



INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES

**STUDENT HANDBOOK & CATALOG**

**2017**

January 1, 2017 to December 31, 2017

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## GENERAL INFORMATION

### WELCOME LETTER AND OWNERSHIP

Welcome to International College of Beauty Arts & Sciences (Referred as ICBAS, for most of this catalog) and thank you for selecting us to assist you in obtaining your desired training in the field of beauty. International College of Beauty Arts & Sciences the objective is to provide the student with the education necessary not only to pass a licensing exam, if applicable, but to be an asset to the profession chosen and to become a success in whatever area the student desires. We place emphasis on how to be successful in our field of study and how to create the life style that you desire. Achieving these goals will mean hard work, dedication, and practice on your part. The degree of your success will depend on the effort you are willing to spend during the entire course of your training.

### EDUCATIONAL OBJECTIVES/ MISSION STATEMENT

It is the objective of International College of Beauty Arts & Sciences to provide the students with the education necessary to pass State Board exam, to be an asset to the profession, and to become successful in whatever area the student desires. In order to achieve the objective International College of Beauty Arts & Science does as following:

1. Maintains a highly skilled and qualified teaching staff.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas and related subjects, with emphasis on salon techniques.
3. Teaches the value of professionalism in Cosmetology, Esthetics, Manicuring and Barbering, including high standards of workmanship and personal conduct, which will enable the student to acquire employment and be an asset to the Salon of his/her choice.
4. Conducts its business in an ethical and educational atmosphere that is a credit to the beauty industry.

### PROSPECTIVE STUDENTS

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.” This information can be obtained via electronically at [www.icbas.edu](http://www.icbas.edu)

“International College of Beauty Arts & Sciences is an only English school. The schools Enrollment Agreement, School Disclosures, Terms and Conditions and all cancellation and refund policies are provided in English”.



## **CODES OF ETHICS International College of Beauty Arts & Sciences, core values are:**

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

## **BANKRUPTCY STATEMENT**

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

## **APPROVAL, ACCREDITATION & MEMBERSHIP**

1. International College of Beauty Arts & Sciences is a private institution approved to operate by the California Bureau for Private Post Secondary Education. The departments Approval to operate means the institution is compliant with the minimum standards contained in the California Private Post Secondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
2. International College of Beauty Arts & Sciences is authorized by the U.S Department of Education for participation in Title IV programs, including Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.
3. State of California Board of Barbering and Cosmetology. P.O Box 944226 Sacramento, CA 94244-2260 (916)574-7574

## **ACCREDITATIONS:**

1. National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 (703)600-7600

## **MEMBERSHIP**

1. American Association of Cosmetology Schools (AACS) 9927 E. Bell Rd. Suite 110. Scottsdale, AZ 85260 (800)831-1086

## UPDATING INSTITUTION'S CATALOG

Information in this catalog is current as of January 2017 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 electronically school website: [www.icbas.edu](http://www.icbas.edu).

### APPROVAL DISCLOSURE STATEMENT

International College of Beauty Arts & Sciences (Referred as ICBAS, for most of this catalog), 5225 West San Fernando Road. Los Angeles, CA 90039, "This institution is a private institution approved to operate by the California Bureau for Post Secondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations." Institutional approval must be re-approved every four years and is subject to continuing review. Approved are the following programs.

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

### FACILITY AND EQUIPMENT

International College of Beauty, Arts & Sciences is centrally located at the tri-city boundaries of Glendale, Burbank and Los Angeles. The school contains a total of 16,000 square feet of space and enough parking to accommodate students and staff. The facilities include 6 classrooms, 3 state-of-the-art training rooms to simulate real life spa and salon experience, offices, reception area, student lounge, and clinic floor restrooms accessible and equipped for the handicap. Students may consume food and beverages in the student lounge areas, which are designated for this purpose. Smoking is prohibited within the School.

The campus facility and the equipment provided fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

In keeping with its high educational standards, International College of Beauty Arts & Sciences provides equipment that affords the students the opportunity to develop a practical, working knowledge of equipment and materials they will be using on the job.

## **RESOURCE CENTER /LIBRARY**

International College of Beauty Arts & Sciences, maintains a library facilities to address requirements of the programs provide at the school. Library resources are available for use that include CDs/DVD, s as well as magazine publications and books. Resources are accessible on campus in the library and online. Students may access the library resources. Please see the front desk to check materials in or out.

## **INSTRUCTIONAL EQUIPMENT**

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

## **STATEMENT OF NON-DISCRIMINATION**

**INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES** 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 students selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

## **INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE**

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

## **DISCLOSURE OF EDUCATION RECORDS**

Adult's students, parents of minor students, and parents of tax dependents students have the **right to** inspect, review, and challenge information contained in their education records; however, a staff member must be present. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. The school will maintain files for five (5) years from the last day of attendance. Transcripts and Proof of Training are maintained permanently. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or his/her guardian if the student is a dependent minor) or governmental agencies so authorized by law.

## **STUDENT RECORD RETENTION POLICY**

International College of Beauty Arts & Sciences will maintain records for each student, whether or not the student completes the educational program. For a period ending (5) five years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student's transcripts and Proof of Training will be maintained permanently. The student's records shall be retrievable by student name and shall contain all of the following applicable information:

1. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution.
2. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial Aid.
3. Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.
4. A transcript is showing all of the classes and courses or their educational services that were completed and were attempted but not completed and grades or evaluations given to the student.
5. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency.
6. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
7. Copies of any official advisory notices or warnings regarding the student's progress and,
8. Complaints received from the student, including any correspondence, notes, memoranda, or telephone log relating to a complaint.
9. International College of Beauty Arts & Sciences shall maintain records of student's attendance.

## **GRIEVANCE PROCEDURES**

Students wishing to express a concern should use the schools internal complaint process first however it is not required that students use the internal complaint process and may contact 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](http://www.bppe.ca.gov).

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the School Registrar. It is strongly recommended that all grievances be presented in writing; **INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCE** will also accept oral grievances.
3. See the School Director, in her/his absences the Administrative Assistant, at 5225 West San Fernando Road. Los Angeles, CA 90039 ; (818)280-4898
4. Meetings will be scheduled with all pertinent parties before a resolution is reached.
5. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the school administrative office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
6. Further unresolved concerns may be processed in accordance with the Procedures for Processing Complaints of Unlawful Discrimination and Other Grievances, either in writing or by personal appearance. Contact the schools compliance coordinator to pursue this formal grievance procedure.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to any of the following agencies:
  - a. The Bureau for Private Postsecondary Education, Physical Address: 2535 Capital Oaks Drive, Suite 400, Sacramento, CA 95833; Mailing address: P,O Box 980818, West Sacramento, CA 95798-0818 (916)431-6959 or (888)370-7589 <http://www.bppe.ca.gov>
  - b. National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA 22314(703)600-7600
  - c. Board of Barbering and Cosmetology P.O Box 944226 Sacramento, CA 94244-2260 (916)445-7061

## **NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS**

**The Family Educational Rights and Privacy Act (FERPA)** is a federal law that protects the privacy of student's education records. The law applies to all Schools that receive funds under an applicable program of the U.S Department of Education. FERPA gives rights to students and parents/guardians of dependents minors with respect to accessing their students' education records. This rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth his or her view about the contested information.
- FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified official for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting Organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies: and
  - State and local authorities within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents.

## ADMINISTRATIVE/ADMISSIONS POLICIES & PROCEDURES

### ADMISSION POLICY AND PROCEDURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students are also encouraged to visit the physical facilities of the school and to discuss personal educational plans with school personnel prior to enrolling or signing enrollment agreements. Prospect Students can obtain a Copy of this Catalog Electronically at [www.icbas.edu](http://www.icbas.edu)

### ADMISSIONS POLICY

The following are the requirements and procedures for admission to International College of Beauty Arts & Sciences.

1. Applicants to International College of Arts Beauty & Sciences must attend an initial personal interview, which determines the prospect of the individual's success in his/her chosen program. Parents and significant others are encouraged to attend.
2. Applicants must complete financial arrangements prior to admissions. If applicable, financial aid application must be complete.
3. All applicants must complete an application for admission (prospective student questionnaire)
4. All applicants are given a tour of the campus before enrolling.
5. All applicants must pay a non- refundable applicants fee in the amount of \$100.00.
6. If you are 18 years of age with proof of High School Diploma or Equivalent of a GED.
7. If you have completed at least the 10<sup>th</sup> grade education or its equivalent as required by the California State Board of Barbering and Cosmetology.
8. **If you are at least 17 and a High School Graduate, to enroll in International College of Beauty Arts & Sciences you need**
  - To provide your valid U.S High School Diploma, a GED, passing scores from the California State Proficiency Exam, or High School transcripts verifying your graduation date.
  - To present a valid Social Security Card and a valid Government issued photo identification card or driver's license.
9. **If you are at least 18, an immigrant to the United States, and have a Completed High School or its Equivalent of your Country of origin, to enroll at International College of Beauty Arts & Science you need:**
  - a) An original copy of your High School Diploma or Transcript equivalent to a U.S High School Diploma (Notarized and Translated line by line word by word if different language then English by an outside agency that is qualified to translate documents into English and Confirm the academic equivalence to a U.S High School Diploma).
  - b) To present a valid Social Security card and a valid Government issued photo identification card or driver's license.
10. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if applicant is under 18 years of age).
11. **If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school, to enroll at International College of Beauty Arts & Sciences you need:**
  - o To provide your valid homeschooled high school diploma.

- To provide **either** a copy of the state – issued secondary school completion credential (if your state issues this certificate), **or** a copy of the Private Post Secondary School Affidavit issued by the state for the school from which the diploma was granted.
- To present a valid Social Security Card and a Valid Government issued photo Identification card or driver’s license.

Note: it will be necessary for the student to present his/ her Social Security card at the time of enrollment in order to complete the process of applying for Financial Aid through the U.S Department of Education.

## VALIDITY OF HIGH SCHOOL DIPLOMA

Diploma, Transcripts or GED certificates are all acceptable documentation and necessary for enrollment. International College of Beauty Arts & Sciences states that if any diploma or certificate is in question then the school will have to verify the legitimacy of that document. An original copy of the High School Diploma or Transcript equivalent to a U.S High School diploma must be notarized, translated line by line and word by word if different language than English by an Outside Agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S High School Diploma.

## G.E.D. CLASSES AVAILABILITY

For those individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

	Adult Community		
<b>Entity Name</b>	Training Center	<b>Entity Name</b>	Burbank Adult School
<b>Street Address</b>	1122 East Garfield	<b>Street Address</b>	3811 Allan Ave.
<b>City, State and Zip</b>	Glendale, CA 91205	<b>City, State and Zip</b>	Burbank, CA 91505
<b>Phone number</b>	818/240-1000	<b>Phone number</b>	818/558-4611
	Los Angeles		
	Unified School,		
<b>Entity Name</b>	Dist.	<b>Entity Name</b>	Los Angeles Valley College
	1646 S. Olive,		
<b>Street Address</b>	Room 503	<b>Street Address</b>	5800 Fulton Ave.
<b>City, State and Zip</b>	Los Angeles, CA 90015	<b>City, State and Zip</b>	Valley Glen, CA 91401
<b>Phone number</b>	213/765-2573	<b>Phone number</b>	818/947-2976

## ENGLISH AS A SECOND LANGUAGE

International College of Beauty Arts & Sciences, does not offer visa services to prospective students from other countries, vouch for foreign student attendance or provide English Language services. English – as – a Second language instruction is not offered by International College of Beauty Arts & Sciences.



All programs are taught in English for successful completion of the application, International College of Beauty Arts & Sciences, interview process and completion of instruction are in English, the student must be able to speak, read, and write in English Language proficiency is documented by:

- 1) The admissions interview
- 2) Receipt of prior education documentation as stated in the admission policy.

International College of Beauty Arts & Sciences does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

Transfer or Articulation Agreements, International College of Beauty Arts & Sciences has not entered into any transfer or articulation agreements with any other college or university.

### **ABILITY TO BENEFIT (ATB) TESTING**

International College of Beauty Arts & Sciences **does not admit the ability – to – benefit exam.**

### **ORIENTATION CLASS**

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

### **CHANGE OF SCHEDULE**

Students may change their schedule on one (1) occasion during their time at International College of Beauty Arts & Sciences.

### **OUT OF STATE/COUNTRY HOURS**

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

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

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

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

### **FACULTY- INSTRUCTOR QUALIFICATIONS:**

Each member of our Staff is dedicated to the success of our enrolled students.

California instructional staff member's possess a current state license, where required. California Instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching, per California state law.

### **FACULTY LISTING & QUALIFICATIONS**

Somers, Regina Fulltime	Cosmetologist License Over 20 years of experience
Somers, Regina Fulltime	Barbering License Over 3 years of Experience
Agcaoili, Janna Part time	Manicuring License Over 30 years of Experience
Sahakian, Ruzan Part time	Esthetician License Over 9 years of Experience
Nunez, Maritza Part time	Cosmetologist License Over 13 years of Experience

### **SUBSTITUTES**

All Substitute's instructors are required to complete routine employment paperwork. Substitute's instructors are to check the following orientation check list that covers school policies, and procedures as reviewed: written operating procedures, program course outline for each program of study, class schedules, lesson plans, handouts and other teaching aids that support the lesson plans, practical grading criteria and Satisfactory Academic Progress Policy.

# **INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES**

## **ADDRESS WHERE CLASSES SESSIONS WILL BE HELD**

5225 West San Fernando Road. Los Angeles, CA 90039

## **CLASS SCHEDULES for 2017**

Classes will begin as follows; Cosmetology, Barbering, Esthetician, and Manicuring: Every 1<sup>st</sup> Monday of the month.

## **SCHOOL HOURS ARE AS FOLLOWS:**

Monday through Friday from 9:00am to 5:00 pm

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

<u>Course</u>	<u>Class time schedule</u>
Cosmetology	9:00 am - 2:00 pm Part time
Cosmetology	9:00 am - 5:00 pm Full time
Barbering	9:00 am – 2:00 pm Part time
Barbering	9:00 am – 5:00 pm Full time
Esthetician	9:00 am - 2:00 pm Part time
Esthetician	9:00 am – 5:00 pm Full time
Manicuring	9:00 am – 2:00 pm Part time
Manicuring	9:00 am – 5:00 pm Full time

## **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**

International College of Beauty Arts & Sciences; is closed on Saturday and Sunday the following holidays are: New Year's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day.

## ACADEMIC and INSTRUCTIONAL POLICIES

### SCHOOL RULES AND REGULATIONS

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

28. Students may not make-up missed time without office written approval No exceptions.
29. Students may park in any available parking spaces except in the designated staff spaces UN authorized Vehicle's will be towed away at the owner's expense.
30. Any student who is absent more than fourteen (14) consecutive days without notifying the School Office will be automatically dropped.
31. Students may not use earphone radios, cellular phones or texting during school hours.
32. All electronic devices must be turned off or place on silent mode.
33. Failure to meet all school's attendance policy may result in additional instructional charges, specified in your enrollment agreement. Overtime charges will continue to be calculated even if you are absent, late or leave early No Exceptions.

## CONDUCT POLICY

International College of Beauty Arts & Sciences is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, International College of Beauty Arts & Sciences has established guidelines for proper conduct. Emphasis is placed on regular attendance, promptness, honesty, and a positive attitude. Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the school.
2. Dishonesty on the part of any student may result in probation, suspension or terminations form the school. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damaged done to International College of Beauty Arts & Sciences site property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be in possession of any type of weapons or create a safety hazard to others while on School Property.
6. Students may not be in possession of any type of weapons or create a safety hazard to others while on School Property.
7. International College of Beauty Arts & Sciences is a non-smoking facility. Smoking is not permitted outside the school buildings.
8. Animals are not permitted on the schools grounds, with the exception of animals designated to assist the physically impaired.
9. International College of Beauty Arts & Sciences does not provide childcare services. Children are not permitted in the instructional areas.
10. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation, suspension or dismissal from International College of Beauty Arts & Sciences.

## **DISCIPLINARY POLICY**

Student conduct: all students are expected to behave in a professional manner respecting all other students, staff and customers. A positive attitude is a must. International College of Beauty Arts & Sciences will terminate students if their conduct is not in the best interest of the school. This includes but is not limited to, appropriate treatment of fellow students, staff, clients, property, internet and other media privileges.

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

1. **Warning** – A verbal notice may be given to the student by an instructor or administrative staff indicating that continuation or a repetition of the specified conduct may be cause for further disciplinary action.
2. **Disciplinary Probation** – The student will be given a written warning; a notice of such counseling will be put into the students file indicating that the school will not tolerate further misconduct.
3. **Immediate Suspension** – Any student who violates any Law of the State of California or in any way causes or may cause injury to him/herself, other students, school staff, or clients may be suspended immediately without prior steps as outlined above, and pending an investigation and consensus of the staff and Board of Directors, expulsion may then occur.
4. **Expulsion** - A student who engages in any further misconduct as defined above while on Disciplinary Probation or Suspension will be immediately expelled.

## **ATTENDANCE /TARDINESS, MAKE-UP STANDARDS & ATTENDANCE PROBATION**

### **ATTENDANCE POLICY**

Regular attendance and punctuality will help develop the good habits necessary for successful career. All scheduled hours of class must be attended.

Attendance must be maintained at an average of 67% percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

### **ABSENCES/TARDINESS POLICY**

Students not physically present in class 9:00am, per their class start time are considered tardy. International College of Beauty Arts & Sciences has established a fifteen (15) minute grace period for the student to clock in and be countable for the total hours for the day. If the student passes the grace period established, the student will be considered late for the class and may be asked to return at 11:00am for the practical portion.

## **EXCUSED AND UNEXCUSED ABSENCES**

Students who need permission to be absent for family purposes must notify the School Registrar department two weeks in advance and present written proof of the event. Students are encouraged to schedule medical, dental, personal or legal appointments outside of their scheduled school hours and should notify the school if they plan to be absent. Students will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal or legal appointments.

In order to be granted time off for leaving early, students must submit a Time off Form to the School President or Administrative staff. Students who are aware that they must leave early for the day should notify the instructor at the earliest possible time to help avoid classroom interruption and client scheduling issues.

Student who have been absent from their scheduled classes for 14 consecutive calendar days, not including scheduled school holiday, will be dropped from the training program (except those who are required to participate In military duties: students must provide International College of Beauty Arts & Sciences with a written documentation verifying the required military duty and length of services requested).

## **MAKE – UP STANDARDS POLICY**

If a student misses a class, he or she must make up the hours missed after evaluating their attendance. The student needs to schedule an appointment with the School Registrar or Financial Aid Office, to find out when he or she can make up the hours missed.

## **ATTENDANCE STATUS**

A student attending Cosmetology, a clock hour program is expected to complete 1600 clock hours.

A student attending Esthetician, a clock hour program is expected to complete 600 clock hours.

A student attending Manicuring, a clock hour program is expected to complete 600 clock hours.

A student attending Barbering, a clock hour program is expected to complete 1500 clock hours.

## **CLASS & PRACTICE HOURS – CREDIT PROCEDURE**

International College of Beauty Arts & Sciences will only recognize time-clock recorded hours of attendance. A time card is used to keep an account of class hours and practical operations. This time card must be signed by an instructor to verify that they hours and credits are valid. Students must clock in and out at the start and end of their class day. After clocking in, you are required to maintain applied effort. Applied effort means you are to be engaged in assigned practice activities, self study activates (authorized by your instructor), or participating in a class. In all cases, your activities while on the time clock must be related to training for your course of study. Personal grooming, leaving the building, reading material not related to your training or engaging in activity not related to your training will not be tolerated. You will be asked to stop such activity or to clock out for the remainder of the day, and you will receive a referral notice. Continued activities of this nature could result in your terminations.

Each theory operation and/or practices operation must be checked by an instructor prior to receiving credit.

**Remember! You must be responsible for clocking in and out so that you don't lose your hours; failure to clock in and out results in loss of time.**

## **LEAVE OF ABSENCE**

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



## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Higher Education Act mandates that institutions of higher education establish minimum standards of “Satisfactory Academic Progress” for students receiving financial aid. International College of Beauty Arts & Sciences applies this standard to all students consistently, regardless of whether or not they are financial aid recipients. The satisfactory academic progress policy is printed in the school catalog to assure that all students receive a copy prior to starting classes. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Students must demonstrate satisfactory academic progress towards completing their programs by meeting International College of Beauty Arts & Sciences established standards. Satisfactory academic progress is a measure of students’ qualitative (academics) and quantitative (attendance) progress as defined below.

### **QUANTITATIVE EVALUATION (ATTENDANCE)**

Students are expected to complete their program in 150 percent of the normal timeframe established for completion. Evaluations are based on the cumulative attendance percentage. Attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Therefore, at each evaluation period, the school will determine if the student has maintain at least 67% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate the student will graduate within the maximum time frame allowed and the student will be deemed making satisfactory progress.

### **QUALITATIVE EVALUATION (ACADEMIC)**

Students are expected to maintain a 70% cumulative grade point average of their combined practical and written grades in order to be deemed making satisfactory academic progress during an evaluation period. At least two comprehensive practical and written skill exams will be conducted during the course of study. Practical skills are evaluated using the rubric criteria adopted by International College of Beauty Arts & Sciences. Theory class will require written exams to be taken in each of the chapters of study as set forth by guidelines from the California Board of Barbering and Cosmetology and International College of Beauty Arts & Sciences. Students must make up failed or missed tests and incomplete assignments. Numerical and letter grades are considered according to the following scale

### **ACADEMIC GRADING POINT**

Theory Grades	
90-100%	A (Excellent)
80-90%	B (Good)
70-79%	C (Satisfactory)
60-69%	F (Failing)

## PRACTICAL GRADING

Practical skills are evaluated using the (Rubric Criteria) which is based on the grading of “0” for not completing the work, and “10” for completing all the steps of work projected correctly.

All students are required to satisfactorily complete all subjects prior to graduation unless credit has been allowed for previous training in a particular subject area.

**Evaluation periods at which attendance progress shall be evaluated are the following, and are based on scheduled clock hours to complete.**

Students are evaluated based on “Clock Hours” midpoint at end of academic year	
Cosmetology / scheduled hours	450,900,1250,1600
Barbering / scheduled hours	450,900,1200,1500
Esthetician / scheduled hours	300,600
Manicuring / scheduled hours	300,600

If a student is making satisfactory progress at evaluation time, then said student is considered making satisfactory progress until the next evaluation period. If a student is NOT making satisfactory progress at evaluation time, then said student will be placed on warning.

## MAXIMUM TIME FRAME

The maximum time frame a student has to complete any course is 1 ½ times the course length. Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. NACCAS approved course length is defined as the period of time identified on then enrollment contract. Leaves of absence are not included in this total. A leave of absence will also extend a student’s contract expected graduation date and the maximum time frame of a one and one-half (1 ½) times the length of the course as stated in the enrollment agreement by the number of days taken in the leave of absence. Students re-enter at the same status as when they left. The 67% attendance average is programmed into our servicer system to check at the evaluation points for each program. However, we monitor satisfactory progress manually throughout the student’s program to ensure that students have ample opportunity meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evaluations are completed within the seventh business day.

**The regular and the maximum time frame for completing each course is the following:**

Cosmetology 1600 clock hours	Full Time 43 weeks	Part Time 64 weeks
Barbering 1500 Clock Hours	Full Time 43 weeks	Part Time 60 weeks
Esthetician 600 Clock Hours	Full Time 16 weeks	Part Time 24 weeks
Manicuring 600 Clock Hours	Full Time 16 weeks	Part Time 24 weeks

**Maximum time frame in Clocked Hours:**

**Maximum time frame in weeks:**

Cosmetology 2400	Full Time 64	Part Time 96
Barbering 2250	Full Time 60	Part Time 90
Esthetician	Full Time 24	Part Time 36
Manicuring	Full Time 24	Part Time 36

**WARNING**

Students who fall below the above standards at the satisfactory progress evaluation point for their Scheduled hours will be placed on warning. A student is considered to be making unsatisfactory progress while on warning but is still eligible for financial aid. If the student does not improve either grades and/or attendance by the end of the evaluation point, he/she will be ineligible for financial aid. When the student is put on probation status, he/she is issued an academic improvement plan.

**PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal.

**RE-ESTABLISHMENT OF SATISFACTORY PROGRESS & REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Students who have lost eligibility for financial aid may reestablish by meeting their minimum academic and attendance average by the end of the probation period. If after this period, a student is still in unsatisfactory progress, he/she may be dropped from the course of study at the discretion of the school president. In case of extenuating circumstances, special arrangements may be made with school official. These arrangements will be handled on an individual basis. The probation period and reinstatement period apply to all students, whether or not they are on financial aid.

## **APPEAL PROCESS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the school President within 10 days of receiving the notice of probation, describing any mitigating circumstances the student believes deserves further consideration. The institution will also determine that satisfactory academic standards can be met by the end of the subsequent evaluation period. Such mitigating circumstances might include family or medical emergencies or military services for which the student has elected not to request a leave of absence. An appeal decision will be made and the student notified accordingly. Should a student prevail upon his/her appeal, the student will be placed on probation for the following payment period, and financial aid will be reinstated. The student will be placed on an academic improvement plan to ensure the student is able to meet satisfactory academic progress by the end of the probationary period.

A copy of the student's academic improvement plan will be kept in the student's file along with the following forms: Students Satisfactory Academic Progress Appeal and Outcomes of Student's Academic Progress Appeal. The student must be achieving satisfactory progress at the end of the probationary period or all financial aid will be terminated. In case of an adverse determination of the student's appeal, the student will remain in probation, and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. Students may re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the payment period. The financial aid department will then request the appropriate federal funds in their behalf for the next payment period. Failure to re-establish satisfactory progress will result in termination of the program.

## **STUDENTS' EVALUATION**

Written progress records are maintained by International College of Beauty Arts & Sciences. These are recorded and discussed with each student during their evaluation periods and are given a copy of their SAP report. The students will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, the student will be deemed ineligible to receive Title IV funds.

## **INTERRUPTIONS, COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS**

If enrollment is temporarily interrupted for a leave of absence of 180 days or less, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Course incompletes affect the student's satisfactory progress status by lowering the student's grade point average because students receive 0% credit for unfinished work. Repetitions and withdrawals have no effect on the student's satisfactory progress status. Students re-enter at the same status as when they left.

## **TRANSFER HOURS**

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

**REINSTATEMENT:** A student who prevails in the appeal process will be determined to be making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

## **RE-ENTERING**

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.

## **GRADUATION REQUIREMENT**

When a student has completed the required theory hours and practical operations in the course of study with a GPA of "C" (70%) or better. All students are required to pass the schools final examination with a grade of not less than 85% prior to going to State Board. You have made arrangements to pay all outstanding tuition, fees, and charges. This must be done prior to the release of final documents, including your certificate of completion and transcripts.

## **LICESNSING REQUIREMENTS**

To be eligible to take the state examination, students must be at least seventeen years of age, have completed the 10<sup>th</sup> grade (or equivalent) and has committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code. They must also submit a Proof of Training from the school, present picture identification, file an Application for Examination, and remit an examination fee. Students must furnish an examination doll head, examination kit, and traveling expenses to the Board of Barbering & Cosmetology Examination Centers (located in Los Angeles and Fairfield).

## SUSPENSION AND TERMINATION

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. International College of Beauty Arts & Sciences reserves the right to suspend or dismiss any student who:

- Displays conduct that the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the School, as addressed in the conduct policy of this catalog.
- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to International College of Beauty Arts & Sciences property.
- Fails to maintain satisfactory academic progress.
- Fails to meet school's attendance policy or standards.
- Fails to meet financial obligations to the institution.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

## DROPS

International College of Beauty Arts & Sciences reserves the right to drop students who fail to comply with the academic, attendance, financial, and conduct standards of the institution.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet school's attendance policy or standards  
14 days of consecutive absences  
Less than 66.67% attendance in your program of study
- Failure to maintain satisfactory academic progress  
Less than 70% grade in two or more courses
- Failure to meet satisfactory clinical standards
- Failure to meet financial obligations to the institution
- Conduct that the faculty and administration determines to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the conduct policy of International College of Beauty Arts & Sciences Catalog.
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to International College of Beauty Arts & Sciences property
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer program

## COURSE CURRICULUMS

### COSMETOLOGY CURRICULUM

(CIP CODE 12.0401, SOC CODE 39-5012.00) 1,600 CLOCK HOURS

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. All students are required to pass the schools final examination with a grade of not less than 85%. Technical instruction and practical operations shall include:

#### MINIMUM PRACTICAL OPERATIONS REQUIREMENTS

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

#### **SUBJECT OF TECHNICAL INSTRUCTION INSTRUCTIONS**

#### **MINIMUM HOURS OF TECHNICAL**

The Board of Barbering & Cosmetology Act and the Program's Rules & Regulations	<b>20</b>
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<p><b>Cosmetology Chemistry</b> (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes physical and chemical changes Of matter.)</p>	<b>20</b>
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<p><b>Health and Safety/Hazardous Substances</b> (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 &amp; Hepatitis B.)</p>	<b>20</b>
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<p><b>Theory of Electricity</b> in cosmetology (shall include the nature of electrical current, principles of operating electrical devices And the various safety precautions used when operating electrical equipment.)</p>	<b>05</b>
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**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.).	20
<b>Anatomy and Physiology-</b> this subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology	15
<b>Wet Hair Styling</b> (Shall include hair analysis, shampooing, finger waving, pin curling, and comb outs.)	25
<b>Thermal Hair Styling</b> (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons and Blow dry styling.) (A.) Thermal Styling (B.) Press and Curl	20
<b>Permanent Waving</b> (shall include hair analysis, chemical, and heat permanent waving.)	20
<b>Chemical Straightening</b> (shall include hair analysis, and the use of sodium hydroxide and other base solutions)	20
<b>Haircutting</b> (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and Dry cutting.)	20
<b>Hair Coloring and Bleaching</b> (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.	60
<b>Scalp and Hair Treatments</b> (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, And other hair treatments.)	05
<b>Facials</b> (A) Manual (shall include cleansing,	05



scientific manipulations, packs, and masks.)  
(B) Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.) **10**

(C) Chemicals (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with the Section 992 regulations regarding skin peeling. **10**

**Eyebrow Arching and Hair Removal** (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) **10**

**Make-up** (shall include skin analysis, complete and corrective make-up, last and brow tinting and the application of false eyelashes.) **15**

**Manicuring and Pedicure :** (A) Water and Oil Manicure, including nail analysis, and hand and arm massage. **05**

(B) Complete Pedicure, including nail analysis, and foot and ankle massage **10**

(C) Artificial Nails 1. Liquid and Powder Brush-on **05**

2. Artificial Nail Tips

3. Nail Wraps and Repairs

**Additional Training** (Shall include the following subject matter: Salon management, communication skills that include, professional ethics, retail sales, decorum, record keeping, and client service record cards, also how to prepare a Resume, employment development skills, modeling, desk and reception, and other subjects relating to the course **100**

Of Cosmetology. **MAXIMUM HOURS**

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

*Reference: Sections 7316(b), 73219(d)(l), 7321(d)(l), 7362,7362.5(b) and 7389, Business*

## **BARBERING CURRICULUM**

**(CIP CODE 12.0402, SOC CODE 39-5011) 1,500 CLOCK HOURS**

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical training covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. All students are required to pass the schools final examination with a grade of not less than 85%. Our institution uses direct method of instruction. The course of study for the Barbering course is

### **MINIMUM PRACTICAL OPERATIONS REQUIREMENT**

#### **20 Disinfecting**

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

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

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

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

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

**SUBJECT OF TECHNICAL INSTRUCTION**

**MINIMUM HOURS OF TECHNICAL INSTRUCTION**

The Board of Barbering & Cosmetology Act and the Program's Rules & Regulations	20
<b>Hairstyling:</b> Hair analysis; Shampooing; Finger waving; Comb outs; Straightening; Waving; Curling with hot combs, Curling irons and blow drying styling.	20
<b>Permanent Waving and Chemical Straightening:</b> Hair analysis; Acid and alkaline permanent waving; chemical straightening including The use of Sodium Hydroxide and other base solutions.	40
<b>Hair Coloring and Bleaching:</b> 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.	60
<b>Hair Cutting:</b> Use of scissors, razor (sharper); electrical clippers/ Trimmers; and thinning (tapering) sheers for wet and dry cutting.	20
<b>Preparation and Performance:</b> Preparing the client's hair for shaving; Assessing the condition of the Client's skin; performing shaving techniques; An after-shave antiseptic Following facial services; massaging the client's Face; rolling cream massage.	100
<b>Laws and Regulations:</b> The Barbering and Cosmetology Act and The Board's Rules and Regulations.	20
<b>Health and Safety Considerations:</b> Training in chemicals and health in Establishments; Material Safety Data Sheets; Protection from hazardous Chemicals and preventing chemical injuries; Health and safety laws And agencies; Bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	20
<b>Disinfection and Sanitation:</b> Proper procedures to protect the health and Safety of the consumer as well as the technician; Proper disinfection Procedure for equipment used in establishments.	20
<b>Anatomy and Physiology:</b> Human anatomy; Human Physiology.	20
<b>Business Skills:</b> Professional Ethics; Communication; Salesmanship;	100
Client record-keeping; Decorum; Basic tax information relating to Booth renters, independent contractors, employees, and Employers.	

## **ESTHETICIAN CURRICULUM**

**(CIP CODE 12.0409, SOC CODE 39-5094.00) 600 CLOCK HOURS**

The curriculum for students enrolled in Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture classroom participation, or examination. Practical operation shall mean the actual performance by the student of a “complete service on another person.” All students are required to pass the schools final examination with a grade of not less than 85%. Such technical instruction and practical operations shall include:

### **MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION**

Disinfection and Sanitation	<b>10</b>	Eyebrow Arch – Tweezing	25
Facials:	<b>100</b>	Eyebrow Arch – Wax	<b>25</b>
A. Manual	<b>50</b>	Make up	<b>40</b>
B. Electrical	<b>50</b>	Additional Training	<b>300</b>
C. Chemical	<b>40</b>	Depilatories	<b>25</b>

### **SUBJECT OF TECHNICAL INSTRUCTION    MINIMUM HOURS OF TECHNICAL INSTRUCTION**

The Board of Barbering & Cosmetology Act and the Program’s Rules & Regulations **10**

**Cosmetology Chemistry** related to the practices of an Esthetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes in matter **10**

**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. **40**

**Theory of Electricity.** Shall include the nature of electrical current, principles of operating electrical Devices, and the various safety precautions used when operating electrical equipment.) **05**

**Disinfecting and Sanitation** (shall include procedures to protect the health and safety of the consumer as well as the **25**

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.) 25

**Bacteriology, Anatomy, and Physiology.** 15

**Facials-** A. Manual: shall include skin analysis, cleansing, scientific manipulations, packs and masks 20  
 30

**B. Electrical:** shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes 20

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

Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories 20  
 20

Makeup 20

Corrective Makeup-application of False Eyelashes 20

Preparation - shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, professionalism, client record keeping, and pre and post operative care, CPR/AED, salon and spa skills. 15

Additional Training (Shall include the following subject matter: Salon management, communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume' employment development, modeling, desk and reception, and care and other subjects relating to the field of Esthetics. 60

**MAXIMUM HOURS**

*Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code.*

*Reference: Sections 7316(b), 7324(d)(l), 7362,*

## MANICURING CURRICULUM

(CIP CODE 12.0410, SOC CODE 39.5092.00) 600 CLOCK HOURS

The curriculum for students enrolled in Manicuring course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a nail care. Technical instruction means instruction by demonstration, lecture classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. All students are required to pass the schools final examination with a grade of not less than 85%. Such technical instruction and practical operations shall include:

### MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

<b>10 Disinfection and Sanitation</b>	<b>50 Full Set</b>
<b>40 Water &amp; Oil Manicure</b>	<b>50 White Tips</b>
<b>20 Completer Pedicure</b>	<b>100 Advance Acrylic</b>
<b>80 Acrylic</b>	<b>100 Acrylic</b>
<b>60 Nail Tips</b>	<b>20 Reflexology and foot massage</b>
<b>40 Nail wraps and repairs</b>	

### **SUBJECT OF TECHNICAL INSTRUCTION    MINIMUM HOURS OF TECHNICAL INSTRUCTION**

The Board of Barbering & Cosmetology Act and the Program's Rules & Regulations	<b>10</b>
<b>Manicure and Pedicure</b> 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-on, nail tips, nail wraps and repairs, and nail analysis.	<b>15</b>
<b>Bacteriology, Anatomy, and Physiology</b> This includes but not limited to Bacteriology, anatomy, physiology, and nail analysis and conditions	<b>10</b>
<b>Disinfection and Sanitation</b> Disinfection includes but not limited to Procedures to protect the health and safety of the consumer as well as the technician	<b>15</b>
<b>Nail diseases disorders and podiatry</b>	<b>15</b>
<b>Reflexology and foot massage</b>	<b>20</b>
<b>Additional Training people skills</b>	<b>31</b>

## **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, International College of Beauty Arts & Sciences and our students. Externships provide the students with real life, hands on experience at highly successful, dynamic and inspiring salons and spas. Students earn classroom hours while participating and assisting in salon and spa activities. Students must have completed 60% of the total hours and Practical work required for their course completion, have a GPA and attendance rate of 70% or higher, and present a letter of recommendation from their instructors. Externships are unpaid, but student externs receive clock hour credit toward graduation. These programs are not a requirement for graduation. The student extern shall receive clock hour credit toward graduation, but the credit shall not exceed eight (8) hours per week and shall not exceed 10 percent of the total clock hours required for completion of the course.

### **Preparation for Externship Program:**

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

**STUDENT CONSUMER INFORMATION & HEALTH AND SAFETY DISCLOSURE**

**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**.

Program	CIP Code	SOC Code	O*Net	Occupational Title	Wages		On-Time Graduation	Job Placement	Median Loan Debt	
					Median Hourly	Median Annual			Title IV Loans	Private Loans
Cosmetology	12.0401	39-5012	39-5012.00	Hairdresser, Hairstylists, and Cosmetologists	\$11.12	\$23,140	100%	98%	0	0
Barbering	12.0402	39-5011	39-5011.00	Barber	\$12.03	\$25,010	100%	98%	0	0
Esthetician	12.0409	39-5094	39-5094.00	Skin Care	\$13.92	\$28,940	100%	100%	0	0
Manicuring	12.0410	39-5092	39-5092.00	Nail Care	\$9.30	\$19,340	100%	92%	0	0

[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



## OUTLOOK<sup>1</sup>

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<sup>9</sup>

### Physical Demand Summary

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

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

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

### Work Schedules<sup>9</sup>

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, a student /employee must be in good physical health since he/she will be working in direct contact with customers. The related fields of study require a great deal of standing walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if there students (their parents or physician) believe they can fulfill the training demands.

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<sup>1</sup> Information from Bureau of Labor Statistics

## **ACCESSIBILITY FOR DISABLED STUDENTS**

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

## **PERSONAL PROPERTY**

International College of Beauty Arts & Sciences, assumes no responsibility for loss or damage to a student's personal property or vehicle ( including contents of vehicle) while n , on ,or adjacent to School property.

## **FIELD TRIPS**

When appropriate, arrangements will be made for students to leave campus in order to observe their particular course of study as it applies to the real world of work. International College of Beauty Arts & Sciences requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory

## **PREGNACY**

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect expected graduation date.

## **ALLERGIES**

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

## **VACCINATION POLICY**

International College of Beauty Arts & Sciences does not mandate vaccinations as part of the enrollment requirements. We do encourage all students to stay current on all State and Federal recommended vaccinations.

## **STUDENTS WITH VETERANS ADMINISTRATION (VA) BENEFITS**

Students wishing to enroll at International College of Beauty Arts & Sciences and utilize the VA benefits for which they may be eligible must submit unofficial transcripts for all prior training even though they may not be transferring any hours into the program. Education call center toll – free number for the Education Call Center is 1-888-442-4551 [www.benefits.va.gov/gibill](http://www.benefits.va.gov/gibill)

## STUDENT SERVICES

### CAMPUS HOUSING

International College of Beauty Arts & Sciences does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$800,000 and rent for a 1 bedroom apartment is approximately \$1500.00 for 2 bedrooms is approximately \$1900.00

### STUDENTS ACTIVITIES

While at International College of Beauty Arts & Sciences, you'll have the opportunity to participate in a variety of events and activities that are educational, interesting and just plain fun.

### JOB PLACEMENT/CAREER SERVICES

International College of Beauty Arts & Sciences does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

The Career Services Department assists students and graduates in a broad range of career planning and advising to include: interviewing skills and follow – up; job opportunity generation through job leads and networking; the full cycle of the hiring process including resumes and job applications; and professional attire workshops provided by Los Angeles Workforce.

Students and graduates are encouraged to take advantages of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and Career Services Department.

Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contracts, and inform their Career Services Specialist of these efforts.

This employment assistance series are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited for anyone who has a criminal background.

International College of Beauty Arts & Sciences mission is to provide learners with the skills and technical knowledge necessary to qualify for employment in **entry-level positions; International College of Beauty Arts & Sciences cannot and will not guarantee employment to anyone.**  
**ICBAS does not represent or guarantee compensation levels to anyone.**

An eligible graduate is any student who has:

1. Successfully completed all graduation requirements.
2. Submitted a personal resume to the Career Services Advisor.
3. Return all books, equipment, etc. belonging to the school.
4. Fulfilled all financial obligations to the School and attended a Financial Aid Exit Interview, if applicable.

## **ACADEMIC AND INDIVIDUAL COUNSELING**

International College of Beauty Arts & Sciences provides academic counseling to all students. We will help you with tutoring should you experience challenges in meeting the minimum performances standards and course requirements as set by International College of Beauty Arts & Sciences, and the State Board of Barbering and Cosmetology.

## **VOTER REGISTRATION**

International College of Beauty Arts & Sciences encourages students to make necessary arrangements to Vote before or after their scheduled class. Please visit the voting link at <http://www.rockthevote.com>

## **EMERGENCY RESPONSE AND EVACUATION PROCEDURES**

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

## **CONSTITUTION DAY**

Senator Byrd (D-West Virginia) inserted language into federal legislation that requires all institutions participating in Federal Funding to schedule educational programming about the U.S Constitution every September 17 or in the same week that it falls. In the years where September 17<sup>th</sup> falls on a weekend, the programs are to be held in the preceding or following week.

## **SCHOLARSHIPS AND FEE WAIVERS**

The school does not offer any institutional fee waiver, and scholarships are at the discretion of the School President

## **DRUG ABUSE PREVENTION POLICY**

International College of Beauty Arts & Sciences, strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, or assistance concerning Drug Abuse Prevention

- Drug abuse prevention toll free number from any phone dial - 211
- National drug treatment hotline (855)378-4735
- Alcoholics Anonymous (818)565-5691

## **COPYRIGHT PROTECTION POLICY**

It is the policy of International College of Beauty Arts & Sciences; 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 detail, see Title 17, United States Code, Sections 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S Copyright Office at [www.copyright.gov](http://www.copyright.gov)

## **SEXUAL HARASSMENT/VIOLENCE PREVENTION**

Sexual harassment of students or applicants in any form is unacceptable conduct that will be not tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of individual, graphic verbal commentaries about an individual’s body, sexually degrading words, a display of sexually suggestive objects or pictures in the School. Sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of International College of Beauty Arts & Sciences shall threaten or insinuate, either explicitly, that a student’s applicant’s refusal to submit to sexual advances will adversely affect that person’s application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct. Any students or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other, International College of Beauty Arts & Sciences member should bring the matter to the attention of the School Director or Administrator at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. International College of Beauty Arts & Sciences will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

## CAMPUS SECURITY ACT DISCLOSURE STATEMENT

All International College of Beauty Arts & Sciences; 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

<b>Crimes Reported</b>	<b>2012</b>	<b>2013</b>	<b>Location's=Campus =Non-campus P=Public</b>	<b>* Hate Crime?</b>
Murder (Includes non-negligent manslaughter)	0	0	N/P	NO
Negligent manslaughter	0	0	N/P	NO
Sex offenses (forcible & non-forcible)	0	0	N/P	NO
Robberies	0	0	N/P	NO
Aggravated assaults	0	0	N/P	NO
Burglaries	1	0	N/P	NO
Motor Vehicle Thefts (on Campus)	0	0	N/P	NO
Arson	0	0	N/P	NO
Hate Crime Reporting–The HEOA expands hate crime statistics reported to the Department to include;	0	0	N/P	
Larceny-theft	1	0	N/P	NO
simple assault	0	0	N/P	NO
Intimidation	0	0	N/P	NO
Vandalism	0	0	N/P	NO
<b>Number of arrests made for the following crimes</b>	<b>2012</b>	<b>2013</b>	<b>Referred for campus disciplinary action? (Yes) (No)</b>	
Liquor Laws	0	0	N/A	
Drug laws	1	0	N/A	
Weapons Possession	0	0	N/A	

**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 Institution encourages students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies. This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus. This institution does not provide on-campus housing.

Students and employees should refer to the following person or agency when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school's officer but rather should contact the appropriate agency by calling (911).

## FINANCIAL MATERIALS & SOURCES

### TUITION PAYMENT POLICY

All tuition and fees are payable in advance, unless other arrangements have been made prior to 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.

Accepted methods of payment include cash, personal check, money order and credit card.

**The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.**

### ESTIMATED SCHEUDLE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.

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\**

COURSES	Minimum # of Hours	Cost Per Hr.	Tuition	Reg. Fee Non-Refundable	Supplies Non-Refundable			Tax	Total	Duration of the course in weeks FT= Full time PT= Part time	STRF Non-Ref.
					Kit	Books	Uniform				
COSMETOLOGY	1600	11.50	18,400.00	100.00	820.00	645.00	44.00	139.58	20,148.58	FT-44 PT-65	0.00
BARBERING	1500	11.50	17,250.00	100.00	820.00	245.00	44.00	102.58	18,561.58	FT-40 PT-60	0.00
ESTHETICIAN	600	16.50	9,900.00	100.00	740.00	250.00	44.00	95.65	11,129.65	FT-16 PT-24	0.00
MANICURING	600	12.00	7,200.00	100.00	690.00	370.00	44.00	102.12	8,506.12	FT-16 PT-24	0.00

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

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

**SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (Payment Period Definition).**

Tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the student's tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to "Payment Period Definition."

**COSMETOLOGY**

<b>Itemized Charges By Payment Period</b>	<b>1<sup>st</sup> Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	5,175.00	5,175.00	4,025.00	4,025.00	18,400.00

**ESTHETICIAN**

<b>Itemized Charges By Payment Period</b>	<b>1<sup>st</sup> Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	4,950.00	4,950.00	0.00	0.00	9,900.00

**MANICURING**

<b>Itemized Charges By Payment Period</b>	<b>1<sup>st</sup> Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	3,600.00	3,600.00	0.00	0.00	7,200.00

**BARBERING**

<b>Itemized Charges By Payment Period</b>	<b>1<sup>st</sup> Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	5,175	5,175	3,450	3,450	17,250.00

### **EXTRA INSTURCTIONAL CHARGES**

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

Cosmetology: \$15.00 hourly

Barber: \$15.00 hourly

Esthetician: \$20.00 hourly

Manicuring: \$16.00 hourly

### **BRUSH UP POLICY**

Requiring preparation for the Board licensing exam will be billed at the following hourly rates depending on which license an applicant is applying for plus a registration fee of \$100.00: There will be a minimum of 80 hours of instructional training.

- **Barbering/Cosmetology and Manicuring: \$20 per hour**
- **Esthetician: \$25 per hour**

### **REFUND POLICY OUTLINE**

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

### **“NOTICE”**

“You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.”

## STUDENTS RIGHT 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, or the seventh day after enrollment, whichever is later.

### **Cancellations, Withdrawals, and Refunds CEC 94919. Institution Participating in Federal Student Financial Aid Programs**

- (a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- (b) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.
- (c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**
- (d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

### **REFUND POLICY:**

After the cancellation period, the institution provides 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 than 60 percent of the period of attendance has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of monies not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

A registration fee of **\$100.00 is a non-refundable item.** Equipment, books, supplies, tools, uniforms, kits and other items **issued and received by the student** would not be returnable.

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

If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from school after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay the balance. Official withdrawal date is on the student's notification or school's determination.

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

The date you notify the **Financial Aid Office** of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.

The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.

The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from a LOA.

**RETURN OF TITLE IV:** Special note to students receiving

Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## CCR 76215 Student Tuition Recovery Fund Disclosures

“You must pay the state-imposed assessment for the Student 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 prepays all or part of your tuition either by cash, guaranteed students loans or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay 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.”

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

“The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau of Private Postsecondary and Vocational Education.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school’s failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school’s failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.”

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

**REFUNDS:** If any refunds are due based on the RETURN OF Title IV calculations or based on 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, 10) Other. This order would apply in accordance to the aid programs available at the institution.

**Course Cancellation:** if a course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at schools in the neighborhood.

**“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:** The transferability of credits you earn at (**International College of Beauty Arts & Sciences**) is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the (**certificate**) you earn in (**Name of Educational Program**) is at the complete discretion of the institution to which you may seek to transfer. If the (**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 (**International College of Beauty Arts & Sciences**) to determine if your (**Credits**) will transfer.”

**Note:** Academic transcripts will not be released until tuition charges are paid in full.

**Placement:** This school does not guarantee placement, however, limited job placement assistance by providing referral to graduates is available.

#### **94927. INSTITUTIONS IN DEFAULT OF ENROLLMENT AGREEMENT**

**An institution shall be considered in default of the enrollment agreement when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.**



## **STUDENT ELIGIBILITY REQUIREMENTS**

To be eligible for financial aid, a student must:

- Be admitted as a regular student
- Be enrolled or accepted for enrollment in a eligible program
- Be a citizen or an eligible non-citizen
- Not owe a refund on a FPELL Grand or FSEOG at any school
- Have financial need
- Be making satisfactory progress (as defined by the school's policy) in the course of study
- Be registered for selective services (if a male between the age of 18-25)
- Have signed a statement of educational purpose
- Have a High School Diploma, (or its equivalent) a GED
- Agree to use any federal student aid received solely for educational purposes
- Not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any School.

## **FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:**

### **APPLICATION FOR AID, PROCEDURES AND FORMS (FAFSA)**

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

### **APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

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

### **FEDERAL PELL GRANT PROGRAM**

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

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

## **RENEWAL PROCESS:**

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

Disbursement: they are made based on per payment period via a check credit to the student's tuition account. Website [www.ed.gov/programs/fpg/idx.html](http://www.ed.gov/programs/fpg/idx.html)

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

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

## **DISBURSEMENT:**

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

## **FEDERAL WILLIAM D. FORD (DIRECT LOAN PROGRAM)**

Funds received from either of the loan programs are subjected to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibility under these loan programs, the rights that the student has under the individual program conditions, and the consequences of falling to meet the repayment obligations.

## **FEDERAL DIRECT STAFFORD (SUBSIDIZED LOAN)**

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

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

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

## **FEDERAL DIRECT STAFFORD (UNSUBSIDIZED LOAN)**

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

- (1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student’s cost of attendance less other expected financial assistance (not to exceed annual loan limits).
- (2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

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

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

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

## **ENTRANCE/EXIT COUNSELING INSTRUCTIONS**

Before the institution disburses the student Federal Stafford Loan (Subsidized or unsubsidized), regulations require that student must complete an entrance counseling session and an exit counseling before graduating from the program. The counseling session provides information about how to manage your student loans, both during and after college. This part of the process can be done online at <https://studentloans.gov/myDirectLoan/index.action>. The institution also offers a one-on-one counseling with students.

## **NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)**

Students and/or parents who elect to receive a Title IV loan (e.g., sub or unsubsidized Stafford loan or parent loan) at International College of Beauty Arts & Sciences 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.nsls.ed.gov](http://www.nsls.ed.gov).

## COST OF ATTENDANCE BUDGET EXAMPLE

The 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.

ALLOWANCE	WITH PARENTS	ON CAMPUS	OFF CAMPUS
TUITION & FEES	\$ 16,142.50	\$ 16,142.50	\$ 16,142.50
BOOKS & SUPPLIES	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00
FOOD Per Month: Per Year:	\$ 483 / MO \$ 4,347 / YR	<i>INSTITUTION DOES NOT OFFER ON CAMPUS HOUSING</i>	\$ 389/ MO \$ 3,501 / YR
HOUSING Per Month: Per Year:	INCLUDED IN ABOVE		\$ 818 / MO \$ 7,362 / YR
TRANSPORTATION Per Month: Per Year:	\$ 346 / MO \$ 3,114 / YR	\$ 91 / MO \$ 819 / YR	\$ 134/ MO \$ 1,206 / YR
CHILD/DEPENDENT CARE	REASONABLE EXPENSES WITH ADEQUATE DOCUMENTATION PROVIDED BY THE STUDENT, DEPENDING UPON AGE AND NUMBER OF CHILDREN		
LOAN FEES	FOR STUDENT LOAN BORROWERS, ACTUAL OR AVERAGE LOAN ORGINATION AND INSURANCE FEES		
TOTAL, Excluding Allowances based on actual institutional charges Per Month: Per Year:	\$ 1,132 / MO \$ 10,188 / YR	\$ 528 / MO \$ 4,752 / YR	\$ 1,842 / MO \$ 16,578/ YR

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.

## **DEPENDENT STUDENT**

A dependent student is an individual who does not meet the independent student criteria. This student is required to submit with his / her application, student and parent's income and assets data.

## **DEPENDENDT**

A dependent is an individual other than the spouse who has been supported and will continue to be supported. (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the students parent(s), that individual would be a dependent of the parent(s) NOT a decendent of the student.

## **INDEPENDENT STUDENT**

An independent student is an individual who criteria would answer "YES" to a t least one of the following:

- Were you born before January 1, 1992?
- As of today, are you married? (Separated but not divorced).
- Are you currently serving on active duty in the U.S Armed Forces for purpose other than training?
- Are you a Veteran of the U.S Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2015 and June 30, 2016?

## **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.

## **FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON –CITIZEN**

You must be one of the following to receive federal student aid:

- U.S Citizen
- U.S National
- U.S permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security Showing one of the following:
- Refugee

- Asylum Granted
- Parole for a minimum of one year that has not expired
- T-Visa holder (T-1, T-2, T-3, ETC.)
- Cuban- Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of “Victim of Human Trafficking”

If you are in the U.S under one of the following conditions, you are NOT eligible for federal aid:

- F1 OR F2 student visa
- Exchange visitor visa only
- G series visa (pertaining to international organizations)

1. Other assistance under this Title for which a Return of Funds is required (e.g., LEAP).

## **VERIFICATION PROCESS**

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

Federal regulations 34 C.F.R. Part 688, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 executing legislation 20 U.S.C 1094 governing the Title IV program require schools to be sure of certain applicant reported data.

These regulations require school to develop written policies and procedures for verification. The school is required to make this polices available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling Process. To follow the regulations and achieve consistency governing this process, the following verification polices apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/Plus loan applications, until completion of the verification process.

### **WHO MUST BE VERIFIED?**

The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

### **VERIFICATION EXCLUSION**

- Death – Applicant Dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain spouses/parent statuses: Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification – if student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
  - Letter stating that the verification process was completed
  - Copy of the application data that was verified, and
  - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.

- A completed Financial Aid transcript
- Pacific island residency status – Legal residents of the Trust Territory of the Pacific Islands, Guam, Samon, and the Commonwealth of the Northern Mariana Islands. To qualify for the exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion, the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address is required.
- No funds disbursed – the applicant will not receive federal aid funds.

## REQUIERED VERIFICATON ITEMS

Examine the data items listed in 34 C.F.R 668.56. Different data items apply different applicants depending up on student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled as at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year (2014)
- U.S. income tax paid for the base year (2014)

Certain untaxed income and benefits for the base year if certain conditions would apply include:

- Social Security Benefits.
- Child Support
- Untaxed payments to IRA or KEOGH
- Foreign income
- Earned income credit
- Interest on tax free bonds

The school shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R Part 688.16(f).

## DOCUMENTATION REQUIERED

Student, Spouse and/or parents IRS tax transcript. If selected for verification, you will be required to submit a signed copy of your prior year **Federal Tax Transcript**. If you are a dependent student, we must have a copy of your parents (who submitted the FAFSA) **Federal Tax Transcript** in order to complete the verification process you may request a **Tax Return Transcript** from the IRS by calling 1-800-829-1040. Important to note that we need the tax return transcript not the tax account transcript. The tax return transcript should be **signed** by the tax filer and sent to the Office of Student Financial Aid. Applicants shall complete the appropriate sections of the Verification Worksheet 2014-2015. There are two different worksheets: One for Dependant 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 schools 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 September 29, 2016, 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 their 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 in postsecondary institutions.
- Change in dependency status.

Federal PELL Grant applications 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 EFC re-calculated. This process does not apply if the change occurs due to marriage.

The applicant must repay any over award, or any award, discovered during verification, for which he/she was not eligible.

## **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN 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 applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

## **INTERIM DISBURSEMENTS:**

The school may not make any interim disbursements. The student must complete verification before disbursement of any Title IV Funds.



## **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.

## **REFERAL PROCEDURE**

The school shall forward to the Secretary of Education referral of Fraud cases.

## **NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION**

- (A) If the student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.
- (B) If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan:
  - (i) The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
  - (ii) The student may not be eligible or any other federal financial assistance for education at a different school or for government housing assistance until the loan is repaid.

## **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.

## Owner/ President - Biography

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

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





## NOTICE OF CANCELLATION

\_\_\_\_\_  
(First Day of Class)

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

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

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

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

**NOT LATER THAN \_\_\_\_\_  
(Midnight of the date that is the fifth (5th) business day following the day of the first class)**

**I cancel the contract for school \_\_\_\_\_ (date)**

\_\_\_\_\_  
(Student's Signature)  
(Signature in this area represents cancellation of contract)

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

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

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

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

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



**Student:**  
**ID #**

**Student**

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

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

- Information sheet on the physical job demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements.
- Schools assessment rates, Federal disclosures of completion, retention and placement rates. If applicable, passing rates on State Board Exams
- A copy of the school's Catalog
- A copy of the School Performance Fact Sheet (Applicable to schools operating in California)
- I confirm that prior to my enrollment, I physically visited the school, and I had the opportunity to observe classes and other instruction; talk with students and instructors, and tour the facility.
- I have provided proof of my ability to benefit from the training. I provided a copy of my High School diploma or its equivalency.

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

- I have received a completed copy of the enrollment agreement/contract, indicating all school charges and terms of payment to meet the cost of the course of study.
- (If applicable), I have applied for a student loan. I have been advised of my obligation to repay any Federal student loan that I could receive.

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

- Orientation Class
- Satisfactory Progress Policy
- Course Outline for my course of study

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Student Signature

Date