Contents

GENERAL INFORMATION ................................................................. 1
LETTER OF WELCOME FROM THE PRESIDENT ........................................ 1
EDUCATIONAL OBJECTIVES/ MISSION STATEMENT ........................................ 2
APPROVAL DISCLOSURE ........................................................................ 3
COURSES OF STUDY ........................................................................... 3
FACILITY DESCRIPTIONS .................................................................. 3
INSTRUCTIONAL EQUIPMENT ............................................................... 4
NOTICE OF STUDENT RIGHTS ........................................................... 4
STATEMENT OF NON-DISCRIMINATION ........................................... 4
DISCLOSURE UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA) ........................................................................ 4
INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE ......................... 5
UPDATING INSTITUTION'S CATALOG ................................................ 5

ADMINISTRATIVE/ADMISSIONS POLICIES & PROCEDURES .................. 6
ADMISSION POLICY AND PROCEDURES .............................................. 6
VALIDITY OF HIGH SCHOOL DIPLOMA ................................................ 6
PROCEDURES .................................................................................... 6
TRANSFERABILITY OF HOURS AND CREDENTIALS EARNED AT ICBAS ........................................................................ 7
TRANSFER HOURS FROM A PREVIOUS SCHOOL .................................... 7
ORIENTATION CLASS ........................................................................... 7
ENGLISH AS A SECOND LANGUAGE ..................................................... 7
ADDRESS WHERE CLASS SESSION WILL BE HELD .......................... 7
CLASS SCHEDULES for 2014-2015 ...................................................... 7
SCHOOL HOURS ARE AS FOLLOWS .................................................... 8
CALENDAR/HOLIDAYS ........................................................................ 8
GRIEVANCE PROCEDURE .................................................................. 8
STUDENT RIGHTS TO CANCEL ........................................................... 8
The notice of cancellation ..................................................................... 8
Cancellation: ...................................................................................... 8

ACADEMIC and INSTRUCTIONAL POLICIES .................................... 9
School Rules and Regulations .............................................................. 9
CONDUCT POLICY ............................................................................ 10
DISCIPLINARY POLICY ......................................................................... 11
ATTENDANCE POLICY ......................................................................... 11
MAKE UP WORK ................................................................................. 12
RECORDING ATTENDANCE PROCEDURE ........................................... 12
LEAVE OF ABSENCE ........................................................................... 12
Satisfactory Academic Progress Policy (SAP) ....................................... 13
EVALUATION PERIODS ...................................................................... 15
GRADING SYSTEM .............................................................................. 16
ACADEMIC EVALUATION PERIODS .................................................... 16
APPEAL PROCEDURES ........................................................................ 16
COURSE INCOMPLETENESS ............................................................... 17
PROGRESS POLICY .............................................................................. 17
PROBATION ......................................................................................... 17
RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP) ........................................................................ 17
RE-ENTRY POLICY ............................................................................... 17

GRADUATION AWARDS (DIPLOMA) ................................................... 18

COURSE CURRICULUMS ..................................................................... 19
COSMETOLOGY CURRICULUM (CIP CODE 12.0401, SOC CODE 39-5012.00) 1,600 HOURS ................................................................. 19
LETTER OF WELCOME FROM THE PRESIDENT

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

At the INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES (ICBAS), our objective is to offer training that prepares the student to acquire the knowledge and skills necessary to pass the Board of Barbering and Cosmetology Licensing Exams. In addition to preparing our students for graduation we provide sufficient knowledge and self-steam that our graduates can seek and find employment in any related beauty industry. The successful student should be able to function effectively in one of the many specialty areas such as: Hair Stylist, Hair Colorist, Barber, Manicurist, Make-up Artist and Esthetician or as a Beauty Salon Operator. Normal progression should move him or her to positions such as Beauty Salon Manager, Beauty Salon Owner, Supervisor or an Educator.

The daily training operation of the INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES is under the instruction of a qualified Director, Mrs. Sonia Boghosian, who brings many years of valuable experience within the beauty industry and believes in continuing education to keep abreast with the vast changes in our industry. Our Director, Mrs. Sonia Boghosian brings 30 years of administrative experience to the program. Her experience complements her great educational and managerial talents and expertise as a salon/spa owner & International & National Industry mentor & speaker.

The resultant educational program, the teaching and training at INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES represents the spectrum of Industry knowledge and experience. Our Director, Mrs. Sonia Boghosian presents a challenging teaching and learning environment designed to maximize the student’s preparation and opportunity for success in one of today’s most exciting career fields - the beauty industry.

The quality of the INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES faculty is exhibited daily in the classroom and in the clinic. This core staff is supplemented on a regular basis through the use of guest artists, lecturers and trainers with proven expertise from virtually all cosmetology, manicuring, make up and skin care professions. These exciting activities are carried out in an environment that is characterized by an educational philosophy that demands student's adherence to exemplary professional conduct and standards. An instructional methodology provides continual individualized instructions during the complete tenure of student training. Students will gain skill and confidence from training on quality equipment in comfortable surroundings. The strict observance of high professional standards enhances their future opportunities for higher paying vocational employment.

The constant utilization helps develop skills to their fullest capacities. INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES welcomes all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

We also welcome foreign students the opportunity to grant student visa which is one of the privileges we cherish sharing our unique educational systems & techniques with those whom wish to learn the latest trends in beauty industry in USA. Being able to provide foreign student visa, places our school in a multi diverse league.
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 complies 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 and Manicurist. 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>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>12</td>
<td>43</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>*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>08/15/2008</td>
<td>400</td>
<td>4</td>
<td>16</td>
<td>DIPLOMA</td>
</tr>
<tr>
<td>Manicuring</td>
<td>12.0410</td>
<td>01/15/2015</td>
<td>600</td>
<td>6</td>
<td>24</td>
<td>DIPLOMA</td>
</tr>
</tbody>
</table>

(*) This course is eligible to participate in the USDE Title IV programs.

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. Easily accessible from all forms of commute, it is a fully air-conditioned facility that provides comfort for both our
students and staff. A student lounge is provided to relax, a lunchroom and a gathering area. Instruction is resident with facility’s occupancy level accommodating 100 potential students. Two handicapped-accessible restrooms are built with lockers for our students’ and staff’s uniforms, supplies and personal items.

INSTRUCTIONAL EQUIPMENT
A textbook and workbook or other related resource material pertinent to course taken shall be issued to students enrolled at International College of Beauty, Arts & Sciences at that point in the curriculum when the Instructor feels the text will be beneficial (usually disbursed after the 7th day of the notice of cancellation). And student’s (equipment/supplies/kits) that will be issued by the 7th day of the start of the class. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. 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 physical disabilities. However, it must be kept in mind that in most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods 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 who may be physically challenged if the student believes he/she can fulfill training demands at our current facilities and succeed in such a way that would not preclude employment within the student’s selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

DISCLOSURE UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)
Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution’s student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student’s file. Educational records are defined as files, materials, and documents that contain information directly related to the student’s period of enrollment that are maintained by the institution. Student records are subject to various laws and rules controlling maintenance of these records and access to the records by students others. For example, he FERPA provides students certain rights with respect to the student access to an amendment of educational records and governs when ICBAS can disclose education records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes ICBAS is not compliance with the statute and governs with ICBAS can disclose directory information about
students. STUDENT FILE ACCESS; Students seeking access to their records should submit a written request that identifies the record or records they wish to inspect to: ICBAS - Attn: President; 5225 W. San Fernando Rd. Los Angeles, CA 90039 International College of Beauty, Arts & Sciences will keep records for five (5) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student.

INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE
The training programs are structured using clinic settings as close to actual working conditions of a salon as possible. The practical “hands-on” application accounts for 50 to 60 percent of the training program. Each curriculum is geared toward a specific area in the Cosmetology Esthetician, & Manicuring field. The staff of the school is aware that individuals learn at different degrees of speed and ability, therefore training is on an individual basis. The staff is aware of the importance of this and makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning. This combination of individual attention and positive motivation is important for reaching the objectives of the training curriculum. Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty culture field of their choosing. Those persons 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, interested persons will be 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 September 2015 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

Admission requirements for the Cosmetology, Esthetician and Manicurist courses include that all prospective students must meet all of the following criteria:

A) Prospective student must be at least 17 years of age and a high school graduate.

B) Prospective student must have the following to enroll at International College of Beauty Arts & Sciences:

- Valid U.S. high school diploma with transcripts verifying your graduation date. (This can be from a foreign school if it is equivalent to a US High school diploma), a GED, passing scores from the California High School Proficiency Examination (CHSPE), or a legally recognized equivalent.
- Valid Social Security Card.
- Valid government issued photo identification card or driver’s license.

C) Prospective student must complete and sign an Enrollment Agreement.

VALIDITY OF HIGH SCHOOL DIPLOMA

The Department of Education requires this institution to develop and follow procedures to evaluate the validity of a student’s high school diploma 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.

PROCEDURES

If the document’s validity is questionable, it is the students’ responsibility to provide acceptable supporting documentation. At least one of the following documents is acceptable supporting documentation of high school graduation or its equivalency:

- Official high school diploma
- High School transcript documenting high school graduation
- Official letter from your high school on school letter head, preferable with the school seal, stating name, social security number, birth date, and date of graduation.
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma.
- A college transcript that documents the completion of high school or the GED
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor’s degree.
- Department of Defense Form 214 (Certificate of Release or Discharged from Active Duty form) documenting high school graduation or GED.
- State-issued GED certificate or transcript
- A letter or copy of the applicant’s certificate of completion from the school district in which the student resides, attesting to the student’s completion of a program of home schooling and the state’s recognition of the home school program.
- Foreign high school diploma or transcript (translated line per line, word per word if different language than English).

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]. If the state has jurisdiction over the high school, the state would be able to determine if the diploma from the school (which
does not have to be accredited) is recognized by the state. Another source is 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.

TRANSFERIBILITY OF HOURS AND CREDENTIALS EARNED AT ICBAS
Int‘l College of Beauty Arts & Sciences (ICBAS) has not entered into an articulation or transfer agreement with any other college or university. The transferability of hours you earn at ICBAS is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (hours, diploma or certificate) you earn in ICBAS is also at the complete discretion of the institution to which you may seek to transfer. If the (hours, diploma or certificate) that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending (ICBAS) to determine if your (hours, diploma or certificate) will transfer.

TRANSFER HOURS FROM A PREVIOUS SCHOOL
International College of Beauty Arts & Sciences reserves the right to obtain records from any student who is seeking to transfer from a previous California cosmetology school to ICBAS. ICBAS policy of accepting transfer hours is the following;

The transfer and accepted clock hours from another California institution will be counted towards the required hours of the same program at ICBAS. Applicants with previous hours from another California cosmetology school who wish to enroll at ICBAS must submit a written request during the admission process and a Proof of Training and Record of Withdrawal from the previous California school.

Prospective students with less than 1000 hours in cosmetology and less than 150 hours in manicuring or 250 hours in esthetics will be considered for admissions at ICBAS.

If an applicant is transferring from another state or from another country, they must first contact California’s Board of Barbering and Cosmetology and submit an application for approval of their hours from their previous school. The documents required for this process can be found on the California BBC website (www.barbercosmo.ca.gov). The California 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.

ORIENTATION CLASS
Orientation classes are held every Friday morning, prior to an applicant start date. All new students, transfers and re-enrollment students are required to attend orientation prior to admission.

ENGLISH AS A SECOND LANGUAGE
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 2014-2015
Classes will begin as follows; Cosmetology, Barbering, Esthetician, and Manicuring: Every Monday of the month.
SCHOOL HOURS ARE AS FOLLOWS:
Monday through Friday from 9:00 a.m. to 10 p.m.  Closed Saturday and Sunday.

Class meets on the following schedules:

<table>
<thead>
<tr>
<th>Course</th>
<th>Class time schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology</td>
<td>9:00 - 2:00 (Standard Part Time)</td>
</tr>
<tr>
<td></td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>9:00 - 5:00 (Standard Full Time)</td>
</tr>
<tr>
<td></td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Barbering</td>
<td>9:00 - 2:00 (Standard Part Time)</td>
</tr>
<tr>
<td></td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Barbering</td>
<td>9:00 - 5:00 (Standard Full Time)</td>
</tr>
<tr>
<td></td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Esthetician</td>
<td>9:00 - 2:00 (Standard Part Time)</td>
</tr>
<tr>
<td></td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Esthetician</td>
<td>5:00 - 10:00 (Standard Part Time)</td>
</tr>
<tr>
<td></td>
<td>Monday - Friday</td>
</tr>
<tr>
<td>Manicure</td>
<td>5:00 - 10:00 (Standard Part 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, 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 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.

Cancellation: If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, ICBAS shall provide a full refund of all money paid; less registration fee.

School Closure: If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the ICBAS shall provide a full refund of all money paid; less registration fee.

After the cancellation period, ICBAS will provide a pro rata refund of ALL funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more then 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.
School Rules and Regulations

1. Students must arrive at school on time and follow their contract schedule.
2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call the School Office to report his or her absence before 9:00 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:00 a.m. in a clean uniform. Students must wear neat and clean lab coat/apron (black for cosmetology, white for esthetician, and black for manicuring), white or black pants, and white or black closed-toe shoes with no heel. No canvas or fabric shoes are allowed.
5. Students appearing in school with their hair not set and neat will be asked to clock out. Beauty needs are to be done on the student’s own time.
6. A student who is tardy (coming at 9:08 a.m. or later) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be suspended for two days and/or be placed on probation until tardiness ceases.
7. Lunch is 30 minutes. Students will take lunch between 1:30 pm and 2:00 pm. Lunch period is each student’s responsibility and must be staggered. Students who have not had lunch by 2:00 p.m. should report to an instructor.
8. A student must use the time clock to punch “IN” when entering and “OUT” when leaving. Students who fail to do so will receive credit only for those hours indicated by the time clock.
9. No student is allowed to clock out during college hours without permission from the Instructor in Charge. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day, his or her time card must be left with the instructor.
10. The school building and parking lot is a smoke-free environment. No smoking at any time.
11. No gum chewing is allowed in the college at any time.
12. No visitors are permitted in the classroom or student lounge area unless approved by the Instructor in Charge.
13. College business phones may not be used for personal calls. Students are not permitted to leave a patron just to answer the phone.
14. No cell phone, texting, or phone calls allowed in any class or during any practical session.
15. Rigid adherence to the rules of sanitation, disinfection, and personal hygiene is required at all times.
16. Students must keep workstations, in class or on the floor, clean and sanitary 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 must take all appointments assigned to them. Failure to take a patron is ground for suspension.
19. No student may leave a patron while doing perm or hair-coloring service, except in an emergency and when directed by an instructor.
20. Students are not allowed to give services or use products without the prior consent of the Instructor.
21. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. with a written consent/waiver.
22. Students must not take equipment from the school. Each student is solely responsible for his or her personal belongings and materials. All roll bouts that are not property of the school must be approved by the management prior to bringing them to school, with no exceptions.
23. Students must not gather around the receptionist desk, congregate in the office or kitchen, or visit another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
24. A student must attend his/her set schedule. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness. A student who has been absent for more than three (3) days must have a doctor’s excuse letter.
25. Students have the privilege at all times to consult the management on personal problems. All comments and concern regarding school are to be brought to attention of the School Administrator.
26. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office and Board of Barbering and Cosmetology. Hours will be given for applied effort only when students are continuously engaged in...
the training and study of the Branch of Cosmetology for which they are enrolled. All work must be checked by an instructor or hours will not be given. Records must be neat and clean.
27. All students will be expected to maintain an average of 75% or better in theory and in all practical subjects. Failure to do so will result in Probationary status; continued failure to do so may result in expulsion.
28. Students must use only products furnished by the college.
29. Students are to park only in the area designated by the college. School Management will show students the parking area and where to park during orientation.
30. Students must comply with all instructions, directions, orders, etc, given by school personnel relative to school activities. No insubordination will be tolerated.
31. Students must comply with college policy and State rules and regulations.
32. Assignments, tests, and homework may be made up only for excused absences. Any deviation from this policy must be in writing from the office and signed by a member of the administrative staff.
33. Students must notify the office immediately of any address or telephone change.
34. Absences of three (3) days or more in one month without notification will be unexcused, and the student will be suspended for three (3) days. Any student who is absent more than twenty-one (21) days without notifying the School Office will be automatically expelled.
35. Students may not use earphone radios, cellular phones, or texting while in the school building or while attending school-sponsored activities. Pagers and Phone ringers must be switched off or turned to silent mode while in the school building at all times. Electronic signaling devices may be used in the event of a school-related emergency as determined by the School Director or for a health purpose. Although such devices may be brought onto a school campus, they are to be turned off and students are prohibited from using them during instructional time (i.e. in the classroom, during an assembly, etc.) unless given permission by a teacher and/or administrator. Cell phones can be used before and after school and during break and lunch. The school does not assume liability if such devices are damaged, lost, or stolen.

CONDUCT POLICY

1. Students shall at all times when on the school premises conduct themselves in an orderly and considerate manner, and shall appear for classes in a sober and receptive condition.
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. Cyber bullying also includes breaking into another person’s electronic account and assuming that person’s identity in order to damage that person’s reputation. Bullying is defined as any severe or pervasive physical or verbal act or conduct that includes sexual harassment, hate violence; intentional harassment threats, or intimidation, or communication made in writing or by means of an electronic act directed against school district personnel or pupils, committed by a pupil or a group of pupils.

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 ICBAS 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. The college 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 as a Cosmetologist, Esthetician, Makeup Artist or Manicurist. **Violation of school rules may result in suspension or expulsion.**

**DISCIPLINARY POLICY**
The Director or instructors may take disciplinary action appropriate to the misconduct defined above.

A. Proper professional authorities should be notified immediately of misconduct as noted above.

B. Discipline - The following types of disciplinary action may be taken by the school:

1. **Warning** - A verbal notice or written 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 verbally counseled by the School Director, and a notice of such counseling will be put into the student file indicating that the school will not tolerate further misconduct and, if misconduct continues, immediate suspension of the student will occur.

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**

1. **ABSENCE**

Absence will be considered excused under the following circumstances: illness, death, birth in the immediate family, and other valid reasons substantiated in writing and at the discretion of the school director. Absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. However, hours of make-up work cannot be accepted as hours of class attendance.

2. **TARDINESS**

Tardiness is a disruption of a good learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions in one class will be considered as one unexcused absence.

3. **INTERUPTION FOR UNSATISFACTORY ATTENDANCE**

Students with three unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absences during such probationary period will be a cause for interruption of the student’s training program. If the student is absent during three (3) consecutive weeks, the school will withdraw him/her automatically. The instructor in charge will review
excessive tardiness or absences with the student to determine possible corrective action to the issue on
hand.

4. CUTING OF CLASSES

Cutting of classes will be considered as unexcused absences.

MAKE UP WORK

Make-Up work may be required for any absence. However, hours of make-up work cannot be accepted as
hours of class attendance.

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 hours to a new sheet
each week. Students will be allowed up to eight (8) minutes grace period after 9:00 am to sign-in and
receive credit for the full quarter hour. All time sheets should be FULLY completed, to include printed
name, student number, dates and each day signed by the student and instructor. An instructor, on a daily
basis, must initial all operations and hours. Time sheets must be handed in every weeks on Friday.
Discrepancies should be reported immediately to ensure that the correct calculation of the student's
average attendance meets the minimum criteria.

LEAVE OF ABSENCE

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 Financial Aid officer. The LOA request form must be filled out and the date
of leave and return must be stated on the form prior to the FAO approving the LOA. 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 credit for 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 of the last class day of attendance prior to the start
of the leave and the refund calculation will be performed and all refunds due will be issued to the student
or appropriate agencies and paid within 30 days.
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.

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.

3. At the designated evaluation periods both quantitative (academic terms) and qualitative (academic performance) elements are evaluated on a cumulative basis throughout the course or program of study. Our school adopts the following:
   - Maintain a cumulative average attendance level of at least 80% (School requirement) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation periods.
   - Maintain a cumulative academic average of “B” (85% - 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>Percentage</th>
<th>Letter</th>
<th>Description</th>
<th>GPA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 95%</td>
<td>A</td>
<td>Superior Performance</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>94% - 85%</td>
<td>B</td>
<td>Above Average</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>84% - 75%</td>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>74% - 65%</td>
<td>D</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>64% - 00%</td>
<td>F</td>
<td>Fail</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

   **GRADES FOR PRACTICAL WORK**
<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 95%</td>
<td>A</td>
<td>4</td>
</tr>
<tr>
<td>94% - 85%</td>
<td>B</td>
<td>3</td>
</tr>
<tr>
<td>84% - 75%</td>
<td>C</td>
<td>2</td>
</tr>
<tr>
<td>74% - 65%</td>
<td>D</td>
<td>1</td>
</tr>
<tr>
<td>64% - 00%</td>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

   For 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 course that is no longer than 150% of the accrediting body approved published length of the education program is as follow:
   Original required hours:
Cosmetology: 1600
Barbering: 1500
Esthetician: 600
Manicuring: 400

<table>
<thead>
<tr>
<th><strong>Maximum time frame in Hours:</strong></th>
<th><strong>Maximum time frame in weeks:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology: 1920</td>
<td>Cosmetology: Full time 53</td>
</tr>
<tr>
<td></td>
<td>Part time 77</td>
</tr>
<tr>
<td>Barbering: 1800</td>
<td>Barbering: Full time 48</td>
</tr>
<tr>
<td></td>
<td>Part time 72</td>
</tr>
<tr>
<td>Esthetician: 720</td>
<td>Esthetician: Full time 20</td>
</tr>
<tr>
<td></td>
<td>Part time 29</td>
</tr>
<tr>
<td>Manicuring: 720</td>
<td>Manicuring: Full time 13</td>
</tr>
<tr>
<td></td>
<td>Part time 19</td>
</tr>
</tbody>
</table>

6. In order to monitor the academic progress of students, our institution has developed a system which is as follows:
   Evaluation forms are issued to all students in Cosmetology and Barbering courses at 25%, 50%, 75% and 90% 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 credit hours (85% 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 and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

9. If the academic grade average or school attendance is unsatisfactory during evaluation period, the student will be given a warning first.

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. Student may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

12. Student may appeal a satisfactory academic progress determination under the following conditions:
    - If the student re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.
• If there is a serious illness/injuries or death of a close relative.
• Student should provide the relevant documentation (e.g., Dr certificate, death certificate, etc.) along with an appeal request and explanation letter, which explains what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation.
• Documentation the student must submit regarding why the student failed to make satisfactory academic progress: Student needs to provide the documentation (e.g., doctor certification, copy of death certificate, etc.).

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

14. This institution will notify the students in writing of any evaluation that impacts the student's eligibility for financial, if applicable.

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. The students who leave the school will re-enter the school with the same progress status as when they left.

17. The course incomplete, withdraws, repetitions are applicable to this institution's form of instruction.

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

19. This institution will determine that the student's transfer credit hours from another institution are accepted towards the student's educational program. The hours will be considered both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. This institution's SAP evaluation periods will be based on the actual contracted credit hours.

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**

Student receiving aid from Title IV Aid Programs must be in compliance with the Satisfactory Academic Progress Policy at the end of each payment period or term of the course. If at the end of a payment period the student fails to maintain a passing grade point average or failed to successfully complete the clock hours, semester/trimester or quarter credit hours percentage required to maintain a progress level that would allow the student to complete the course within the maximum time frame in the course, as published, the student would be placed in a financial aid warning SAP status. The student will be eligible for financial aid funds for one subsequent payment period. If at the end of a payment period following the period under financial aid warning status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible status for financial aid funds. At this point the student will be informed by the institution of his/her ineligibility for future financial aid funds. The student will also be informed of the steps to take to initiate an appeal process.
GRADING SYSTEM
Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter-grade. Evaluation forms are issued to all Students in Cosmetology and Barbering course at 25%, 50%, 75% and 90% 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. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a “B” (85%) average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING POINT

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
<th>GPA</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Superior Performance</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Above Average</td>
<td>3</td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Unsatisfactory</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Fail</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

ACADEMIC EVALUATION PERIODS
Students are evaluated based on “schedule hours” by Instructor for Satisfactory Academic Progress as follows:

Cosmetology; At 400 hours, 800 hours, 1200 hours, and 1600 clock hours.
Barbering; At 375 hours, 750 hours, 1125 hours, and 1500 clock hours.
Esthetician; At 300 hours and 600 clock hours
Manicuring: At 200 hours and 400 clock hours
Manicuring; At 300 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.

APPEAL PROCEDURES
Should the student's appeal be denied, he or she may appeal before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10) days. The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be en-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program who previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, of re-entry before financial aid will be retroactive for eligible students who have displayed satisfactory progress within the evaluation probationary period time frame.

The student, who wishes to appeal the non-satisfactory progress status, must initiate the process by submitting a written request to the director of education of the institution. The request is to be presented within (5) days of the non-satisfactory progress status determination and must describe any circumstances that the student believes affected his/her performance and deserve special consideration and the measures that the student has taken to resolve those circumstance in a manner that would not interfere his/her progress again.
The director of education shall evaluate the appeal within five (5-10) business days and notify the student in writing of his/her decision. Should the student’s appeal be denied, he or she may appear before a school committee formed by representatives from the administration, and faculty to present his/her case, and will provide a written notice to the student of its decision within (5-10) business days. The decision of the committee shall be final.

If the appeal is approved, the payment period originally placed under eligibility status would be modified to a financial aid probation status. The student will be eligible for aid for the period under financial aid probation.

If at the end of the payment period under probation status, the student fails to make the grade or fails to successfully complete the cumulative number of hours (clock, semester/trimester or quarter) percentage that would allow the student to complete the course of study within the maximum time frame as published, the student will be placed in an ineligible for financial aid funds status.

COURSE INCOMPLETENESS
Course incompleteness, repetitions and non-credit remedial course are not applicable to this institution's form of instruction.

PROGRESS POLICY
Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate award upon completion of their training program.

PROBATION
Students who fail to meet minimum requirements during a given evaluation period will be placed on an academic/or attendance probation for one additional evaluation period. Students remain eligible to receive aid during the probation period and will be considered as making SAP progress during the probationary period. Probationary students who fail to meet SAP by the conclusion of the probationary period will be deemed not to be making satisfactory academic and/or attendance progress, will lose any remaining eligibility for student financial aid and may be terminated at the discretion of the institution. In the event such students are allowed to continue with instruction, aid eligibility will be reinstated only after the student has reestablished SAP in accordance with the attendance and grading standards indicated in STANDARDS 1, 2, 3, & 4 of this policy. In the event a student terminated due to not making Satisfactory Academic Progress, all policies regarding the institution's refund policy will apply. Probationary student who meet SAP by the probationary period will be removed from academic probation and will retain eligibility for Title IV aid.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)
Student may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

RE-ENTRY POLICY
Re-entrance will be approved only after evidence is shown to the director’s satisfaction that conditions which the interruption for unsatisfactory progress have been rectified. Students accepted for re-entering into the program of study, will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal. All students who withdraw may re-enter into the program without the loss of program hours and it is within 5 years from the date of their withdrawal and the student is in good standing with the college. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.
GRADUATION AWARDS (DIPLOMA)
When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of “B” (85%) 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.
COURSE CURRICULUMS

COSMETOLOGY CURRICULUM
(CIP CODE 12.0401, SOC CODE 39-5012.00) 1,600 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. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIREMENTS

<table>
<thead>
<tr>
<th>Activity</th>
<th>Minimum Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disinfecting</td>
<td>30</td>
</tr>
<tr>
<td>Permanent Waving</td>
<td>80</td>
</tr>
<tr>
<td>Thermal Hair Styling-50/Blow Dry-50</td>
<td>150</td>
</tr>
<tr>
<td>Chemical Straightening</td>
<td>25</td>
</tr>
<tr>
<td>Scalp and Hair Treatments</td>
<td>15</td>
</tr>
<tr>
<td>Make up applications</td>
<td>15</td>
</tr>
<tr>
<td>Complete Pedicure</td>
<td>50</td>
</tr>
<tr>
<td>Artificial Nails with Liquid Powder</td>
<td>50</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 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.)
<table>
<thead>
<tr>
<th>Service Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Thermal Hair Styling</strong> (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons and blower styling.) (A.) Thermal Styling (B.) Press and Curl</td>
<td>20</td>
</tr>
<tr>
<td><strong>Permanent Waving</strong> (shall include hair analysis, chemical, and heat permanent waving.)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Chemical Straightening</strong> (shall include hair analysis, and the use of sodium hydroxide and other base solutions)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Haircutting</strong> (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting.)</td>
<td>20</td>
</tr>
<tr>
<td><strong>Hair Coloring and Bleaching</strong> (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.)</td>
<td>60</td>
</tr>
<tr>
<td><strong>Scalp and Hair Treatments</strong> (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)</td>
<td>05</td>
</tr>
<tr>
<td><strong>Facials</strong> (A) Manual (shall include cleansing, 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 layers 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.)</td>
<td>5</td>
</tr>
<tr>
<td><strong>Eyebrow Arching and Hair Removal</strong> (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)</td>
<td>10</td>
</tr>
<tr>
<td><strong>Make-up</strong> (shall include skin analysis, complete and corrective make-up, last and brow tinting and the application of false eyelashes.)</td>
<td>15</td>
</tr>
<tr>
<td><strong>Manicuring and Pedicure:</strong> (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</td>
<td>05</td>
</tr>
</tbody>
</table>

The page number is 20.
**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 and Professions Code.

**COSMETOLOGY PERFORMANCE OBJECTIVE**

1. Acquire knowledge of laws and rules regulating California’s Cosmetology establishments’ practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
3. Acquire knowledge of general theory relative to cosmetology including anatomy, physiology, chemistry and theory.
4. Acquire business management techniques common to cosmetology.

**COSMETOLOGY COURSE GOALS**

• To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
• To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Cosmetologist.
• To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

**SKILLS TO BE DEVELOPED**

Learn the proper use of implements relative to all cosmetology services. Acquire the knowledge of analyzing the scalp, face and hands prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all cosmetology services, learn the application of daytime and evening make-up including the application of individual and strip eyelashes, learn the proper procedure of manicuring to include water and oil manicure and pedicure, learn the application of brush-on nails, nail wraps and nail tips.

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED**

To be able to appreciate good workmanship common to cosmetology, possess a positive attitude towards the public and fellow workers, appreciate honesty/integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE**

Shall have completed Theory and Operations required by the Bureau of Barbering & Cosmetology with a grade average of “C” (75%) or better.

**GRADUATION REQUIREMENTS**

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (75%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

**LICENSING REQUIREMENTS**

Applicant must be 18 years of age or older and have completed 10th grade or its equivalent. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%

---

1 Students seeking for Financial AID must provide a high school diploma or GED
Instructional methods used to teach the program
This institution adapts its instructional methods to teach the program by the guidelines of California Board of Barbering and Cosmetology which requires 1600 credit hours. The credit hours are though using "Milady Standard Cosmetology book".

Instructors of institution have a lesson plan that include the total 1600 hours of training. Chapters of the book are thought according to the length and complicity of the chapter which give instructors ample time to complete the chapter and for the students to have time to learn and practice the chapter.

The first one and half hour of each class day is dedicated to a theory and the remaining of the hours which will be three and half hours for part time students and six and half hour for full time students will be dedicated to mannequins heads on training and practice. Teachers will demonstrate the techniques according to the chapter they are teaching and will supervise each student to do the same. Senior students will also have enough time to work on patrons and practice on real clients their newly acquired techniques under supervision of the instructors.

RESTRICTIONS FOR COSMETOLOGISTS IN STATE OF CALIFORNIA:
- Shave a clients face
- Remove superfluous hair by the use of light waves, known as rays
- Use medium-grade or medical-grade skin exfoliates
- Use any type of laser regardless of its known health effects
- Remove moles or skin tags

In California, cosmetology services may be only legally performed by State-licensed cosmetologists in State-licensed salons and barbershops.

GRADING SYSTEM:

<table>
<thead>
<tr>
<th>ACADEMIC GRADING POINT</th>
<th>GRADES FOR PRACTICAL WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 95%  A Superior Performance (GPA 4) 4 POINTS = A</td>
<td></td>
</tr>
<tr>
<td>94% - 85%   B High Quality (GPA 3) 3 POINTS = B</td>
<td></td>
</tr>
<tr>
<td>84% - 75%   C Passing (GPA 2) 2 POINTS = C</td>
<td></td>
</tr>
<tr>
<td>74% - 65%   D Needs Improvement (GPA 1) 1 POINTS = D</td>
<td></td>
</tr>
<tr>
<td>Below 64%   F Fail (GPA 0) 0 POINTS = F</td>
<td></td>
</tr>
</tbody>
</table>

---

2 Information extracted from Board of Barbering and Cosmetology Website
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 Barbing 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 910 hours of practical training in hairdressing, 390 hours of theoretical instruction and practical training in shaving and 200 hours of technical instruction in Health and Safety.

**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**

<table>
<thead>
<tr>
<th>Subject</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>20</td>
</tr>
<tr>
<td><strong>Hairstyling:</strong> Hair analysis; Shampooing; Finger waving; Comb outs; Straightening; Waving; Curling with hot combs, curling irons and blower styling.</td>
<td>75</td>
</tr>
<tr>
<td><strong>Permanent Waving and Chemical Straightening:</strong> Hair analysis; Acid and alkaline permanent waving; Chemical straightening including the use of Sodium Hydroxide and other base solutions.</td>
<td>40</td>
</tr>
<tr>
<td><strong>Hair Coloring and Bleaching:</strong> 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.</td>
<td>60</td>
</tr>
<tr>
<td><strong>Hair Cutting:</strong> Use of scissors, razor (shaper); electrical clippers/trimmers; and thinning (tapering) shears for wet and dry cutting.</td>
<td>65</td>
</tr>
<tr>
<td><strong>Preparation and Performance:</strong> 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.</td>
<td>100</td>
</tr>
<tr>
<td><strong>Laws and Regulations:</strong> The Barbering and Cosmetology Act and the Board’s Rules and Regulations.</td>
<td>20</td>
</tr>
</tbody>
</table>
Health and Safety Considerations: Training in chemicals and health in 45 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.

BARBERING PERFORMANCE OBJECTIVE
1. Acquire knowledge of laws and rules regulating California’s Barbering establishments’ practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry and theory.
4. Acquire business management techniques common to barbering.

BARBERING COURSE GOALS
• To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
• To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as Barber.
• To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

SKILLS TO BE DEVELOPED
Learn the proper use of implements relative to all barbering services. Acquire the knowledge of analyzing the hair and face prior to all services to determine any disorders. You will learn the procedures and terminology used in performing all barbering services.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED
To be able to appreciate good workmanship common to barbering, possess a positive attitude towards the public and fellow workers, appreciate honesty/integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE
Shall have completed Theory and Operations required by the Bureau of Barbering & Cosmetology with a grade average of “C” (75%) or better.

GRADUATION REQUIREMENTS
When a student has completed the required theory hours and practical operations in Barbering with a GPA of “C” (75%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.
LICENSING REQUIREMENTS
Applicant must be 18 years of age or older and have completed 10th grade or its equivalent. A Barbering license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam with an overall average of 75%.

Instructional methods used to teach the program
This institution adapts its instructional methods to teach the program by the guidelines of California Board of Barbering and Cosmetology which requires 1500 credit hours. The credit hours are thought using “Milady Standard Barbering book”.

Instructors of institution have a lesson plan that includes the total 1500 hours of training. Chapters of the book are thought according to the length and complicity of the chapter which give instructors ample time to complete the chapter and for the students to have time to learn and practice the chapter.

The first one and half hour of each class day is dedicated to a theory and the remaining of the hours which will be three and half hours for part time students and six and half hour for full time students will be dedicated to mannequins heads on training and practice. Teachers will demonstrate the techniques according to the chapter they are teaching and will supervise each student to do the same. Senior students will also have enough time to work on patrons and practice on real clients their newly acquired techniques under supervision of the instructors.

RESTRICTIONS FOR BARBERS IN STATE OF CALIFORNIA
- Practice manicuring
- Tint or dye eyelashes or eyebrows
- Perform any sort of superfluous hair removal
- Use medium-grade or medical-grade skin exfoliates
- Use any type of laser regardless of its known health effects
- Perform services to any other part of the body except the scalp, face, or neck

GRADING SYSTEM:

ACADEMIC GRADING POINT | GRADES FOR PRACTICAL WORK
---|---
100% - 95% | Superior Performance (GPA 4) 4 POINTS = A
94% - 85% | High Quality (GPA 3) 3 POINTS = B
84% - 75% | Passing (GPA 2) 2 POINTS = C
74% - 65% | Needs Improvement (GPA 1) 1 POINTS = D
Below 64% | Fail (GPA 0) 0 POINTS = F

---

3 Students seeking for Financial Aid must provide a high school diploma or GED
4 Information extracted from Board of Barbering and Cosmetology Website
ESTHETICIAN CURRICULUM  
(CIP CODE 12.0409, SOC CODE 39-5094.00) 600 HOURS

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetician, 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.” Please note 170 hours will be devoted to clinic/theory experience which shall include all phases of being a Cosmetician. Such technical instruction and practical operations shall include:

**MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION**

<table>
<thead>
<tr>
<th></th>
<th>Disinfection and Sanitation</th>
<th>Eyebrow Arch - Tweezing</th>
<th>25</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td></td>
<td>Eyebrow Arch - Wax</td>
<td>25</td>
</tr>
<tr>
<td>150</td>
<td></td>
<td>Makeup</td>
<td>40</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Corrective Make to include eyelash application</td>
<td>20</td>
</tr>
<tr>
<td>A. Manual</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. Electrical</td>
<td></td>
<td>Depilatories</td>
<td>100</td>
</tr>
<tr>
<td>50</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C. Chemical</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>40</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**SUBJECT OF TECHNICAL INSTRUCTION**

<table>
<thead>
<tr>
<th></th>
<th>MINIMUM HOURS OF TECHNICAL INSTRUCTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cosmetology Chemistry</td>
<td>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>
</tr>
<tr>
<td>Health and Safety/Hazardous Substances</td>
<td>(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>
</tr>
<tr>
<td>Theory of Electricity</td>
<td>Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)</td>
</tr>
<tr>
<td>Disinfecting and Sanitation</td>
<td>(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.)</td>
</tr>
<tr>
<td>Bacteriology, Anatomy, and Physiology</td>
<td></td>
</tr>
<tr>
<td>Facials- A. Manual</td>
<td>shall include skin analysis, cleansing, scientific manipulations, packs and masks</td>
</tr>
<tr>
<td>B. Electrical</td>
<td>shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes</td>
</tr>
<tr>
<td>C. Chemical (peels, packs, scrubs, masks)</td>
<td></td>
</tr>
</tbody>
</table>
ESTHETICIAN PERFORMANCE OBJECTIVE
Acquire knowledge of laws and rules regulating California Cosmetology establishments’ practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry and theory and acquire business management techniques common to Esthetics.

ESTHETICIAN COURSE GOAL
• To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments’ practices.
• To successfully acquire the knowledge of sterilization procedures.
• To successfully acquire knowledge of the general theory relative to Esthetics, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
• To successfully acquire business management techniques which are common to the esthetician

SKILLS TO BE DEVELOPED
Learn the proper use of implements relative to all Esthetician services, acquire the knowledge of analyzing the skin prior to all services to determine any disorders, learn the procedures and terminology used in performing all Cosmetician services, learn the application of daytime and evening make-up to include the application of individual and false strip eyelashes and also learn the proper procedure of plain and electrical facials.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED
Be able to appreciate good workmanship common to Cosmetician, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE
Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of “C” (75%) or better.

GRADUATION REQUIREMENTS
When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (75%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are
assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

**LICENSING REQUIREMENTS**
Applicant must be 17 years of age or older and have completed 10th grade or its equivalent. An Esthetic license will be granted by the State of California only after the student has successfully completed and graduated from the Esthetician course as described above and passed the licensing exam with an overall average of 75%.

**Instructional methods used to teach the program**
This institution adapts its instructional methods to teach the program by the guidelines of California Board of Barbering and Cosmetology which requires 600 credit hours. The credit hours are though using "Milady Standard Esthetics book ".

Instructors of institution have a lesson plan that include the total 600 hours of training. Chapters of the book are thought according to the length and complicity of the chapter which give instructors ample time to complete the chapter and for the students to have time to learn and practice the chapter.

The first one and half hour of each class day is dedicated to a theory and the remaining of the hours which will be three and half hours for part time students and six and half hour for full time students will be dedicated to mannequins on training and practice. Teachers will demonstrate the techniques according to the chapter they are teaching and will supervise each student to do the same. Senior students will also have enough time to work on patrons and practice on real clients their newly acquired techniques under supervision of the instructors.

**RESTRICTIONS FOR ESTHETICIANS IN STATE OF CALIFORNIA**
- Tint or dye eyelashes or eyebrows
- Shave a client’s face
- Use medium-grade or medical-grade skin exfoliates
- Use any type of laser regardless of its known health effects
- Remove superfluous hair by the use of light waves, known as rays
- Remove skin tags or moles

In California, esthetic services may be legally performed only by State-licensed estheticians in State-licensed salons and barbershops.

Makeup/skin care demonstrators who do not receive compensation from a client for the application of the product do NOT need to be licensed with the State Board of Barbering and Cosmetology.

**GRADING SYSTEM:**

<table>
<thead>
<tr>
<th>ACADEMIC GRADING POINT</th>
<th>GRADES FOR PRACTICAL WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 95%</td>
<td>Superior Performance</td>
</tr>
<tr>
<td>94% - 85%</td>
<td>High Quality</td>
</tr>
<tr>
<td>84% - 75%</td>
<td>Passing</td>
</tr>
<tr>
<td>74% - 65%</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>Below 64%</td>
<td>Fail</td>
</tr>
<tr>
<td></td>
<td>(GPA 4) 4 POINTS = A</td>
</tr>
<tr>
<td></td>
<td>(GPA 3) 3 POINTS = B</td>
</tr>
<tr>
<td></td>
<td>(GPA 2) 2 POINTS = C</td>
</tr>
<tr>
<td></td>
<td>(GPA 1) 1 POINTS = D</td>
</tr>
<tr>
<td></td>
<td>(GPA 0) 0 POINTS = F</td>
</tr>
</tbody>
</table>

5 Students seeking for Financial AID must provide a high school diploma or GED.
6 Information extracted from Board of Barbering and Cosmetology Website
MANICURING CURRICULUM
(CIP CODE 12.0410, SOC CODE 39.5092.00) 400 HOURS

The curriculum for students enrolled in manicurist and pedicurist course shall consist of four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. 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. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

<table>
<thead>
<tr>
<th>Operations</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Disinfection and Sanitation</td>
<td>10</td>
</tr>
<tr>
<td>Complete Pedicures</td>
<td>20</td>
</tr>
<tr>
<td>Nail Tips</td>
<td>60</td>
</tr>
<tr>
<td>Water and Oil Manicures</td>
<td>40</td>
</tr>
<tr>
<td>Acrylic Nails: Liquid and Powder</td>
<td>80</td>
</tr>
<tr>
<td>Nail Wraps and repairs</td>
<td>40</td>
</tr>
</tbody>
</table>

SUBJECT OF TECHNICAL INSTRUCTION

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

Cosmetology Chemistry related to manicuring practices
(shall include the chemical composition and the purpose of nail care purpose of nail, care preparations.

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 & Hepatitis B.)

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

Water and Oil Manicures, including hand and arm massage.

Complete Pedicure, including foot and ankle massage.

Application of Artificial Nails, (A) Acrylic: Liquid and Powder Brush-on (B) Nail Tips (C) Nail wraps and repairs

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 Manicuring and the field of Cosmetology. MAXIMUM HOURS

(d) No hours of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

Note: Authority cited: Sections 7312, 7362 and 735, Business

**MANICURING PERFORMANCE OBJECTIVE**
Acquire knowledge of laws and rules regulating California Cosmetology establishments’ practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

**MANICURING COURSE GOALS**
- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Manicurist.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

**SKILLS TO BE DEVELOPED**
Use of proper implements relative to all manicuring, pedicure and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to any service to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

**ATTITUDES AND APPRECIATIONS TO BE DEVELOPED**
Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE**
Shall have satisfactorily completed Theory and Operations required by the Board of Barbering & Cosmetology with an average grade of "C" (75%) or better.

**GRADUATION REQUIREMENTS**
When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (75%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

** LICENSING REQUIREMENTS**
Applicant must be 17 years of age or older and have completed 10th grade or its equivalent. A manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

**Instructional methods used to teach the program**
This institution adapts its instructional methods to teach the program by the guidelines of California Board of Barbering and Cosmetology which requires 400 credit hours.

Instructors of institution have a lesson plan that include the total 400 hours of training. Chapters of the book are thought according to the length and complicity of the chapter which give instructors ample time to complete the chapter and for the students to have time to learn and practice the chapter.
The first one and half hour of each class day is dedicated to a theory and the remaining of the hours which will be three and half hours for part time students and six and half hour for full time students will be dedicated to mannequin hands on training and practice. Teachers will demonstrate the techniques according to the chapter they are teaching and will supervise each student to do the same. Senior students will also have enough time to work on patrons and practice on real clients their newly acquired techniques under supervision of the instructors.

Restrictions for Manicurists in State of California

- Wax or tweeze eyebrows
- Tint or dye eyelashes or eyebrows
- Use razor-edged or cheese grater-type tools to remove calluses
- Use products that contain Methyl Methacrylate monomer (MMA)

In California, manicuring services may be legally performed only by State-licensed manicurists in State-licensed salons and barbershops

GRADING SYSTEM:

<table>
<thead>
<tr>
<th>ACADEMIC GRADING POINT</th>
<th>GRADE FOR PRACTICAL WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 95%</td>
<td>A Superior Performance</td>
</tr>
<tr>
<td>94% - 85%</td>
<td>B High Quality</td>
</tr>
<tr>
<td>84% - 75%</td>
<td>C Passing</td>
</tr>
<tr>
<td>74% - 65%</td>
<td>D Needs Improvement</td>
</tr>
<tr>
<td>Below 64%</td>
<td>F Fail</td>
</tr>
</tbody>
</table>

100% - 95%               | GPA 4 4 POINTS = A       |
94% - 85%                | GPA 3 3 POINTS = B       |
84% - 75%                | GPA 2 2 POINTS = C       |
74% - 65%                | GPA 1 1 POINTS = D       |
Below 64%                | GPA 0 0 POINTS = F       |

7 Information extracted from California Board of Barbering and Cosmetology Website
MANICURING CURRICULUM  
(CIP CODE 12.0410, SOC CODE 39.5092.00) 600 HOURS

The curriculum for students enrolled in manicurist and pedicurist course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a manicurist and pedicurist. 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. Please note 40 hours are devoted to clinical/theory experience which will include all phases of manicuring. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

<table>
<thead>
<tr>
<th>Subject of Technical Instruction</th>
<th>Minimum Hours of Technical Instruction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mental, Physical and emotional health</td>
<td>10</td>
</tr>
<tr>
<td>Disinfection and Sanitation</td>
<td>20</td>
</tr>
<tr>
<td>Infection, Nail diseases and microbiology</td>
<td>100</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>20</td>
</tr>
<tr>
<td>Manicuring</td>
<td>80</td>
</tr>
<tr>
<td>Pedicure</td>
<td>5</td>
</tr>
<tr>
<td>Reflexology and foot massage</td>
<td>20</td>
</tr>
<tr>
<td>Artificial nails</td>
<td>100</td>
</tr>
<tr>
<td>Electric nail files</td>
<td>80</td>
</tr>
<tr>
<td>Artificial nails</td>
<td>100</td>
</tr>
</tbody>
</table>

MAXIMUM HOURS

31

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

Electricity (includes; OSHA Electrical Safety rules, Fire extinguishers. electrical safety …)

Chemistry (includes; Inorganic Chemistry, Analytical Chemistry, Ingredients used in Acrylic nails and their usage, odorless acrylic products, chemical sensitivity

Skin (Includes Function of the epithelial tissues, layers of skin, common skin diseases …)

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’, Federal Income Tax, employment development, modeling, desk and reception, and care and other subjects relating to Manicuring and the field of Cosmetology.

MAXIMUM HOURS

31
(d) No hours of any type shall be given for time spent in laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.


MANICURING PERFORMANCE OBJECTIVE

Acquire knowledge of laws and rules regulating California Cosmetology establishments’ practices, understand sterilization procedures, acquire the knowledge of general theory relative to manicuring, including anatomy, physiology, chemistry and theory relative to practical procedures performed and acquire business management techniques common to manicurist.

In this program students not only will learn the basics of the manicuring program but also they will learn about most requested services in order to seek employment and work as a manicurist by offering what today's clients request, such as nail art, nail design, nail gel, 3D nail design, paper wrap, silk wrap and etc.

MANICURING COURSE GOALS

- To successfully master training requirements needed to make application for the California State Bureau of Barbering and Cosmetology licensing examination.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Manicurist.
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and secure entry-level employment.

SKILLS TO BE DEVELOPED

Use of proper implements relative to all manicuring, pedicure and artificial nails. Develop the knowledge to recognize the various skin conditions and disorders. Acquire knowledge of analyzing the hands and feet prior to any service to determine any disorders. Develop the knowledge of safety precautions in use of manicuring, pedicure and artificial nails.

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

Be able to appreciate good workmanship common to manicuring, possess a positive attitude towards the public and fellow workers, appreciate honesty and integrity and have improved personality in dealing with patrons and colleagues.

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have satisfactorily completed Theory and Operations required by the Board of Barbering & Cosmetology with an average grade of "C" (75%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of “C” (75%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

LICENSING REQUIREMENTS

Applicant must be 17 years of age or older and have completed 10th grade or its equivalent. A manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the Manicuring Licensing Exam with an overall average of 75%.

Instructional methods used to teach the program

---

8 Students seeking for Financial Aid must provide a high school diploma or GED.
This institution adapts its instructional methods to teach the program by the guidelines of California Board of Barbering and Cosmetology which requires 400 credit hours plus 200 hours extra curriculum. The first 400 credit hours are though using "Milday Nail Technology" and the extra 200 hours are thought from "Ultimate Nail Guide".

Instructors of institution have a lesson plan that include the total 600 hours of training. Chapters of the book are thought according to the length and complicity of the chapter which give instructors ample time to complete the chapter and for the students to have time to learn and practice the chapter.

The first one and half hour of each class day is dedicated to a theory and the remaining of the hours which will be three and half hours for part time students and six and half hour for full time students will be dedicated to mannequin hands on training and practice. Teachers will demonstrate the techniques according to the chapter they are teaching and will supervise each student to do the same. Senior students will also have enough time to work on patrons and practice on real clients their newly acquired techniques under supervision of the instructors.

Restrictions for Manicurists in State of California

- Wax or tweeze eyebrows
- Tint or dye eyelashes or eyebrows
- Use razor-edged or cheese grater-type tools to remove calluses
- Use products that contain Methyl Methacrylate monomer (MMA)

In California, manicuring services may be legally performed only by State-licensed manicurists in State-licensed salons and barbershops

**GRADING SYSTEM:**

<table>
<thead>
<tr>
<th>ACADEMIC GRADE POINT</th>
<th>GRADE</th>
<th>FOR PRACTICAL WORK</th>
</tr>
</thead>
<tbody>
<tr>
<td>100% - 95%</td>
<td>A</td>
<td>Superior Performance</td>
</tr>
<tr>
<td>94% - 85%</td>
<td>B</td>
<td>High Quality</td>
</tr>
<tr>
<td>84% - 75%</td>
<td>C</td>
<td>Passing</td>
</tr>
<tr>
<td>74% - 65%</td>
<td>D</td>
<td>Needs Improvement</td>
</tr>
<tr>
<td>Below 64%</td>
<td>F</td>
<td>Fail</td>
</tr>
</tbody>
</table>

---

9 Information extracted from Board of Barbering and Cosmetology Website
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 80% 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 salon’s 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.

COURSE TEXTBOOKS & REFERENCES
Milady Standard Cosmetology Textbook Bundle.................$248.95
Milady Standard Cosmetology Theory Workbook..............$49.95
Milady Standard Cosmetology Practical Workbook...........$49.95
Milady Standard Cosmetology Exam Review Book............$35.95
Raphael Perrier Cosmetology Advanced Hair Cutting........$400.00
Milady Standard Barbering Textbook Bundle..................$248.95
Milady Standard Barbering Theory Workbook...............$49.95
Milady Standard Barbering Practical Workbook..............$49.95
Milady Standard Barbering Exam Review Book...............$35.95
Milady Standard Esthetics Textbook Bundle..................$255.95
Milady Standard Esthetics Student Workbook...............$78.95
Milady Standard Esthetics Exam Review Book.................$49.95
Milady Standard Nail Technology Textbook Bundle...........$214.95
Milady Standard Nail Technology Student Workbook.........$61.95
Milady Standard Nail Technology Exam Review...............$42.95
Ultimate Nail Guide Bundle.....................................$200.00

Milady Standard Cosmetology Textbook
http://www.milady.cengage.com/cosmetology/home.html
Milady Standard Esthetics Textbook
http://www.milady.cengage.com/estheticsfundamentals/home.asp
Milady Standard Nail Technology Textbook
http://www.milady.cengage.com/nailtechnology/home
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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Median Hourly</td>
<td>Median Annual</td>
</tr>
<tr>
<td>Cosmetology</td>
<td>12.0401</td>
<td>39-5012</td>
<td>39-5012.00</td>
<td>Hairdresser, Hairstylists, and Cosmetologists</td>
<td>$11.12</td>
<td>$23,140</td>
</tr>
<tr>
<td>Barbering</td>
<td>12.0402</td>
<td>39-5011</td>
<td>39-5011.00</td>
<td>Barber</td>
<td>$12.03</td>
<td>$25,010</td>
</tr>
<tr>
<td>Esthetics</td>
<td>12.0409</td>
<td>39-5094</td>
<td>39-5094.00</td>
<td>Skin Care Specialists</td>
<td>$13.92</td>
<td>$28,940</td>
</tr>
<tr>
<td>Manicuring</td>
<td>12.0410</td>
<td>39-5092</td>
<td>39-5092.00</td>
<td>Manicurists and Pedicurists</td>
<td>$9.30</td>
<td>$19,340</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**

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled to come to the school regularly to give demonstration and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

**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**

Barbers, hairdressers, and cosmetologists work mostly in a barbershop or salon, although some work in a spa, hotel, or resort. Some lease booth space in other people’s salons. A good number manage salons or open their own shop after several years of experience.

Barbers, hairdressers, and cosmetologists usually work in pleasant surroundings with good lighting. Physical stamina is important, because they are on their feet for most of their shift. Prolonged exposure to some chemicals may cause skin irritation, so they often wear protective clothing, such as disposable gloves or aprons.

**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.

**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 filed 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.

**Hygiene**

It is important for beauty industry professionals to have adequate hygiene for several reasons. The first is simply a matter of self-recommendation. It is a cosmetologist’s job to help others look as attractive as possible, therefore it is important for the cosmetologist to have a neat, clean appearance. Most people would not want to go into a salon and have someone do their hair or make-up who clearly doesn’t take care of her/his own hair and make-up. Professionals’ physical appearances are walking references to their skill ability.

---

10 Information from Bureau of Labor Statistics
11 Cosmetologists, Barbers, Estheticians & Manicurists
In terms of cleanliness, refined personal hygiene is crucial for cosmetologists. Cosmetologists regularly touch their clients, more so than many other professions, so they need to keep clean as a matter of course or may spread dirt, germs, disease and possibly bugs, such as lice amongst clients.

**Standing for Extended Periods**
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.

**Customer Service**
Beauty industry is a service-oriented field and a person pursuing this line of work should enjoy working with the public. A cosmetologist should have a strong desire to help people and make them happy. She/he should be friendly and engaging because personality plays a critical role in building a loyal client base.

**Communication**
A beauty industry professional often provides services based on client specifications, which requires excellent communication skills. She/he needs to be attentive, have good listening skills and be able to take directions well. Since the client-base can be diverse, she/he must be able to understand and interact with people with various educational and cultural backgrounds.

**Judgment**
Beauty industry is a field in which judgment and problem-solving are essential. These skills help a professional avoid disappointing her/his clients. It's not uncommon for clients to request styles or services they don't actually want. And many people rely on professionals to help solve problems, such as damaged nails or hair. A beauty industry professional needs to identify when clients are requesting services that don't address their needs and she/he needs to be an adviser, helping people choose what's best.

**LIBRARY & INDEPENDENT STUDY POLICY**
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. The policy for using the library is as follows:
1. Utilize the materials in conjunction with assigned school text books to augment their classes with additional material and in the up-dating and creation of their class lesson plans.
2. Students are encouraged to utilize the materials available to them for independent study and research for assignments.

Independent study may take place by students under the following guidelines:
1. Students not in scheduled classes or assigned to laboratory assignments may request to engage in independent study.
2. Student may seek permission to engage in independent study from his/her instructor. As student must provide proof of daily applied effort; their instructor must be aware of the students actions at all times so proper hours may be applied.

3. Student may be assigned independent study from his/her instructor; to make-up work missed or to assist a student in developing additional expertise in a particular area or function of their training.

4. Student granted or assigned independent study time will see the instructor in charge of the library, or their instructor to check out required materials. Student must sign the materials out and must sign them back in, upon their return.

5. Students are responsible for the materials they check out and may be charge for any materials not returned.

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 want you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

International College of Beauty Arts & Sciences has established a unique program for students whom do not have a High school diploma. We offer on campus training program specifically designed to have you graduate with a high school diploma and transition to one of our programs.

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 91205</td>
<td>818/240-1000</td>
</tr>
<tr>
<td>Burbank Adult School</td>
<td>3811 Allan Ave.</td>
<td>Burbank, CA 91505</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 90015</td>
<td>213/765-2573</td>
</tr>
<tr>
<td>Los Angeles Valley College</td>
<td>5800 Fulton Ave.</td>
<td>Valley Glen, CA 91401</td>
<td>818/947-2976</td>
</tr>
</tbody>
</table>

NATIONAL HIGH SCHOOL PROGRAM

Is regionally accredited by the Northwest Accreditation Commission (NWAC) a division of AdvancEd, which is recognized in all fifty states and internationally. At national High School, you'll receive a rigorous quality education through innovative learning methods, give one-on-one assistance to support your learning style and your success.
VOTER REGISTRATION
In California you may register to vote by completing the online voter registration form at: https://www.sos.ca.gov/nvrc/fedform/ and then mailing it to the pre-printed address on the form. You also register to vote whenever you apply for or renew your driver’s license or state-issued ID card. For more information, please visit the California Secretary of State website at: http://www.sos.ca.gov/elections/elections_vr.htm.

CONSTITUTION DAY AND CITIZENSHIP 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.

VACCINATION POLICY
International College of Beauty, Arts & Sciences do not require vaccinations. As adult learners, students attending ICBAS are expected and assumed to be current with all required vaccinations. The institution listed the contact information for the following Public Health programs should you have any question or concern.

Los Angeles County
Department of Public Health
Immunization Program
3530 Wilshire Blvd. Suite 700
Los Angeles, CA 90010
Phone: (213) 351-7800
Fax: (213) 351-2780
Email: ip@ph.lacounty.gov

CAMPUS HOUSING
The School does not maintain housing for students, nor does it make specific recommendations regarding housing, however, some accommodations are available within the local communities and information will be provided as available to the School via the Internet or media publications.

CAREER SERVICES POLICY
Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, student’s name is recorded in student registrar and the process of follow-up begins. When students take the Licensing Examination, it is recorded as a pass or fail. Students are encouraged to return for placement assistance by reviewing the listings of salons and other industry related facilities seeking employees and the requirements, salary and other pertinent information.

Students are sent on interviews and the results of these interviews are recorded in the student registrar. Additional assistance such as professionalism, resume, and interview preparation are available for students. The school may show prospective students this report upon request to Mrs. Sonia Boghosian. The school will assist with student placements as often as needed; however, the school does not guarantee placement to any student.
EMERGENCY RESPONSE AND EVACUATION PROCEDURES
International College of Beauty, Arts, & Sciences have Emergency Response and Evacuation Procedures in place. Exit signs and evacuation routes are posted throughout the facility.

- In the event it becomes necessary to evacuate the building, everyone should proceed in an orderly fashion to the nearest exit. Evacuation plans are posted in several areas throughout the school. Emergency exits are clearly marked. All exit doors remain unlocked during school hours.
- Stay calm, do not rush or panic. Safely stop your work.
- Gather your personal belongings if it is safe to do so
- Close, but do not lock, your office door and window if it is safe to do so
- Test closed doors for heat and/or fire by touching the door with the back of your hand; do not proceed if hot
- Follow instructions from emergency responders
- Do not re-enter building until you are instructed to do so
- In the event of an emergency, dial 911 for assistance.

Contact Personnel:
The following personnel may be contacted by calling (818) 548-3578 and their extensions listed below:

President/Owner-Sonia Boghosian.................................................................Ext. 1580

COPYRIGHT INFRINGEMENT & ILLEGAL FILE SHARING-POLICIES
Intellectual properties include 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, 505Willful 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.

DRUGS & ALCOHOL ABUSE POLICY
In accordance with the Drug-Free Workplace Act of 1988 (P.L. 100-690), the Drug-Free Schools and Communities Act of 1989 (P.L. 101-226) and 34 Code of Federal Regulation Part 84, Subpart F, this institution is committed to maintaining a drug-free workplace and a drug-free school. Drug and alcohol abuse can lead to liver, heart and other chronic diseases, low birth weight, birth defects and infant mortality in expectant mothers, and death.
The unlawful manufacture, distribution, dispensing, possession or use of drugs, alcohol or other controlled substances at this institution is strictly prohibited. Students and employees are required, as a condition of enrollment and/or employment, to abide by this policy.

To the extent allowed by local, state and federal laws, this institution will impose disciplinary action against students and employees for violating these standards of conduct. These actions may include suspension, expulsion, and termination of employment, referral for prosecution and/or required completion of a drug or alcohol rehabilitation or similar program.

This institution, as required by federal regulation (34 CFR 85.635 and Appendix C), will report all employees convicted of a criminal drug offense occurring in the workplace to the U.S. Department of Education. Consistent with these same regulations, employees, as a condition of employment, are required to provide written notice to this institution of their conviction for a criminal drug offense occurring at the workplace within five (5) days after that conviction. In addition, students receiving Pell Grants who are convicted of a criminal drug offense during the period of enrollment for which the Pell Grant was awarded are required by federal regulation to report that conviction in writing to the:

Director of Grants and Services
United States Department of Education
400 Maryland Avenue SW.
Room 3124, GSA Regional Office Bldg. #3
Washington, DC 20202-4571

The report must be made within 10 days after the conviction.

In addition to institutional sanctions, students and employees convicted of the unlawful possession or distribution of illicit drugs or alcohol could face local, state and federal legal penalties which include the loss of eligibility for federal financial aid, fines, imprisonment and the seizure of drug related assets.

Drug awareness programs, counseling, treatment, rehabilitation and other related services are available on an ongoing basis to students and employees of this institution through:

Glendale Adventist 1509 Wilson Terrace, Glendale, CA 91206 (818) 409-8058

Students and employees seeking assistance in overcoming a drug or alcohol related problems are encouraged to contact this organization.

This institution continues to make a good faith effort to provide a school and workplace free from the illicit use, possession or distribution of drugs and alcohol. This institution keeps track of incidents referred to the above agency or agencies and evaluates the performance of the agency every two years. A log of incidences and disciplinary actions is kept by the institutions.
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 N=Non-campus 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>NO</td>
</tr>
<tr>
<td>Negligent manslaughter</td>
<td>0</td>
<td>0</td>
<td>N/P</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>NO</td>
</tr>
<tr>
<td>Robberies</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td>NO</td>
</tr>
<tr>
<td>Aggravated assaults</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td>NO</td>
</tr>
<tr>
<td>Burglaries</td>
<td>1</td>
<td>0</td>
<td>N/P</td>
<td>NO</td>
</tr>
<tr>
<td>Motor Vehicle Thefts (on Campus)</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td>NO</td>
</tr>
<tr>
<td>Arson</td>
<td>0</td>
<td>0</td>
<td>N/P</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>
</tr>
<tr>
<td>Larceny-theft</td>
<td>1</td>
<td>0</td>
<td>N/P</td>
<td>NO</td>
</tr>
<tr>
<td>simple assault</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td>NO</td>
</tr>
<tr>
<td>Intimidation</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td>NO</td>
</tr>
<tr>
<td>Vandalism</td>
<td>0</td>
<td>0</td>
<td>N/P</td>
<td>NO</td>
</tr>
</tbody>
</table>

Number of arrests made for the following crimes

<table>
<thead>
<tr>
<th>Crimes Reported</th>
<th>2012</th>
<th>2013</th>
<th>Referred for campus disciplinary action? (Yes) (No)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liquor Laws</td>
<td>0</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Drug laws</td>
<td>1</td>
<td>0</td>
<td>N/A</td>
</tr>
<tr>
<td>Weapons Possession</td>
<td>0</td>
<td>0</td>
<td>N/A</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 an agreements with those police agencies (such as written memoranda of understanding) to investigate alleged crimes. This Institutions encourage 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 on line 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 Non-Ref.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>FT= Full time PT= Part time</td>
<td></td>
</tr>
<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</td>
<td>20,144.81</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</td>
<td>18,558.81</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</td>
<td>11,127.06</td>
</tr>
<tr>
<td>MANICURING</td>
<td>400</td>
<td>10</td>
<td>4,000.00</td>
<td>100.00</td>
<td>390.00</td>
<td>210.00</td>
<td>44.00</td>
<td>57.96</td>
<td>4,801.96</td>
</tr>
<tr>
<td>MANICURING</td>
<td>600</td>
<td>10</td>
<td>6,000.00</td>
<td>100.00</td>
<td>390.00</td>
<td>210.00</td>
<td>44.00</td>
<td>57.96</td>
<td>6,801.96</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 EFFECT ENROLLED CURRENT ATTENDING STUDENTS. Always check with the school personnel for the most current charges and scheduled class starts.

STUDENT TUITION RECOVERY FUND (STRF)
It is a State requirement that a student who pays his or her tuition is required to pay a state-imposed assessment for the Student Tuition Recovery Fund (STRF). To get more information refer to www.bppe.ca.gov for the following sections: §76020, §76212, §76215 for purpose and operation of the STRF and the requirements for filing a claim against the Student Tuition Recovery Fund.

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student 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 the 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, or are not enrolled in a residency program, or
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.

Unless you have a separate agreement to repay the third party, you are not eligible for protection with the STRF and you are not required to pay the STRF fee if either of the following applies: you are not a California resident and your charges are paid by a third party such as an employer, government program or other payer and if you have no separate agreement to repay the third party. (New Education Code 94944.) The fund protects only California students. Institutional participation is mandatory.

**EXTRA INSTRUCTIONAL 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 payment are made. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows;

- Cosmetology and Manicurist: $10 per hour
- Esthetician: $15 per hour

**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: $34 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.

**REFUND POLICY**

This school has and maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the eligible person fails to enter the course or withdraws, or is discontinued there from at any time prior to completion. The amount charged to the eligible person for tuition, fees, and other charges does not exceed the approximate pro rata portion of the total charges for tuition, fees, and other charges, that the length of the completed portion of the course should bear to its total length.

Refund applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. The refund policy adopted by this institution complies with mandated policy. All the funds due to the applicants or students are refunded within forty-five (45) days of official cancellation or withdrawal.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school and is entitled to a refund of all monies except a nonrefundable application and registration fee.
2. A student or legal guardian cancels the contract and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student
has actually started training. All monies collected by school are refunded except a nonrefundable application and registration fee.

3. A student cancels the contract after three business days of signing, but prior to entering classes. In this case, student is entitled to a refund of all monies paid to the school less an application and registration fee, if applicable.

4. A student notifies the institution of his/her withdrawal.

5. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school.

In type 2,3,4 or 5 official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

7. The institution will determine the unofficial withdrawals (for clock hour students) by monitoring clock hour attendance at least every thirty (30) days. This institution has does not have any non-clock hour students.

8. This is a clock hour school, and the refund is calculated based on student's last date of attendance.

9. Any monies due a student who withdraws from the institution will be refunded within forty five(45) days of a determination that a student has withdrawn, whether officially or unofficially.

10. When situations of mitigating circumstances are in evidence, this institution will adopt a policy wherein the refund to the student may exceed the Minimum Tuition Adjustment Schedule followed by accredited agency. For the students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

<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>

11. The items identified as non-refundable in the enrollment agreement (e.g., $100.00 registration fee, books, supplies and uniform) are not subject to refunds.

12. The institution non-refundable application fee is $100.00

13. Program Cancellation:

- If a course is canceled subsequent to a student’s enrollment and before instruction in the course has begun, institution will provide a full refund of all money paid including registration fee;
• If the course is canceled subsequent to a student’s enrollment and after instruction in the course has begun the institution will provide a pro rata refund.

14. School Closure:

• If the school closes subsequent to a student’s enrollment and before instruction in the course has begun, the institution shall provide a full refund of all money paid; less registration fee.

• If the institution ceases to offer instruction after students have enrolled and instruction has begun, the institution will provide a pro rata refund

Collection Policy:

• This institution adopts ethical business practices for the purpose of collection.
• Any collection correspondence regarding cancellation and settlement from the institution, banks, collection agencies, lawyers, or any other third parties representing the institution should clearly acknowledges the existence of the Withdrawal and Settlement Policy
• If promissory notes or contracts for tuition are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of this institution.
FINANCIAL AID INFORMATION

ACADEMIC YEAR DEFINITION

Federal regulations require that a school define its academic year for students. Financial aid is awarded and disbursed to students based on the student’s academic year. ICBAS definition of academic year is 900 hours/26 weeks. Students enrolled and attending ICBAS will have a maximum program length of 1600 hours/43 weeks.

Example:

**Cosmetology Program**
Program length: 1600 hours/45 weeks
Academic Year Definition: 900 hours/26 weeks
Payment Periods

<table>
<thead>
<tr>
<th>1st Payment Period</th>
<th>2nd Payment Period</th>
<th>3rd Payment Period</th>
<th>4th Payment Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 Clock Hours/13 weeks</td>
<td>450 Clock Hours/13 weeks</td>
<td>350 Clock Hours/13 weeks</td>
<td>350 Clock Hours/12 weeks</td>
</tr>
</tbody>
</table>

AWARDING OF TITLE IV FUNDS

The Financial Aid Office adheres to the principles and practices by the US Department of Education (DOE), Bureau for Private Postsecondary Education (BPPE) and International College of Beauty, Arts & Sciences policy.

International College of Beauty, Arts & Sciences is committed first to use financial aid to remove financial hardship and open access to post-secondary education opportunities. The Financial Aid Officer is to deliver student’s financial aid in a timely manner and to ensure availability of financial aid for students without such assistance would not be able to pursue their education goals.

Federal financial assistance is applied directly to students ledger account at the school at the completion of certain hour marks. These hour marks are referred to as “payment periods”.

*If any portion of your tuition was paid from the proceeds of a loan, then the refund will be sent to the lender or to the agency that guaranteed the loan. Any remaining amount of the refund will first be used to repay any student financial aid programs from which you received the benefits, in proportion to the amount of benefits received. Any remaining amount will be paid to you. The refund distribution order is as follows:

1. Unsubsidized Federal Direct Stafford Loans
2. Subsidized Federal Direct Stafford Loans
3. Federal Direct PLUS Loans
4. Federal Pell Grant
5. Federal Supplemental Educational Opportunity Grant
6. Other federal, state, private or institutional sources of aid
7. The student

Generally, awards from the FSA programs must be paid in at least two disbursements. Students must maintain satisfactory academic progress as well as complete the required clock hours and weeks of instructional time in a payment period before proceeding to the next payment period. The first disbursement of funds is typically between the start day and one month.

- For Cosmetology course, the second and future disbursement may be made at 450, 900, and 1250
- For Barbering course, the second and future disbursement may be made at 425, 850, 1200
- For Esthetician course, the second disbursement may be made at 300 hours.
- For Manicuring course, the second disbursement may be made at 300 hours.

**SPECIAL NOTE** All student must maintain satisfactory progress in order to accept financial aid for educational costs and/or to receive financial aid for student living expenses.

---

12 Students seeking for Financial Aid must provide a high school diploma or GED
STUDENT FINANCIAL AID ELIGIBILITY REQUIREMENTS
To be eligible for financial aid, a student must:
- Be admitted as a regular student;
- Be enrolled or accepted for enrollment in an eligible program;
- Be a citizen or an eligible non-citizen;
- Not owe a refund on a FPELL Grant or FSEOG at any school;
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan 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 service (if a male between the age of 18-25);
- Have signed a statement of educational purpose;
- Have signed a statement of updated information;
- Have a High School Diploma, (or its equivalent) a GED, or have demonstrated the ability-to-benefit
- Agree to use any federal student aid received solely for educational purposes.

TITLE IV IMPLICATIONS OF ILLEGAL DRUG CONVICTIONS
Any students convicted of possessing or selling illegal drugs while receiving Title IV assistance will be ineligible for FSA funds based on the chart below:

<table>
<thead>
<tr>
<th></th>
<th>Possession of illegal drugs</th>
<th>Sales of illegal drugs</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st offense</td>
<td>1 year from date of conviction</td>
<td>2 years from date of conviction</td>
</tr>
<tr>
<td>2nd offense</td>
<td>2 year from date of conviction</td>
<td>Indefinite period</td>
</tr>
<tr>
<td>3rd offense</td>
<td>Indefinite period</td>
<td></td>
</tr>
</tbody>
</table>

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 award year, whichever comes first. A valid ISIR requires signatures of student, spouse and/or parents, when the ISIR has been corrected.
Pell Grants are grants of money made to students based on need, as determined by the FAFSA form, with a current maximum disbursement of $5,550 per academic year. The dollar amount of the grant will depend upon your family financial status, the date you begin school and Federal Pell funds available in the given year

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 copy of the new SAR or ISIR to the financial aid office for each award year.
Maximum Annual Award: $5,730
Disbursement: They are made based on per payment period via a check payable directly to student’s tuition account.

FEDERAL SUPPLEMENTAL EDUCATION 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
Made based on per payment period via a check payable to the student or via a direct credit to the student’s 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 recipient 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 responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations. (If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money’s not paid from federal student financial aid program funds).

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 unsub 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</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</td>
<td></td>
<td>$ 818 / MO</td>
</tr>
<tr>
<td>Per Year:</td>
<td>ABOVE</td>
<td></td>
<td>$ 7,362 / YR</td>
</tr>
<tr>
<td>TRANSPORTATION</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Per Month:</td>
<td>$ 346 / MO</td>
<td>$ 91 / MO</td>
<td>$ 134 / MO</td>
</tr>
<tr>
<td>Per Year:</td>
<td>$ 3,114 / YR</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</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>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)
Refunds: If any refunds are due based on the Return of Title IV calculation or the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG. This order would apply in accordance to the aid programs available at the institution.

1. All students receiving federal financial aid who completely withdraw within the first 60% of an enrollment period are subject to the “Return of Title IV - R2T4” provision. As a student at ICBAS, you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the enrollment agreement (midnight of the fifth business day following the first class you attend), the school will remit a refund less a registration fee and all educational material received that are non-refundable not to exceed $1,510.00

2. According to the Bureau for Private Postsecondary Education, students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
   a) The amount owed equals the hourly charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of hours was scheduled to attend, prior withdrawal.
   b) All amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.
   c) Returning of fund(s) in accordance with Return of Title IV Aid - R2T4 treatment, combined with Prorated calculation, will be reflected in either the Balance Due or Refund Total on the Student Refund Calculation and Notification letter. The refund will be issued within 45 days following official withdrawal date.

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 ISSUED WITHIN 45 DAYS OF WITHDRAWAL. IF THE AMOUNT THAT YOU OWE IS MORE THAN THE AMOUNT THAT YOU HAVE ALREADY PAID, THEN YOU WILL HAVE TO MAKE ARRANGEMENTS TO PAY THE DIFFERENCE.

TRANSFER STUDENT
A student, who attended a Post-secondary institution before the enrollment at ICBAS is required to provide a Financial Aid Transcript from each of the institutions attended within the last six months before the enrollment at this institution. If a financial aid transcript is required, no aid may be advanced from the loan proceeds. Aid from other programs may be advanced to cover the first payment period. No additional aid will be available to the student until all Financial Aid Transcripts are received by ICBAS.
VERIFICATION PROCESS

THESE PROCEDURES APPLY FOR THE 2015-2016 AWARD YEAR.


Federal Regulations require schools to develop policies and procedures for verification. International College of Beauty, Arts, & Sciences (ICBAS) is 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 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
  - Dependent Verification Worksheet
  - Copy of parent's signed federal 1040, 1040A, 1040EZ form (if filed)
  - Copy of student's signed federal 1040 form (if filed)
  - W-2 forms (if separation of income is necessary)

- Independent applicants
  - Independent Verification Worksheet
  - Copy of student's (and spouse's, if married) signed federal 1040,1040A,1040EZ form
  - 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 DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):
If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants 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 hours earned, 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 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 of 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 1-20, 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 schools. 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!

**I-20 Processing Fee**

Effective June 8, 2012.

**How much is the fee?**
- The fee issuing an I-20 for M-1 student is $100.00

**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.
- $100 dollars for 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 at least three business days prior to your visa interview both internet and mail payments.
How will the government know I have paid?

- 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
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: or write:
Call the Consumer Information Center at: (800) 952-5210 Department of Consumer Affairs
E-mail: dca@dca.ca.gov Consumer Information Division
                                 1625 North Market Blvd., Suite N 112
                                 Sacramento, CA 95834

I______________________________ by singing this, I state my understanding of the contents in this form.

_____________________________________
Signature  Date
(Signature of this section does not cancel the contract)
ACKNOWLEDGMENT OF DISCLOSURES RECEIVED
INTERNATIONAL COLLEGE OF BEAUTY ARTS, & SCIENCES

Student: [Name]
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 demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements.

___ Assessment rates and Federal disclosures of completion, retention and placement rates. If applicable, state exams passing rates.

___ A copy of the school's Catalog: inside with information regarding Gainful Employment, Campus Security Act Disclosure Statement, Notice of GED training facilities, and Voting information, Disclosure of Drugs & Alcohol Abuse Policy

___ 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.

___ Students Rights and Responsibilities

___ Rules & Regulations of the Institution

___ Uniform Discipline Policy

___ Student Tuition Recovery Fund

___ (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.

___ Authorization to Release of information (FERPA)

___ Course Outline for my course of study.

___ Notice of Cancellation and procedure for canceling the course

Student Signature ___________________________ Date ____________

Institutional Representative ___________________________ Date ____________