

Alva Beauty Collective Institute

Main Campus:

**3139 Lemon Grove Ave.
Lemon Grove, CA 91945**

Satellite Campus:

**1105 Broadway Suite 211
Chula Vista, CA 91910
619-754-6188**

(619) 735-1717

Hello@alvabeautycollective.com

www.alvabeautycollective.com

Catalog of Courses

January 1, 2026 to December 31, 2026

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Institutional Mission and Objectives

ALVA Beauty Collective Institute Mission Statement:

At ALVA Beauty Collective Institute , we empower individuals with hands-on, technique-first training to excel in their careers and positively impact their communities.

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

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

OBJECTIVES

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

Description of the Facilities & Type of Equipment Used for Instruction

Instructional Location

Alva Beauty Collective Institute is located at

Main Campus: 3139 Lemon Grove Ave. Lemon Grove CA 91945

Satellite Site : 1105 Broadway Suite 211 Chula Vista CA 91910

**Main Campus: Alva Beauty Collective Institute
3139 Lemon Grove Ave, Lemon Grove, CA 91945**

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

The campus includes:

- Classroom spaces for theory instruction
- Workstations equipped with hydraulic chairs, dryers, shampoo bowls, and sinks
- Esthetics beds and skin care stations

- Manicure stations and pedicure chairs
- Educational technology including smart TVs, tablets, whiteboards, and instructional charts
- A full range of professional tools, products, and supplies used in client services and training

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

Satellite Campus:

1105 Broadway, Suite 211, Chula Vista, CA 91911

619-754-6188

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

The campus features:

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

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

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

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

Students will be issued minimal supplies covering instruction and practice during the first week of the course. They will also be issued a guide / homework packet during orientation, during this time students will also receive their CIMA access. The homework packet is due on the 4th class in order to receive their student kit. A

completed tool kit and materials necessary for the satisfactory completion of the course will be issued during the second week of attendance. A full list of kit equipment for the beauty programs is found in the final pages of this catalog. Students who take the hybrid education option will be required to have a laptop, desktop computer, or tablet equipped with built in speakers or headphones, a computer camera and internet access. Standard operating system software that should include a recent version of a generally available browser such as Internet Explorer, Google Chrome, or Firefox.

Faculty

• Stephany Meyer	Esthetician, Cosmetology License
• Amber Cazarez	Cosmetology, Barber License, Fashion Makeup Artistry
• Dulce Hernandez	Cosmetology License
• Yennifer Angulo	Cosmetology License
• Patricia Garcia Aguilar	Barbering License
• Jorge Martinez	Barbering License
• Christopher Garcia	Barbering License
• Donna McClelland	Esthetician License
• Penn Pattee	Massage Therapist, Esthetician License
• Angelica Lugo	Esthetician License
• Stephanny Tovar	Esthetician License
• Sandra G. Ramirez	Manicurist License
• Ashley Lopez	Manicurist License, Fashion Makeup Artistry
• Melenie Cortez	Manicurist License

Admissions Policies & Recognition of Credits

The general criteria for admission are:

- Students **must** pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- **Must** present a VALID photographic state I.D. or valid passport from any country.
- Students are not required to present a Social Security card; however, they **must** accurately provide either a Social Security Number or ITIN on all enrollment agreement documents.
- Students may enroll with a valid high school diploma, GED, or equivalent.
- In lieu of a high school diploma or GED, prospective students are **required** to complete the institution's Entrance Assessment Exam and participate in an admissions interview to determine their eligibility and suitability for the program. This process is designed to ensure that applicants possess the foundational skills necessary to successfully complete the program and benefit from the training provided.

- Crediting hours from another license students only: **Must** possess an active and valid CA Cosmetologist, Manicurist, Esthetician, Hairstyling, or Barber license to be accepted to the respective "*Crediting hours from another license*" program, as applicable. Requests for credit **must** be submitted at the time of enrollment. Credit will not be granted retroactively after enrollment is finalized.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Alva Beauty Collective Institute is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Alva Beauty Collective Institute to determine if your certificate will transfer.

Recognition of Credit Policies

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

Disclosure of Criminal History:

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

Language of Instruction:

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

Medical Disclosure & Physical Requirements

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

Medical and Disability Disclosure & Waiver Policy

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

1. Voluntary Disclosure

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

2. Submission Procedure

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

3. Waiver of Liability

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

4. Storage and Confidentiality

- All medical or disability-related information is stored in confidential, secure records:

- Paper files are kept in locked cabinets accessible only to authorized compliance or administrative personnel.
- Digital files are stored in password-protected systems, separate from general student records.

5. Limits of Accommodation

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

6. Student Acknowledgment

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

Student Academic Assessment Policy (for Applicants Without a High School Diploma or GED)

Alva Beauty Collective Institute administers a Student Academic Assessment to evaluate each applicant's ability to benefit from training who does not possess a high school diploma or GED.

This assessment is administered internally by Alva Beauty Collective Institute and measures reading comprehension, written communication, and basic math skills necessary for successful program completion. The assessment evaluates reading comprehension, written communication, and basic numerical reasoning at or above a 10th-grade level of proficiency.

All assessments and results are documented and maintained in the student's academic record.

Student's Right to Cancel

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to hello@alvabeautycollective.com.

If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation and refund amount.

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

If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: The federal or state government or a loan guarantee agency may

take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

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

Refund Policy

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as **nonrefundable** shall also be refunded.

How Refunds are Calculated in the Event of a Withdrawal

The Refund Policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

{A) The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non refundable deposit or application fee, or non-refundable amounts paid for educational materials, or both. These amounts are specified in our Charges and Fees section in the catalog and on the student's enrollment agreement.

Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund, as well as a description of the conditions under which those items may or may not be refundable.

Refunds to 3rd Parties, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or **withdrawn** from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

Refunds of Payments Collected and Payable to 3rd Party Entities, as applicable

If this institution has collected money from, or on behalf of, a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party or has not yet been billed or invoiced by the third party at the time of the student's cancellation or withdrawal, the institution shall refund the money to the student within 45 calendar days of the student's cancellation or withdrawal.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Withdrawal Policy

Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to hello@alvabeautycollective.com. Written notices may also be delivered in person to Alva Beauty Collective Institute Main Campus to the Administrative Office. Notice of withdrawal **must** be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively **withdrawn** due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively **withdrawn** for the following reasons:

- Disruptive and/or offensive and inappropriate behavior in class or outside of class to fellow classmates and/or faculty and staff
- Repeated violations of school policy
- Being absent for more than five (5) consecutive calendar days with no communication with the school to excuse the absences or otherwise seek to arrange a leave of absence
- Financial Delinquency(non-payment)
- Failure to maintain satisfactory academic progress

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount. A student may cancel or withdraw from the program at any time by submitting written notice to the institution. Written notice may be provided by email, letter, or any other written format accepted by the institution.

Learning Management System: Milady CIMA

The Learning Management System used at Alva Beauty Collective Institute is called Milady CIMA:

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

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

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

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

Library Resources

Our library is comprised of learning resources that consist of Milady's Barber, Cosmetology, Manicurist and Esthetician Textbooks, Hair color & Technique Books, State Board mock or practice exams, books on Haircutting, Manicuring, Facials, Make-up Techniques, Hairstyles, etc. The policies and procedures for supplying them to students will be based on a checkout system with a staff member who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students will have access to all library materials during school hours. These learning resources are sufficient to support the instructional needs of the students since they provide current information related to Board of Barbering and Cosmetology license test preparation, and to resources that provide basic and more advanced information related to the techniques and artistry that are integral in the practice of the programs offered.

Online Cosmetology Resources Available to Our Students

Web Sites

- **Salon Channel**

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

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

- **Beauty Site**

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

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

- **Beauty Tech**

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

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

- **BeautyLink**

News, experts' tips, answers to beauty questions.

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

- **Beautynet**

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

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

- **Behind the Chair**

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

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

- **Lipstick Page**

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

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

- **Milady**

A leading publisher of beauty education materials.

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

Created by David W. Rash Page 2 5/20/2009

- **Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, *Occupational Outlook Handbook*

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

- **National Cosmetology Association**

NCA's membership includes more than 25,000 salon owners, hairdressers, nail technicians, estheticians, educators, and students - and is the world's largest association of salon professionals.

<http://www.ncacares.org/>

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

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

- **Board of Barbering and Cosmetology Health and Safety Training Course Textbook**

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

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

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

Makeup Learning Resources

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

- Making Faces by Kevyn Aucoin
- Face Paint by Lisa Eldridge
- Makeup the Ultimate Guide by Rae Morris

Fashion Makeup Artistry Internet Resources

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

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

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

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

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

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

http://www.findingdulcinea.com/guides/Health/Beauty/Makeup.pg_01.html
<https://www.pinterest.com/brandslife/makeup-artist-resources/>

Massage Therapist Resources

The Massage Library

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

National Center for Complementary and Alternative Medicine (NCCAM)

<http://massagenerd.com/>

Massage Nerd.com

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

American Massage Therapist Association

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

American Medical Massage Association

<http://namtonline.com/>

National Association of Massage Therapists

<http://camtc.org>

California Massage Therapist Council

REQUIRED PRACTICAL OPERATIONS

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

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

STUDENT KIT REQUIREMENT

All students enrolled in any program offered by Alva Beauty Collective Institute, including Cosmetology, Barbering, Esthetics, Manicurist, and Massage Therapy, are required to bring their assigned student kit, tools, equipment, and required supplies to each scheduled class session, unless otherwise directed by an instructor.

Student kits are considered an essential component of the educational program and are necessary for participation in practical training, skill development, and competency-based instruction. Failure to bring required tools or supplies may limit a student's ability to participate in practical activities and complete assigned learning objectives for that day.

The institution is not obligated to provide replacement tools, loaner equipment, or duplicate supplies for students who fail to bring their assigned kit. Repeated failure to bring required materials may result in corrective action in accordance with the institution's attendance, academic progress, or conduct policies.

Students are responsible for maintaining their kits in good condition and ensuring that all required items are available for instructional use throughout the duration of the program.

Esthetician and Manicurist Student Kit, Back Bar, and Model Service Policy

Esthetician and Manicurist students are required to bring their personal student kit to class each day. Student kits are intended to be used for practical training, including services performed on themselves, classmates, approved models, and other student practice activities.

Students are responsible for maintaining, replenishing, and replacing all products, supplies, implements, tools, equipment, and materials contained in their personal kit throughout their enrollment. Running out of product, failing to restock supplies, or forgetting a kit does not authorize the use of school back bar products or supplies for student practice activities.

Any use of the school's designated back bar inventory during a service performed on a model, regardless of the quantity or number of products used, constitutes use of the back bar for that service. If any back bar product, supply, material, consumable, implement, equipment, polish, gel product, skincare product, waxing product, disposable item, or other school-provided inventory is used for any portion of a model service, the model must be charged the applicable student clinic service fee at a 50% discount from the regular service price.

Partial use of personal products from a student's kit does not reduce, prorate, waive, or otherwise alter the required discounted service fee. If the applicable 50% discounted service fee is not paid, the service may not be performed on the model.

The school back bar is reserved exclusively for services performed on paying clients and may not be used as a substitute for a student's personal kit during classroom instruction, practical training, services performed on classmates, self-practice, or services performed on models. If a model receives a facial, manicure, pedicure, nail enhancement service, waxing service, or any other service using products or supplies from the school's designated back bar inventory because the student does not have the necessary products or materials available in their personal kit, the model must be charged the applicable student clinic service fee at a 50% discount from the regular service price.

Students are not required to bring personal waxing kits or school-designated specialty equipment when otherwise directed by the instructor. However, any model receiving services that utilize products, materials, supplies, or consumables from the school's designated back bar inventory must be charged the applicable student clinic service fee at a 50% discount from the regular service price.

The school reserves the right to determine which products, supplies, materials, implements, tools, equipment, and consumables are included in the back bar and which services require additional products or materials. The school may modify back bar inventory, service offerings, student clinic fees, and related policies at any time. Services requiring products, supplies, or consumables not provided through the student's personal kit may not be performed unless the applicable discounted service fee is paid after the service being rendered.

Students who fail to bring their required kit, maintain adequate supplies, or otherwise comply with this policy may be prohibited from participating in practical activities involving themselves, classmates, or

models until compliance is achieved. During that time, the student will be required to work on their CIMA online platform and make progress on any pending assignments, lessons, or exams. Students remain responsible for completing all required practical assignments, competencies, practical operations, and program requirements regardless of any missed participation resulting from noncompliance with this policy.

Failure to comply with this policy may result in progressive disciplinary action, including verbal counseling, written warnings, loss of practical participation privileges, assignment of alternative educational activities, suspension from practical activities until compliance is achieved, or other disciplinary measures deemed appropriate by the school.

The school is not responsible for lost, stolen, damaged, depleted, or misplaced student kit items, products, supplies, implements, tools, equipment, materials, or personal property.

LEARNING EXPECTATIONS

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

ALVA TECHNIQUES AND PIN SYSTEM

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

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

During the last two weeks of class, you must schedule an ALVA Technique Practical Exam with your instructor and a member of the admin team.

1 -Choose one technique to be tested on from the Advanced ALVA Technique list.

2-During the exam, your performance will be observed and scored to ensure you have mastered the technique.

Grading Criteria:

You will be graded on the following:

Client Consultation (if performing on a mannequin hand, role-play with a fellow student).

Station Set-Up.

Cleanliness and Disinfection.

Client Safety.

Proper Use and Disposal of Tools.

Technique.

Overall Look.

Creativity

- Once your final signatures are complete and your CIMA platform is 100% complete with:

- All hours logged.

- All assignments submitted.
 - A minimum score of 70%.
- You may schedule your pre-graduation meeting with the administrative team.

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

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

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

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

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

Student Clock Hour & Attendance Recording Policy

The California Bureau of Barbering and Cosmetology recognizes clock hours that are determined by time-clock recorded hours of attendance. Students are required to accurately record their attendance using the school's PIN-based clock-in and clock-out system, which includes facial image capture to verify identity and ensure accurate timekeeping.

Students **must** clock in and out using their assigned PIN at the start and end of each class day, as well as for any breaks or periods when they leave campus. This system is used to ensure accurate tracking of attendance, compliance with clock hour requirements, and integrity of student records.

Clocking In / Clocking Out

Students **must** clock in at the start of their scheduled class day and clock out at the end.

If a student leaves early for any reason, they **must** clock out at the time of departure to ensure accurate attendance records. Each student is responsible for using only their assigned PIN. Sharing PINs or clocking in or out for another student is strictly prohibited and may result in disciplinary action.

Missed Clock-In/Out:

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

Off-Campus Policy

For safety, liability, and attendance tracking purposes, students **must** clock out any time they leave school property, even briefly. This includes, but is not limited to:

- Going to a vehicle
- Purchasing food or drinks
- Visiting nearby businesses
- Taking breaks off campus

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

Students are responsible for adhering to this policy at all times. Failure to comply with attendance recording procedures or misuse of the clock-in system may result in disciplinary action, up to and including **dismissal**, in accordance with institutional policy.

Daily Roster:

Instructors complete a daily roster for each class to record student attendance and assess performance. These records support attendance tracking and academic evaluation.

Tardiness and Early Departures (All Programs)

- Students are considered tardy if they arrive after their scheduled start time or leave early without permission.
- Tardiness and early departures are included in the 10% absenteeism allowance.
- **If a student arrives 15+ minutes late**, they may be asked not to enter class and will be assigned alternate activities such as:
 - Online assignments (CIMA)
 - Inventory, sanitation, or organizing tasks
 - Mock board exam preparation
- These tasks contribute to professional development but **do not replace missed class time**. The instructor may mark the student absent for the session.

Students must notify the school in writing via email regarding any tardiness or absence. To report or request an excused absence, please contact hello@alvabeautycollective.com.

General Attendance Requirements (All Programs)

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

Make-Up Hours and Model Approval Policy

Students wishing to complete make-up hours outside of their regularly scheduled class days or times must obtain prior approval from admin or Instructor before attending another class session. Approval is based on classroom capacity, instructor availability, and educational appropriateness.

Students who wish to bring a model during approved make-up hours must also receive prior authorization from the supervising instructor. Models may only be serviced when space, time, and instructor supervision are available. Bringing a model without prior approval may result in the model being denied services.

Model Appointment Policy

Students wishing to bring a model for services or practical training must schedule an appointment in advance through the front desk. Appointments may be made in person, by text message, or by phone call during regular business hours.

Models who arrive without a scheduled appointment are not guaranteed service and may be turned away due to classroom capacity, instructor availability, scheduling conflicts, or other operational needs.

It is the student's responsibility to ensure that all model appointments are properly scheduled and confirmed prior to the model's arrival. Failure to follow this policy may result in the model being denied service and the student being unable to receive practical credit for that service

Schedule, Instructor, and Location Disclosure

Alva Beauty Collective Institute reserves the right to modify class schedules, instructional days, instructors, program delivery format, course formats, instructional groupings, and campus assignments — including reassignment to any approved main or satellite campus — as necessary due to enrollment levels, staffing, facility needs, instructor availability, holidays, regulatory requirements, or other operational considerations. In the event of low enrollment, classes may be combined, rescheduled, delayed, or reassigned. Students are not guaranteed a specific schedule, instructor, cohort, or instructional location at any point during their program. Any such changes will not reduce the total contracted program hours required for completion.

Customized Schedule Policy

Alva Beauty Collective Institute recognizes that some students may require a modified attendance schedule due to personal, professional, or educational circumstances. Upon written request and with prior administrative approval, students may be enrolled on a customized schedule that differs from the standard program schedule (for example, attending two days per week rather than three).

All customized schedules must be reviewed and approved by school administration prior to the student's start date or prior to any schedule change during enrollment. Approval is based on classroom capacity, instructor availability, and the student's individual circumstances. This policy applies to schedule frequency and is separate from the instructional delivery format accommodations available to transfer students and licensed professionals.

Students approved for a customized schedule acknowledge that:

- Their program completion timeline will be extended accordingly, and the 150% maximum time frame will be calculated based on the program length as documented in the student's enrollment agreement addendum reflecting the approved customized schedule

- A customized schedule establishes the student's official scheduled sessions for purposes of attendance tracking, and all attendance, SAP, and academic progress requirements apply to all sessions as scheduled under the approved customized arrangement
- Any schedule modification will be documented in a written addendum to the student's enrollment agreement
- The school reserves the right to modify or discontinue a customized schedule arrangement based on operational needs

A customized schedule does not reduce the total contracted clock hours required for program completion.

Transfer Students and Customized Schedules

Transfer students are considered to be on a customized schedule by default, as their program length and completion timeline are determined by their remaining required clock hours rather than the standard program length. While transfer students may attend the same number of days per week as the standard program schedule, their program length will be shorter and will reflect only the hours remaining to meet graduation requirements. In some cases, transfer students may also be approved for a reduced weekly schedule based on their individual circumstances and remaining hours. The exact schedule, days per week, and projected completion date will be documented in a written addendum to the student's enrollment agreement prior to their start date. See the Transfer Students and Licensed Professionals section of this catalog for additional information regarding delivery format accommodations.

School Holidays and Closures

ALVA Beauty Collective observes all federally recognized holidays, including but not limited to New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Memorial Day, Juneteenth National Independence Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

In addition to the holiday itself, the School may observe an extended holiday period that includes the preceding Friday, the following Monday, or both. Extended closure dates vary by year and are determined at the School's discretion.

The School also observes a winter break beginning in late December and extending through the first few days of January. Exact dates vary by year.

Students will be notified of the School's annual holiday schedule at enrollment and any updates will be posted at each campus and communicated in advance. Holiday closure days are not counted as scheduled instructional days and do not affect students' scheduled hours or satisfactory academic progress calculations.

The annual school calendar, including specific closure dates, is provided to students at enrollment.

STUDENT CODE OF CONDUCT & PROFESSIONAL STANDARDS

ALVA Beauty Collective Institute is committed to maintaining a safe, professional, respectful, and inclusive learning environment. This Student Code of Conduct establishes behavioral expectations and standards to promote a secure and productive atmosphere for students, staff, clients, and visitors.

This policy applies to all students enrolled in any program at ALVA Beauty Collective Institute and applies while on campus, during school-sponsored activities, externships, clinical services, distance education activities, and while representing the institution.

Compliance with this Code of Conduct is mandatory.

Professionalism

Students are expected to:

Maintain punctuality and preparedness.

Comply with the institutional dress code and appearance standards.

Maintain personal hygiene and grooming consistent with industry expectations.

Conduct themselves in a professional manner reflective of salon, spa, and clinical environments.

Refrain from profanity, vulgar language, or inappropriate conversations.

Respectful Conduct

Students must:

Treat fellow students, instructors, staff, clients, and visitors with respect and dignity.

Refrain from harassment, bullying, discrimination, intimidation, or threatening behavior.

Respect personal space, property, and professional boundaries.

Avoid conduct that creates a hostile, disruptive, or unsafe environment.

Retaliation against any individual who reports concerns or participates in an administrative review is strictly prohibited.

Professional Boundaries

Students are required to maintain appropriate professional boundaries at all times.

Prohibited conduct includes, but is not limited to:

Requesting personal contact information unrelated to instructional purposes.

Repeated attempts to initiate personal, romantic, or social relationships after a refusal.

Comments regarding another individual's physical appearance, sexual orientation, creed, religion or race unrelated to instructional services.

Unwanted or excessive personal conversations that cause discomfort.

Unwanted physical contact.

Blocking or interfering with access to classrooms, restrooms, exits, or instructional areas.

Conduct that causes another individual to reasonably feel unsafe.

ALVA Beauty Collective Institute enrolls students who may be under the age of eighteen (18). Students are expected to exercise heightened professionalism when interacting with minors.

Classroom & Practical Area Conduct

Students must:

Follow all instructions provided by instructors and administration.

Maintain clean and organized workstations.

Comply with sanitation and safety requirements.

Use equipment only after proper instruction and authorization.
Avoid disruptive behavior during instructional hours.

Client Service Standards

Students must:

Provide professional and courteous service to clients.

Follow all consultation, sanitation, and safety protocols.

Maintain client confidentiality.

Refrain from personal conflicts, gossip, or unprofessional discussions in client areas.

Use of School Property & Equipment

Students are responsible for:

Using school property and equipment appropriately.

Maintaining assigned work areas.

Reporting equipment concerns promptly.

Refraining from misuse, damage, or unauthorized removal of property.

Attendance & Timekeeping

Students must:

Adhere to scheduled instructional hours.

Properly clock in and out in accordance with institutional procedures.

Comply with published attendance policies.

Excessive tardiness, unexcused absences, or falsification of attendance records may result in disciplinary action.

Academic Integrity & Responsible Use of Technology

Students must:

Complete academic work honestly.

Refrain from cheating, plagiarism, falsifying hours, or submitting work that is not their own.

Not share login credentials or allow another individual to complete coursework on their behalf.

Use artificial intelligence tools or third-party resources only when expressly permitted by the instructor.

Academic dishonesty may result in disciplinary action up to and including dismissal.

Mobile Devices & Recording

Mobile devices must be silenced during instructional hours unless authorized for instructional purposes.

Recording audio, video, or photographing individuals on campus without consent is prohibited.

Posting content that violates privacy, professionalism, or institutional standards may result in disciplinary action.

Safety & Interim Administrative Action

To maintain a safe learning environment, ALVA Beauty Collective Institute reserves the right to:

Issue no-contact directives between students.

Temporarily remove a student from campus pending administrative review.

Suspend access to classes or facilities during investigation of conduct concerns.

Interim action is not a final disciplinary determination and may be implemented to preserve safety and order.

Disciplinary Action

Violations of this Code of Conduct may result in disciplinary action, including but not limited to:

Verbal Warning
Written Warning
Probation (Student Success Plan)
Suspension
Administrative Withdrawal
Dismissal

Disciplinary determinations will be based on the severity, frequency, and impact of the conduct and will be documented in the student's file.

Student Conduct

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

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

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

Professional Conduct & Personal Disclosures in the Classroom

Classroom discussions **must** remain instruction-focused

- Personal or sensitive disclosures unrelated to coursework should not occur during class
- Instructors have authority to politely redirect discussions to maintain a respectful learning environment

Students needing support should be referred to Student Services

Continued disruption or unprofessional conduct may result in corrective action up to and including **dismissal**, per ALVA policy.

Instructional Methods and Learning Activities

Due to the hybrid and competency-based nature of the program, in-person class time may include a combination of instructional methods, including but not limited to:

- Hands-on practical training
- Instructor demonstrations
- Supervised practice
- Theory review and reinforcement

- State Board preparation activities
- Written exams and assessments
- Skills evaluations
- Distance education support and guidance
- Classroom discussion and collaborative learning

Instructional activities may vary by day based on curriculum progression, student needs, clinic floor operations, equipment availability, scheduled guest educators, and instructor planning.

Hands-on practice opportunities are provided throughout the program; however, the amount of hands-on activity may vary by day, week, or subject area and is not guaranteed in equal amounts at all times.

The order, timing, and depth of subject coverage may vary and are not divided into fixed monthly segments.

Instruction is integrated across all required areas of programs and scheduled at the school's discretion to ensure students receive comprehensive exposure to all required topics before program completion.

Technical skills may be introduced through demonstration, observation, simulation, and guided instruction prior to hands-on application. Not all services are practiced in equal frequency, and some topics may be reinforced through demonstration and supervised observation as part of the learning process.

Students may be required to share equipment, tools, workstations, and models as part of the collaborative learning environment. Access to equipment and practice opportunities may rotate throughout the day to ensure all students receive exposure to required skills.

New students may begin the program at various times throughout the year. As a result, instructors may revisit topics, provide review sessions, or adjust instruction to support the learning needs of the class as a whole.

All programs require a combination of observation, demonstration, repetition, and supervised practice.

Students are expected to actively participate in all instructional methods used throughout the program.

In a hybrid learning environment, theory, review, written assessments, State Board preparation, and distance education support activities may occur during scheduled in-person hours when determined appropriate by the instructor.

CIMA Time Tracking Requirements (Online Theory):

Students are responsible for properly logging all online theory hours through the CIMA by Milady platform. To ensure hours are tracked accurately, students **must** follow these rules:

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

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

Direct and Hybrid Instructional Programs

Alva Beauty Collective Institute's programs are approved in either Direct or Hybrid instructional formats, as authorized by the California Board of Barbering and Cosmetology (BBC) and the Bureau for Private Postsecondary Education (BPPE).

Cosmetology and Barbering programs (English and Spanish) are approved in both Direct and Hybrid formats. Manicurist and Esthetician programs (English and Spanish) are approved in Hybrid format only. Massage Therapist (Spanish) is approved as a Direct program, and Massage Therapist (English) is approved in Hybrid format.

All students are required to complete their education in the instructional format for which they are enrolled.

Transfer Students and Licensed Professionals

Transfer students who have previously completed 500 or more hours of theory instruction at another licensed institution, or individuals who already hold a California cosmetology or barbering license, may be eligible for alternate instructional delivery options. Because it is assumed that these students have already satisfied the theory component of their education, they may be approved to participate in the direct (hands-on/practical) portion of the program only.

Conversely, transfer or crossover students who have previously completed the practical (hands-on) training hours but need additional theory instruction may, upon administrative approval, complete the required theory hours through the CIMA online learning platform with limited in-person attendance.

All transfer students are automatically enrolled on a customized schedule based on their remaining required clock hours. While transfer students may attend the same number of days per week as the standard program schedule, their program length will be shorter and will reflect only the hours remaining to meet graduation requirements. The exact schedule, days per week, and projected completion date will be documented in a written addendum to the student's enrollment agreement prior to their start date.

Administrative Oversight

All such arrangements **must** be reviewed and approved by school administration. Documentation verifying prior education or licensure **must** be maintained in the student's permanent academic file. Approval for alternative delivery formats will be granted only when consistent with BBC and BPPE regulations and will not alter the approved delivery method for the general student population.

This policy ensures that Alva Beauty Collective Institute remains in compliance with its direct-instruction program approvals while providing flexibility for qualified transfer and crossover students.

STANDARDS OF SATISFACTORY PROGRESS (SAP)

Student progress is monitored on an ongoing basis. A formal SAP review may be initiated at any time when a student's attendance, academic performance, practical progress, professionalism, or pace of completion is identified as falling below satisfactory standards.

When a SAP review is conducted, the student will be notified in writing and may be placed on a Warning or Remediation Plan designed to support successful completion of the program. The school reserves the right to determine the appropriate corrective action based on the individual circumstances of the student.

SAP Process and Timeline

1. Informal Counseling

Students experiencing academic or attendance concerns may first receive verbal coaching, advising, or instructor counseling intended to address concerns before formal action is taken.

2. SAP Warning

If concerns continue or performance falls below satisfactory standards, the student may receive a written SAP Warning. The warning will outline the areas requiring improvement and may include attendance, Alva Techniques, CIMA grades, CIMA hours, academics, practical assignments, professionalism, or completion pace expectations.

3. Student Success Plan

Students may be placed on a student success plan for a designated period of time. During this period, the student is expected to demonstrate measurable improvement and comply with all outlined requirements.

4. Follow-Up Evaluation

At the conclusion of the remediation period, the school may evaluate the student's progress to determine whether the student has:

- Returned to satisfactory standing,
- Remained on continued monitoring, or
- Become subject to further disciplinary or academic action in accordance with school policies.

The school reserves the right to implement SAP reviews, warnings, remediation plans, or disciplinary action at its discretion based on the student's overall academic and attendance performance.

Grades

Grades for Practical Work

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

Students receiving a grade of D or F on practical work will enter a structured Plan of Correction and Supervised Practice. This process ensures consistent skill development and fair evaluation.

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

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

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

Orientation

Alva Beauty Collective Institute requires all newly enrolled students, regardless of program, to attend a **mandatory** Orientation prior to beginning classes. Orientation is part of the admissions process and is designed to prepare students for a successful start to their program.

Orientation is conducted monthly during the first week of the month, with classes beginning the second week. Sessions are held in person at Alva Beauty Collective Institute's Main Campus in Lemon Grove, with limited hybrid options approved as needed. Orientation is administered by ALVA administrative staff and is offered in both English and Spanish. Orientation is approximately one (1) hour in length and does not count toward program clock hours or licensure requirements. Attendance is tracked separately from instructional attendance.

During Orientation, students receive an overview of institutional policies and expectations, including the ALVA Catalog, attendance and academic standards, student conduct, safety and sanitation requirements, financial policies, academic platforms (including CIMA), and uniform and kit requirements. Students are also assigned required preparatory work, including completion of the CIMA Infection Control chapter prior to the first day of class.

Important Disclosures:

Alva Beauty Collective Institute reserves the right to modify Orientation schedules, formats, or groupings as needed. Completion of Orientation **does not guarantee** program completion, graduation, employment, or licensure. Students **must** adhere to ALVA's Student Code of Conduct at all times.

Student Development Workshops

ALVA Beauty Collective Institute offers supplemental student development workshops designed to support personal growth, professional development, and career readiness beyond the classroom. These workshops are intended to encourage confidence, leadership, wellness, industry awareness, and long-term success within the beauty industry.

Event Scheduling

ALVA Beauty Collective Institute reserves the right to modify, combine, reschedule, relocate, or cancel workshops due to operational needs, instructor or guest availability, low participation, safety concerns, or administrative circumstances.

Non-Curricular Activity Notice

These workshops are supplemental educational enrichment activities and are not part of the institution's required licensure curriculum. Participation does not guarantee employment, business success, income, licensure, or certification. Unless otherwise stated by the institution, participation does not count toward required clock hours for licensure.

Liability Waiver

Some workshops may involve physical movement, demonstrations, or presentations by guest speakers or third-party vendors. Participation is voluntary. Students are responsible for informing staff of any physical limitations or medical concerns before participating. ALVA Beauty Collective Institute shall not be held liable for injuries, losses, damages, or personal property claims arising from voluntary participation in workshop activities.

Off-Campus Activities

If a workshop or event occurs off-campus or involves an outside organization or vendor, students are responsible for their own transportation, conduct, and personal safety. ALVA Beauty Collective Institute does not assume liability for incidents occurring during off-campus participation.

Important Disclosures & Student Responsibilities Conduct Expectations

All students participating in workshops must comply with ALVA's Student Code of Conduct, safety procedures, and professional behavior expectations at all times.

The institution may offer the following workshop series:

Elevate Workshops – Personal & Professional Growth

Elevate Workshops focus on personal development, wellness, motivation, mindset, and professional growth. Workshop topics and activities may include guest speakers, wellness activities (such as yoga, Pilates, stretching, or guided movement), goal-setting, guided journaling, confidence-building, communication skills, leadership development, networking opportunities, and other educational or motivational experiences.

Entrepreneurship Workshops – Business & Career Development

Entrepreneurship Workshops focus on business education and career preparation within the beauty industry. Topics may include branding, marketing, social media strategy, financial literacy, business ownership, client retention, pricing, professionalism, resume building, portfolio development, and other entrepreneurship or career-related subjects intended to help students prepare for employment or self-employment opportunities. Attendance at a minimum of one (1) workshop may be required as part of the student orientation or student development process, as determined by the institution. Additional workshops are optional but strongly encouraged.

Important Disclaimer: The content presented in Workshops is provided for general educational and informational purposes only. ALVA Beauty Collective Institute is not a law firm, accounting firm, or financial advisory service. No instructor, staff member, or guest presenter is acting in the capacity of a licensed attorney, certified public accountant, or licensed financial advisor. Nothing presented in these workshops constitutes legal, financial, tax, or accounting advice. Students are strongly encouraged to consult with a licensed attorney, accountant, or financial professional before making any legal or financial decisions related to their business or career.

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

- These programs are governed by the **California Board of Barbering and Cosmetology (BBC)** and require completion of minimum clock hours to be eligible for licensure.
- Students **must attend 100% of scheduled sessions** to stay on pace for hour-based graduation.
- **Restoration Hours:** Students may make up missed hours at the instructor's discretion if space is available. After the scheduled graduation date, students receive up to **12 additional hours at no charge**. Beyond that, **extra hours will incur a fee** (see Fee Schedule).
- Documented medical emergencies, court dates, or pre-approved absences will not be charged.
- Excessive absences: 14 non-consecutive unexcused absences in one month are subject to administrative review.

- Students with **5 consecutive unexcused absences** without school communication may be **automatically withdrawn**. The last day of attendance will be used as the withdrawal date.

Professions - Requirements for Eligibility for Licensure

Licensure Information for Cosmetology, Barbering, Esthetician and Manicurist Programs

Licensure is a goal of these programs. Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$110, \$115, or \$125, dependent on license, non-refundable initial license fee accompanying the completed application. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. Completion of a program **does not guarantee** licensure, certification, employment, job placement, or earnings.

The following are the **eligibility** requirements:

- Complete the required hours from a California Board approved school(s) and attach the Proof of Training Document(s).
- Cosmetology Program: Completed 1,000 in a Board approved school.
- Barbering Program: Completed 1000 hours in a Board approved school.
- Manicurist Program: Completed 400 hours in a Board approved school.
- Esthetician Program: Completed 600 hours in a Board approved school.
- Be at least 16.5 years of age to attend school.
- Be at least 17 years old to take the Board exam.
- Completed the 10th grade in a public school, GED or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Have a valid Social Security number or ITIN
- Have a valid Board approved Identification.
- The license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from the Cosmetology, Esthetician, Manicurist or Barber course described previously and passed the examination with an overall average score of 70%.

Licensure Information for the Fashion Makeup Artistry Program

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

Licensure Information for the Massage Therapist Program

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

Tuition & Fees

Charges:

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

Program Name	Tuition	Registration Fee **	STRF **	CIMA	Books	Kits	Uniform	Total Program Charges
Cosmetology	\$13,518.00	\$250.00	\$0.00	\$336.00	\$220.00	\$850.00	\$15.00	\$15,189.00
Esthetician	\$9,116.00	\$250.00	\$0.00	\$336.00	\$216.00	\$400.00	\$75.00	\$10,393.00
Manicurist	\$5,984.00	\$250.00	\$0.00	\$336.00	\$220.00	\$350.00	\$15.00	\$7,150.00
Barbering	\$13,618.00	\$250.00	\$0.00	\$336.00	\$220.00	\$750.00	\$15.00	\$15,189.00
Message Therapist	\$7,700.00	\$250.00	\$0.00	\$600.00	\$150.00	\$100.00	\$75.00	\$8,875.00
Fashion Make-up Artistry	\$3,000.00	\$250.00	\$0.00	\$0.00	\$400.00	\$200.00	\$15.00	\$3,865.00

Cosmetology Program

- Total charges for current period of attendance \$15,189.00
- Estimated total charges for the entire educational program \$15,314.00

Esthetician Program

- Total charges for current period of attendance \$10,393.00
- Estimated total charges for the entire educational program \$10,508.00

Manicurist Program

- Total charges for current period of attendance \$7,150.00
- Estimated total charges for the entire educational program \$7,265.00

Barbering Program

- Total charges for current period of attendance \$15,189.00
- Estimated total charges for the entire educational program \$15,314.00

Fashion Makeup Artistry Program

- Total charges for current period of attendance \$3,865.00
- Estimated total charges for the entire educational program \$3,865.00

Massage Therapist Program

- Total charges for current period of attendance \$8,875.00
- Estimated total charges for the entire educational program \$8,875.00

Tuition, Fees, and Financial Policies

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

Transcript Fee: \$25 (two copies)

Registration Fee: \$250 (non-Refundable.)

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

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

Extra Instruction Charges:

Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: Cosmetology: \$15.00, Manicurist: \$15.00, Esthetician: \$15.00, Barbering: \$15.00, Massage Therapist \$10.00 and Makeup Artistry: \$10.00. Students withdrawing from Alva Beauty Collective Institute prior to completion of their contracted program **must** pay all balances in full prior.

- The school reserves the right to change tuition and fees, make subject changes when necessary and make substitutions in kits as required without prior notice. Any changes in fees will not affect attending students.

Conditionally Non-Refundable Fees — Conditions and Cancellation Policy

All fees listed below are refundable in full if the student cancels within the cancellation period as defined by California law (CEC §94909(a)(8)(B)), regardless of whether items have been issued, accessed, or used. The following conditions apply only after the cancellation period has ended:

CIMA (Milady) Online Learning Platform Fee — Non-refundable after the cancellation period if access credentials have been issued or the student has logged into the platform.

Student Kit — Non-refundable after the cancellation period if it has been issued, opened, or used and cannot be returned in new, unused condition suitable for reissue.

Physical Textbooks — Non-refundable after the cancellation period if they have been issued, accessed, opened, written in, or used and cannot be returned in new condition suitable for reissue.

Uniforms — Non-refundable after the cancellation period if they have been issued, worn, altered, or ordered and cannot be returned in new condition suitable for reissue.

- Students who drop out or complete our program of study are to remove all equipment and supplies promptly. The institution is not responsible for any equipment or supplies left at the facility. If a student has purchased any books or supplies and the student subsequently withdraws or is administratively dropped from the program, the student may return for a refund for those items which were unused and undamaged. The condition of books or supplies is to be determined by the instructor or a school administrator.

Non-Refundable Credits, Scholarships, and Discounts Clause:

- Any credits, scholarships, promotional awards, or tuition discounts applied to a student's enrollment agreement are provided as a courtesy and at the sole discretion of ALVA Beauty Collective. These amounts are applied toward the cost of tuition and do not represent cash value. As such, they are non-refundable, non-transferable, and cannot be exchanged or paid out to the student under any circumstances.
- Alva Beauty Collective Institute reserves full discretion to grant, adjust, or revoke scholarships, credits, and discounts at any time in accordance with institutional policies. In the event of withdrawal, cancellation, or termination, students are not entitled to receive any monetary payment or refund for the value of any scholarship, credit, or discount applied to their account, as these are complimentary and not considered funds paid by the student.

Cashless Tuition Policy

Alva Beauty Collective Institute operates as a cashless institution. Tuition, fees, and other payments **must** be made by credit or debit card, electronic transfer, cashier's check, or money order. Cash payments are not accepted under any circumstances.

Tuition Payment Policy

Students are required to complete and sign an authorization form for automatic monthly tuition withdrawals as part of the enrollment process. Automatic payments are **mandatory** for enrollment and continued attendance at ALVA Beauty Collective Institute. Tuition and fees are due in accordance with each student's Enrollment Agreement. Payments **must** be made according to the payment schedule outlined in the student's contract and remain current throughout the duration of the program. **Tuition obligations** continue regardless of attendance until the date the institution receives written notice of withdrawal or cancellation.

Any tuition payment that is returned, declined, or reversed for any reason may be subject to a **returned payment fee**. Repeated payment issues may result in administrative action, including being placed on Financial Probation until the account is brought current, in accordance with institutional policies and applicable regulations.

Returned or declined payments are subject to a **returned payment fee**, consistent with the institution's **late payment** fee policy.

ALVA Beauty Collective Institute reserves the right to update payment methods or require alternative arrangements if automatic payments cannot be successfully processed.

Financial Probation Policy

Students are responsible for monitoring their tuition payment schedules and ensuring that payments are made on or before the agreed-upon due dates. Alva Beauty Collective Institute is not responsible for reminding students of upcoming or missed payments. All payment terms and due dates are reviewed and acknowledged by each student in their Enrollment Agreement.

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

Students placed on Financial Probation may have their attendance, access to the Learning Management

System (CIMA), and accrual of clock hours temporarily suspended until their account is brought current or an approved payment plan is established.

During Financial Probation, the institution may restrict participation in instructional activities, including in-person classes, online coursework, client services, school events, externships, and restoration hours. Enrollment remains active during Financial Probation unless and until administrative withdrawal occurs in accordance with institutional policy. The student may not perform client services on the salon floor or spa clinic.

- The student may be excluded from participation in school events, presentations, or off-campus activities.
- The student may not be eligible for advanced class modules or externship opportunities.

The student may be removed from the class schedule for future terms if the balance remains unresolved.

Duration and Expectations

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

- The amount owed
- The expected payment resolution date (typically within 30 calendar days)
- The specific restrictions in effect during the probation period
- Financial Probation may last up to 30 calendar days, unless the student has entered into a written payment arrangement approved by the school administrator.

-Returning to Good Standing

To be removed from Financial Probation, a student must:

- Bring their balance current, or
- Enter into a signed payment plan and complete at least one successful payment
- Failure to resolve Financial Probation may result in administrative withdrawal.

Student Tuition Recovery Fund Disclosures.

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

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.” “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private

Postsecondary Education, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

To qualify for STRF reimbursement, the application **must** be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

FINANCIAL AID PROGRAMS

MYCAA - Military Spouse Career Advancement Accounts

ALVA Beauty Collective participates in the Department of Defense (DoD) Spouse Education and Career Opportunities (SECO) Military Spouse Career Advancement Accounts (MYCAA) program for eligible students. Students utilizing MYCAA funding must comply with all MYCAA program requirements, including approval of an Education and Training Plan prior to the start of training.

The following conditions apply:

Student Responsibility

It is the student's responsibility to ensure timely submission of all required MYCAA documentation and approval prior to enrollment.

Funding Limits

MYCAA funding is subject to DoD limits and approval. ALVA Beauty Collective does not guarantee funding approval.

Financial Responsibility

Any tuition, fees, or charges not covered or denied by MYCAA remain the responsibility of the student under the signed Enrollment Agreement.

Withdrawal or Dismissal

In the event of withdrawal, dismissal, or failure to complete the program, tuition adjustments and refunds will be processed in accordance with the institution's published refund policy and applicable MYCAA requirements.

Compliance with Institutional Policies

Students receiving MYCAA funding are subject to the same academic, attendance, conduct, and financial policies as all other students.

Program Approval Disclaimer

Funding eligibility does not guarantee licensure, certification, employment, or continued MYCAA participation.

THIRD-PARTY FINANCING

ALVA Beauty Collective offers tuition financing through TFC Credit Corporation (NMLS# 1708442), an independent, licensed third-party financing company. Students must select one of the following payment options prior to their start date:

- (1) Pay the total program charges in full, or
- (2) Pay a minimum enrollment deposit as determined by the institution at the time of enrollment and obtain an approved financing agreement through TFC Credit Corporation for the remaining balance.

Students who do not pay in full or obtain TFC financing approval prior to their start date may not begin classes. ALVA Beauty Collective Institute does not offer institutional payment plans as an alternative to the options above.

ALVA Beauty Collective does not make lending decisions and is not a party to the financing agreement between the student and TFC Credit Corporation. ALVA is not responsible for the approval, denial, servicing, or collection of any financing account. Financing terms, including repayment periods, interest rates, monthly payment amounts, fees, and other conditions, are determined solely by TFC Credit Corporation and may vary by applicant.

Students who elect to utilize third-party financing are responsible for all obligations contained within their financing agreement. Students are encouraged to carefully review all financing disclosures, terms, conditions, and agreements provided by TFC Credit Corporation before accepting financing.

Payment history may be reported to consumer credit reporting agencies. Late payments may result in fees, negative credit reporting, collection activity, or other remedies permitted by the financing agreement and applicable law.

Financing Options

The following plans may be available through TFC Credit Corporation, subject to TFC's approval and underwriting. Eligibility, terms, and availability are determined solely by TFC.

Option	Approximate Monthly Payment	Approximate APR	Loan Term	Co-signer Requirement
Option 1	\$650.00	8%	varies	Qualified co-signer required
Option 2	\$850.00	6%	varies	Qualified co-signer required
Option 3	\$1,199/ month	0%	varies	No-cosigner required

Cosigner eligibility is determined solely by TFC's underwriting criteria and applies uniformly to all students regardless of any characteristic protected under the California Unruh Civil Rights Act (Civil Code §51).

Prior to signing a financing agreement, students will receive a Truth in Lending Act (TILA) disclosure from TFC Credit Corporation. The TILA disclosure is the controlling document governing all financing terms, including the total amount financed, total repayment amount, APR, and payment schedule. Students are encouraged to review all disclosures carefully before signing.

Student Repayment Responsibility

If a student obtains financing to pay for an educational program, the student is responsible for repaying the full amount financed plus any applicable interest, less the amount of any refund the student is entitled to receive under this institution's Refund Policy. (CEC §94909(a)(11))

Effect of Cancellation or Withdrawal on Financing

If a student cancels or withdraws, any refund owed will be calculated in accordance with this institution's Cancellation and Refund Policy and paid directly to the student by ALVA Beauty Collective. ALVA Beauty Collective will notify TFC Credit Corporation in writing of the withdrawal and the applicable refund amount. The student remains responsible for any outstanding balance owed to TFC not covered by the calculated refund.

The financing agreement with TFC Credit Corporation is separate from and independent of the Enrollment Agreement with ALVA Beauty Collective. Students are responsible for complying with the terms of both agreements.

Enrollment Deposit

An enrollment deposit of up to \$2,000 is required at the time of application and is applied toward total program charges, including the non-refundable Registration Fee of \$250, CIMA platform fee, physical books, student kit, uniform, STRF fee, and if applicable, the transfer fee. Any remaining balance after these itemized charges are deducted is applied toward tuition. The deposit amount may be adjusted at the sole discretion of ALVA Beauty Collective on a case-by-case basis. Students utilizing TFC financing must apply for and receive TFC approval at the time the enrollment deposit is paid. Refundability of the deposit is governed by this institution's Cancellation and Refund Policy (see Cancellation and Refund Policies section of this Catalog) and applicable California law.

Financial Aid — Federal and State Programs

ALVA Beauty Collective does not participate in federal Title IV student financial aid programs or California state financial aid programs. Students are not eligible to receive federal or state financial aid to pay for programs at this institution.

REQUIRED DISCLOSURES

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

- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd Ste 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897
- A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.
- This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which **must** be provided to you prior to signing an enrollment agreement.
- If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- Financial Aid Disclosures: ALVA Beauty Collective Institute does not participate in federal Title IV or California state financial aid programs. Tuition financing is available through TFC Credit Corporation (NMLS# 1708442), an independent third-party lender, or students may pay the total program charges in full prior to their start date. Automatic monthly tuition withdrawals are required for all enrolled students. Returned or late payments are subject to a fee. Students whose accounts become delinquent may be placed on Financial Probation in accordance with the institution's Financial Probation Policy.

Friends & Family Discount Policy

Friends and family members of currently enrolled active students may be eligible for a 50% discount on select student-performed services, subject to availability, instructional needs, clinic operations, and instructor approval. Eligibility for the discount must be disclosed to the front desk prior to payment. Discounts may not be applied retroactively.

Graduates (Alumni) of ALVA Beauty Collective Institute may also be eligible to receive a 50% discount on select student-performed services for themselves only. The alumni discount does not extend to friends, family members, guests, or other third parties.

All Friends & Family and Alumni discounts are offered solely at the discretion of the institution and may be modified, limited, suspended, or discontinued at any time without prior notice. These discounts are considered a courtesy privilege and not a guaranteed entitlement. Participation may be revoked due to, including but not limited to, academic standing, attendance, professionalism, conduct, clinic safety concerns, or operational needs. Removal or discontinuation of these privileges does not affect a student's academic status, contracted hours, or tuition obligations.

Privacy Act

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

Plan of Correction and Supervised Practice Policy

To maintain instructional quality and ensure that every student is properly prepared for client services, instructors may temporarily reassign a student to mannequin practice under a Plan of Correction and Supervised Practice.

Students who receive a failing grade or demonstrate unsatisfactory performance on a practical assignment may be placed on a Plan of Correction and Supervised Practice. During this period, the student will complete additional supervised mannequin work or skill-based practice until competency is demonstrated. The instructor will document the plan, provide support, and re-evaluate the student's performance before the student resumes client services.

This plan **must** include:

1. **Reason:** A clear explanation of why the student is being reassigned (e.g., skill not yet mastered, safety concern, or sanitation issue).
2. **Goal:** A specific and measurable objective the student **must** achieve (for example, "Successfully complete the haircut procedure on a mannequin five times").
3. **Support Plan:** The instructor will provide a demonstration, written instructions, and a completion deadline to guide the student.

Once the student meets the stated goal and demonstrates proficiency, they may return to performing client services.

A student may not be restricted from clients indefinitely or without a written, instructor-approved plan on file.

Student Disciplinary and Performance Intervention Process

Alva Beauty Collective Institute maintains a fair and progressive approach to discipline. When a student's performance, professionalism, or conduct does not meet school standards, the instructor will document the concern and provide coaching or a written warning as appropriate. Repeated or serious issues may result in **probation**, temporary suspension from client services, or **dismissal**. The goal of this process is to promote accountability, improvement, and professionalism.

Nondiscrimination Policy

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

Reasonable Accommodation Procedures

Alva Beauty Collective Institute is an equal opportunity employer and program. Auxiliary aids and services are available upon request to individuals with disabilities.

a. Eligibility Criteria and Non-Discrimination

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

b. Auxiliary Aids and Assistive Technology Devices

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

c. Use of Service Animals

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

The service animal is allowed to accompany the individual unless:

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

d. Option to Decline Accommodation:

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

e. Use of Mobile Aids and Devices:

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

Guest Educators, Demonstrations, and Third-Party Classes

Alva Beauty Collective Institute may, at its discretion, invite guest educators, product line representatives, or industry professionals to conduct demonstrations, workshops, or educational presentations for students. These sessions are designed to enrich the student experience and provide exposure to current industry trends and professional techniques.

Participation in these classes or demonstrations is voluntary. Students understand that these guest educators and third-party professionals are not employees, contractors, or agents of Alva Beauty Collective Institute. The institution does not assume responsibility or liability for any advice, instruction, product usage, or outcomes resulting from participation in third-party educational sessions or demonstrations.

Students are expected to conduct themselves with professionalism and respect during all guest-led classes and demonstrations. Disruptive behavior, including the use of phones or electronic devices during presentations,

may result in disciplinary action and/or **dismissal** from the session. Alva Beauty Collective Institute reserves the right to remove any student whose behavior is deemed unprofessional or disrespectful.

By attending such events, students agree to hold Alva Beauty Collective Institute, its owners, staff, and affiliates harmless from any claims, damages, or injuries that may arise from participation in or observation of demonstrations conducted by guest educators or third-party presenters.

Product Sales Disclaimer

Guest educators, vendors, and ALVA instructors may occasionally offer products, tools, or materials for sale to students. These purchases are strictly optional and **not required** for successful program completion. Any product purchases made directly between students and third parties, including ALVA instructors, are private transactions. Alva Beauty Collective Institute does not endorse, warrant, or assume responsibility for the quality, performance, or results of any such products, and will not provide refunds or exchanges on behalf of the seller.

Sexual Harassment Policy

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

Sexual harassment includes, but is not limited to:

- **Unwelcome sexual advances, requests for sexual favors**, and other verbal, visual, or physical conduct of a sexual nature.
- **Verbal abuse**, sexually degrading or graphic language, jokes, or commentary about an individual's body, appearance, or sexual experiences.
- **Displaying or distributing sexually suggestive or explicit material** (e.g., images, messages, objects, or screensavers) in any school setting.
- **Inappropriate touching**, gestures, or invasion of personal space.
- **Harassment based on gender identity, sexual orientation, or sex-based stereotyping.**

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

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

Reporting and Investigation

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

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

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic **probation** if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that **required for graduation**, a student may be placed on **academic probation**. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the **probation**. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus: Alva Beauty Collective Institute 3139 Lemon Grove Ave. Lemon Grove CA 91945.

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

Leave of Absence (LOA) Policy

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

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

Request Process for LOA (Leave of Absence)

To request an LOA, students **must**:

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

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

Chief Academic Officer

Alva Beauty Collective Institute
3139 Lemon Grove Ave.

Financial Review & Return Conditions

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

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

Reentry Conditions

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

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

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

Additional Notes

- No tuition or fees will be charged during an approved LOA.
- Students may not clock hours, attend class, or complete assignments during an LOA.
- Upon return, students retain all previously completed hours and return to the same academic standing.
- The student's maximum time frame for program completion will be extended by the number of days taken on LOA, up to 180 days total in any 12-month period.

- The school also reserves the right to place a student on an involuntary LOA in the event of a safety concern, disciplinary matter, or external emergency that disrupts the learning environment.

Student Grievance Procedures – Student Rights

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

1. Informal Resolution:

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

2. Formal Complaint Submission:

- If informal discussions do not resolve the issue, students may submit a formal written complaint using the ALVA Complaint Form. This form is available at the front desk or by email:
- The written complaint **must** include:
- A description of the nature of the problem.
- The date the issue occurred.
- The names of individuals involved.
- Copies of any relevant documents.
- A statement confirming that informal procedures were followed.
- The student’s signature.
- The completed complaint form can be submitted in person or via email to hello@alvabeautycollective.com at the main campus: Alva Beauty Collective Institute, 3139 Lemon Grove Ave, Lemon Grove, CA 91945.
- Complaints must be submitted within 30 days of the incident, or within 30 days of the date the student became aware of the incident. ALVA Beauty Collective Institute may, at its discretion, accept complaints submitted outside this window for good cause shown.

3. Review and Resolution:

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

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

4. Appeal Process:

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

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

5. Confidentiality and Record Keeping:

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

Disciplinary Actions and Expulsion Policy

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

1. Warnings:

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

2. Expulsion:

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

3. Final Decision:

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

Student Services

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

Placement Services

This institution does not provide placement assistance.

Student Housing

This institution has no responsibility to find or assist a student in finding housing. This institution does not operate dormitories or other housing facilities. Housing in the immediate area is available in garden-style and multi-unit apartment complexes. Monthly rent for a one-bedroom unit in the surrounding area is approximately \$2,400 per month. (www.apartmentlist.com)

Student Records and Transcripts

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

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

Each student file includes:

- Enrollment agreement and signed documents
- High school diploma, GED or Entrance Exam
- Transcript of grades and diploma or certificate earned
- Financial records, including payment history and refund documentation
- Leave of absence forms and any formal complaints
- Proof of Training (POT) documentation

Transcript Requests

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

Document and Records Request Processing Time

Students requesting official documents, including but not limited to transcripts, proof of training, enrollment verification, or financial/payment ledgers, must submit their request in advance.

The institution requires a minimum of 48 hours' notice to process standard document requests. Requests requiring additional verification or preparation may take longer.

The institution will make reasonable efforts to accommodate urgent requests; however, same-day processing is not guaranteed.

Students are responsible for planning ahead when requesting documents needed for employment, taxes, licensing, or other time-sensitive matters.

Reminder Email Communications & Institutional Notices Policy

Alva Beauty Collective Institute communicates important institutional information to students primarily through **email**. Reminder emails may include, but are not limited to, notices regarding attendance, academic progress, tuition payments, required documentation, policy updates, scheduling, orientation, academic evaluations, and other administrative or instructional expectations.

Students are responsible for maintaining a **current and valid email address** on file with the institution and for regularly checking their email, including spam or junk folders. Reminder emails are provided as a courtesy and

are intended to support student success; however, failure to receive or read an email reminder does not excuse a student from complying with institutional policies, deadlines, financial obligations, attendance requirements, or academic standards.

Official notices sent to the student's email address on file are considered **delivered and received** on the date they are sent. Students are encouraged to contact administrative staff promptly if clarification is needed regarding any communication received.

Uniform Policy

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

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

Additional Guidelines:

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

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

Photography, Video, and Media Consent & Release Policy

By enrolling in, attending, or participating in any program, class, event, clinic service, workshop, demonstration, or activity associated with ALVA Beauty Collective Institute, students, visitors, clients, guests, and participants acknowledge and agree that ALVA may photograph, video record, or otherwise

capture their image, likeness, voice, or appearance.

Such photographs, videos, recordings, and other media may be used by ALVA Beauty Collective Institute and its representatives for any lawful educational, promotional, marketing, advertising, public relations, social media, website, print publication, or other institutional purpose without further notice, approval, or compensation.

Participants hereby grant ALVA Beauty Collective Institute, its owners, employees, representatives, successors, affiliates, and legal assigns an irrevocable, perpetual, worldwide, royalty-free right and permission to use, reproduce, edit, publish, distribute, display, transmit, and otherwise utilize such photographs, videos, recordings, and media in any format, medium, or platform now existing or later developed.

ALVA Beauty Collective Institute agrees to use such media in a respectful, professional, and dignified manner consistent with the values and mission of the institution.

Individuals who do not wish to be photographed, recorded, or featured in promotional materials must submit a written request to the administration. Upon receipt of such a request, ALVA will make reasonable efforts to honor the individual's preference. However, due to the nature of classroom instruction, student clinic operations, group activities, and public events, ALVA cannot guarantee that an individual will not be incidentally captured in photographs, videos, or recordings.

This consent becomes effective upon enrollment, attendance, or participation in any ALVA-related activity and shall remain in effect indefinitely, including after graduation, withdrawal, termination of enrollment, or the end of any affiliation with ALVA Beauty Collective Institute, unless revoked in writing. Any revocation shall apply only to future uses and shall not affect materials previously created, published, distributed, or otherwise utilized before the date the revocation is received.

Participants understand and agree that they are not entitled to any compensation, royalties, payments, or other financial consideration for the use of their image, likeness, voice, or appearance by ALVA Beauty Collective Institute, now or in the future.

Social Media Policy

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

1. Professional Representation:

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

2. Confidentiality:

- Students and staff are prohibited from sharing any confidential or proprietary information about the school, its clients, staff or other students on social media.

- Posting images or videos of students, staff, or clients without their explicit consent is strictly prohibited.

3. Respectful Behavior:

- Offensive, discriminatory, or harassing content directed at the school, students, clients or staff will not be tolerated. Any behavior that violates the school's ****Non-Discrimination**** or ****Harassment Policies**** on social media will result in disciplinary action.

- Social media **must** not be used to air grievances or complaints. Instead, concerns should be addressed through the formal complaint process.

4. Personal vs. Professional Use:

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

5. Disciplinary Actions:

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

Cleaning Policy

Participation in end-of-class cleaning is mandatory for all students. Instructors will assign and monitor cleaning tasks to ensure full participation.

Failure to complete assigned cleaning tasks will result in a deduction from the student's practical grade for that session. Repeated refusal or neglect to participate in cleaning may result in a verbal warning, written warning, or further disciplinary action in accordance with the institution's Student Disciplinary and Performance Intervention Process.

Off-Campus Volunteer Activity – Liability and Safety Disclaimer

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

Important Safety & Liability Disclosures:

- **Third-Party Environments:** Students may encounter individuals from the general public, minors, school staff, or individuals from various community organizations. ALVA does not conduct background checks on individuals outside our institution and **cannot be held liable for any interactions or encounters** that occur outside of the scope of supervised educational activities.

- **Personal Safety:** Students are expected to maintain professional boundaries and situational awareness. Any inappropriate conduct, unsafe situations, or concerns **must** be reported to the supervising ALVA staff member **immediately**. Students should not exchange personal information or engage in unsanctioned communication with clients, staff, or attendees.

- **Unsupervised Interactions:** ALVA is not responsible for any consequences stemming from **personal interactions or relationships** that students initiate or participate in during or after events, especially when those interactions fall outside of official school-supervised activity.
- **External Facility Rules:** Students **must** follow all posted rules, safety policies, and codes of conduct set by the host site (e.g., public schools, clinics, event venues). ALVA is not responsible for changes, enforcement, or violations of policies that are outside its control.
- **Parent/Guardian Permission for Minors:** If a student is under the age of 18, parent or guardian consent **is required** to participate in off-campus volunteer events. ALVA staff reserves the right to restrict participation if a location or activity is deemed unsuitable for minors.
- **Assumption of Risk & Waiver of Liability:** By volunteering at any off-campus event, the student acknowledges that they are **participating voluntarily** and **assume full responsibility** for any personal risk, injury, or loss. ALVA and its staff, owners, and affiliates are **not liable** for any incident occurring off-campus during volunteer service, including before or after scheduled hours, during transport, or during unsupervised moments at the event.

The school catalog, enrollment agreement, and official written communications from the institution constitute the official and binding description of the program. While the school may provide supplemental materials such as videos, orientations, tours, or verbal explanations to support understanding, these are for informational purposes only and are not considered contractual. In the event of any differences in interpretation, the school catalog and enrollment agreement serve as the controlling documents regarding program structure, policies, and requirements.

Externship Program – Cosmetology and Barbering Programs

ALVA Beauty Collective Institute (“ALVA”) may offer voluntary externship opportunities for eligible students enrolled in the Cosmetology and Barbering programs in accordance with applicable California law, including Business and Professions Code Sections 7395.1 and 7395.2.

An externship is a supervised educational experience conducted in an approved licensed establishment that provides students with additional practical training in a professional salon or barbershop environment. Externship participation is intended to supplement classroom instruction and assist students in developing professional skills, knowledge, and workplace readiness.

Participation in the Externship Program is optional, is not required for graduation, and is not guaranteed as a condition of enrollment.

Eligible Programs

The Externship Program is available only to students enrolled in:

- Cosmetology
- Barbering

Externships are not currently available for Esthetics, Manicuring, Massage Therapy, or other programs unless otherwise authorized by applicable law and approved by ALVA.

Student Eligibility

To be considered for externship participation, a student must:

- Complete at least twenty-five percent (25%) of the clock hours required for the program.
- Be meeting Satisfactory Academic Progress (SAP) standards.
- Maintain satisfactory attendance.
- Be progressing appropriately in assigned coursework.
- Demonstrate professional conduct and readiness for externship participation.
- Successfully complete and obtain instructor sign-off on all ALVA-required techniques and practical competencies designated for externship eligibility.
- Obtain a written recommendation from an ALVA instructor confirming readiness for externship participation.
- Submit all required externship applications, agreements, and approval documents.

Participation may be denied, suspended, or terminated at any time for academic, attendance, conduct, safety, or compliance reasons.

Students who withdraw, are terminated, take a leave of absence, or otherwise cease active enrollment immediately become ineligible to continue externship participation and may not receive additional externship clock-hour credit after the effective date of the enrollment status change.

Approved Externship Establishments

Externships may only be completed at establishments approved by ALVA.

Approved establishments must:

- Hold a current California Board of Barbering and Cosmetology establishment license.
- Meet all applicable legal and regulatory requirements.
- Provide appropriate licensed supervision.
- Maintain a professional, safe, and educational training environment.

Submission of a preferred externship site by a student does not guarantee approval.

ALVA may suspend, revoke, or terminate approval of any externship establishment at any time if the establishment fails to comply with applicable laws, regulations, institutional requirements, educational standards, or ALVA's professional conduct and student protection expectations. This includes, but is not limited to, harassment, discrimination, intimidation, retaliation, unsafe practices, inappropriate treatment of students, failure to provide a suitable learning environment, or conduct inconsistent with the educational objectives of the externship program.

ALVA does not guarantee placement availability, specific externship locations, schedules, supervising licensees, compensation opportunities, client volume, or completion of the maximum allowable externship hours.

Externship Hours and Clock Hour Credit

Externship participation must comply with all applicable California laws and regulations.

- Students may receive clock-hour credit for approved externship participation.
- Externship credit may not exceed twenty-five (25) hours per week.
- Externship credit may not exceed twenty-five percent (25%) of the total clock hours required for the student's program.
- Hours completed without ALVA approval may be denied.
- Clock-hour credit is not awarded automatically and remains subject to institutional review and approval.
- Approved externship hours shall be recorded in the student's official attendance record and are subject to review, audit, and verification.

Supervision and Scope of Practice

Students must be directly supervised by an appropriately licensed professional at all times while participating in an externship.

Students may perform only services that:

- Are within the legal scope of practice of their program.
- Have been adequately taught and approved by ALVA.
- Have been successfully completed and documented on ALVA's approved practical competency and technique sign-off records.
- Comply with all applicable laws and regulations.

Students may not represent themselves as licensed professionals and may not perform services beyond their documented competencies.

Student Identification and Professional Conduct

Students participating in externships must wear ALVA-approved student identification and clearly identify themselves as students while participating in externship activities.

Students are expected to maintain professional conduct consistent with ALVA policies and applicable industry standards throughout the externship experience.

Student Protections

Externship students:

- May not replace paid employees.
- May not be required to meet production or revenue quotas.
- May not be assigned duties unrelated to their educational training.
- May decline services outside their competency level without penalty.
- Must be provided a safe and professional learning environment.

Students are responsible for arranging and paying for transportation to and from the externship site and for any associated travel expenses.

Documentation Requirements

Students must maintain and submit all required externship documentation, training records, evaluations, and hour verification forms as required by ALVA.

Failure to comply with documentation requirements may result in denial or suspension of externship clock-hour credit.

Compensation and Employment Status

Externship participation is an educational training experience and may be compensated or uncompensated depending upon the arrangement between the student and the externship establishment.

ALVA does not negotiate, approve, administer, collect, distribute, or guarantee compensation related to externship participation. Any compensation arrangement is solely between the student and the establishment and must comply with applicable labor laws.

Externship participation does not create an employment relationship between the student and ALVA.

Institutional Oversight

ALVA maintains authority over all externship participation and may conduct site visits, verify supervision, review documentation, audit hours, and monitor compliance.

ALVA may suspend, terminate, or deny externship participation or clock-hour credit whenever it determines that continued participation is not in the best interest of the student, the institution, or regulatory compliance.

ALVA reserves the right to modify, suspend, or discontinue the Externship Program at any time to maintain compliance with federal, state, local, BPPE, California Board of Barbering and Cosmetology, or other applicable regulatory requirements.

Liability

Externship establishments are independent businesses and are not owned or operated by ALVA.

The establishment, supervising licensees, and participating student remain individually responsible for compliance with all applicable laws and regulations.

To the fullest extent permitted by law, ALVA shall not be responsible for injuries, losses, employment matters, transportation incidents, regulatory violations, or other events arising from activities occurring at an externship establishment except as otherwise required by law.

Required Agreements

Prior to beginning an externship, all required applications, approvals, agreements, and institutional forms must be completed and approved by ALVA.

Programs

Program	Delivery Method	Language	Clock Hours
Cosmetology	Hybrid	English or Spanish	1000 hours
Cosmetology	Direct	English or Spanish	1000 hours
Barbering	Hybrid	English or Spanish	1000 hours
Barbering	Direct	English or Spanish	1000 hours
Esthetician	Hybrid	English or Spanish	600 hours
Manicurist	Hybrid	English or Spanish	400 hours
Massage Therapist	Hybrid	English	500 Hours
Massage Therapist	Direct	Spanish	500 Hours
Fashion Makeup	Hybrid	English or Spanish	160 Hours

Below are the curriculum for each program. Cosmetology and Barbering apply to both Direct and Hybrid instructional formats.

COSMETOLOGY

Outline of Subject Matter: Cosmetology

Topic	Minimum Required Instruction Hours	Minimum Practical Instruction Hours
Health & Safety	50	50
Disinfection & Sanitation	100	100
Chemical Hair Services	100	100
Hairstyling Services / Haircutting	100	100
Skin Care	100	50
Hair Removal and Lash and Brow Beautification	40	10
Manicure & Pedicure	90	10
Total Hours	1,000	

Description of Program

The Cosmetology Program provides comprehensive instruction in hair care, chemical services, skin care, nail care, and related professional practices. The program includes both technical instruction and supervised practical training designed to prepare students for entry-level employment in the cosmetology field.

Successful completion of this program qualifies graduates to apply for the California State Board of Barbering and Cosmetology licensure examination.

Program Mission and Objectives

The Cosmetology Program is designed to prepare students for:
Successful completion of the California State Board licensing examination
Entry-level employment in the cosmetology profession (SOC 39-5012)
Professional practice in salon, spa, or related environments

Upon completion of the program, students are expected to:
Demonstrate knowledge of sanitation, infection control, and safety procedures
Apply California laws and regulations governing cosmetology practice
Perform haircutting, styling, and chemical services competently
Perform basic skin care and hair removal services within scope of practice
Perform manicure and pedicure services
Conduct professional client consultations
Demonstrate proper use of tools, implements, and equipment
Maintain professional standards of conduct and appearance

Program Length

Total Program Length: 1,000 Clock Hours

The program consists of:

Technical instruction (theory, demonstration, lecture, classroom participation, audiovisual materials, and examinations)

Supervised practical training (performance of services on mannequins and live models under instructor supervision)

Instructional hours are allocated in accordance with the requirements of the California Board of Barbering and Cosmetology.

Program Curriculum Outline

(Aligned with California Board of Barbering and Cosmetology Requirements)

Instruction includes, but is not limited to, the following subject areas:

Health & Safety

Laws and regulations

Infection control and sanitation

Disinfection procedures

Chemical safety and Safety Data Sheets (SDS)

Anatomy and physiology

Bacteriology

Electrical safety

Ergonomics

Communicable disease prevention

Workplace safety standards

Hair Care & Chemical Services

Hair analysis and scalp care

Shampooing and conditioning

Haircutting techniques (shears, clippers)

Hairstyling (blow drying, thermal styling, braiding, updos)

Permanent waving

Chemical relaxing and straightening

Hair coloring (virgin, retouch, corrective)

Lightening and toning

Chemical safety procedures

Skin Care

Skin analysis

Manual facials

Basic exfoliation procedures

Client consultation

Methods of treating the face, scalp, neck, or body without ablation or destruction of live tissue

Hair Removal & Lash/Brow Beautification

Eyebrow shaping

Eyelash application (within scope)

Hair removal techniques including waxing, sugaring, tweezing, and nonprescription depilatories

Electrical hair removal devices (excluding laser or light-based devices)

Nail Care

Manicures

Pedicures

Nail analysis

Artificial nail services (within scope of practice)

Sanitation procedures

Professional Development

Client consultation and communication

Professional ethics

Resume preparation

Retailing and product knowledge

Basic salon business principles

State Board examination preparation

Practical Training (Clinic Floor)

Students perform supervised services on mannequins and live models in a clinical setting. All services are performed under instructor supervision and in accordance with California regulations.

Learning Outcomes

Upon successful completion of the program, students will be able to:

Demonstrate safe and sanitary cosmetology practices

Perform haircutting, styling, and chemical services competently

Conduct professional client consultations

Apply infection control and safety standards

Meet eligibility requirements for the California State Board licensure examination

Graduation Requirements

To graduate from the Cosmetology Program, students must:

Complete 1,000 clock hours

Maintain Satisfactory Academic Progress (SAP)

Achieve a minimum cumulative academic average of 75% (C)

Successfully complete required written and practical final examinations

Complete the ALVA Techniques Sign-Off List

Fulfill all financial obligations

The program must be completed within 150% of the scheduled program length in accordance with institutional policy.

Evaluation Methods

Student progress is evaluated through:

Written examinations

Practical skills assessments

Clinic performance evaluations

Attendance monitoring

Satisfactory Academic Progress evaluations

ALVA Techniques Sign-Off verification

Final comprehensive practical examination

Licensure Disclosure

Completion of the Cosmetology Program qualifies graduates to apply for the California State Board of Barbering and Cosmetology licensure examination.

Licensure is required to practice cosmetology in the State of California. Licensure requirements are determined by the State of California and are subject to change.

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

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

BARBERING

Outline of Subject Matter: Barbering

Subject	Minimum Technical Hours	Minimum Practical Operations
Health & Safety	50	50
Disinfection & Sanitation	100	100
Chemical Texture Hair Services	150	50
Hairstyling & Haircutting	150	100
Shaving and Trimming of the Beard	150	100
Total	1,000	

Description of Program

The Barbering Program provides comprehensive instruction in haircutting, shaving, chemical services, and related professional practices. The program includes technical instruction and supervised practical training designed to prepare students for entry-level employment in the barbering profession.

Successful completion of this program qualifies graduates to apply for the California State Board of Barbering and Cosmetology licensure examination.

Program Mission and Objectives

The Barbering Program is designed to prepare students for:
 Successful completion of the California State Board licensing examination
 Entry-level employment in the barbering profession (SOC 39-5011)
 Professional practice in barbershops and related environments

Upon completion of the program, students are expected to:

- Demonstrate knowledge of sanitation, disinfection, and infection control
- Apply California laws and regulations governing barbering practice
- Perform haircutting and styling services competently
- Perform shaving and facial hair services safely
- Perform chemical services within scope of practice
- Conduct professional client consultations
- Demonstrate proper use of barbering tools and implements
- Maintain professional standards of conduct and appearance

Program Length

Total Program Length: 1,000 Clock Hours

The program consists of:

Technical instruction (lecture, demonstration, classroom participation, audiovisual materials, and examinations)

Supervised practical training (performance of services on mannequins and live models under instructor supervision)

Instructional hours are allocated in accordance with the requirements of the California Board of Barbering and Cosmetology.

Program Curriculum Outline

(Aligned with California Board of Barbering and Cosmetology Requirements)

Instruction includes, but is not limited to, the following subject areas:

Health & Safety

- Laws and regulations
- Infection control and sanitation
- Disinfection procedures
- Chemical safety and Safety Data Sheets (SDS)
- Anatomy and physiology
- Bacteriology
- Electrical safety
- Ergonomics
- Communicable disease prevention
- Workplace safety standards

Haircutting & Hairstyling

- Hair analysis and scalp care
- Clipper cutting techniques
- Shear-over-comb techniques
- Razor cutting
- Fades and tapering
- Beard trimming and shaping
- Blow drying and styling
- Use of barbering tools and implements

Shaving & Facial Hair Services

Straight razor shaving techniques
Beard design and grooming
Mustache trimming
Facial treatments within barbering scope
Pre-shave and post-shave procedures
Sanitation procedures related to shaving services

Chemical Services

Hair coloring (virgin, retouch)
Lightening
Chemical relaxing (within scope)
Permanent waving (if within scope)
Chemical safety and application procedures

Skin Care (Within Barbering Scope)

Basic facials
Skin analysis
Scalp treatments
Client consultation
Non-medical skin services permitted under California law

Professional Development

Client consultation and communication
Professional ethics
Resume preparation
Retailing and product knowledge
Basic barbershop business principles
State Board examination preparation

Practical Training (Clinic Floor)

Students perform supervised services on mannequins and live models in a clinical setting. All services are performed under instructor supervision and in accordance with California regulations.

Learning Outcomes

Upon successful completion of the program, students will be able to:
Demonstrate safe and sanitary barbering practices
Perform haircutting and shaving services competently
Apply chemical services safely within scope
Conduct professional client consultations
Apply infection control and safety standards
Meet eligibility requirements for the California State Board licensure examination

Graduation Requirements

To graduate from the Barbering Program, students must:
Complete 1,000 clock hours
Maintain Satisfactory Academic Progress (SAP)
Achieve a minimum cumulative academic average of 75% (C)

Successfully complete required written and practical final examinations

Complete the ALVA Techniques Sign-Off List

Fulfill all financial obligations

The program must be completed within 150% of the scheduled program length in accordance with institutional policy.

Evaluation Methods

Student progress is evaluated through:

Written examinations

Practical skills assessments

Clinic performance evaluations

Attendance monitoring

Satisfactory Academic Progress evaluations

ALVA Techniques Sign-Off verification

Final comprehensive practical examination

Licensure Disclosure

Completion of the Barbering Program qualifies graduates to apply for the California State Board of Barbering and Cosmetology licensure examination.

Licensure is required to practice barbering in the State of California. Licensure requirements are determined by the State of California and are subject to change.

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

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

ESTHETICIAN

Subject	Minimum Technical Hours	Minimum Practical Operations
Health & Safety	50	50
Disinfection & Sanitation	50	50
Hair Removal & Lash and Brow Beautificatio	25	25
Manual, Electrical, and Chemical Facials	250	100
Total	600	

Description of Program

The Esthetician Program provides comprehensive instruction in skin care, hair removal, and related professional practices. The program includes technical instruction and supervised practical training designed to prepare students for entry-level employment in the field of esthetics.

Successful completion of this program qualifies graduates to apply for the California State Board of Barbering and Cosmetology licensure examination.

Program Mission and Objectives

The Esthetician Program is designed to prepare students for:

- Successful completion of the California State Board licensing examination
 - Entry-level employment in the esthetics profession (SOC 39-5094)
 - Professional practice in spas, salons, skincare clinics, and related environments
- Upon completion of the program, students are expected to:
- Demonstrate knowledge of sanitation, infection control, and safety procedures
 - Apply California laws and regulations governing esthetics practice
 - Perform facials and skin treatments competently within scope of practice
 - Perform hair removal services safely and effectively
 - Conduct professional client consultations
 - Demonstrate proper use of esthetic devices and implements
 - Maintain professional standards of conduct and appearance

Program Length

Total Program Length: 600 Clock Hours

The program consists of:

Technical instruction (lecture, demonstration, classroom participation, audiovisual materials, and examinations)

Supervised practical training (performance of services on mannequins and live models under instructor supervision)

Instructional hours are allocated in accordance with the requirements of the California Board of Barbering and Cosmetology.

Program Curriculum Outline

(Aligned with California Board of Barbering and Cosmetology Requirements)

Instruction includes, but is not limited to, the following subject areas:

Health & Safety

Laws and regulations
Infection control and sanitation
Disinfection procedures
Chemical safety and Safety Data Sheets (SDS)
Anatomy and physiology
Bacteriology
Electrical safety
Ergonomics
Communicable disease prevention
Workplace safety standards

Skin Care

Skin analysis
Manual facials
Electrical facials (within scope)
Chemical facials (non-medical)
Exfoliation techniques
Masks and specialty treatments
Client consultation and contraindications
Scalp and body treatments (within scope)
Methods of treating the face, scalp, neck, or body without ablation or destruction of live tissue

Hair Removal

Waxing
Sugaring
Tweezing
Depilatories
Electrical hair removal devices (excluding laser or light-based devices)
Eyebrow shaping
Lash and brow beautification (within scope)

Makeup Application

Makeup theory and application
Color theory
Product knowledge
Sanitation procedures for cosmetic application

Professional Development

Client consultation and communication
Professional ethics
Resume preparation
Retailing and product knowledge
Basic spa and salon business principles

State Board examination preparation

Practical Training (Clinic Floor)

Students perform supervised services on mannequins and live models in a clinical setting. All services are performed under instructor supervision and in accordance with California regulations.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate safe and sanitary esthetic practices
- Perform facials and hair removal services competently
- Conduct professional client consultations
- Apply infection control and safety standards
- Meet eligibility requirements for the California State Board licensure examination

Graduation Requirements

To graduate from the Esthetician Program, students must:

- Complete 600 clock hours
 - Maintain Satisfactory Academic Progress (SAP)
 - Achieve a minimum cumulative academic average of 75% (C)
 - Successfully complete required written and practical final examinations
 - Complete the ALVA Techniques Sign-Off List
 - Fulfill all financial obligations
- The program must be completed within 150% of the scheduled program length in accordance with institutional policy.

Evaluation Methods

Student progress is evaluated through:

- Written examinations
- Practical skills assessments
- Clinic performance evaluations
- Attendance monitoring
- Satisfactory Academic Progress evaluations
- ALVA Techniques Sign-Off verification
- Final comprehensive practical examination

Licensure Disclosure

Completion of the Esthetician Program qualifies graduates to apply for the California State Board of Barbering and Cosmetology licensure examination.

Licensure is required to practice esthetics in the State of California. Licensure requirements are determined by the State of California and are subject to change.

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

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

MANICURIST

Subject	Minimum Hours	Minimum Practical Operations
Health & Safety	100	0
Disinfection & Sanitation	100	20
Manicure and Pedicure	200	50
Artificial Nail Enhancements	-	20
Total	400	

Description of Program

The Manicurist Program provides comprehensive instruction in nail care, artificial nail services, sanitation, and related professional practices. The program includes technical instruction and supervised practical training designed to prepare students for entry-level employment in the field of manicuring.

Successful completion of this program qualifies graduates to apply for the California State Board of Barbering and Cosmetology licensure examination.

Program Mission and Objectives

The Manicurist Program is designed to prepare students for:

Successful completion of the California State Board licensing examination

Entry-level employment as a licensed manicurist (SOC 39-5092)

Professional practice in salons, spas, and related environments

Upon completion of the program, students are expected to:

Demonstrate knowledge of sanitation, disinfection, and infection control

Apply California laws and regulations governing manicuring practice

Perform manicure and pedicure services competently

Perform artificial nail services within scope of practice

Conduct professional client consultations

Demonstrate proper use of nail care tools and implements

Maintain professional standards of conduct and appearance

Program Length

Total Program Length: 400 Clock Hours

The program consists of:

Technical instruction (lecture, demonstration, classroom participation, audiovisual materials, and examinations)

Supervised practical training (performance of services on mannequins and live models under instructor supervision)

Instructional hours are allocated in accordance with the requirements of the California Board of Barbering and Cosmetology.

Program Curriculum Outline

(Aligned with California Board of Barbering and Cosmetology Requirements)

Instruction includes, but is not limited to, the following subject areas:

Health & Safety

Laws and regulations

Infection control and sanitation

Disinfection procedures

Chemical safety and Safety Data Sheets (SDS)

Anatomy and physiology (basic nail structure)

Bacteriology

Communicable disease prevention

Workplace safety standards

Manicuring & Pedicuring

Nail analysis

Basic manicure procedures

Basic pedicure procedures

Hand and arm massage

Foot and ankle massage

Sanitation procedures for nail services

Client consultation

Artificial Nail Services

Acrylic nail application (within scope)

Nail tips and overlays

Nail wraps

Gel polish application (within scope)

Artificial nail maintenance and removal

Nail repair procedures

Nail Disorders & Conditions

Identification of nail diseases and disorders

Contraindications to services

When to refer clients to a physician

Professional Development

- Client consultation and communication
- Professional ethics
- Resume preparation
- Retailing and product knowledge
- Basic salon business principles
- State Board examination preparation

Practical Training (Clinic Floor)

Students perform supervised services on mannequins and live models in a clinical setting. All services are performed under instructor supervision and in accordance with California regulations.

Learning Outcomes

Upon successful completion of the program, students will be able to:

- Demonstrate safe and sanitary nail care practices
- Perform manicure, pedicure, and artificial nail services competently
- Conduct professional client consultations
- Apply infection control and safety standards
- Meet eligibility requirements for the California State Board licensure examination

Graduation Requirements

- To graduate from the Manicurist Program, students must:
- Complete 400 clock hours
- Maintain Satisfactory Academic Progress (SAP)
- Achieve a minimum cumulative academic average of 75% (C)
- Successfully complete required written and practical final examinations
- Complete the ALVA Techniques Sign-Off List
- Fulfill all financial obligations

The program must be completed within 150% of the scheduled program length in accordance with institutional policy.

Evaluation Methods

Student progress is evaluated through:

Written examinations

Practical skills assessments

Clinic performance evaluations

Attendance monitoring

Satisfactory Academic Progress evaluations

ALVA Techniques Sign-Off verification

Final comprehensive practical examination

Licensure Disclosure

Completion of the Manicurist Program qualifies graduates to apply for the California State Board of Barbering and Cosmetology licensure examination. Licensure is required to practice manicuring in the State of California.

Licensure requirements are determined by the State of California and are subject to change.

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

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

FASHION MAKEUP ARTISTRY

Fashion Makeup Artistry Program Equipment

Program Description	The Fashion Makeup Artistry Program is a 10-week diploma, ideal for aspiring artists who are interested in working in the fashion makeup industry This program covers a wide range of skills that will prepare the student for an entry level position as a Makeup Artist.
Program Objectives	The makeup artistry course is designed to prepare students for profitable employment as a makeup artist. The knowledge and skills will prepare the student to work as a Makeup Artist. Acquire knowledge of sanitation and sterilization for tools, implements, products, and clients for client's health and safety. Acquire the knowledge of general theory relative to Makeup Artistry including bone structure, skincare, application, tools and business management techniques common to Makeup Artistry .The objective of the program is to prepare students to enter the workforce as an entry-level Makeup Artist. (SOC 39-5091)
Graduation Requirements	To complete this program a student must complete all prescribed courses and achieve a minimum cumulative academic average of 75% and a minimum average Skill Rubric score of 75%.
Total Clock Hours	This program is 160 hours in length
Final Tests or Exams	Yes
Required Internship or Externship	None

Module	Topics	Hours
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<p>Basic Skincare</p>	<p>In this module the student will learn the proper use and care of implements relative to Makeup Artistry services, acquire the knowledge of analyzing the skin to determine any disorders along with what techniques, products and applications are best suited for each particular client. Students will learn how to perform basic skin care and reparation prior to applying makeup</p> <ul style="list-style-type: none"> -Prepare skin prior to applying makeup -Instruct clients to perform skin care routine prior to service -Identify skin conditions -Properly identify implements according to client's skin type 	<p>16</p>
<p>Tools in the Makeup Industry</p>	<p>In this module the student will learn the proper utilization of makeup tools and how to care for them.</p> <ul style="list-style-type: none"> -Presentation of products, tools, and equipment -How to set up a makeup station. 	<p>16</p>
<p>Facial Anatomy and Proportions</p>	<p>In the module the student will learn to both identify what technique to be used on a specific client's bone structure and skin texture and how to apply and deliver that technique.</p> <ul style="list-style-type: none"> -Study of face shapes/Morphology/Morpho-psychology -Contouring and highlighting techniques -Study of anatomy of the face and skin aging 	<p>32</p>
<p>Makeup Application</p>	<p>This module introduces students to the necessary fundamentals of make-up application to work in salons, spas, department stores, and for special occasions</p> <ul style="list-style-type: none"> -Study of skin tones and undertones -Selecting and applying different foundation textures -Shaping eyebrows with appropriate products, brushes, and tools -Study of eye shapes and correctional eye makeup -Study of lip shapes and correctional lip makeup -Application of basic correctional makeup/use of camouflage products <p>Application of Natural, Classic, Dramatic, and Glamour makeup applications.</p>	<p>84</p>
<p>Business Management</p>	<p>In this module students will learn business management relative to makeup artistry including marketing and portfolio building.</p> <ul style="list-style-type: none"> -Resume Skills -Portfolio Building -Marketing Techniques 	<p>12</p>

MASSAGE THERAPIST

Massage Therapist PROGRAM

Program Format: Hybrid English

Program Format: Direct Spanish

Total Program Length: 500 Clock Hours

Effective: January 1, 2026

IMPORTANT NOTICE: At the time of publication, this program is pending CAMTC approval. Students are not eligible to apply for CAMTC certification until approval has been granted.

Program Description

The Massage Therapist Program prepares students for entry-level employment in the field of Massage Therapist through a structured combination of online technical instruction and supervised in-person practical training. The program is designed to meet the educational requirements established by the California Massage Therapist Council (CAMTC) effective January 1, 2026.

All hands-on massage techniques are delivered in person under direct supervision of qualified instructors.

Educational Objectives

Upon completion of the program, graduates will be able to:

1. Perform therapeutic massage safely and effectively.
2. Apply knowledge of anatomy, physiology, and contraindications in treatment planning.
3. Demonstrate professional standards of hygiene, ethics, and client care.
4. Identify contraindications and adapt services accordingly.
5. Demonstrate competency in supervised practical massage techniques.
6. Meet the educational eligibility requirements to apply for CAMTC certification (pending CAMTC approval status).

Program Structure & Delivery

Total Program Length: **500 Clock Hours**

- Online Technical Instruction: **120 hours (24%)**
- In-Person Supervised Instruction: **380 hours (76%)**
- **Spanish is 100% in-person Direct**

All practical massage instruction is completed in person on campus.

Online theory hours are delivered through an approved learning management system and are monitored for time-tracking compliance.

Curriculum Breakdown (CAMTC 2026 Requirements)

Area of Study	Online Hours	In-Person Hours	Total Hours
Anatomy & Physiology	20	60	80
Contraindications	25	10	35
Health & Hygiene	20	0	20
Business	15	0	15
Ethics	0	10	10
Supervised Practical Massage	5	245	250
Additional Permitted Subject Matter	35	55	90
TOTAL	120	380	500

Clock-Hour Tracking

In-person hours are recorded using the institution's electronic clock system and verified by instructors.

Online theory hours are tracked through the approved learning platform. Students are responsible for ensuring proper log-in, activity tracking, and session completion in accordance with institutional policy.

All hours are subject to administrative verification.

Evaluation Methods

Student progress is evaluated through:

- Written examinations
- Online quizzes and assignments
- Practical skill demonstrations
- Supervised clinical evaluations
- Attendance monitoring
- Satisfactory Academic Progress reviews (minimum 75% cumulative academic average required)
- Completion of the **ALVA Massage Techniques Sign-Off List**
- Successful completion of a comprehensive **Final Practical Examination**

The Final Practical Examination requires students to demonstrate competency in required massage modalities, professional draping, contraindication awareness, sanitation protocols, and client communication under

instructor supervision. Students must receive instructor verification of all required techniques prior to graduation.

ALVA Massage Techniques Sign-Off Requirement

Students must complete all required techniques listed on the ALVA Massage Techniques Sign-Off List. Techniques must be demonstrated satisfactorily under instructor supervision and documented in the student's academic file prior to graduation eligibility.

Graduation Requirements

To successfully complete the program, students must:

- Complete all **500 clock hours**
- Maintain Satisfactory Academic Progress (SAP)
- Complete all required supervised practical competencies
- Complete ALVA Techniques Sign-Off List
- Pass the Final Practical Examination
- Satisfy all financial obligations with the institution
- Complete the program within 150% of scheduled program length

CAMTC Disclosure

This program has submitted application for approval by the California Massage Therapist Council (CAMTC). Students are not eligible to apply for CAMTC certification until approval has been granted.

Licensure and certification requirements are determined by the regulating agency and are subject to change.

Student Conduct & Professional Standards

Students are expected to maintain professional standards of conduct, hygiene, dress code, and client safety at all times. Violations may result in disciplinary action up to and including dismissal.

Instructor Qualifications

Massage Therapist instructors are qualified through graduation from an approved Massage Therapist program, professional training and experience, and demonstrated competency in the subjects taught. Supporting documentation is maintained on file and available for review.

Professional Standards Policies

Hygiene: Students must maintain proper hygiene and follow all sanitation, infection control, and safety procedures at all times. Noncompliance may result in corrective action or removal from practical instruction.

Dress Code: Students are required to wear clean black scrubs and closed toe non-slip shoes during all in-person instructional and practical activities. Attire that is unsafe, unsanitary, or inconsistent with the required uniform is prohibited.

Draping: Proper draping is required at all times to protect client privacy and maintain professional standards. Exposure of breasts, buttocks, or genital areas is strictly prohibited. Failure to comply may result in disciplinary action.

Transfer Credit

Transfer credit may be considered for prior education completed at a licensed or legally authorized institution. Requests must be submitted at the time of enrollment and are subject to approval by the School Administrator. Credit is not granted retroactively and does not guarantee eligibility for CAMTC certification.

Institutional Governance

The school is owned and governed by its Directors. The School Administrator is responsible for academic oversight and regulatory compliance. Final authority for curriculum, personnel, and student disciplinary decisions rests with the Owners.

CAMTC Legal & Certification Disclosure

Under California Business and Professions Code section 4611, it is an unfair business practice to represent oneself as a Certified Massage Therapist (CMT), Certified Massage Practitioner (CMP), or similar designation without a valid CAMTC certification.

Attendance and/or graduation from Alva Beauty Collective Institute's Massage Therapist Program does not guarantee CAMTC certification. At the time of publication, the institution has applied for CAMTC approval but is not yet approved. Graduates are not eligible for CAMTC certification until such approval is granted.

Questions or complaints may be directed to the California Massage Therapist Council at:

One Capitol Mall, Suite 320, Sacramento, CA 95814

www.camtc.org | (916) 669-5336

Student Clinic Participation, Conduct, and Liability Disclosure

Participation in hands-on instructional and supervised clinic activities requires students to demonstrate professional conduct, appropriate boundaries, and the ability to safely work with members of the public. Services provided in the student clinic are performed by students as part of their educational training and are supervised by qualified instructors. The institution reserves the right to restrict, modify, suspend, or remove student participation in public-facing activities at any time to maintain safety, instructional quality, or regulatory compliance. Students must comply with all hygiene, dress code, draping, and professional standards policies. Completion of the program does not guarantee licensure, certification, employment, or eligibility for any third-party credential.

Student Kits

Manicurist Student Kit

- Top coat
- Primer
- Dehydrator
- Scrub brush
- 2oz Alcohol
- Practice finger(2)
- Dappen dish
- Cuticle pusher
- Cuticle nippers
- Finger nail clippers
- 10z Cuticle remover
- Sterlization pouch(2)
- 8Oz Nail liquid monomer
- 2oz Acrylic powder (clear)
- 2oz Acrylic powder (bare with me)
- Nail tips (500pcs)(EZE line/cut)
- Acrylic brush (#8)
- Glue
- Buffers(2)
- 100/100 Acrylic files(2)
- 100/100 Manicure files (2)

Nail Drill

UV Light

Alva Welcome Box

Uniform Shirt

Alva Messenger Bag

ESTHETICIAN KIT

Pro Bundle- The Fundamentals - Skin Script

Professional Use Only.

Pomegranate Cleanser 6.4oz

Coconut/Papaya Enzyme 4oz

Green Tea Citrus Cleanser 6.4oz

Blueberry Enzyme 4oz

Glycolic Cleanser 6.4oz

Cherry Enzyme 4oz

Retinol 2% Exfoliating Scrub 1.7oz	Pineapple Enzyme 4oz
Cucumber Hydration Toner 3.3oz	Seaweed Mask 4oz
Tri-Peptide Eye Cream .5oz	Strawberry Spearmint Mask 4oz
Ageless Hydrating Serum 1oz	Goji Berry Yogurt Mask 4oz
Citrus-C Nourishing Cream 1oz	Golden Honey Mask 4oz
Light Aloe Moisturizer 2oz	Sheer Protection SPF30 2oz
Ageless Skin Moisturizer 2oz	Skin Script Headband
Acai Berry Moisturizer 1.7oz	Training/Reference Manual
Hydrating Moisturizer 1.7oz	Fanbrush

COSMETOLOGY KIT

Olivia Garden Student Kit:

- 4 Brushes
- 2 Combs
- Shear & Thinner
- Hair Clipper Set
- Curling Iron
- Blow Dryer
- Flat Iron
- Butterfly Clips
- Alligator Clips
- Continuous Sprayer
- Chemical Cape
- Chemical Apron
- Whisk
- Tint Brushes
- Feathered Razor
- 3 Mixing Bowls

Duffel Bag
Notebook
3 Human Hair Mannequin

BARBER KIT

Notebook
Pencil Bag
Alva Shirt
Hair Dryer
Clipper & Trimmer Set
Guards set
BabyByliss Pro Foil Shaver
Neck Strips
Styptic Powder
Small Round Brush
Blade
Chemical Cape
Shears Case
Clipper Disinfectant
Cutting Thinning Comb
Sprayer bottle
Clipper Comb
Brush & comb set
Hair Pick

2 Manikin Heads (1 human, 1 synthetic)

Barber hairline pencil

FASHION MAKEUP ARTISTRY KIT

- makeup box
- powder eyeshadows
- liquid eyeshadows
- contour kit
- liquid foundations
- correcting concealers
- concealers
- lip liners
- lip gloss'
- lipsticks
- blush
- makeup brushes
- liquid eyeliner
- pencil eyeliner
- eyelashes
- eyelash glue

Academic Freedom

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

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

OSAR Statement

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