INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES

STUDENT HANDBOOK & CATALOG

2016-2017

5225 W. SAN FERNANDO ROAD

LOS ANGELES, CA 90039

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DEAR STUDENT,

Welcome to the INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES and thank you for selecting us to assist you in obtaining your desired training in the field of beauty. You are now entering into a field that will hopefully provide you with the opportunity for a successful future. At INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES, we offer you the best basic training to pass the Board of Barbering & Cosmetology examination. We also place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication and practice on your part, and will help you practice shop management, business concepts and the psychology of personal success.

It is a pleasure to have you join us at INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES. My goal is to help you discover your ability to transform your life and other’s lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Mrs. Sonia Boghosian

School President/CEO
EDUCATIONAL OBJECTIVES/ MISSION STATEMENT

International College of Beauty Arts & Sciences is committed to our students from the first day of enrollment to starting their professional career. We train the most hirable and financially responsible graduates.

Our goal is not only to prepare our students to pass the state board examination, but to also incorporate salon techniques, advanced procedures and the business skills needed for future salon success.

We strive to build confident students who adhere to professional ethics and maintain a positive attitude. Our objective is that all students will find the perfect job that suits their professional style and needs. We will support all of our graduates with job placement assistance to ensure a successful future.

PROSPECTIVE STUDENTS

Prospective students are encouraged to visit ICBAS and receive a tour, discuss personal education goals and receive financial aid information prior to enrolling.

We also welcome foreign students the opportunity to grant assistance with student Visa, which is one of the privileges we cherish at ICBAS, sharing our unique educational system & techniques with those whom wish to learn the latest trends in the beauty industry in USA.

CODE OF ETHICS

ICBAS core values are:

- Passionate commitment to our students
- Sensitivity to the occupational needs of community, State and Nation
- Striving for ongoing continuing education in the beauty profession
- Integrity, honestly and fair relationships with students, customers, alumni, regulatory agencies and community
- Truthful advertising and honest representations to students and clients
- We will refrain from any criticism that reflects unfavorably on other schools and the beauty industry
- Not to recruit students or staff who is currently admitted or enrolled at another school offering a similar program of study
- Create a positive learning environment
- Have fun!
BANKRUPTCY STATEMENT

This institution has no pending petition for Bankruptcy, and has not filed a petition for bankruptcy within the preceding five years.

APPROVAL DISCLOSURE

INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES (ICBAS) is a private institution and has been approved and licensed by the Board of Barbering and Cosmetology (BBC) 2420 Del Paso Road Suite 100, Sacramento, CA 95834; 1-800-952-5210; fax# 916-575-7281. ICBAS received its license to operate as an accredited institution on November 2, 2010 by Bureau for Private Postsecondary Education (BPPE) 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833, tel#916-431-6959. As well as accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) 4401 Ford Avenue, Suite 1300 Alexandria, Virginia 22302, tel # 703-600-7600, on September 15, 2010 and received eligibility of Title IV Financial Aid approval by the United States Department of Education (USDE) 400 Maryland Avenue, SW Washington, D.C. 20202; 1-800-872-5327 on June 13, 2011. The board’s approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by BPPE institutions and does not imply any endorsement or recommendation by the State or by the Board.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov., toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

*Prospective enrollees are encouraged to visit the physical facility of the school and to discuss personal, educational and occupational plans, also we encouraged for you to review the School Performance Fact Sheet, which must be provided to you prior to enrolling or signing enrollment agreements.
COURSES OF STUDY
Students enrolled in their course of study shall consist of the state mandated technical
instructional and practical operations covering all practices constituting the Art of Cosmetology,
Esthetician, Barbering and Manicuring. Educational Goals: The courses of study are designed to
prepare students for the state licensing examination and for profitable employment as:

<table>
<thead>
<tr>
<th>Course Name</th>
<th>CIP</th>
<th>Date first Provided</th>
<th>Clocked Hours</th>
<th>Months Long</th>
<th>Inst. Wks.</th>
<th>Award</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>12.0401</td>
<td>08/15/2008</td>
<td>1600</td>
<td>11</td>
<td>43</td>
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<tr>
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<td>12.0401</td>
<td>08/15/2008</td>
<td>1600</td>
<td>16</td>
<td>64</td>
<td>DIPLOMA</td>
</tr>
<tr>
<td>Barbering</td>
<td>12.0402</td>
<td>01/15/2015</td>
<td>1500</td>
<td>10</td>
<td>40</td>
<td>DIPLOMA</td>
</tr>
<tr>
<td>Barbering</td>
<td>12.0402</td>
<td>01/15/2015</td>
<td>1500</td>
<td>15</td>
<td>60</td>
<td>DIPLOMA</td>
</tr>
<tr>
<td>Esthetician</td>
<td>12.0409</td>
<td>08/15/2008</td>
<td>600</td>
<td>4</td>
<td>16</td>
<td>DIPLOMA</td>
</tr>
<tr>
<td>Esthetician</td>
<td>12.0409</td>
<td>08/15/2008</td>
<td>600</td>
<td>6</td>
<td>24</td>
<td>DIPLOMA</td>
</tr>
<tr>
<td>Manicuring</td>
<td>12.0410</td>
<td>11/17/2015</td>
<td>600</td>
<td>4</td>
<td>16</td>
<td>DIPLOMA</td>
</tr>
<tr>
<td>Manicuring</td>
<td>12.0410</td>
<td>11/17/2015</td>
<td>600</td>
<td>6</td>
<td>24</td>
<td>DIPLOMA</td>
</tr>
</tbody>
</table>

FACILITY DESCRIPTIONS
International College of Beauty, Arts & Sciences is centrally located at the tri-city boundaries of
Glendale, Burbank and Los Angeles. It boasts of 3,500 square feet of modern classrooms
coupled with three state-of-the-art training rooms to simulate real life spa and salon conditions,
two handicapped-accessible restrooms, built-in lockers. Easily accessible from all forms of
commute, it is a fully air-conditioned facility that provides comfort for our students and staff.
Our facility occupancy level is large enough to accommodate our students.

INSTRUCTIONAL EQUIPMENT
All students supplies (text books, kits and smock) will be issued to the students enrolled at
International Collage Beauty Arts & Sciences in a time frame of 2-3 weeks. Students will be held
responsible for replacing lost, stolen or damaged items.
NOTICE OF STUDENT RIGHTS

1. You may cancel your contract with the school without any penalty or obligation after the date of registration through the seventh (7th) day after the first class session as described in the Notice of Cancellation form that will be distributed to all students at the time of enrollment. You are encouraged to read the Notice of Cancellation for detailed information on your rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time and
   Receive a refund for the part of the course not taken.
   Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Board of Barbering & Cosmetology at the address and phone number below for information.

4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.
   You may also write or call the Board of Barbering & Cosmetology at PO Box 944226, Sacramento, CA 94244-2260; TELEPHONE 1-800-952-5210.

STATEMENT OF NON-DISCRIMINATION

INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES (ICBAS) does not discriminate on the basis of sex, age, race, color, ethnic origin, national origin, creed, religion or handicap disabilities and sexual orientation. We do not discriminate against a person’s financial status in its admissions, staffing, and instruction or graduation policies.

GREIVANCE PROCEDURE: (PROTOCOL)

In the event, a student has a grievance, which cannot be resolved to his/her satisfaction with the student’s immediate instructor; the student is to make his/her grievance known to the institutions Owner at the schools administrating office. It is strongly recommended that all grievances be presented in writing. We will also accept oral grievances; the school will provide a corresponding oral or written response to all grievances within 10 business days. However, if the issue still is unresolved, students may present their grievance to:

The Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95795-0818 (916)431-6959
A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the bureau’s internet website www.bppe.ca.gov

National Accrediting Commission OF Career Arts and Sciences, Inc.
4401 Ford Avenue, Suite 1300
Alexandria, VA. 22302 (703)600-7600
DISCLOSURE UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
The family educational rights and privacy act (FERPA) is a federal law that protects the privacy of students education records. The law applies to all school that receives funds under an applicable program of the U.S Department of Education. Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. ICBAS is not required to provide copies of records unless, for reasons such as great distance it is impossible for parents or eligible students to review the records. School may charge a fee for copies. Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to: ICBAS – Att: President; 5225 W.San Fernando Rd. Los Angeles, CA 90039. ICBAS will keep records for five (5) years from the last day of attendance. After this period all records will be destroyed. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. Generally, ICBAS must have written permission from the parent or eligible student in order to release any information from a student’s education record. However, FERPA allows ICBAS to disclose those records, without consent, to the following parties or under the following conditions (34 CRF § 99.31): School officials with legitimate educational interest, other schools to which a student is transferring, Accrediting Organizations, To comply with a judicial order or lawfully issued subpoena, appropriate officials in cases of health and safety emergencies and state and local authorities, within a juvenile justice system, pursuant to specific law.

INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE
ICBAS training programs are structured using clinic/beauty salon settings. Our curriculum includes Practical hands on training and theoretical knowledge. School course incorporates extensive hands – on learning in order to provide you a complete understanding of beauty & wellness. The practical “hands on” training accounts for 50-60 percent of the training program. Each curriculum is geared towards a specific area in the fields of COSMETOLOGY, ESTHETICIAN, BARBERING and MANICURING. The staff is aware that individuals learn at different degrees of speed and ability. Leaning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty field of their own. Prospective students who are interested in pursuing a new career are welcomed by International College of Beauty Arts & Sciences. Before the beginning of each new class session, perspective students are encouraged to visit the school and speak with school staff and consider the many advantages.

UPDATING INSTITUTION'S CATALOG
Information in this catalog is current as of June 2016 and will be updated on a yearly basis or as deemed necessary, at which time revisions will be made available to the student body and staff, via the school administration office and school website: www.icbas.edu.
ADMISSION POLICY AND PROCEDURES

The following are the requirements and procedures for admission to International College of Beauty Arts & Sciences. Applicants must attend an initial personal interview, which determines the prospect of the individual’s success in his/her chosen program. Parents and significant others are encouraged to attend.

1. All applicants must complete an application for admissions (prospective student questionnaire)
2. All students are given a tour of the campus before enrolling.
3. Applicants who do not possess a high school diploma or its equivalent, who are at least 18 years old have completed the 10th grade education or its equivalent (as required by the California State Board of Barbering and Cosmetology)
4. All applicants must pay a non-refundable applicants fee in the amount of $100.

- Be a citizen or legal resident with valid Social Security Number.
- A state or government issued I.D (driver’s license, military I.D or passport
- 17 years of age with a High School Diploma
- Have a state issued credential for secondary school completion if home schooled.
- Have a GED
- Foreign high school diploma or transcript translated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S High School diploma.

5. A) Prospective students must complete and sign an Enrollment Agreement.

VALIDITY OF HIGH SCHOOL DIPLOMA

Diploma, transcripts or GED certificates are all acceptable documentation and necessary for enrollment. If the institution has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education.

ICBAS policy states that if any diploma or certificate is in question than the school will have to verify the legitimacy of that document. If high school training was received out of country, transcripts or a copy of the actual diploma along with an English Translation will be required.

As part of this process to determine the validity of the high school diploma or GED, the school's Admission Advisor may check the National Center for Education Statistics-NCES [http://nces.ed.gov](http://nces.ed.gov). Another source is [www.onlinehighschool.org](http://www.onlinehighschool.org), which provides a listing of free and public accredited online high schools. For California GED, a student can contact (800) 331-6316 or [www.cde.ca.gov/ged/faq/records.html](http://www.cde.ca.gov/ged/faq/records.html).
TRANSFER CLOCK HOURS FROM A PREVIOUS SCHOOL

California: Prior hours will be granted to students with training from a licensed Cosmetology schools in California with proper documentation. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an Enrollment Agreement. We cannot grant hours after you start school.

Out of State/Country: All prior training & experience must be evaluated by the California Board of Barbering and Cosmetology to obtain credit. ICBAS reserves to right to determine the amount of credit we will accept upon state evaluation. The documents required for this process can be found on the California BBC website (www.barbercosmo.ca.gov). The California Board of Barbering and Cosmetology will then issue a letter indicating the credit it has approved for the hours taken at the previous school along with any other requirements. International College of Beauty Arts & Sciences, admission will then make a final decision based on the information in the California BBC’s letter.

Students that are accepted for enrollment with prior hours will be charged as follows: enrollment (tuition, kit and Uniform) tuition is based on hours needed.

Students that temporarily withdraw must repeat regular enrollment procedures to re-enter. Prior to six (6) months, students will remain on the same SAP progress for attendance grace period.

TRANSFERABILITY OF HOURS AND CREDENTIALS EARNED AT ICBAS

The transferability of hours and/or hour’s acceptance of your diploma you earn at ICBAS is at the complete discretion of an institution to which you may seek to transfer. If the clocked hours that you earn at this institution are not accepted at the institution to which you may seek to transfer, you may be required to repeat some or all of your coursework, at the 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 ICBAS to determine if your clocked hours will transfer.

ORIENTATION CLASS
All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process.

CHANGE OF SCHEDULE
Students may change their schedule on one (1) occasion during their time at ICBAS.
ENGLISH AS A SECOND LANGUAGE
Our classes will be thought in English, we do not offer English as a second language (“ESL”) course. All students enrolled must be proficient in English.

ADDRESS WHERE CLASS SESSION WILL BE HELD
5225 W. San Fernando Road Los Angeles, CA 90039

CLASS SCHEDULES for 2016 -2017
Classes will begin as follows; Cosmetology, Barbering, Esthetician, and Manicuring: every other week.

SCHOOL HOURS ARE AS FOLLOWS:
Monday through Friday from 9:00 a.m to 5:00 p.m

Class schedules are as follow: (Monday – Friday 9:00 am to 2:00pm standard part time) &
(Monday – Friday 9:00 am to 5:00 pm Standard Full time).

<table>
<thead>
<tr>
<th>Course</th>
<th>Class time schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>9:00 am - 2:00 pm Part time</td>
</tr>
<tr>
<td>Barbering</td>
<td>9:00 am – 2:00 pm Part time</td>
</tr>
<tr>
<td>Barbering</td>
<td>9:00 am – 5:00 pm Full time</td>
</tr>
<tr>
<td>Esthetician</td>
<td>9:00 am - 2:00 pm Part time</td>
</tr>
<tr>
<td>Esthetician</td>
<td>9:00 am – 5:00 pm Full time</td>
</tr>
<tr>
<td>Manicuring</td>
<td>9:00 am – 2:00 pm Part time</td>
</tr>
<tr>
<td>Manicuring</td>
<td>9:00 am – 5:00 pm Full time</td>
</tr>
</tbody>
</table>

DETAILED INSTRUCTIONAL SCHEDULE PER COURSE/PROGRAM:
Our institution reserved the rights to modify schedules as deem necessary. Students and staff members are notified prior to any changes that may occur.

CALENDAR/HOLIDAYS: The College is closed on Saturday and Sunday the following holidays are: New Year’s Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day, & Easter.
**GRIEVANCE PROCEDURE**
It is the policy of this institution to handle grievances in the following manner:
1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor in charge, you may deliver or mail it to:
   **MRS. SONIA BOGHOSIAN at 5225 W San Fernando, Los Angeles, CA 90039.**
4. All grievances regardless of the nature will be turned over to the owner/director and reviewed.
5. The School Director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.
6. Any grievance that you cannot work out with the institution you may contact:
   Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

**STUDENT RIGHTS TO CANCEL**
The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session *(first day of classes)*, or the 5th business day after enrollment *(seven calendar days from date when enrollment agreement was signed)*, whichever is later.

**THE NOTICE OF CANCELLATION:**
Notice of Cancellation shall be in writing and submitted directly to the school, a withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to, a student’s lack of attendance.

1. If a course is canceled or the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the school shall 1) Provide a full refund of all money paid 2) Provide for completion of the course at schools in the neighborhood.
2. School Closure: If the school closes after a student enrolls and instruction has begun, the school will provide a Pro-Rata refund on the tuition. A list of students will be sent to NACCAS.
3. Non-Acceptance: If a student is not accepted for enrollment for any reason, prior to the first day of class, the student will receive a full refund of any money received.
4. Student loans: If a student obtains student loans, the student will have to repay the full amount of the loan plus interest, less the amount of any refund (if applicable.) if the student receives federal student financial aid funds, the student is entitled to a refund of the money’s not paid from the federal student financial aid program fund. (Based on exact federal pro-rata refund calculation.)
SCHOOL RULES AND REGULATIONS

1. Students must arrive to school ready and on time.
2. Students should only clock in and out for themselves using their student code provided during enrollment. If students are not able to clock in or out notify your instructor.
3. In case of illness or emergency students are responsible to contact the school on or before your schedule hours (818)280-4898
4. **Students are required to be in class during schedule contract hours. Students should be in uniform; all students should wear black pants, close shoes for safety reasons. Cosmetology & Barbering Black Lab Coat, Manicuring Blue Lab Coat and Esthetician White Lab Coat**
5. Hygiene is a must make sure your hair and/or make–up is done prior to arriving to school.
6. School starts at 9:00am Monday through Friday make sure you arrive early in order to benefit from the theory program. Students who clock in after 9:15am will be consider late and may be asked to return at 11:00am for the practical portion.
7. All students are required to take a 15 minute break from 10:30am to 10:45am **Fulltime Students must take lunch from 2:00 pm to 2:30pm and their final 15 minutes break from 3:30 pm to 3:45pm without exceptions.**
8. Student must inform Instructor in charge prior to clocking in or leaving the school premise.
9. No student may clock in or out for another student. This rule is strictly enforced.
10. The school building and parking lot is a smoke-free environment. No smoking at any time.
11. No gum chewing is allowed in school during school hours.
12. No visitors are permitted in the classroom or student lounge area unless approved by the Instructor in Charge.
13. School business phones may not be used for personal calls. If you have an emergency calls please notify your instructor.
14. No cell phone, texting, or phone calls are allowed in any class or during any school sessions.
15. Sanitation, disinfection, and personal hygiene are extremely important and required at all times.
16. Students must have their work area clean from cluster and debris at all times.
17. Each student must complete a minimum of ½-hour of sanitation daily. All kits must be in a sanitized condition at the end of each day.
18. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor “students may not refuse clients” it is extremely important that you get hands on training in a real life salon setting.
19. No student may leave a patron during any chemical service, if an emergency arises please notify the instructor on floor.
20. Students are not allowed to receive service without prior approval from your instructor.
21. Students receiving personal service will be charged a lab fee.
22. Students are responsible for their personal belongings and school materials.
23. All students are expected to maintain an average grade of a 70% or better in theory and practical subjects
24. Students must use only School products.
25. Students must comply with School policy and State rules and regulations.
26. Assignments, practical or theory may be made up only for excused absences with office or instructor approval.
27. Students must notify the office immediately of any personal information change example, phone number, residence address, legal name change.
28. Students may not make-up missed time without office written approval. No exceptions.
29. Students may park in any available parking spaces.
30. Any student who is absent more than fourteen (14) consecutive days without notifying the School Office will be automatically dropped.
31. Students may not use earphone radios, cellular phones or texting during school hours.
32. All electronic devices must be turned off or placed on silent mode.
33. Failure to meet all school’s attendance policy may result in additional instructional charges, specified in your enrollment agreement. Overtime charges will continue to be calculated even if you are absent, late or leave early. No Exceptions.

CONDUCT POLICY

1. Students shall conduct themselves in an orderly and considerate manner at all times.
2. Fighting is prohibited at school and any school sponsored event. The definition of fighting is:
   - Two or more students who engage in mutual combat (with malice)
   - Physical assault on another person with or without injury
   - Improper use (threats, bullying, etc.) of Internet social networks (Facebook, Twitter, Tumblr, etc.) that cause campus disruptions (fights, verbal arguments, etc.)
Because the circumstances with respect to a fight are always considered, the following consequences will result depending on the severity of the incident:
   - Suspension
   - Arrest by law enforcement officials
   - Expulsion from the school
3. Theft - Students who steal from the school, a school staff member, another student, vehicles, residences, or places of business during school hours or at a school sponsored activity will be subject to the following consequences depending upon the circumstances:
   - Suspension
   - Arrest by a law enforcement officials
   - Expulsion from the school
4. Cyber bullying is prohibited at school and any school sponsored event. The definition of Cyber bullying is: the transmission of harassing communications, direct threats, or other harmful texts, sounds or images on the Internet, social media, or any technologies including, but not limited to, using a telephone, computer, or any wireless communication device.
5. Personal abuse toward school staff or fellow students is not tolerated at the campus, which includes the following: Abusive language or making reference to another person in less than dignified terms, including profanity and obscenity; sexually harassing another individual; threatening to damage or steal another individual’s property. Also included would be failure to respect the authority or any school’s staff member.
6. Vandalism is prohibited at school and any school sponsored event. Vandalism includes the following: graffiti or willful disfigurement of any surfaces either private or public in or about ICBS or any other school. Such surfaces include tables, desks, chairs, or property of the school or staff. Also included would be damage from fire, water or fire extinguisher.
7. ICBS will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who appears to be under the influence of alcohol or drugs.
8. School Management reserves the right to suspend or expel a student who is disrespectful, raises voice to school personnel, gossips, is vulgar, uses vulgar language or causes discord.

These rules are designed to form excellent work habits and attendance and to aid in completing your course as soon as possible so that you may become employed. Violation of school rules may result in suspension or expulsion.
DISCIPLINARY POLICY
Student conduct: all students are expected to behave in a professional manner respecting all other students, staff and customers. A positive attitude is a must. ICBAS will terminate students if their conduct is not in the best interest of the school. This includes but is not limited to, appropriate treatment of fellow students, staff, clients, property, internet and other media privileges.

A. Discipline – The following types of disciplinary action may be taken by the school:

1. **Warning** – A verbal notice may be given to the student by an instructor or administrative staff indicating that continuation or a repetition of the specified conduct may be cause for further disciplinary action.

2. **Disciplinary Probation** – The student will be given a written warning; a notice of such counseling will be put into the students file indicating that the school will not tolerate further misconduct.

3. **Immediate Suspension** – Any student who violates any Law of the State of California or in any way causes or may cause injury to him/herself, other students, school staff, or clients may be suspended immediately without prior steps as outlined above, and pending an investigation and consensus of the staff and Board of Directors, expulsion may then occur.

4. **Expulsion** - A student who engages in any further misconduct as defined above while on Disciplinary Probation or Suspension will be immediately expelled.

ATTENDANCE POLICY
Student Time: Students will have their hours recorded by clocking in daily using a computerized system. Students must clock in at the start of the day, lunch breaks and at the end of the day. Students will receive practical credits for any task, operations, services, test and projects completed after each action is verified by the instructor.

- Absences: 14 calendar days are added to the student enrollment contract for any absences or tardiness. Absences must be called in daily to school office.
- Students will be automatically withdrawn on the 14th day of a consecutive absence if an approved leave of absence is not on file.
- Any missed course work or test must be made up during regular school hours according to instructor.
- Tardiness: All tardiness will be closely monitored; student morning theory begins promptly at 9:00am you are expected to be here on time. Our doors open at 8:45am so arrive early.

INTERUPTION FOR UNSATISFACTORY ATTENDANCE
Students are required to maintain 70% grade average or a letter grade of C, if the student fails to meet the minimum acceptable level of progress required the student will receive:

- Verbal warning – Instructor
- Written warning – for students who are not considered meeting minimum standards for satisfactory academic progress.
• Probation following a warning; if the student did not make satisfactory academic progress during the warning period.
• Termination – ICBAS may allow student to appeal and submit any documentation.

MAKE UP WORK
Make-Up work may be required for students that are habitually late or absent. Make-up work is not accounted for attendance hours.

RECORDING ATTENDANCE PROCEDURE
Students shall record their theory hours and practical operations on a weekly time sheet at the end of the reporting period; each student is responsible for transferring the operations and credits to a new time sheet each. All time sheets should be fully completed, to include printed Name, Student Number, and Dates and signed daily by both student and Instructor. Timesheets must be handed in every Monday. Discrepancies should be reported immediately to ensure that the correct calculation of the students; average attendance meet the minimum criteria.

LEAVE OF ABSENCE
An authorized leave of absence (LOA) is a temporary interruption in a students’ program of study. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the school president. The LOA request form must be filled out; beginning and end date, include the reason for the request and students signature prior to Financial Aid Officer entry. ICBAS may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances however the institution must document the reason for its approval and collect all needed documentation. Do not request a Leave of Absence unless you absolutely need one. Students on LOA will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In, addition students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as the last Day of attendance (LDA) prior to the start of the leave and the refund calculation will be performed any monies due shall be refunded within forty-five (45) days of a determination that a student has failed to return from their leave of absence (LOA) or the student has withdrawn, whether officially or unofficially.
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

This institution expects all of its full time and part time students (Cosmetology, Barbering, Esthetician and Manicuring) to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the institution’s accrediting body. This policy is provided to all applicants prior to their enrollment.

1. This policy is applied consistently to all students enrolled in all programs and scheduled for both full time and part time students.
   - Students will be evaluated on actual clocked hours

2. The institution ensures that students are informed that a leave of absence extends the student's contract period and maximum time frame by the same number of days taken in the leave of absence an addendum must be signed and dated by all parties.

3. At designated evaluations periods both quantitative (attendance) and quantitative (academic performance) that are evaluated on a cumulative basis at the designated evaluation periods throughout the course of program of study. ICBAS may evaluate (Theory and Practical) separately as long as they each meet the required threshold. School policy applies to every student enrolled in a federal financial aid program.
   - Maintain a 70% cumulative grade average or a letter grade of a “C” of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation periods.
   - Maintain a cumulative academic average of “C” (70% - School grading) or better at the end of each evaluation period.

4. This institution takes into consideration the qualitative factors. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade.

ACADEMIC GRADING POINT

<table>
<thead>
<tr>
<th>Numerical Range</th>
<th>Letter Grade</th>
<th>Grade Point Average</th>
<th>Grade Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100</td>
<td>A Excellent</td>
<td>(GPA4)</td>
<td>4 POINTS = A</td>
</tr>
<tr>
<td>80-89</td>
<td>B Good</td>
<td>(GPA 3)</td>
<td>3 POINTS = B</td>
</tr>
<tr>
<td>70-79</td>
<td>C Average</td>
<td>(GPA 2)</td>
<td>2 POINTS = C</td>
</tr>
<tr>
<td>60-69</td>
<td>D Poor</td>
<td>(GPA 1)</td>
<td>1 POINTS = D</td>
</tr>
<tr>
<td>0-59</td>
<td>F Fail</td>
<td>(GPA 0)</td>
<td>0 POINTS = F</td>
</tr>
</tbody>
</table>
PRACTICAL GRADING

Practical Grading, the rubric which is based on the grading of "0" - for not completing the work, and "10" for completing all the steps of work project correctly, will be used.

5. The maximum time frame in which the student must complete the educational program that is no longer than 150% of the approved length of the educational course or program based on 100% attendance schedule measured in clock hours.

Original required hours:

<table>
<thead>
<tr>
<th>Course</th>
<th>Required Hours</th>
<th>Full Time</th>
<th>Part Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>1600 Clocked</td>
<td>43 weeks</td>
<td>64 weeks</td>
</tr>
<tr>
<td>Barbering</td>
<td>1500 Clocked</td>
<td>40 weeks</td>
<td>60 weeks</td>
</tr>
<tr>
<td>Esthetician</td>
<td>600 Clocked</td>
<td>16 weeks</td>
<td>24 weeks</td>
</tr>
<tr>
<td>Manicuring</td>
<td>600 Clocked</td>
<td>16 weeks</td>
<td>24 weeks</td>
</tr>
</tbody>
</table>

**Maximum time frame in Clocked Hours:**

<table>
<thead>
<tr>
<th>Course</th>
<th>Maximum Time Frame Clocked Hours</th>
<th>Maximum Time Frame in Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>2400</td>
<td>64 Part time 96</td>
</tr>
<tr>
<td>Barbering</td>
<td>2250</td>
<td>60 Part time 90</td>
</tr>
<tr>
<td>Esthetician</td>
<td>900</td>
<td>24 Part time 36</td>
</tr>
<tr>
<td>Manicuring</td>
<td>900</td>
<td>24 Part time 36</td>
</tr>
</tbody>
</table>

If a student goes beyond the Maximum time frame, student will be withdrawn from school.

6. In order to monitor the academic progress of student our institution has developed a system which is as follows:

Evaluation forms are issued to all Students in Cosmetology and Barbering course at 25%, 50%, 75% and 100% of the course hours scheduled to complete. For all other courses consisting of 600 hours or less, students are issued evaluation forms at 50% and 100% of the course hours scheduled to complete.

7. The students' successful course completion percentage is based on the number of successfully completed clocked hours (70% academic grading) divided by the cumulative number of credit hours attempted by the student at that time.

8. Students meeting the minimum requirements for attendance (67%) and academic (70%) progress at any evaluation point will be considered to be making satisfactory progress until
9. Students not meeting the minimum satisfactory attendance (67%) academic progress will be placed on a written warning.

10. Institution may place a student on probation after a warning period if:
   • The institution evaluates the student’s progress and determines that the student did not make satisfactory academic progress during the warning or previous evaluation period; and
   • The student prevails upon appeal of a negative progress determination prior to being placed on probation; and
   • The institution determines that satisfactory academic progress standards can be met by the end of the subsequent evaluation period; or
   • The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institution’s satisfactory academic progress requirements by a specific point within the maximum timeframe established for the individual student.

11. Students may re-establish satisfactory progress by meeting minimum attendance 67% and academic 70% requirements by the end of the probationary period.

12. Student may appeal an un-satisfactory progress determination under the following conditions: The reasons for which a student may appeal and re-establish eligibility for financial aid are the following.
    • If there is a serious illness/injury or death within immediate family; or other special circumstances.
    • Student should provide documentation along with an appeal request and explanation letter with relevant paperwork (medical or hospital paperwork, copy of a death certificate etc...) by submitting why the student failed to make satisfactory academic or attendance progress and what has changed in the student’s situation that will allow the achievement of satisfactory progress at the next evaluation.
    • Results of the appeal are documented and signed by the student and school principal and filed in student’s Academic file.

13. Student who do not achieve the minimum standards are no longer eligible for Title IV funds, if applicable, unless the student is on a warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

14. The institution will notify the student in writing if the evaluation impacts the student’s eligibility for Title IV funds.

15. The institution will provide detail reasonable provision regards temporary interruption or leave of absence. The institution may allow a student to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. Students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as
the leave of absence.

16. Students will re-enter the institution in the same processes status when they left (temporary interruptions or Leave of Absence).

17. The course incomplete, withdraws or repetitions apply to the institution.

18. The course incomplete, repetitions and non credit remedial courses has no effect upon the institution's satisfactory academic progress standards. If the institution has no such items or policies.

19. Transferred hours from another institution are accepted towards the student’s educational program and are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution.

20. Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect. The institution will keep records for five (5) years from the last day of attendance. After this period, all records are destroyed.

**EVALUATION PERIODS**

Students enrolled in a Title IV Aid Program must be in compliance with the Satisfactory Academic Progress (SAP) during their evaluation period. Students meeting the minimum requirements for attendance (67%) and Academic (70%) are considered satisfactory progress until the next scheduled evaluation.

- Students meet with school official
- Students are given a copy of their SAP report

**ACADEMIC EVALUATION PERIODS**

Students are evaluated based on "Clocked hours" Satisfactory Academic Progress as follows:

- **Cosmetology**: 450 clock hours, 900 clock hours, 1250 clock hours, and 1600 clock hours.
- **Barbering**: 450 clock hours, 800 clock hours, 1100 clock hours, and 1500 clock hours.
- **Esthetician**: 300 clock hours and 600 clock hours
- **Manicuring**: 300 clock hours and 600 clock hours

Evaluations will determine if the student has met minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evaluations are completed within the (7) business day.
GRADING SYSTEM
The institution uses systematic student evaluations to assist student learning and to demonstrate satisfactory student achievement.

- Practical learning is evaluated using written criteria, such as Rubric “0” for not completing the work and “10” for completing all steps of work projected correctly.
- Academic is evaluated using the following grading point (see school policy pg:13)

APPEAL PROCEDURES
Students who fail to meet satisfactory progress after the probation period lose their aid eligibility. Students may appeal in writing and should explain why they failed to make satisfactory progress and what has changed in their situation. Student must submit proper documentation (basis of a major illness, the death of relative or special circumstances) within 15 business days after the progress report was issued to the student.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)
Student can regain eligibility of Title IV funding by creating an academic plan to insure that the student will be in compliance with the schools satisfactory progress standards.

RE-ENTRY POLICY
All students who withdrawal may re-enter into the program after 6 months without the loss of state board hours provided. The student must be in good standing with the college to be considered for enrollment. Students will be placed under the same status at the time of withdrawal. The college reserves the right to not re-enroll a student. All records of students are stored for five (5) years.

GRADUATION AWARDS (DIPLOMA)
When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of “C” (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate State examination.
COSMETOLOGY CURRICULUM  
(CIP CODE 12.0401, SOC CODE 39-5012.00) 1,600 CLOCK HOURS

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Such technical instruction and practical operations shall include:

**MINIMUM PRACTICAL OPERATIONS REQUIREMENTS**

<table>
<thead>
<tr>
<th>Operation</th>
<th>Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>30 Disinfecting</td>
<td>200 Wet Hair Styling</td>
</tr>
<tr>
<td>80 Permanent Waving</td>
<td>70 Haircutting</td>
</tr>
<tr>
<td>80 Thermal Hair Styling</td>
<td>70 Hair Coloring &amp; Bleaching</td>
</tr>
<tr>
<td>25 Chemical Straightening</td>
<td>40 Facials-Manual, Electrical, &amp; Chemicals</td>
</tr>
<tr>
<td>15 Scalp and Hair Treatments</td>
<td>15 Water and Oil Manicures</td>
</tr>
<tr>
<td>15 Make up applications</td>
<td>20 Eyebrow Arching and Hair Removal</td>
</tr>
<tr>
<td>15 Complete Pedicure</td>
<td>50 Artificial Nail Tips</td>
</tr>
<tr>
<td>50 Artificial Nails with Liquid Powder</td>
<td>20 Artificial Nail Wraps and Repairs</td>
</tr>
</tbody>
</table>

**SUBJECT OF TECHNICAL INSTRUCTION**

The Board of Barbering & Cosmetology Act and the Program’s Rules & Regulations

Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes physical and chemical changes Of matter.)

Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, Ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)

Theory of Electricity in cosmetology (shall include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.)

Disinfection and sanitation (Shall include
procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

**Anatomy and Physiology** - this subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology

**Wet Hair Styling** (Shall include hair analysis, shampooing, finger waving, pin curling, and comb outs.)

**Thermal Hair Styling** (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons and Blow dry styling.) (A.) Thermal Styling (B.) Press and Curl

**Permanent Waving** (shall include hair analysis, chemical, and heat permanent waving.)

**Chemical Straightening** (shall include hair analysis, and the use of sodium hydroxide and other base solutions)

**Haircutting** (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and Dry cutting.)

**Hair Coloring and Bleaching** (shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.

**Scalp and Hair Treatments** (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, And other hair treatments.)

**Facials** (A) Manual (shall include cleansing,

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05

05
scientific manipulations, packs, and masks.)
(B) Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)

(C) Chemicals (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with the Section 992 regulations regarding skin peeling.

**Eyebrow Arching and Hair Removal** (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)

**Make-up** (shall include skin analysis, complete and corrective make-up, last and brow tinting and the application of false eyelashes.)

**Manicuring and Pedicure**:

(A) Water and Oil Manicure, including nail analysis, and hand and arm massage.

(B) Complete Pedicure, including nail analysis, and foot and ankle massage

(C) Artificial Nails 1. Liquid and Powder Brush-on

2. Artificial Nail Tips

3. Nail Wraps and Repairs

**Additional Training** (Shall include the following subject matter: Salon management, communication skills that include, professional ethics, retail sales, decorum, record keeping, and client service record cards, also how to prepare a Resume, employment development skills, modeling, desk and reception, and other subjects relating to the course of Cosmetology.  **MAXIMUM HOURS**

*Note: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code.*

*Reference: Sections 7316(b), 73219(d)(l), 7321(d)(l), 7362, 7362.5(b) and 7389, Business*
BARBERING CURRICULUM  
(CIP CODE 12.0402, SOC CODE 39-501) 1,500 CLOCK HOURS

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical training covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Our institution uses direct method of instruction. The course of study for the Barbering course is

MINIMUM PRACTICAL OPERATIONS REQUIREMENT

20 Disinfecting

240 Hair Styling (includes hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling Irons and blower styling

105 Permanent Waving and Chemical Straightening (Includes hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.)

50 Hair Coloring & Bleaching (Includes the use of semi-permanent and temporary colors, hair analysis,
    predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and
    the use of dye removers

80 Haircutting-(includes but is not limited to, the following techniques and procedures; Use of scissors, razor (shaper), electrical clippers, trimmers, and thinning (tapering) shears for wet and dry cutting.

40 Shaving (Including preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, massaging the client's face, rolling cream massages

SUBJECT OF TECHNICAL INSTRUCTION    MINIMUM HOURS OF TECHNICAL INSTRUCTION

The Board of Barbering & Cosmetology Act and the Program’s Rules & Regulations

Hair styling: Hair analysis; Shampooing; Finger waving;
Comb outs; Straightening; Waving; Curling with hot combs, Curling irons and blow drying styling.

**Permanent Waving and Chemical Straightening**: Hair analysis; Acid and alkaline permanent waving; chemical straightening including The use of Sodium Hydroxide and other base solutions.

**Hair Coloring and Bleaching**: Including the use of semi-permanent And temporary colors. Hair analysis, predisposition and strand tests. Safety precautions; Formula mixing; Tinting; Bleaching; High and Low lights, and the use of dye removers.

**Hair Cutting**: Use of scissors, razor (sharper); electrical clippers/ Trimmers; and thinning (tapering) sheers for wet and dry cutting.

**Preparation and Performance**: Preparing the client’s hair for shaving; Assessing the condition of the Client’s skin; performing shaving techniques; A after-shave antiseptic Following facial services; massaging the client’s Face; rolling cream massage.

**Laws and Regulations**: The Barbering and Cosmetology Act and The Board’s Rules and Regulations.

**Health and Safety Considerations**: Training in chemicals and health in Establishments; Material Safety Data Sheets; Protection from hazardous Chemicals and preventing chemical injuries; Health and safety laws And agencies; Bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.

**Disinfection and Sanitation**: Proper procedures to protect the health and Safety of the consumer as well as the technician; Proper disinfection Procedure for equipment used in establishments.

**Anatomy and Physiology**: Human anatomy; Human Physiology.

**Business Skills**: Professional Ethics; Communication; Salesmanship; Client record-keeping; Decorum; Basic tax information relating to Booth renters, independent contractors, employees, and Employers.
The curriculum for students enrolled in Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture classroom participation, or examination. Practical operation shall mean the actual performance by the student of a “complete service on another person.” Such technical instruction and practical operations shall include:

**MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION**

<table>
<thead>
<tr>
<th>Disinfection and Sanitation</th>
<th>Eyebrow Arch – Tweezing</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>25</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Facials: 100</th>
<th>Eyebrow Arch – Wax</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Manual 50</td>
<td>Make up</td>
</tr>
<tr>
<td>B. Electrical 50</td>
<td>Additional Training</td>
</tr>
<tr>
<td>C. Chemical 40</td>
<td>Depilatories</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SUBJECT OF TECHNICAL INSTRUCTION</th>
<th>MINIMUM HOURS OF TECHNICAL INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Board of Barbering &amp; Cosmetology Act and the Program’s Rules &amp; Regulations</td>
<td>10</td>
</tr>
<tr>
<td>Cosmetology Chemistry related to the practices of an Esthetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes in matter)</td>
<td>10</td>
</tr>
<tr>
<td>Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS &amp; Hepatitis B.)</td>
<td>40</td>
</tr>
<tr>
<td>Theory of Electricity. Shall include the nature of electrical current, principles of operating electrical Devices, and the various safety precautions used when operating electrical equipment.)</td>
<td>05</td>
</tr>
</tbody>
</table>

**Disinfecting and Sanitation** (shall include procedures to protect the health and safety of the consumer as well as the
Technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.

**Bacteriology, Anatomy, and Physiology.**

**Facials** - A. Manual: shall include skin analysis, cleansing, scientific manipulations, packs and masks

**B. Electrical**: shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes

**C. Chemical (peels, packs, scrubs, masks)**

Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories

Makeup

Corrective Makeup-application of False Eyelashes

Preparation - shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, and pre and post operative care, CPR/AED, salon and spa skills.

Additional Training (Shall include the following subject matter: Salon management, communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume’ employment development, modeling, desk and reception, and care and other subjects relating to the field of Esthetics.

**MAXIMUM HOURS**

*Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(b), 7324(d)(l), 7362,*
MANICURING CURRICULUM
(CIP CODE 12.0410, SOC CODE 39.5092.00) 600 CLOCK HOURS

The curriculum for students enrolled in Manicuring course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a nail care. Technical instruction means instruction by demonstration, lecture classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. Such technical instruction and practical operations shall include:

**MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 Disinfection and Sanitation</td>
<td>50</td>
</tr>
<tr>
<td>40 Water &amp; Oil Manicure</td>
<td>50</td>
</tr>
<tr>
<td>20 Completer Pedicure</td>
<td>100</td>
</tr>
<tr>
<td>80 Acrylic</td>
<td>100</td>
</tr>
<tr>
<td>60 Nail Tips</td>
<td>20</td>
</tr>
<tr>
<td>40 Nail wraps and repairs</td>
<td></td>
</tr>
</tbody>
</table>

**SUBJECT OF TECHNICAL INSTRUCTION**

The Board of Barbering & Cosmetology Act and the Program’s Rules & Regulations

**Manicure and Pedicure** includes water and Oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, Electric nail files, nail design, application of artificial nails including liquid, gel, and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis.

**Bacteriology, Anatomy, and Physiology**
This includes but not limited to Bacteriology, anatomy, physiology, and nail analysis and conditions

**Disinfection and Sanitation**
Disinfection includes but not limited to Procedures to protect the health and safety of the consumer as well as the technician

**Nail diseases disorders and podiatry**

**Reflexology and foot massage**

**Additional Training people skills**
EXTERNSHIP PROGRAM (As Available Only)

The availability of Externship Programs varies and is dependent upon the number of salons and spas that comply with rules and regulations of state board in regards to accepting externship students. These programs are designed to develop proactive partnerships between salons and spas, ICBAS and our students. Externships provide the students with real life, hands on experience at highly successful, dynamic and inspiring salons and spas. Students earn classroom hours while participating and assisting in salon and spa activities. Students must have completed 60% of the total hours and Practical work required for their course completion, have a GPA and attendance rate of 70% or higher, and present a letter of recommendation from their instructors. Externships are unpaid, but student externs receive clock hour credit toward graduation. These programs are not a requirement for graduation. The student extern shall receive clock hour credit toward graduation, but the credit shall not exceed eight (8) hours per week and shall not exceed 10 percent of the total clock hours required for completion of the course.

Preparation for Externship Program:

- Student must request an approval from the Administration's office to participate in Externship program.
- Student must take and pass a comprehensive written and practical examination establishing the individual's qualification to participate in the program.
- Student must submit a 1 1/2" x 1 1/2" photo to be attach on the student ID.
- Student must wear student ID in the salon at all times.
- Student must wear all black (black top, black pants, & black shoes) or depending on the salons uniform requirement.
- Student must strictly comply with the salon establishment's policy.
- Student must report to school weekly, of the hours received from externship.
- The salon (salon manager/educator) will evaluate the student's performance in a weekly basis and a final evaluation at 40 hours.
### GAINFUL EMPLOYMENT DISCLOSURE

The following information is provided in accordance with US Department of Education regulations requiring disclosure of certain information relating to educational programs that lead to gainful employment.

<table>
<thead>
<tr>
<th>Program</th>
<th>CIP Code</th>
<th>SOC Code</th>
<th>O*Net</th>
<th>Occupational Title</th>
<th>Wages</th>
<th>Median Loan Debt</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Median Hourly</td>
<td>Median Annual</td>
<td>On-Time Graduation</td>
<td>Job Placement</td>
<td>Title IV Loans</td>
<td>Private Loans</td>
<td></td>
</tr>
<tr>
<td>Cosmetology</td>
<td>12.040 1</td>
<td>39-5012</td>
<td>39-5012.00</td>
<td>Hairdresser, Hairstylists, and Cosmetologists</td>
<td>$11.12</td>
<td>$23,140</td>
<td>100%</td>
<td>98%</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Barbering</td>
<td>12.040 2</td>
<td>39-5011</td>
<td>39-5011.00</td>
<td>Barber</td>
<td>$12.03</td>
<td>$25,010</td>
<td>100%</td>
<td>98%</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Esthetician</td>
<td>12.040 9</td>
<td>39-5094</td>
<td>39-5094.00</td>
<td>Skin Care</td>
<td>$13.92</td>
<td>$28,940</td>
<td>100%</td>
<td>100%</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
<tr>
<td>Manicuring</td>
<td>12.041 0</td>
<td>39-5092</td>
<td>39-5092.00</td>
<td>Nail Care</td>
<td>$9.30</td>
<td>$19,340</td>
<td>100%</td>
<td>92%</td>
<td>0</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

[1] "On-Time" or "Normal time" is the typical amount of time it takes full-time students to complete their program. On-time graduation does not include absence hours that are automatically built in to each program. For specific allowable absence hours please see the Fee Schedule in this Student Handbook/Catalog.

[2] The Occupational information Network (O*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA).

[3] These survey data are from 2013 Occupational Employment Statistics (OES) survey. The wages have all been updated to the first quarter of 2013 by applying the US Department of Labor's Employment Cost Index to the 2013 wages. Occupations classified using the Standard Occupational Classification (SOC) codes. For details of the methodology, see the Overview of the OES Survey at http://www.labormarketinfo.edd.ca.gov.

[4] As submitted to accrediting agency NACCAS for the calendar year 2013, the most recent year for which data is available.
CAREER COUNSELING
Personal assistance is available to students. Each student is assigned a member of the faculty who shall serve as the student’s advisor. Confidential referrals are given to students for a variety of subjects, which include: substance abuse, drug prevention, social services and employment services.

OUTLOOK
Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Growth rates will vary by specialty. Employment of barbers is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair-care services.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

WORK ENVIRONMENT
Physical Demand Summary
**Cosmetology & Barbering** involves standing, working constantly with hands from the waist to chest level & frequently about shoulder level. Items lifted such as below dryer, curling iron with a maximum weight is 3 pounds. Constant standing can irritate lower back trouble, however most salons will provide special chairs or stools to use while performing these tasks to reduce the stress caused there. Standing time is appx.45minutes per client with the ability to sit between processing or customer appointments. Repetitive wrist, hand movement & finger dexterity are necessary for the detailed rolling of a perm & cutting or styling of hair.

**Manicuring,** involves constant sitting, working constantly with hands from waist to chest level. Repetitive motion of shoulders, arms & hands is necessary to give a massage or file artificial nails. Sitting is usually one hour per client with the ability to move about between clients. Good eyesight is necessary for the detail work required in nail care.

**Esthetician** involves some standing with arms & hands at waist to chest level while applying makeup or waxing. Constant sitting is necessary while performing actual skin care massage & treatments usually lasting 45 minutes with breaks in between appointments. Finer dexterity & wrist used in massage combining with shoulder movement.

Work Schedules
Many barbers, hairdressers, and cosmetologists work part time. However, some self-employed workers may have long hours. Work schedules often include evenings and weekends—the times when barbershops and beauty salons are busiest. Those who are self-employed usually determine their own schedules.

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1 Information from Bureau of Labor Statistics
HEALTH, PHYSICAL & OTHER CONSIDERATIONS
Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with customers. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending, and stretching, and sometimes for long period of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill training demands.

ACCESSIBILITY FOR DISABLED STUDENTS
Students with disabilities should contact Students Services for more information regarding additional programs and services available (818)280-4898

STANDING FOR EXTENDED PERIODS OF TIME
Cosmetologists work on their feet. While clients are typically in the sitting position, cosmetologists need to be able to stand over them to cut hair and lean close enough to apply makeup and other treatments. If an individual cannot stand or remain standing for long periods of time, they are unlikely to be successful as beauty industry professionals because they will not be able to perform tasks accurately.

STEADY HANDS
Beauty Industry professionals work with their hands to cut hair, perform manicures and pedicures, make-up and other applications. To perform all these tasks successfully, the professional must have the ability to control her/his hands and fingers at all times, including holding the hand very steady while cutting hair, applying make-up or other beauty treatments. A professional who cannot hold her/his hands steady is certain to receive a number of complaints from incorrectly or badly performed procedures.

ALLERGIES
Beauty Industry professionals are required to handle a large number of chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in cosmetology due to their adverse physical reactions to the tools of the trade.

VACCINATION POLICY
ICBAS does not mandate vaccinations as part of the enrollment requirements. We do encourage all students to stay current on all State and Federal recommended vaccinations.

STUDENTS WITH VETERANS ADMINISTRATION (VA) BENEFITS
Students wishing to enroll at ICBAS and utilize the VA benefits for which they may be eligible must submit unofficial transcripts for all prior training even though they may not be transferring any hours into the ICBAS program. Education call center toll – free number for the Education Call Center is 1-888-442-4551 www.benefits.va.gov/gibill

VOTER REGISTRATION
All students over the age of 18 are encouraged to register to vote. See administration for an application or go to http://www.rockthevote.com
CAMPUS HOUSING
ICBAS does not maintain housing for students nor does it make specific recommendations regarding house, however some accommodations are available within the local communities and information will be provided if available to the school via the internet or media publications.

JOB PLACEMENT/CAREER SERVICES
ICBAS provides ongoing employment referrals to our graduates. Salons call us regularly asking for our graduates. We provide opportunities for salon owners, stylist and other licensed professionals to come in, teach advance classes, attend our school events, be special guest judges in our school competitions so they can get to know our talented students and offer advice along with recruiting our students once they graduate. Career counseling is done as often as necessary to check on a students’ progress and assess their personal goals. Although our job list of prospective employers is extensive we cannot guarantee employment. Graduates are expected to make interview appointments with prospective employers. Those that are dedicated will have a high degree of success in the beauty industry.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES
Our facility is a two story building with two exits in the front and back. If in case of an emergency we advise students to calmly follow emergency exit signs. Fire extinguishers are in each classroom and clearly visible along with back up lights. We will call 911, fire department or Los Angeles police department if needed.

DRUG ABUSE PREVENTION POLICY
ICBAS, strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, or assistance concerning Drug Abuse Prevention may call 211 or call the National drug treatment hotline (1855)378-4735
CONSTITUTION DAY
Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. International College of Beauty, Arts & Sciences presents programs pertaining to the United States Constitution on September 17 of each year.

LIBRARY
This institution maintains a reference library containing many audio and visual aids, books, periodicals and magazines for the use of the staff and student body. Students are encouraged to utilize the materials available to them for independent study and research assignments.

G.E.D. CLASSES AVAILABILITY
If you do not already hold a high school diploma or G.E.D. certificate. International College of Beauty Arts & Sciences, encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below. The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

<table>
<thead>
<tr>
<th>Entity Name</th>
<th>Street Address</th>
<th>City, State and Zip</th>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adult Community Training Center</td>
<td>1122 East Garfield</td>
<td>Glendale, CA</td>
<td>818/240-1000</td>
</tr>
<tr>
<td>Burbank Adult School</td>
<td>3811 Allan Ave.</td>
<td>Burbank, CA</td>
<td>818/558-4611</td>
</tr>
<tr>
<td>Los Angeles Unified School, Dist.</td>
<td>1646 S. Olive, Room 503</td>
<td>Los Angeles, CA</td>
<td>213/765-2573</td>
</tr>
<tr>
<td>Los Angeles Valley College</td>
<td>5800 Fulton Ave.</td>
<td>Valley Glen, CA</td>
<td>818/947-2976</td>
</tr>
</tbody>
</table>
COPYRIGHT INFRINGEMENT & ILLEGAL FILE SHARING-POLICIES

Intellectual properties include copyrights, trademarks, patents and trade secrets covered by copyright law. Copyright infringement (or copyright violation) is the unauthorized, prohibited use to reproduce ideas information without any intention of paying for it.

For electronic and audio-visual media, unauthorized reproduction and distribution is also commonly referred to as piracy. Besides, unauthorized downloading of movies, music and software is damaging the economy.

When students are found guilty of an academic offense, a penalty will be assigned ranging from a warning to a suspension or expulsion from the institution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “willful” infringement, a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov).
CAMPUS SECURITY ACT DISCLOSURE STATEMENT

All ICBAS students and staff members should report all incidents of criminal actions or security emergencies to the instructors immediately. This report includes sightings of any needed repairs or maintenance of the campus grounds to ensure a safe campus environment. In the event of a crime or emergency, all personnel and student body are advised to call the police department (911) immediately.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution’s crime statistics for the period between 01/01/2012 and 12/31/2013, the police department retrieved 2010 statistic report and found, area immediately adjacent to school buildings and property (offense and arrests are within 67 yards of school):

Report Distribution Date: July 2013

Occurrences within the 2012-2013 Calendar Years

<table>
<thead>
<tr>
<th>Crimes Reported</th>
<th>2012</th>
<th>2013</th>
<th>Location:C=Campus</th>
<th>N=Non-campus</th>
<th>P=Public</th>
<th>Hate Crime?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Murder (Includes non-negligent manslaughter)</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Sex offenses (forcible &amp; non-forcible)</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Robberies</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Aggravated assaults</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Burglaries</td>
<td>1</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Motor Vehicle Thefts (on Campus)</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Hate Crime Reporting--The HEOA expands hate crime statistics reported to the Department to include;</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Larceny-theft</td>
<td>1</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>simple assault</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
<tr>
<td>Vandalism</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td></td>
<td></td>
<td>NO</td>
</tr>
</tbody>
</table>

Number of arrests made for the following crimes

<table>
<thead>
<tr>
<th>Referred for campus disciplinary action?</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Yes) (No)</td>
</tr>
<tr>
<td>Liquor Laws</td>
</tr>
<tr>
<td>Drug laws</td>
</tr>
<tr>
<td>Weapons Possession</td>
</tr>
</tbody>
</table>
There has been NO Criminal Offenses committed on the campus of International College of Beauty Arts & Sciences against staff, students or patrons. The college is in compliance with "Public Law 101-542, the Student Right-to-know Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments.

*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing “911”.

- All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution’s secretary who contacts the correct police department District for statistics and the institution’s “Campus Crime Fact Sheet”, and then records those statistics.

- Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. When the school closes for the night, the school’s official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.

- Current policies concerning campus law enforcement are as follows:
  - Institution’s officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
  - Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-
violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.

- The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms.
- Report any suspicious persons to your institutional official.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people.
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
- The “Crime Awareness and Campus Security Act” is available upon request to students, employees (staff and faculty) and prospective students.
- The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
- Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
- The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution’s policies and regulations are properly disclosed to prospective students.

All incidents shall be recorded in the International College of Beauty Arts & Sciences “Campus Crime Fact Sheet” at the institutional official’s station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school’s official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

- This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff.
• Sexual assaults (criminal offences) on campus will be reported immediately to the institution’s official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

The institution does not maintain any special relationship with State and local police and do not have agreements with those police agencies (such as written memoranda of understanding) to investigate alleged crimes. This Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies. This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus. This institution does not provide on-campus housing. Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).
FINANCIAL MATERIALS & SOURCES

TUITION PAYMENT POLICY
All tuition and fees are payable in advance, unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly and quarterly) are available. For those students who wish to pay their own way through the school, the financial officer will develop a payment program for each individual. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available.

If applying for Federal Student Aid, (subject to qualifications and eligible classes) then prior to starting class the student will have completed a FAFSA online at www.fafsa.ed.gov to determine eligibility.

TUITION AND FEE SCHEDULE SUPPLEMENTAL INFORMATION.
The STRF fee will not be charged if you do not meet the criteria explained above.

*Course length based upon full time & part-time schedule*

<table>
<thead>
<tr>
<th>COURSES</th>
<th>Minimum # of Hours</th>
<th>Cost Per Hr.</th>
<th>Tuition</th>
<th>Reg. Fee Non-Refundable</th>
<th>Supplies Non-Refundable</th>
<th>Tax</th>
<th>Total</th>
<th>Duration of the course in weeks</th>
<th>STRF No-Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td>COSMETOLOGY</td>
<td>1600</td>
<td>11.50</td>
<td>18,400.00</td>
<td>100.00</td>
<td>820.00</td>
<td>645.00</td>
<td>44.00</td>
<td>135.81 4.81 FT-44 PT-65</td>
<td>0.00 0</td>
</tr>
<tr>
<td>BARBERING</td>
<td>1500</td>
<td>11.50</td>
<td>17,250.00</td>
<td>100.00</td>
<td>820.00</td>
<td>245.00</td>
<td>44.00</td>
<td>99.81 8.81 FT-40 PT-60</td>
<td>0.00 0</td>
</tr>
<tr>
<td>ESTHETICIAN</td>
<td>600</td>
<td>16.50</td>
<td>9,900.00</td>
<td>100.00</td>
<td>740.00</td>
<td>250.00</td>
<td>44.00</td>
<td>93.06 7.06 FT-16 PT-24</td>
<td>0.00 0</td>
</tr>
<tr>
<td>MANICURING</td>
<td>600</td>
<td>12.00</td>
<td>7,200.00</td>
<td>100.00</td>
<td>690.00</td>
<td>370.00</td>
<td>44.00</td>
<td>99.09 8.50 FT-16 PT-24</td>
<td>0.00 0</td>
</tr>
</tbody>
</table>

Once used, kits are not returnable or refundable due to sanitary considerations.

**THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION FEES OR MAKE CHANGES, WHEN DEEMED NECESSARY, WITHOUT PRIOR NOTICE. SUCH CHANGES WILL NOT AFFECT ENROLLED CURRENT ATTENDING STUDENTS. Always check with the school personnel for the most current charges and scheduled class starts.**
STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment for the Students Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student, who is a California resident and prepay all or part of your tuition either by cash, guaranteed students loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident.
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

This money is collected by this institution and paid upon your behalf as required by the BPPE.

The State of California created the Students Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by California residents whom were students attending certain schools regulated by the Bureau of Private Postsecondary Education. You may be eligible for STRF if you are a California resident who students were attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident, prepaid tuition, paid the STRF assessment, and suffered an economic loss as result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of school.

EXTRA INSTURCTIONAL CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student exceeds the time frame outline above, an extra instructional charge will be made for the balance of the hours required for the completion of course. Student will not be allowed to clock in until applicable daily payments are made. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows;

- Cosmetology: $15.00 hourly
- Barber: $15.00 hourly
- Esthetician: $20.00 hourly
- Manicuring: $16.00 hourly
CROSSOVER APPLICANTS
In addition to the admissions requirements, individuals wishing to enroll into a program where previous training occurred while obtaining a Cosmetology/Barbering /Esthetician license, ICBAS may accept credit hours of previous training from another program as allowed by the California Board of Barbering and Cosmetology. The applicant must have a valid California Cosmetology Esthetician /Barber/Manicuring license and submit a copy with the license with the completed application.

BRUSH UP POLICY
Requiring preparation for the Board licensing exam will be billed at the following hourly rates depending on which license an applicant is applying for plus a registration fee of $100.00: There will be a minimum of 80 hours of instructional training.
  • Barbering/Cosmetology and Manicuring: $20 per hour
  • Esthetician: $25 per hour

REFUND POLICY OUTLINE
The refund policy can also be found within the Enrollment Agreement. All enrolled students will receive a copy of the Student Rights and the Notice of Cancelation and Refund policy, for their personal records as part of the enrollment procedure.

STUDENT’S RIGHT TO CANCEL
Students Right to Cancel: The student has a right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (First day of classes), or the seventh (7) day after enrollment (seven days from date when enrollment agreement was signed), whichever is later except Registration fee of $100.00

The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, and that a withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to student’s lack of attendance.

REFUND POLICY:
After the cancellation period, the institution provides a pro rata refund for ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (Including absences), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds.
Registration fee of $100.00 dollars are **Non-Refundable**. Equipment, books, supplies, tools, uniforms, its and any other items **issued and received by the student** would not be returnable.

**Once received** by the student it will belong to the student and will represent a liability to the student.

1. If you cancel the agreement, the school will refund any money that you paid, less any deductions for registration fee and supplies, uniform and books received.
2. If you withdraw from school after the cancellation period, the refund policy described above will apply.
3. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within **45** days of the official withdrawal date. (See refund section below)
4. If the amount you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay the balance.
5. Official withdrawal date is on the student’s notification or school determination.

**Determination of withdrawal from school:** The withdrawal date shall be the last date of recorded actual attendance. The student would be determined to have withdrawn from school on the earliest of:

1. The date you notify the **Financial Aid Officer** of your intent to withdraw.
2. Only the **Financial Aid Office** would be authorized to accept a notification of your intent to withdraw.
3. The date school terminates your enrollment due to academic, failure or for violation of its rules and policies stated in the catalog.
4. The date you fail to attend classes for two (14 days) week period and fail to inform the school that you are not withdrawing.
5. The date you failed to return as scheduled from an approved leave of absence.
6. The withdrawal date shall be the last date of recorded attendance.
7. The date of determination of withdrawal will be the scheduled date of return from LOA.

<table>
<thead>
<tr>
<th>Percent of program completed to total length of course and/or program, semester, term or billing period, per contract</th>
<th>Amount of total tuition owed to the institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.01 to 04.9%</td>
<td>20%</td>
</tr>
<tr>
<td>5 to 09.9%</td>
<td>30%</td>
</tr>
<tr>
<td>10 to 14.9%</td>
<td>40%</td>
</tr>
<tr>
<td>15 to 24.9%</td>
<td>45%</td>
</tr>
<tr>
<td>25 to 49.9%</td>
<td>70%</td>
</tr>
<tr>
<td>50% and over</td>
<td>100%</td>
</tr>
</tbody>
</table>
STUDENTS ARE ENCOURAGED TO KEEP THEIR LOAN DEBT AS LOW AS POSSIBLE. THESE LOANS ARE AGGRESSIVELY COLECTED BY THE USDE AND ITS CONTRACTORS. INTEREST LIABILITY ON LATE PAYMENTS IS VERY EXPENSIVE. LACK OF PAYMENT IS A VERY DAMAGING TO CREDIT HISTORY AND FUTURE BORROWING POWER.

(*) Funds are limited in nature; therefore awards are based on availability of funds at the school.

(**) Annual loan limits and based on educational levels within the course of enrollment. Loan levels are specific information designated to the course of study at this institution. For Example, if the student attended two years of community college, but it enrolls in a course that is one academic year long without any transfer hours, the correct student level will be 1st and 3rd loan level.

For more specific information on each program please refer to the student guides a available at student guide: http://studentaid.ed.gov/students/publications/student_guide/index.html


STUDENT ELIGIBILITY REQUIREMENTS
To be eligible for financial aid, a student must:

• Be admitted as a regular student
• Be enrolled or accepted for enrollment in a eligible program
• Be a citizen or an eligible non-citizen
• Not owe a refund on a FPELL Grand or FSEOG at any school
• Have financial need
• Be making satisfactory progress (as defined by the school’s policy) in the course of study
• Be registered for selective services (if a make between the age of 18-25)
• Have signed a statement of updated information
• Have a High School Diploma, (or its equivalent) a GED
• Agree to use any federal student aid received solely for educational purposes

APPLICATION FOR AID, PROCEDURES AND FORMS
All International College of Beauty Arts & Sciences are encouraged to schedule an appointment with the Financial Aid Officer prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:

APPLICATION FOR FEDERAL STUDENT AID (FAFSA)
This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this school during school hours free of charge. In addition to the
FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student’s individual family circumstances. Website: www.fafsa.ed.gov

**FEDERAL PELL GRANT PROGRAM**

Funds received under this program are not subject to repayment from the student.

Deadline: FAFSA applications must be received by June 30 in the year on which the application is intended for. SAR OR ISIR must be submitted to the financial aid office by September 29, of the award year from which aid is requested from, or your last day of enrollment in 2016-2017, whichever comes first. A valid ISIR requires signatures of student, spouse and / or parents, when the ISIR has been corrected.

**RENEWAL PROCESS:**

A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a Maximum Annual Award: $5,550

Disbursement: they are made based on per payment period via a check credit to the student’s tuition account. Website www.ed.gov/programs/fpg/idex.html

**FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)** Funds received under this program are not subject to repayment from the student.

Deadline: you may apply during the enrollment process, using the FAFSA form; the school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award. **Maximum Annual Award: $4,000**

**DISBURSEMENT:**

Checks are issued to the school and credited to the students’ tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year – round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell receptions students with the lowest Expected Family contributions enrolled during the last three months.

**FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM**

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibility under these loan programs, the rights that the student has under the individual program conditions, and the consequences of falling to meet the repayment obligations.
FEDERAL DIRECT STAFFORD SUBSIDIZED LOAN
Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).

The Federal Government pay interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combine amount borrowed does not exceed applicable loan limits and that the student’s eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

Maximum Annual Award: First level $3,500, Second level $4,500, Third level $5,500 (Max aggregate $23,000)

FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN
These loans expand the ability of the U.S. Department of Education to make “Unsubsidized” Federal Stafford Loans to students. These loans carry many of the same terms and conditions associated with subsidized Federal Stafford Loans with the following two exceptions:

1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).

2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

Deadlines: Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested. The student is responsible in locating his or her own lender that participates in the FFEL Loan Program.

Maximum Annual Award: Dependent student: with Parent loan First level $2,000, second level $2,000, Third level $2,000 (Max aggregate $8,000). Dependent student without Parent loan or independent students: First level $6,000, Second level $6,000; third level $7,000 (Max aggregate $14,000)

Disbursement: Checks are issued to the school and credited to the student’s tuition account. It is the student’s responsibility to submit all required forms and documentation to the financial aid office before disbursement. For additional information, read the pamphlet "Direct loan Entrance Interview"

ENTRANCE/EXIT COUNSELING INSTRUCTIONS
Before the institution disburses the student Federal Stafford Loan (Subsidized or unsubsidized), regulations require that student must complete an entrance counseling session and an exit counseling before graduating from the program. The counseling session provides information about how to manage your student loans, both during and after college. This part of the process can be done online at https://studentloans.gov/myDirectLoan/index.action. The institution also offers a one-on-one counseling with students.
NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)
Students and/or parents who elect to receive a Title IV loan (e.g., sub or unsubsidized Stafford loan or parent loan) at ICBAS will have that loan information submitted to NSLDS and it will be accessible by guaranty agencies, lenders and institutions who are authorized users of the data system. Students and/or parents may view their information at www.nslds.ed.gov.

COST OF ATTENDANCE BUDGET EXAMPLE
This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

<table>
<thead>
<tr>
<th>ALLOWANCE</th>
<th>WITH PARENTS</th>
<th>ON CAMPUS</th>
<th>OFF CAMPUS</th>
</tr>
</thead>
<tbody>
<tr>
<td>TUITION &amp; FEES</td>
<td>$ 16,142.50</td>
<td>$ 16,142.50</td>
<td>$ 16,142.50</td>
</tr>
<tr>
<td>BOOKS &amp; SUPPLIES</td>
<td>$ 1,085.00</td>
<td>$ 1,085.00</td>
<td>$ 1,085.00</td>
</tr>
<tr>
<td>FOOD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Month:</td>
<td>$ 483 / MO</td>
<td></td>
<td>$ 389 / MO</td>
</tr>
<tr>
<td>Per Year:</td>
<td>$ 4,347 / YR</td>
<td>INSTITUTION DOES NOT OFFER ON CAMPUS HOUSING</td>
<td>$ 3,501 / YR</td>
</tr>
<tr>
<td>HOUSING</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Month:</td>
<td>INCLUDED IN ABOVE</td>
<td></td>
<td>$ 818 / MO</td>
</tr>
<tr>
<td>Per Year:</td>
<td></td>
<td></td>
<td>$ 7,362 / YR</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td></td>
<td>$ 3,114 / YR</td>
<td>$ 134 / MO</td>
</tr>
<tr>
<td>Per Month:</td>
<td>$ 346 / MO</td>
<td>$ 819 / YR</td>
<td>$ 1,206 / YR</td>
</tr>
<tr>
<td>CHILD/DEPENDENT CARE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT, DEPENDING UPON AGE AND NUMBER OF CHILDREN</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LOAN FEES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORGINATION AND INSURANCE FEES</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL, Excluding Allowances based on actual institutional charges</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Month:</td>
<td>$ 1,132 / MO</td>
<td>$ 528 / MO</td>
<td>$ 1,842 / MO</td>
</tr>
<tr>
<td>Per Year:</td>
<td>$ 10,188 / YR</td>
<td>$ 4,752 / YR</td>
<td>$ 16,578 / YR</td>
</tr>
</tbody>
</table>

1. Include all mandatory fees
2. Includes food, snacks, meals on campus, household supplies
3. If contract is for less than nine months, adjustments may be made at the rate of $389/month or fraction thereof.
4. Includes travel to and from parent's residence and transportation costs to and from classes and work. (e.g., bus fare, gasoline, tolls, parking.)

CREDIT BALANCE
A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

EXPECTED FAMILY CONTRIBUTION (EFC)
Is the application of the U.S. Congressional formula to the student’s family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

RETURN OF TITLE IV FUNDS (R2T4)
APPLICATION OF TITLE IV FEFUND PROCEDURES:

Any refund due to a student who is a recipient of Title IV Funds, the refund will go towards paying off student loan, first and then any remaining refund will be applied towards the student’s Pell account. In accordance with the Federal Aid Handbook 34 CFR 668.22(i) Order of return of Title IV Funds, a ICBAS must return The IV funds to the program from which the student received aid during the payment period or period of enrolment as applicable, in the following order; up to the net amount disbursed from each source:

1. Unsubsidized Federal Stafford loans.
2. Subsidized Federal Stafford loans (other than plus loans).
3. Unsubsidized Direct Stafford loans (other than PLUS loans).
4. Subsidized Direct Stafford loan
5. Federal Pell Grants for which a return of funds is required.
6. Federal Supplemental Educational Opportunity Grants (FSEOG) for which a Return of funds is required.
7. Other assistance under this Title for which a Return of Funds is required (e.g., LEAP).

RETURN OF TITLE IV POLICY (“R2T4”)
The Federal Return of Title IV Funds formula (“R2T4”) dictates the amount of federal Title IV aid that must be returned to the Federal Government or the lending institution by the School and /or the Student. The R2T4 formula is applicable to an eligible student receiving federal aid when that student withdraws or is terminated from the School. A student’s withdrawal date is used to calculate the percentage of the payment period completed and is always the students last date of attendance/clocked hours.
The date of determination is the earlier of:

- The date the student notifies the School of the student’s withdrawal or the date of the student’s withdrawal, whichever is later.
- The School does not return or call from the student’s leave of absence the student shall be considered terminated.
- If the student unofficially withdrew, the day after the 14 calendar day of consecutive absence from the School.

The amount of title IV funds earned by the student is based upon the length of time the student is scheduled to complete in the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date. If this occurs on or before 60% of the payment period has been completed. After 60% of the payment period has been scheduled to be completed. 100% of the Title IV funds are earned. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%. The percentage of the payment period completed is calculated by the number of clock hours the student was scheduled to complete in the payment period as of the withdrawal date divided by the total number of clock hours in the payment period. The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

**VERIFICATION PROCESS**

**THESE PROCEDURES APPLY FOR THE 2016-2017 AWARD YEAR.**


Federal Regulations require schools to develop policies and procedures for verification. International College of Beauty, Arts, & Sciences (ICBAS) are required to make the policies available to all applicants, for financial aid, as well as prospective students, upon request. To follow the regulations and achieve consistency governing of this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, ICBAS will not disburse federal loans, Federal Grants, or SEOG, selected for verification, until completion of verification.

Under the regulations, the school will not disburse FPELL or FSEOG, nor certify Stafford/PLUS loan applications, until completion of verification process.

If student's FAFSA is selected for review in a process called verification, the school is required to adhered certain documents and adhere to deadlines for processing the application. Once the student has submitted the required documentation to the FA department, the financial aid counselor will make the appropriate corrections to the application information and submit it to the CPS. If, as a result of verification, the applicant's Title IV eligibility changes, the financial aid counselor will notify the student via a new award letter.

ICBAS requires the following items from an applicant selected for verification:
• Dependent applicants
  o Dependent Verification Worksheet
  o Copy of parent's signed federal 1040, 1040A, 1040EZ form (if filed)
  o Copy of student's signed federal 1040 form (if filed)
  o W-2 forms (if separation of income is necessary)
• Independent applicants
  o Independent Verification Worksheet
  o Copy of student's (and spouse's, if married) signed federal 1040,1040A,1040EZ form
  o W-2 forms

DOCUMENTATION REQUIRED
Applicants shall complete the appropriate sections of the Verification Worksheet 2011-2012. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school’s financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION
Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2012, whichever is earlier.

APPLICANT RESPONSIBILITIES
To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:
* Number of family members in the household
* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.
* Change in dependency status.
  Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.
  Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.
  The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.
CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN TIME(S)
If the student cannot provide all required documentation, the school cannot complete the verification process within 90 days (RGM) from the day of the request. The school must then advise applicants that they are not eligible for financial aid funds.

1. The school will advise the student(s) that they are not eligible for Financial Aid Funds.
2. The school will give the Students the following Options:
   • The student may continue training on a cash payment basis.
   • The student may withdraw, and re-enroll at no additional charge.
There will be no loss of earned clock hours, when the student provides all proof, and Verification is complete. The applicant must repay any over award or any award for which he/she was not eligible, discovered during the verification.

NOTIFICATION OF RESULTS OF VERIFICATION
The school shall notify the applicant of the results of the verification process within 30 days of the student’s submission.

REFERRAL PROCEDURE
The school shall forward to the Secretary of Education, referral of fraud cases.

ADMISSIONS DISCLOSURE FORM
We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.
INTERNATIONAL STUDENTS

The International College of Beauty Arts and Sciences invites qualified students from around the world to enroll in our state-of-the-art classes, conducted at our beautiful and ultra-modern facilities in Los Angeles, California.

No matter where you come from, you will learn the most advanced techniques for skin, hair and nail care which will place you in the top ranks of professionals back home or wherever you choose to pursue your career.

While studying with us, you will meet and form life-long friendships with fellow students, both American and international, who have goals similar to yours. You will spend your spare time in one the world's most exciting cities, with access to all it has to offer: Miles of sunny beaches - beautiful snow-capped mountains - mysterious deserts - and of course, every type of cultural attraction from rock concerts and sporting events to world-class museums and live theater.

Another benefit to start your career in the beauty field at The International College of Beauty Arts and Sciences may well be the opportunity to improve your English language skills, since all classes are conducted in English.

We look forward to helping you in your pursuit of a fulfilling career that will last a lifetime.

ADMISSION REQUIREMENTS FOR INTERNATIONAL STUDENTS

There are three types of International Student applicants who may qualify for admission to The International College of Beauty Arts and Sciences:

1. International Students (those who are neither American citizens nor permanent residents of the United States) in possession of a current M-1 visa.
2. Transfer Students (those who are currently studying at another accredited school under an approved M-1 visa and wish to transfer to The International College of Beauty Arts and Sciences).
3. Change of Status Students (those who are already in the United States on a different type of visa and who wish to change to an M-1 visa).

The following information pertains particularly to the newer International Student; if you are a Transfer Student or Change of Status student, your steps may be slightly different, but the end result – enrollment at The International College of Beauty Arts and Sciences – will be the same.

Let's begin with a few definitions:

THE M-1 VISA, FORM I-20, SEVP and SEVIS

As an International Student, you will be required to obtain certain documents in order to gain legal admission to the United States. We understand that the process and the various requirements can seem overwhelming at first glance, so we will try to explain these requirements in easy-to-follow steps:

THE M-1 VISA: This is specifically issued to international students of vocational and technical
The U.S. Department of State maintains a Website outlining current requirements for this type of visa.

**FORM 1-20:** The International College of Beauty Arts and Sciences will support your application for an M-1 visa by issuing you a Form 1-20, once you have been accepted into our program. Form 1-20, although it is an official government form, can only be issued to the government by your school. Without the Form 1-20, it is not possible to obtain an M-1 visa.

**SEVP (Student and Exchange Visitor Program):** This program acts as a "bridge" for various government organizations that wish to monitor information about foreign students.

**SEVIS (Student and Exchange Visitor Information System):** This is a technology that tracks and monitors schools and their educational systems, as well as the students themselves. You will have to pay a fee for this service.

**STEPS TO FOLLOW**

1. Contact an INTERNATIONAL ADMISSIONS ADVISOR at The International College of Beauty Arts and Sciences. Our professional staff will help you choose the program in which you wish to enroll.
2. Complete the application and supply the school with the documentation required to process Form 1-20, which will then be mailed to your home address.
3. You will be required to pay a fee, currently $200 U.S., for the SEVIS 1-901 application. Please visit the SEVIS website for any updated information http://www.ice.gov/sevis/factsheet/090104_fs.htm. You must pay this directly to the SEVP, as mandated by the Department of Homeland Security. The International College of Beauty Arts and Sciences does NOT handle this payment for you.
4. After you receive your Form 1-20 and pay the SEVIS fee, you must visit the U.S. Embassy or Consulate in your home country, each U.S. embassy and consulate has a web site linked to http://usembassy.state.gov/. This Web site will have information on how to apply for a student visa and how to make an interview appointment.
5. You are ready to enter the United States. You will enter this country at an official Port of Entry (POE), where you will present your M-1 visa, the Form 1-20, passport and other supporting documents.
6. Congratulations! You may now join your fellow students at The International College of Beauty Arts and Sciences and begin your studies. Welcome to your exciting future!

Congratulations! You may now join your fellow students at The International College of Beauty Arts and Sciences and begin your studies. Welcome to your exciting future!

**What are the requirements?**

- Must have a goal and must be enrolled in a full-time course of study.
- Letter of intent - a letter of intention of your interest in becoming a student in our college.
- Copy of current passport valid for travel to the United States and with a validity date at least six months beyond your intended period of stay in the United States.
- I-20 application payment acceptable either by credit card, international money order, or wire transfer.
- Two personal references
- You will need to show proof that you have enough financial capability to support yourself.

**Who will I be notified if I was accepted?**
- The Designated School Official (DSO) will correspond through e-mail from follow-up and updated status of application.

**When do I pay the fee?**
- Applicants who require a visa to enter the United States must pay the I-20 application fee together with letter of intent, two personal references, and financial documents.
- Non immigrants currently in the United States who apply for student or exchange visitor status must pay the fee prior to filing their change of status application.

**How do I pay the fee?**
- Note: You must have your I-20 before completing the I-901 Form.
- The $200 fee can be paid through the website at www.fmjfee.com. Use a credit card and complete the online Form I-901.

**When must I pay this fee?**
- The fee must be paid when you submit your application.
- Your payment will be recorded in SEVIS. You should also bring copies I-797 or the internet-generated receipt to your visa interview.

**Do continuing students have to pay the $200 fee?**
- Continuing students must pay the $200.00 fee when:
  - They file an application for reinstatement when they have been out of status for more than five months
  - They apply for a new visa or return to the United States after an absence of five months that did not involve authorized overseas study
  - They file an application for a chance of status to an F, M, or J classification (except for changes between F-1 and F-3, or M-1 and M3)

For additional information, please visit: [http://www.ice.gov/sevis/i901/faq4.htm](http://www.ice.gov/sevis/i901/faq4.htm) to inquire more information from the college please e-mail: [info@icbas.edu](mailto:info@icbas.edu)
STAFF MEMBERS OF ICBAS

OWNER/PRESIDENT OF INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES

Mrs. Sonia Boghosian has been involved with beauty industry since 1984. Sonia is President, CEO and Education Director of Bio Jouvance Inc, Europro Inc. Spa Group where she share her years of hands-on experience as a spa owner, and educator with those whom are seeking higher education within the beauty industry.

Sonia is a valuable speaker at the international and national beauty trade shows and a member of numerous spa & resort and cosmetology related associations where she shares her views and knowledge with beauticians and salon owners and individuals that are planning to open or upgrade their existing salons. Sonia also conducts yearly conferences and expositions for salon owners and industry executives. She conducts full-day workshops while training and updating salon and spa owner with day-to-day salon operation, the latest trends in beauty industry, and most advanced marketing plans.

She also conducts post graduate seminars and workshops nationwide for multiple industry-leading tradeshows such as IBS (International Beauty Show, in New York and Los Angeles), (Day Spa Expo in Philadelphia) and ISSE (International/Salon Spa Expo). She is also active, contributing editor to industry magazines and co-editor of most information articles, American Salon, Nail Pro, Dermascope, Les Nouvelles Esthetique and American Spa. Her years of experience in Europe and the United States have become valuable assets to her friends in salon/spa industry that are looking for excellence and diversity.

Sonia's passion for beauty industry and education is the force behind her desire to open the state of the art "International College of Beauty, Arts and Sciences" therefore to offer the most advance hair stylist, esthetician, and manicurist in beautiful and professional environment.
NOTICE OF CANCELLATION

(First Day of Class)

You may cancel this contract for school, without any penalty or obligation, by the date stated below.

If you cancel, any payment you have made any negotiable instrument signed by you shall be returned to you within 30 days following the school’s receipt of your cancellation notice.

But if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the unopened and unused equipment within this 30 day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment’s fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to: Sonia Boghosian.

NOT LATER THAN________________________
(Midnight of the date that is the fifth (5th) business day following the day of the first class)

I cancel the contract for school_______ (date)

___________________________________________
(Student’s Signature)

(Signature in this area represents cancellation of contract)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming in class.

If you have any complains, questions, or problems which you cannot work out with the school, write or call.

For additional information: Call the Consumer Information Center at: (800) 952-5210
E-mail: dca@dca.ca.gov

or write: Department of Consumer Affairs
Consumer Information Division
1625 North Market Blvd., Suite N 112
Sacramento, CA 95834

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ACKNOWLEDGMENT OF DISCLOSURES RECEIVED
INTERNATIONAL COLLEGE OF BEAUTY ARTS, & SCIENCES

Student: ____________________________  Student: ____________________________
ID # ________________________________

(STUDENT IS TO INITIAL EACH APPLICABLE ITEM THAT IS UNDERSTOOD AND
THAT HAS TAKEN PLACE)

I certify that I have received the disclosures indicated below, prior to my enrollment and
signing the enrollment agreement.

_____ Information sheet on the physical job demands, employment opportunities, salary range,
working conditions, safety hazards, and licensing requirements.

_____ Schools assessment rates, Federal disclosures of completion, retention and placement rates.
If applicable, passing rates on State Board Exams

_____ A copy of the school's Catalog

_____ A copy of the School Performance Fact Sheet (Applicable to schools operating in
California)

_____ I confirm that prior to my enrollment, I physically visited the school, and I had the
opportunity to observe classes and other instruction; talk with students and instructors, and
tour the facility.

_____ I have provided proof of my ability to benefit from the training. I provided a copy of my
High School diploma or its equivalency. **OR**, I have taken and passed the school's Ability
to Benefit Test. If applicable, I have taken and passed the school's admissions test.

I certify that I have received the disclosures indicated below, at the time of my actual
enrollment and signing of my enrollment agreement.

_____ I have received a completed copy of the enrollment agreement/contract, indicating all
school charges and terms of payment to meet the cost of the course of study.

_____ (If applicable), I have applied for a student loan. I have been advised of my obligation to
repay any Federal student loan that I could receive.

I certify that I have received the disclosures indicated below on the first day of class.

_____ Orientation Class

_____ Satisfactory Progress Policy

_____ Course Outline for my course of study

________________________________________  ____________________________
Student Signature  Date