommend to the Academy Director to conduct a formal grievance hearing to evaluate possible action against the individual alleged to have caused the grievance. Either party, the complainant or the individual alleged to have caused the grievance, may request in writing within 5 days after notification by Two Twenty Academy, a formal hearing if dissatisfied with the conclusion.

Hearing

A Grievance Committee composed of two senior level management personnel appointed by the CEO of Two Twenty Academy will be convened to hear the Executive Director of Compliance's “Academy Director” recommendations and testimony from the complainant, the individual alleged to have caused the grievance and any relevant witnesses from both parties and any other relevant evidence. Both the complainant and the alleged perpetrator will be afforded similar and timely access to any information that will be used at the hearing. No party may have their lawyer present at any stage of the proceedings before the Grievance Committee. The Committee will decide whether:

1. The complaint is without merit and that no further action is warranted.
2. Some remedial action is necessary.
3. Determine the scope and timing of any proposed disciplinary action against the alleged student or employee. The determination of the merits of the complaint by the Grievance Committee will be final.

Penalties

In the case of any formal proceedings against either a student accused of violating this Policy or an employee brought before a Grievance Committee proceeding, the penalties shall be as proposed by the Grievance Committee and approved by the President.

Complaint Record and Notice of Outcome

All proceedings and records will be confidential to the extent permitted by law. However, both parties will be notified, in writing, concurrently about the outcome of the complaint by the Grievance Committee. If the alleged victim is deceased because of the crime or offense, the information shall be provided upon request to the next of kin of the alleged victim. Memoranda describing a reprimand will be placed into the files of any student or employee in the event disciplinary action is taken against one of the parties. No student will be subjected to any retaliation or involuntary reassignment as a result of filing a good-faith grievance for harassment and discrimination. At the request of the individual alleged to have caused the grievance, a memorandum recognizing a finding of non-harassment or nondiscrimination will be placed into the file of the student or employee.

Bureau for Private Postsecondary Education Information

Any question you may have regarding this catalog that has not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education (BPPE) at:

1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 P.O. Box 980818, West Sacramento, CA 95798-0818 Tel: 1888.370.7589 Tel: 916.574.8900 Fax: 916.263.1897 www.bppe.ca.gov

Grievances may be submitted in one of the following ways:

- **In person**: to JC Phelan, School Administrator
- **By email**: jc.phelan@twotwentyacademy.com
- **By mail**:
  Two Twenty Academy
  Attn: JC Phelan, School Administrator
  1110 W Kettleman Ln,
  Ste 42-44,45,46
  Lodi, CA 95240

IMPORTANT NOTICE TO STUDENTS

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Student Assistance and Relief

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

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling Tel: 1888.370.7589 or by completing a complaint form, which can be obtained on the bureau's internet Website www.bppe.ca.gov

Apartments & Condos Near Two Twenty Academy – Lodi, CA

1. **Montecito Cove**
   1918 S Church St, Lodi, CA 95240
   - 1 Bed: $1,695/month
   - 2 Bed: $1,795/month
2. **The Landmark Apartments**
   1720 S Hutchins St, Lodi, CA 95240
   - 1–2 Beds: $1,750–$1,850/month
3. **Lakeshore Meadows & Gardens**
   2081 Sylvan Way, Lodi, CA 95242
   - 2–3 Beds: Starting at $1,775/month
4. **308 W Walnut St #3**
   Lodi, CA 95240
   - 1 Bed / 1 Bath (560 sq ft): $1,400/month
5. **1907 S Mills Ave APT 1**
   Lodi, CA 95242
   - 2 Beds / 2 Baths (970 sq ft): $2,350/month
6. **442 San Pietro Ln**
   Lodi, CA 95240
   - 4 Beds / 2.5 Baths (1,722 sq ft): $2,700/month
7. **1516 Sylvan Way**
   Lodi, CA 95242
   - 2 Beds / 2 Baths (1,000 sq ft): $2,325/month