San Francisco Institute of Esthetics & Cosmetology

GRADUATION INFORMATION

GRADUATION REQUIREMENTS IN COURSES

To be eligible for graduation from the school, a student must fulfill the following criteria:

- Complete the required number of program clock hours.
- Complete and submit all practical skill assignments via Portico, to demonstrate completion of practical skill requirements.
- Complete all assigned written and practical exams with a passing score of 90% higher.

AVAILABILITY OF TRANSCRIPTS POLICY

Official Transcripts, Proof of Training, or other certified record of hours

Effective July 1, 2024, federal regulations under Title IV of the Higher Education Act (34 CFR 668.14(b)(33) and (b)(34)) govern the release of official transcripts for students who received Title IV federal student aid. An official transcript is a certified copy of the student's academic record, including clock hours earned.

California Requirement (Civil Code §§ 1788.90–1788.93 — Educational Debt Collection Practices Act): California law imposes a different requirement than the federal rule above. Notwithstanding any outstanding balance, payment plan status, or whether a payment period received Title IV aid, the school will provide a complete official transcript, or other certified record of hours to any current or former student upon request.

California Board of Barbering and Cosmetology Proof of Training: Students who withdraw, or are terminated from enrollment and do not complete the program will not receive a "Proof of Training".

How to Request a Transcript: To request an official transcript**,** please contact the Financial Services Office. Students may request an official current transcript from the School, at any time following graduation, for a $20.00 fee. Processing typically takes 7–10 business days. Unofficial transcripts are available upon request.

Additional Information: This policy is subject to applicable state laws and accrediting standards. If you have any questions regarding graduation requirements, transcripts, or financial obligations please direct them to the Financial Services Office.

CERTIFICATE OF COMPLETION

A Certificate of Completion will be issued once a student has met all academic graduation requirements **and** settled all financial obligations to the school—either by paying in full or via a compliant payment arrangement.

Please note that the Certificate of Completion is **not** a requirement for graduation or for receiving an official transcript.

CAREER SERVICES

Many wonderful career opportunities are available within the beauty industry. In addition to hair design, this industry also offers opportunities in areas such as skin care, makeup, aromatherapy, nail artistry, product education, platform artistry, and salon management.

Although San Francisco Institute of Esthetics & Cosmetology ***does not guarantee employment upon graduation***, San Francisco Institute of Esthetics & Cosmetology does maintain an aggressive job placement program and will inform students of job openings and opportunities. San Francisco Institute of Esthetics & Cosmetology coordinates

placement programs with local and national salons by sending out surveys and inviting salon owners and guest artists to teach and speak there.

San Francisco Institute of Esthetics & Cosmetology offers industry placement assistance throughout your program as an enrolled student and continued support as a San Francisco Institute of Esthetics & Cosmetology graduate. Specific classes are in your curriculum to assist with resume writing, interviewing skills, professional appearance guidelines, job referrals, and follow-up.

San Francisco Institute of Esthetics & Cosmetology students and graduates are exposed to a wide variety of beauty industry job opportunities. Working with industry leaders and salon and spa owners and barbers, San Francisco Institute of Esthetics & Cosmetology actively cultivates relationships that encourage industry professionals and companies to look at San Francisco Institute of Esthetics & Cosmetology graduates first when hiring.

- **Placement Leader —** San Francisco Institute of Esthetics & Cosmetology supports its commitment to career placement by having a Placement Leader. Our Placement Leader leads classes and works directly with you and guides you through your career path. She regularly networks with Bay Area barbershops, salons, spas, product lines, and other businesses to recommend employment opportunities for our students and graduates.
- **Career Builder Classes —** This series of classes, teach you how to write a resume focusing on your accomplishments in your chosen career of Cosmetology, Barbering, Esthetics or Nails. We guide you through how to determine a salon, barbershop or spa that's right for you, the steps toward landing and acing an interview, compensation expectations, and how to follow up with a prospective employer.
- **Guest Presentations by Industry Leaders —** Regularly scheduled presentations provide you with demonstrations and first-hand advice from industry professionals, including salon, barbershop and spa owners, stylists, estheticians, makeup artists, product representatives, and more. You will learn their secrets for success, as well as making great connections for your job search. Local salons, barbershops and spas love to recruit our students!
- **Externships —** As a student, you may become eligible to extern in (a) salon(s), spas, barber shops of your choice. This is a great opportunity to witness daily life as a professional, while building a strong connection with potential employers. We have seen many job offers made as a result of the Externship Program.