



INTERNATIONAL COLLEGE OF BEAUTY ARTS and SCIENCES

STUDENT HANDBOOK and CATALOG
2023

January 1, 2023 to December 31, 2023

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GENERAL INFORMATION

WELCOME LETTER AND OWNERSHIP

Welcome to International College of Beauty Arts and 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 and Sciences' objective is to provide students 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 successful in whatever area the student desires. We place emphasis on how to be successful in your 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 invest during the entire course of your training.

EDUCATIONAL OBJECTIVES/ MISSION STATEMENT

The mission of International College of Beauty Arts and Sciences is to provide the student with the education necessary to pass the state required licensing exam, also to be successful in the profession chosen and to become employable in the selected field of study. The institution places an emphasis on how to be successful in the chosen field of study and how to create the life style that the student desires.

In order to achieve this objective, International College of Beauty Arts and Science does the 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 their 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 College Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.” This information can be obtained digitally on www.icbas.edu

“International College of Beauty Arts and Sciences is an English-only college. The college's Enrollment Agreement, College Disclosures, Terms and Conditions, all cancellation and refund policies are provided in English”.

CODES OF ETHICS - International College of Beauty Arts and 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, honesty and fair relationships with students, customers, alumni, regulatory agencies and community
- Truthful advertising and honest representations to students and clients
- Refraining from any criticism that reflects unfavorably on other colleges and the beauty industry
- Not recruiting students or staff who is currently admitted or enrolled at another college offering a similar program of study
- Creating a positive learning environment
- Having 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

1. International College of Beauty Arts and Sciences is a private institution approved to operate by the California Bureau for Private Post-Secondary Education (BPPE). The department's 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 and 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 Ph: (916)574-7574

ACCREDITATIONS:

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

UPDATING INSTITUTION'S CATALOG

Information in this catalog is current as of January 2023 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, digitally via the college website: www.icbas.edu.

APPROVAL DISCLOSURE STATEMENT

International College of Beauty Arts and Sciences (Referred as ICBAS, for most of this catalog), 5225 West San Fernando Road. Los Angeles, CA 90039, Ph. (818)280-4898 Fax (818)548-3566.

“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	(08/26/2022)	1500	10	40	DIPLOMA
Cosmetology	12.0401	(08/26/2022)	1500	15	60	DIPLOMA
Cosmetology	12.0401	(Approval Pending)	1000	7	27	DIPLOMA
Cosmetology	12.0401	(Approval Pending)	1000	10	40	DIPLOMA
Barbering	12.0402	01/15/2015	1500	10	40	DIPLOMA
Barbering	12.0402	01/15/2015	1500	15	60	DIPLOMA
Barbering	12.0402	(Approval Pending)	1000	7	27	DIPLOMA
Barbering	12.0402	(Approval Pending)	1000	10	40	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 and Sciences is centrally located at the tri-city boundaries of Glendale, Burbank and Los Angeles. The college contains a total of 5,000 square feet of space and enough parking to accommodate students and staff. The facilities include 5 classrooms, 1 state-of-the-art training room to simulate real life spa and salon experience, offices, reception area, student lounge, and clinic floor restrooms accessible and equipped for disabled individuals. Students may consume food and beverages in the student lounge areas, which are designated for this purpose. Smoking is prohibited within the college and 10 feet surrounding the college building perimeters. The campus facility and the equipment provided fully comply with any and all state and local ordinances and regulations, including requirements for fire safety, building safety, and health safety.

In keeping with its high educational standards, International College of Beauty Arts and Sciences provides equipment that gives 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 and Sciences maintains a library facility to address requirements of the programs provided at the college. Library resources are available for use and include CDs/DVDs, as well as magazine publications, books and online resources. 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 student supplies (textbooks, kits and uniform) will be issued to the students enrolled at International Collage Beauty Arts and 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 and Sciences does not discriminate on the basis of gender, 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 their 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 they can fulfill training demands at our current facilities and succeed in such a way that would not preclude employment within the student's selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE

International College of Beauty Arts and Sciences training programs are structured using clinic/beauty salon settings. Our curriculum includes Practical hands-on training and theoretical knowledge. College course incorporates extensive hands-on learning in order to provide you a complete understanding of beauty and wellness. The practical “hands-on” training accounts for 50 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 and Sciences. Before the beginning of each new class session, prospective students are encouraged to visit the college and speak with college staff and consider the many advantages available to them.

DISCLOSURE OF EDUCATION RECORDS

Adult students, the parents/guardians of dependent minors, 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 college will maintain files for no less than six (6) 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 their guardian if the student is a dependent minor) or governmental agencies so authorized by law.

STUDENT RECORD RETENTION POLICY

International College of Beauty Arts and Sciences will maintain records for each student, whether or not the student completes the educational program. For a period ending (6) six 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 students progress.
8. Complaints received from the student, including any correspondence, notes, memoranda, or telephone log relating to a complaint.
9. International College of Beauty Arts and Sciences shall maintain records of student's attendance.

GRIEVANCE PROCEDURES

Students wishing to express a concern should use the college's internal complaint process first; however, it is not required that students use the internal complaint process. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education (BPPE) by calling (888)370-7589 (toll free number) or by completing a complaint form, which can be obtained on the bureau's website: 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 College Registrar. It is strongly recommended that all grievances be presented in writing; International College of Beauty Arts and Sciences will also accept oral grievances.
3. See the College Director, in their absence, see 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 college's administrative office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties involved 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 college's 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, which are the regulatory agencies of the institution:
 - a. The Bureau for Private Postsecondary Education (BPPE)
P.O. Box 980818, West Sacramento, CA 95798-0818
(916)574-8900 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
<https://www.naccas.org/>
 - c. Board of Barbering and Cosmetology (BBC)

P.O Box 944226 Sacramento, CA 94244-2260

(916)445-7061

<https://www.barbercosmo.ca.gov/>

- d. California Department of Education (CDE)
1430 N Street, Sacramento, CA 95814-5901
(916)319-0800
<https://www.cde.ca.gov/re/di/cd/>

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 colleges that receive funds under an applicable program of the U.S Department of Education. FERPA gives rights to students and parents/guardians of dependent minors with respect to accessing their education records. These rights transfer to the student when they reach the age of 18 or attend a college beyond the high college level. Students to whom the rights are transferred to are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the college. Colleges 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. Colleges 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 college decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth their view about the contested information.
- FERPA allows colleges to disclose those records, without consent, to the following parties or under the following conditions:
 - College officials with legitimate educational interest;
 - Other colleges 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 college;
 - 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.

ADMINISTRATIVE/ADMISSIONS POLICIES and 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 College 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 college and to discuss personal educational plans with college personnel prior to enrolling or signing enrollment agreements. Prospect Students can obtain a digital copy of this catalog on www.icbas.edu

ADMISSIONS POLICY

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

1. Applicants to International College of Arts Beauty and Sciences must attend an initial personal interview, which determines the prospect of the individual's success in their 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 completed.
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 registration fee in the amount of \$100.00.
6. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if applicant is under 18 years of age).
7. All applicants must have completed at least the 10th grade education or its equivalent as required by the California State Board of Barbering and Cosmetology.
8. If applicants are planning to apply for financial aid, the following applies:
 - a. If you are 18 years of age, you must have proof of High College Diploma or Equivalent of a GED.
 - b. If you are at least 17 and a High College Graduate, to enroll in International College of Beauty Arts and Sciences you need to:**
 - a) Provide your valid U.S High College Diploma, a GED, passing scores from the California State Proficiency Exam, or High College transcripts verifying your graduation date.
 - b) Present a valid Social Security Card and a valid government issued photo identification card or driver's license.
 - c. If you are at least 18, an immigrant to the United States, and have a Completed High College or its Equivalent of your Country of origin, to enroll at International College of Beauty Arts and Sciences you need:**
 - a) An original copy of your High College Diploma or Transcript equivalent to a U.S High College Diploma (Notarized and Translated line by line word by word if the language different from English by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S High College Diploma).
 - b) To present a valid Social Security Card and a valid government issued photo identification card or driver's license.

- d. **If you have been homecollegeed and the state in which you were homecollegeed treats home colleges as a home or private college**, to enroll at International College of Beauty Arts and Sciences you need to:
- a) Provide your valid homecollegeed high college diploma.
 - b) Provide **either** a copy of the state – issued secondary college completion credential (if your state issues this certificate), **or** a copy of the Private Post Secondary College Affidavit issued by the state for the college from which the diploma was granted.
 - c) 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 their 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 COLLEGE DIPLOMA

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

G.E.D. CLASSES AVAILABILITY

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

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

ENGLISH AS A SECOND LANGUAGE

International College of Beauty Arts and 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 and Sciences.

All programs are taught in English for successful completion of the application, International College of Beauty Arts and Sciences, interview process and completion of instruction are in English, the student must be able to speak, read, and write in English Language. The level of language proficiency should be at a 10th grade level and documented by:

- 1) A high college transcript, diploma or GED
- 2) The admissions interview
- 3) Receipt of prior education documentation as stated in the admission policy.

International College of Beauty Arts and 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 and 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 and 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 occasion during their time at International College of Beauty Arts and Sciences.

OUT OF STATE/COUNTRY HOURS

California: prior hours will be granted to students with training from a licensed Cosmetology college 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 college.

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

any other requirements. International College of Beauty Arts and 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 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 members possess current state licenses. California instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching.

FACULTY LISTING and QUALIFICATIONS

Moore, Gwendolyn Part-time	Manicuring License Over 10 years of Experience
Sahakian, Ruzan Part-time	Esthetician License Over 15 years of Experience
Sekhavat, Zahra Part-time	Cosmetologist/Barbering License Over 30 years of Experience

SUBSTITUTES

All Substitute instructors are required to complete routine employment paperwork. Substitute instructors are to check the following orientation check list that covers college 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 and SCIENCES

ADDRESS WHERE CLASSES SESSIONS WILL BE HELD

5225 West San Fernando Road, Los Angeles, CA 90039

CLASS SCHEDULES for 2023

Our institution offers open enrollment for all of our programs: Cosmetology, Esthetician, Barbering and Manicuring. As of today, our institution operates in a hybrid format, which implies that 50% of any course (practical) is completed in person on campus and 50% (theory) is completed via distance education online.

COLLEGE ADMINISTRATIVE HOURS ARE AS FOLLOWS:

Monday through Friday from 10:00 am to 5:00 pm.

In-person class schedules are as follows: (Tuesday and Thursday 9:00 am to 3:00 pm standard Part-Time) and (Tuesday, Wednesday and Thursday 9:00 am to 3:00 pm Standard Full-Time).

Course

Class time schedule

Cosmetology (1500 hours)

9:00 am – 3:00 pm Part-time

Cosmetology (1500 hours)

9:00 am – 3:00 pm Full-time

Cosmetology (1000 hours) – Approval Pending

9:00 am – 3:00 pm Part-time

Cosmetology (1000 hours) – Approval Pending

9:00 am – 3:00 pm Full-time

Barbering (1000 hours) – Approval Pending

9:00 am – 3:00 pm Part-time

Barbering (1000 hours) – Approval Pending

9:00 am – 3:00 pm Full-time

Barbering (1500 hours)

9:00 am – 3:00 pm Part-time

Barbering (1500 hours)

9:00 am – 3:00 pm Full-time

Esthetician (600 hours)

9:00 am – 3:00 pm Part-time

Esthetician (600 hours)

9:00 am – 3:00 pm Full-time

Manicuring (600 hours)

9:00 am – 3:00 pm Part-time

Manicuring (600 hours)

9:00 am – 3:00 pm Full-time

DETAILED INSTRUCTIONAL SCHEDULE PER COURSE/PROGRAM:

Our institution reserves the rights to modify schedules as deemed necessary. Students and staff members are notified prior to any changes that may occur.

CALENDAR/HOLIDAYS

International College of Beauty Arts and Sciences is closed on Saturdays and Sundays. The following holidays are:

New Year's Day 01/01/2023

Martin Luther King 01/16/2023

Memorial Day 05/29/2023

Juneteenth 06/19/2023

Independence Day 07/04/2023

Labor Day 09/04/2023

Thanksgiving Day 11/23/2023

Christmas Day 12/25/2023

COLLEGE RULES AND REGULATIONS

1. Students must arrive to college ready and on time.
2. For online attendance students should only log in and out for themselves using their student code provided during enrollment. If students are not able to log in, they must notify the college. For in-person attendance, students must only sign in for themselves on the attendance sheets that are kept with instructors.
3. In case of illness or emergency students are responsible to contact the college on or before your scheduled 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-toe shoes for safety precautions. Cosmetology and Barbering (Black Uniform), Manicuring (Green Uniform) and Esthetician (White Uniform).**
5. Hygiene is a must. Make sure your hair and/or make –up is done prior to arriving to college.
6. College starts at 9:00am Tuesday, Wednesday and Thursday; make sure you arrive early in order to benefit from the practical program. Students who clock in after 10:15am will be considered late and may be asked to return at 11:30am.
7. Students must inform Instructor in charge prior to leaving the college premises.
8. No student may sign in or out for another student. This rule is strictly enforced.
9. The college building and parking lot is a smoke-free environment. No smoking at any time, on campus and 10 feet around the college premises.
10. No gum chewing is allowed in college during college hours.
11. No visitors are permitted in the classroom or student lounge area, unless approved by the Instructor in Charge.
12. College business phones may not be used for personal calls. If you have an emergency calls please notify your instructor.
13. No cell phone usage, texting, or phone calls are allowed in any class or during any college sessions.
14. Sanitation, disinfection, and personal hygiene are extremely important and required at all times.
15. Students must have their work area clean from clutter and debris at all times.
16. 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.
17. 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.
18. No student may leave a patron during any chemical service, if an emergency arises please notify the instructor on the floor.
19. Students are not allowed to receive service without prior approval from your instructor.
20. Students receiving personal service will be charged a lab fee.
21. Students are responsible for their personal belongings and college materials.
22. All students are expected to maintain an average grade of a 70% or better in theory and practical subjects.
23. Students must only use products provided by the college.
24. Students must comply with college policy and State rules and regulations.
25. Assignments, practical or theory, may be made up only for excused absences with office or instructor approval.
26. Students must notify the office immediately of any personal information change (example: phone number, residence address, legal name change).
27. Students may not make-up missed time without office written approval- No exceptions.

28. Students may park in any available parking spaces except in the designated staff spaces unauthorized vehicles will be towed away at the owner's expense.
29. Any student who is absent more than fourteen consecutive days without notifying the College Office will be automatically dropped.
30. Students may not use headphones, radios, cellular phones or texting during college hours.
31. All electronic devices must be turned off or switched to silent mode.
32. Failure to meet all college'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 and 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 and 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 college.
2. Dishonesty on the part of any student may result in probation, suspension or termination from the college. 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 damages caused to International College of Beauty Arts and Sciences campus 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 College Property.
6. International College of Beauty Arts and Sciences is a non-smoking facility. Smoking is not permitted outside the college buildings, 10 feet around the college premises.
7. Animals are not permitted on the colleges grounds, with the exception of service animals designated to assist the physically impaired.
8. International College of Beauty Arts and Sciences does not provide childcare services. Children are not permitted in the instructional areas.
9. 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 and 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 and Sciences will terminate students if their conduct is not in the best interest of the college. 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 college:

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 college 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 themselves, other students, college 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 and ATTENDANCE PROBATION

ATTENDANCE POLICY

Regular attendance and punctuality will help develop the good habits necessary for a 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.

CUTTING CLASS

Cutting Classes will be considered as unexcused absences.

ABSENCES/TARDINESS POLICY

Students not physically present in class at 9:00am, per their class start time are considered tardy. International College of Beauty Arts and Sciences has established a fifteen minute grace period for the student to sign in and be accountable 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 11:30am.

EXCUSED AND UNEXCUSED ABSENCES

Students who need permission to be absent for family purposes must notify the College 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 college hours and should notify the college 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 College 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 college holidays, 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 and Sciences a written documentation verifying the required military duty and length of services requested).

MAKE – UP STANDARDS POLICY

If a student misses a class, they must make up the hours missed after evaluating their attendance. The student needs to schedule an appointment with the College Registrar or Financial Aid Officer, 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 1500 clock hours or **1000 clock hours (Approval Pending)**.

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 or **1000 clock hours (Approval Pending)**.

CLASS and PRACTICE HOURS – CREDIT PROCEDURE

International College of Beauty Arts and 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 the hours and credits are valid. Students must clock in and out at the start and end of their class day. After clocking in, the student is required to maintain applied effort. Applied effort means you are to be engaged in assigned practice activities, self-study activities (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 activities 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 termination.

Each theory operation and/or practice 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 POLICY

An authorized leave of absence (LOA) is a temporary interruption in a student's 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 student requesting an LOA must follow this institution's policy and a student granted LOA is not considered to have withdrawn and no refund calculation is required at that time. The LOA must be requested in writing by the student in the event of a medical emergency of the student or their immediate family with a doctor's note and must be approved by the college president. The LOA request form must be filled out in advance; beginning and end date, include the reason for the request and student's signature prior to Financial Aid Officer entry. International College of Beauty Arts and 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 at a later date. In this case, the institution establishes the start date of the approved LOA as the first date the student was unable to attend. 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 their contract period extended to complete the course by the same number of calendar days as the leave of absence. These changes will be documented as an addendum to the Enrollment Agreement that is signed by all parties. 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 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 and Sciences applies this standard to all students consistently, regardless of whether or not they are financial aid recipients. This policy applies to every student enrolled in a NACCAS-approved program. The satisfactory academic progress policy is printed in the college catalog to assure that all students receive a copy prior to enrollment. 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. All students will be provided with a copy of this policy prior to enrollment.

Students must demonstrate satisfactory academic progress towards completing their programs by meeting International College of Beauty Arts and Sciences established standards. Satisfactory academic progress is a measure of students’ qualitative (academic) 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 college 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 our institution. 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 and Sciences. Our institution has immediate access to students’ online attendance, grades and progress via online activities on CIMA by Milady. 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)
80-89%	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 “Yes” (Pass) for correctly completing the step of work projected, and “No” (No Pass) for not completing the step of work projected correctly. The number of “Yes” is added up and divided by the total number of steps required to complete the work projected. This will result in a percentage grade, used to evaluate the student’s practical performance.

Prior to the first SAP evaluation period, all students are required to pass a freshman evaluation upon completion of 10% of their respective course, which will assess their practical and academic performance. If the student successfully passes the examination, they will be allowed to enter the student salon and perform services on the public under instructor supervision.

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 based on scheduled clock hours to complete.

Program Name and Length	Scheduled Clock Hours	Full-Time	Part-Time
Cosmetology - 1500 Clock Hours - 40 weeks FT - 60 weeks PT	1 st Evaluation Period: 450 2 nd Evaluation Period: 900 3 rd Evaluation Period: 1200 4 th Evaluation Period: 1500	12 weeks 24 weeks 32 weeks 40 weeks	18 weeks 36 weeks 48 weeks 60 weeks
Cosmetology (Approval Pending) -1000 Clock Hours - 27 weeks FT - 40 weeks PT	1st Evaluation Period: 450 2nd Evaluation Period: 900	12 weeks 24 weeks	18 weeks 36 weeks
Barbering - 1500 Clock Hours - 40 weeks FT - 60 weeks PT	1 st Evaluation Period: 450 2 nd Evaluation Period: 900 3 rd Evaluation Period: 1200 4 th Evaluation Period: 1500	12 weeks 24 weeks 32 weeks 40 weeks	18 weeks 36 weeks 48 weeks 60 weeks
Barbering (Approval Pending) - 1000 Clock Hours - 27 weeks FT - 40 weeks PT	1st Evaluation Period: 450 2nd Evaluation Period: 900	12 weeks 24 weeks	18 weeks 36 weeks
Esthetician - 600 Clock Hours - 16 weeks FT - 24 weeks PT	1 st Evaluation Period: 300 2 nd Evaluation Period: 600	8 weeks 16 weeks	12 weeks 24 weeks
Manicuring - 600 Clock Hours - 16 weeks FT - 24 weeks PT	1 st Evaluation Period: 300 2 nd Evaluation Period: 600	8 weeks 16 weeks	12 weeks 24 weeks

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 probation.

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 maximum time frame has been exhausted. NACCAS approved course length is defined as the period of time identified on the 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 to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. All evaluations will be completed within seven business days following each established evaluation period. If a student exceeds the maximum time frame, the student must be terminated from the program, and thereafter may be permitted to re-enter on cash-pay basis.

ATTENTION VA STUDENTS: Educational benefits expire on the earliest or **either** the date you reach the total hours approved for your program, **or** on the date you complete or terminate your enrollment in the program.

The regular time frame to complete each program in 2022-2023 academic years:

ACADEMIC YEAR:

Academic year is the amount of academic work students enrolled in a course of program must complete each year, and the time period in which they are expected to complete it. International College of Beauty Arts & Sciences's academic year for all programs is 900 hours with 24 academic weeks. The first evaluation must occur no later than the midpoint of: the academic year or the program, whichever occurs sooner.

Cosmetology 1500 Clock Hours	Full-Time 40 weeks	Part-time 60 weeks
Cosmetology 1000 Clock Hours (Approval Pending)	Full-Time 27 weeks	Part-time 40 weeks
Barbering 1500 Clock Hours	Full-Time 40 weeks	Part-time 60 weeks
Barbering 1000 Clock Hours (Approval Pending)	Full-Time 27 weeks	Part-time 40 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 to complete each program in 2022-2023 academic year:

Cosmetology 2250 Clock Hours	Full-Time 60 weeks	Part-time 90 weeks
Cosmetology 1500 Clock Hours (Approval Pending)	Full-Time 40 weeks	Part-time 60 weeks
Barbering 2250 Clock Hours	Full-Time 60 weeks	Part-time 90 weeks
Barbering 1500 Clock Hours (Approval Pending)	Full-Time 40 weeks	Part-time 60 weeks
Esthetician 900 Clock Hours	Full-Time 24 weeks	Part-time 36 weeks
Manicuring 900 Clock Hours	Full-Time 24 weeks	Part-time 36 weeks

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, they will be ineligible for financial aid. When the student is put on probation status, they are 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 and REINSTATEMENT OF FINANCIAL AID ELIGIBILITY

Students who have lost eligibility for financial aid may be reestablished 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, they may be dropped from the course of study at the discretion of the college president. In case of extenuating circumstances, special arrangements may be made with college officials. These arrangements will be handled on an individual basis. The probation period and reinstatement period apply to all students, whether or not they are receiving financial aid.

APPEAL PROCESS

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the college President within 10 days of receiving the notice of probation, describing any mitigating circumstances the student believes deserves further consideration. The letter should also discuss what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. 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 but is still required to provide supporting documentation to the institution. An appeal decision will be made and the student notified accordingly. Should a student prevail upon their 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: Student 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 on their behalf for the next payment period. Failure to re-establish satisfactory progress will result in termination of the program.

STUDENT EVALUATION

Written progress records are maintained by International College of Beauty Arts and 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, they 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 college 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 evaluation 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, a student is eligible for graduation. All students are required to pass the college's final examination, the exit exam, with a grade of at least 85% prior to going to State Board, which covers all the theory material from the chosen course. It is a one-hour 100-question exam that is taken without a phone/notes. In order to prepare for the exit exam, the students must study the questions and answers that are in the book at the end of each chapter. If a student is going to take the state board exam with a translator, the student should let the college know in advance prior to making an appointment for the exit exam and take the exit exam with a translator. This is followed by a final practical examination that may include any of the procedures learned throughout the entire course, which the student must pass with a grade of at least 85%. The student may attempt it twice at no cost but each additional attempt thereafter will cost \$50. The student must have made arrangements to pay all outstanding tuition, fees, and charges. This must be done prior to the release of final documents, including the certificate of completion, Proof of Training and transcripts.

LICENSING REQUIREMENTS

To be eligible to take the state examination, students must be at least seventeen years of age, have completed the 10th grade (or equivalent) and have 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 college, present picture identification, file an Application for Examination, and remit an examination fee. As of January 2022, there will no longer be a practical portion on the CA State Board Exam. All students must register online for the State Board Exam with PSI (the Board's test administration vendor) and schedule their exam at a date and location of their choice.

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 and 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 College, 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 and Sciences premises.
- Fails to maintain satisfactory academic progress.
- Fails to meet the college'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 and 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 college's attendance policy or standards
 - 14 days of consecutive absences
 - Less than 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 the International College of Beauty Arts and Sciences Catalog.
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to International College of Beauty Arts and Sciences premises.
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer program.

DISTANCE EDUCATION POLICY AND TECHNOLOGIES (APPROVAL PENDING)

International College of Beauty Arts and Sciences courses offer distance education as a permanent method of delivery for the following courses (Cosmetology, Barbering, Manicuring and Esthetician). The institution's distance education policy is in compliance with all local, state and federal laws and regulations and National Accrediting Commission of Career Arts and Sciences (NACCAS) Standards and Criteria.

International College of Beauty Arts and Sciences Distance Education Policy:

- The institution will not utilize distance education as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client on college campus.
- The institution will provide an individualized secure link to each student to access the online portal. The student will then create their own private login to ensure their privacy.
- The interaction with the instructor will be validated by regular measurable participation (clock hour and competency based) in the academic programs. Participation will be documented on a regular basis within a log of all student activity comprised of a record of regular and substantive interaction between students and instructors.
- A distance education assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. International College of Beauty Arts and Sciences instructors will provide tests according to the chapters completed by the student on a weekly basis, in order to assess student's understanding of the chapters completed.
- Upon completion of all curriculum requirements, it is required that the student pass a comprehensive Academic and Practical final exam (which will be administered on-campus) and includes all applicable competencies required by the California Board of Barbering and Cosmetology prior to graduation from the program.
- All transcripts or other documents, (official or unofficial), listing academic attainments received will identify the distance education component.
- Please note that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

Distance Education Technologies (hardware and software) required to complete the distance education portion:

In order to successfully complete the distance education portion of the selected course, students need the following hardware and software technologies:

- Computer, laptop or Smartphone
- Stable and reliable Wi-Fi access
- Online portal access to CIMA by Milady (this will be provided to the student upon enrollment)

Student Responsibilities to successfully complete the distance education portion:

In order to successfully complete the distance education portion of the selected course, students need to:

- Maintain regular engagement and participation on the online portal, according to the selected course and scheduled hours (full-time/part-time).

- Complete all activities and chapter exams in a timely manner and provide the instructor with a list of completed chapters, in order to take an exam on completed chapters, on-campus.
- Communicate with the instructor if any of the material covered via distance education is challenging, so the instructor can clarify and ensure comprehension of all course materials.
- Students are not to share their login credentials with anyone and should be the only ones accessing the portal.

Prior to student enrollment, the applicant will receive a separate disclosure form containing all the information listed above, to ensure receipt of information applicable to distance education.

COSMETOLOGY CURRICULUM

(CIP CODE 12.0401, SOC CODE 39-5012.00) 1,500 CLOCK HOURS

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

The knowledge and skills will prepare licensed students to work as a hairdresser, salon manager, hair colorist, skin care, nail care salon owner, and product demonstrator. (SOC 39-5012)

Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, to acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and theory and acquire business management techniques common to Cosmetology.

Program Length in Distance Learning Hybrid Hours:

Total Course Length: 1500 hours

Theory Distance Learning Length: 750 hours

Practical on-campus Learning Length: 750 hours

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies: Computer, laptop or smartphone, stable and reliable Wi-Fi access, online portal access to CIMA by Milady (this will be provided to the student upon enrollment). Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the four evaluation periods (450, 900, 1200 and 1500 hours). Upon completion of the course curriculum, all students are required to pass the college's final examination with a grade of no less than 85%. Pursuant to B&P 7362.5 © the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:

MINIMUM PRACTICAL OPERATION REQUIREMENTS (on-campus)

30 Disinfecting	180 Wet Hair Styling
70 Permanent Waving	70 Haircutting
55 Thermal Hair Styling	70 Hair Coloring and Bleaching
25 Chemical Straightening	40 Facials-Manual, Electrical, and Chemicals
20 Scalp and Hair Treatments	15 Water and Oil Manicures
20 Make up Applications	20 Eyebrow Arching and Hair Removal
15 Complete Pedicure	50 Artificial Nail Tips
50 Artificial Nails with Liquid Powder	20 Artificial Nail Wraps and Repairs

**SUBJECT OF TECHNICAL INSTRUCTION
INSTRUCTIONS (via distance education)**

**MINIMUM HOURS OF INSTRUCTION
(via distance education)**

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

30

Cosmetology Chemistry (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations.

Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes physical and chemical changes of matter.)

20

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

30

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

25

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.

40

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

25

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

25

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

75

Permanent Waving (shall include hair analysis, chemical, and heat permanent waving.)	20
Chemical Straightening (shall include hair analysis, and the use of sodium hydroxide and other base solutions)	30
Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting.)	30
Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60
Scalp and Hair Treatments (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	25
Facials (A) Manual (shall include cleansing, scientific manipulations, packs, and masks.)	20
(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.	20
(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.	20
Eyebrow Arching and Hair Removal (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	20
Make-up (shall include skin analysis, complete and corrective make-up, last and brow tinting and the application of false eyelashes.)	25
Manicuring and Pedicure : (A) Water and Oil Manicure, including nail analysis, hand and arm massage.	25
(B) Complete Pedicure, including nail analysis, and foot and ankle massage	20
(C) Artificial Nails 1. Liquid and Powder Brush-on	20

2. Artificial Nail Tips

20

Nail Wraps and Repairs

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

100

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

COSMETOLOGY CURRICULUM (APPROVAL PENDING)

1,000 CLOCK HOURS

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a college shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

The knowledge and skills will prepare licensed students to work as a hairdresser, salon manager, hair colorist, skin care, nail care salon owner, and product demonstrator. (SOC 39-5012)

Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, to acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Cosmetology and theory and acquire business management techniques common to Cosmetology.

Program Length in Distance Learning Hybrid Hours:

Total Course Length: 1000 hours

Theory Distance Learning Length: 500 hours

Practical on-campus Learning Length: 500 hours

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady.

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies: Computer, laptop or smartphone, stable and reliable Wi-Fi access, online portal access to CIMA by Milady (this will be provided to the student upon enrollment). Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the two evaluation periods (450 hours and 900 hours).

Upon completion of the course curriculum, all students are required to pass the college's final examination with a grade of no less than 85%. Pursuant to B&P 7362.5 © the curriculum for a Cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:

100 Hours in Health and Safety

Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 – Hours Technical Instruction (via distance education)

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Technical Instruction (via distance education)

45 – Hours Sanitation & Disinfection

Practical Operations (on-campus)

55 – Sanitation / Disinfection

250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

Technical Instruction (via distance education)

55 – Hours Permanent Waving /
Chemical Straightening

Practical Operations (on-campus)

60 – Permanent Waving /
Chemical Straightening

Technical Instruction (via distance education) campus)

65 – Hours Haircoloring / Bleaching

70 – Haircoloring / Hair Lightening (on-

250 Hours Technical Instruction & Practical Training in Hair Dressing Services:

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Technical Instruction (via distance education)

50 – Hours Wet Hairstyling / Thermal Styling

Practical Operations (on-campus)

80 – Wet Hairstyling / Thermal

Technical Instruction (via distance education)

70 – Haircutting (on-campus)

150 Hours Technical Instruction & Practical Training in Skin Care Services

Skin Care: Including instruction on chemical and manual facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

Technical Instruction (via distance education)

50 Hours – Manual, Chemical, Electrical Facials

Facials

20 Hours – Facial Makeup

Practical Operations (on-campus)

55 – Manual, Chemical, Electrical

25 – Facial Makeup

50 Hours Technical Instruction & Practical Training in Hair Removal, & Lash / Brow Beautification

Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and, includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, non-prescription chemicals, or waxing or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves which are commonly known as rays.

Technical Instruction (via distance education)

25 – Hours Hair Removal/ Lash / Eyebrow Beautification

Beautification

25 Practical Operations (on-campus)

Lash / Eyebrow

Waxing / Hair Removal

100 hours Technical Instruction & Practical Training in Manicuring, Pedicuring, Artificial Nail Services

Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to acrylic liquid and powder brush-on, dip, tips, wraps, and repairs.

Technical Instruction (via distance education)

10 – Hours Manicure / Pedicure

30 – Hours Acrylics Liquid / Powder Nail Brush-on

Artificial Nail Tips, Wraps & Repairs

Practical Operations (on-campus)

20 – Manicure / Pedicure

40 – Acrylic Liquid / Powder

Nail

Artificial Nail Tips, Wraps & Repairs

COSMETOLOGY COURSE SUBJECTS (APPROVAL PENDING)

1,000 CLOCK HOURS

100 HOURS IN HEALTH & SAFETY – TECHNICAL INSTRUCTION

Part 1

Health and Safety: including Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

Technical Instruction

1. 20 hours – Laws & Regulations

- a. California Board Rules & Regulations
- b. Worker's Rights – Under BBC Resources Directory, Including State Links

2. 20 hours – Chemistry

- a. Principles of Chemistry – Definition of Organics / & Inorganic
- b. Physical & Chemical Properties & Compositions
- c. pH in Chemistry
- d. Reactions in Chemicals
- e. Chemical Ingredients of Cosmetics Used in Hair, Skin, & Nails

3. 30 hours – Health & Safety / Anatomy

- a. Salon Sense / CASafeSalon Health & Safety Training – Under BBC Resources Directory, Including State Links (overall view) of directory
- b. Work Place Safety / Employee Safety & OSHA
- c. Client Safety & Protection
- d. No Violence in Beauty – Under BBC Resources Directory, Including State Links
- e. Anatomy – Study of Anatomy / Physiology, Cells, Skeletal System, Muscular System, Nervous System, Circulatory System, Other Body Systems, Skin Structure, Skin Disorders & Diseases, Nail Structure, Nail Disorders & Diseases

4. 5 hours – Electricity

- a. Science of Electricity
- b. Electrical Safety

5. 25 hours – Infection Control / Microbiology

- a. CASafeSalon - Under BBC Resources Directory (Communicable Diseases) & Videos
- b. Infection Control Practices for Protection of Clients / & Licensees
- c. Current State Guidelines for COVID – 19 (Under BBC Resource Directory)

100 Hours in Technical & Practical Procedures in Sanitation and Disinfection
Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Refer to your Approved Textbook

45 Hours – Technical Instruction

1. Disinfection / Sanitation
 - a. The Difference Between Contamination & Infection
 - b. Infection Control Practices for Protection of Clients / & Licensees
 - c. The Difference Between Sepsis & Asepsis
 - d. Sanitation
 - e. Disinfection
 - f. Sterilization
 - g. Chemical Disinfectants / & EPA
 - h. Labeling of Disinfectants
 - i. Auto Claves / Ultrasonic Cleaners
 - j. Checklist - see below

SELF INSPECTIONS – checklist of yes and no can be found on BBC website

Self-Inspection conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection. The owner of the college, salon, and licensees working in the salon, will be cited if violations exist during the time of inspection. The following guidelines will assist with self-inspections.

(B&P) Business and Professions Code (CCR) Title 16, Division 9 of the California Code of Regulations ESTABLISHMENT LICENSE

GAVIN NEWSOM, GOVERNOR DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY P.O. Box 944226, Sacramento, CA 94244-2260
Phone: (800) 952-5210 Email: barbercosmo@dca.ca.gov Website: www.barbercosmo.ca.gov
SANITATION / HEALTH & SAFETY

Student Practical and Training on Sanitation / Disinfection Procedures

2. 55 – Practical Operations

- a. Practiced throughout entire training
- b. Sanitation & Disinfection

250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

Part 3

Refer to Your Approved Textbook

55 – Hours Technical Instruction of Permanent Waving / Chemical Straightening

60 – Practical Operations – Permanent Waving / Chemical Hair Straightening

1. Chemical Hair Waving – Technical Instruction

- a. The Science of Hair & Scalp – Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Permanent Waving – pH of Permanent Waving Products, Types of Permanent Waving Chemicals, Neutralizer Products, Hair Analysis, Hair Sectioning / Wrapping, Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

- b. **Practical: Student Practical Procedures**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis – Preliminary Test Curls with Product

Cleansing of the Hair

Hair Sectioning / Wrapping

Procedure for Safe Applications of Product of Permanent Waving

Process Timing

Test Curl

Rinsing, Towel Blotting

Procedure for Safe Applications of Product of Neutralizer

Process Timing

Rinsing

Completing / Finishing the Procedure

Clean up – Sanitation / Disinfection Procedures

2. Chemical Hair Straighteners – Technical Instruction

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Types of Hair Straightening Chemicals / Products, pH of Chemical Straighteners, Neutralizing Shampoo Products, Hair Analysis, Hair Sectioning / Applications, Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

- b. **Practical: Student Practical Procedures**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis – Preliminary Strand Testing with Product

Hair Sectioning

Procedure for Safe Applications of Product

Safety Methods of Straightening the Hair

Process Timing
Strand Testing
Safely Rinsing and Cleansing of the Hair w/ Neutralizing Shampoo
Final Rinsing and Towel Blotting
Completing / Finishing the Procedure
Clean up – Sanitation / Disinfection Procedures

65 – Hours Technical Instruction of Haircoloring and Hair Lightening

70 – Practical Operations of Haircoloring / Hair Lightening

3. Haircoloring & Hair Lightening Technical Instruction –

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis
- b. Types of Haircoloring and Hair Lightener Chemicals / Products, pH of Haircolor Products, and Hair Lighteners, Color Toners, Dye Removers, Hair Analysis, Hair Sectioning, Different Types of Procedural Applications,
- c. Types of Hydrogen Peroxide Developers, Levels of Strengths of Developers, How the Levels of Strength Affect the Natural Level of Hair
- d. Haircolor and Hair Lighteners Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

e. Practical: Student Practical Procedures

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation
Draping – Client Preparation/ Client Protection
Hair / Scalp Analysis – Predisposition Testing For Allergy & Sensitivity
Reactions
Preliminary Strand Testing with Product
Hair Sectioning
Procedure for Safe Applications of Product
Safety Methods for Haircoloring, Hair Lightening, and Dye Removers of the Hair
Process timing
Strand Testing
Safely Rinsing and Cleansing of the Hair
Final Rinsing and Towel Blotting
Completing / Finishing the Procedure
Clean up – Sanitation / Disinfection Procedures

250 Hours Technical & Practical Training in Hair Dressing Services:

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Refer to your Approved Textbook

50 – Hours Hairstyling Technical Instruction

80 – Practical Operation of Wet Hairstyling / Thermal Hairstyling

1. Hairstyling – Technical Instruction

Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

- a. Scalp and Hair Care of Cleansing the Hair, Conditioning Treatments, Scalp Massage, Wet Hairstyling Techniques, Thermal Styling Techniques & Safety Precaution of Heating Electrical Styling Tools, Arranging, Curling, & Waving in Hairstyling of the Hair in Wet / Thermal Styling, Non Chemical Hair Straightening, Hairstyling Combing Tools & Implements

b. Practical: Student Practical Procedures

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis

Safely Cleansing & Conditioning Treatments

Safely Rinsing and Towel Blotting

Hair Sectioning

Procedure for Safe Methods of Wet / or Thermal Styling with Tools

Styling of the Hair

Completing / Finishing the Procedure

Clean up – Sanitation / Disinfection Procedures

50 – Hours Haircutting Technical Instruction

70 – Practical Operations of Haircutting

2. Haircutting – Technical Instruction

Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

- a. Haircutting Methods & Safety Use of Shears, Hair Razor / Shaper, Electrical Clippers / Trimmers, Hair Thinning w/ Tapering Shears for Wet and Dry Cutting Techniques , Haircutting Comb Tools & Implements

- b. Degree Angles Used in Haircutting & Designing, & Hair Sectioning
- c. Different Types of Haircutting Shears, Razor Shapers, Electrical Clippers & Electrical Trimmers
- d. **Practical: Student Practical Procedures**
 - Sanitation / Disinfection
 - Table Setup – Materials & Supplies
 - Record Card
 - Client Consultation
 - Draping – Client Preparation/ Client Protection
 - Hair / Scalp Analysis –
 - Hair Sectioning for Wet or Dry Cutting
 - Procedure for Safe Methods of Wet / or with Dry Cutting w/ Hair Cutting Tools
 - Completing / Finishing the Procedure
 - Clean up – Sanitation / Disinfection Procedures

150 Hours Technical Instruction & Practical Training in Skin Care Services

Skin Care: Including instruction on chemical and manual facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

Refer to Your Approved Textbook

50 – Hours Manual, Chemical, Electrical Facials Technical Instruction

55 – Practical Operations of Manual, Chemical, Electrical Facials

1. Manual, Chemical, Electrical Facials- Technical Instruction

Anatomy of Skin Structure, Disorders & Diseases of the Skin, Product Chemistry of Ingredients

- a. Skin Analysis, Contraindications of the Skin, Types of Massaging Methods of the Face, Scalp, Neck, & Body by Hands or Esthetic Electrical Devices
- b. Stimulating of the Skin, Types of Skin Cleansing Products, Cleansing of the Skin, Types of Manual & Chemical Exfoliation of Devices & Products, Other Types of Products Used Facial Skin Care
- c. Client Consultation, Client Intake Card, Client Protection, Instruction of Prohibited Ablation / Destruction of Living Skin Tissue, Treatment Room Preparation, Client Draping Methods, Sanitation & Disinfection Procedures of Skin Care Services
- d. **Practical: Student Practical Procedures for Basic Facials**

Sanitation / Disinfection
Table Setup – Materials & Supplies

Record Card
Client Consultation / Contraindications
Treatment Room Preparation
Draping – Client Preparation/ Client Protection
Pre-Skin Analysis
Cleansing of the Skin
Skin Analysis by use of Analysis Devices
Exfoliating of the Skin
Massaging Methods
Mask Treatments
Application of Skin Toners / Astringents
Application of Moisturizing Treatments
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

e. Practical: Student Practical Procedures for Electrical Facials

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Treatment Room Preparation
Draping – Client Preparation/ Client Protection
Pre-Skin Analysis
Cleansing of the Skin w/ Facial Steamers
Skin Analysis by use of Analysis Devices
Selection of Electrical Facial Equipment / Devices for Facial Treatments
Safe Methods of Exfoliation
Massaging Methods
Mask Treatments
Application of Skin Toners / Astringents
Application of Moisturizing Treatments
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

f. Practical: Student Practical Procedures for Chemical Facials

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Treatment Room Preparation
Draping – Client Preparation/ Client Protection
Pre-Skin Analysis
Cleansing of the Skin w/ Facial Steamers
Skin Analysis by use of Analysis Devices
24 – 48 Hour Predisposition Skin Test for Positive (Skin Reactions)
Selection of Non-Invasive Chemical Peels for Facial Treatments
Safe Methods of Non- Invasive Chemical Peel Application
Safe Methods of Skin Neutralization Methods

Mask Treatments
Application of Skin Toners
Application of Moisturizing Treatments
Application of SPF Skin Protection
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

20 Hours – Facial Makeup Technical Instruction

25 – Practical Operations of Facial Makeup

2. Facial Makeup – Technical Instruction

Anatomy of Skin Structure, Disorders & Diseases of the Skin, Product Chemistry of Ingredients

- a. Skin Analysis, Contraindications of the Skin, Types of Facial Makeup Products
- b. Skin Cleansing & Preparation for Makeup Applications
- c. Instruction on Sanitation/Disinfection Procedures for Makeup Brushes
- d. Instruction on One Time Use Disposable Makeup Applicators/ Makeup Sponges
- e. Client Consultation, Client Intake Card, Client Protection, Instruction of Room Preparation, Client Draping Methods, Sanitation & Disinfection Procedures of Skin Care Services

f. Practical: Student Practical Procedures for Makeup Applications

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Room Preparation
Draping – Client Preparation/ Client Protection
Pre-Skin Analysis
Cleansing of the Skin, Toners, & Moisturizers
Skin Analysis for Skin Type Facial Makeup Products
Analysis of Facial Features
Makeup Application Methods
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

50 Hours Technical Instruction & Practical Training in Hair Removal, & Lash / Brow Beautification

Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and, includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, non-prescription chemicals, or waxing or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves which are commonly known as rays.

Refer to Your Approved Textbook

25 – Hours Hair Removal/ Lash / Eyebrow Beautification Technical Instruction

25 – Practical Operations of Lash / Eyebrow Beautification, Waxing / Hair Removal

1. **Hair Removal, Lash and Brow Beautification: Technical Instruction**

Hair Structure, Hair Growth Cycle, Skin Disorders, & Skin Analysis, Product Ingredients, Predisposition Testing

- a. Types of Methods of Hair Removal by the use of Tweezers, Depilatories, Sugaring, Non-Prescription Chemicals, Soft/ Hard Wax by use of Wax Heaters, & Devices
- b. Lasers, IPL, or Light Waves used in Medical Practice Only
- c. Predisposition Test For Lash & Brow Tinting, Product Knowledge of Chemical Ingredients Used in Lash & Brow Tinting Products
- d. Eyelash Perming, Product Knowledge of Chemical Ingredients Used in Eyelash Perming Products

e. **Practical: Student Practical Procedures for Temporary Hair Removal**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation / Contraindications

Treatment Room Preparation

Draping – Client Preparation/ Client Protection

Skin Analysis

Cleansing of the Skin Area

Hair Removal Product Preparation for Service / or Approved Hair Removal Devices

Safe Product Application Method Procedures / or Safe Use of Hair Removal Devices Procedures

Completing the Service

Cleanup, Sanitation & Disinfection Procedures

f. **Practical: Student Practical Procedures for Brow & Lash Tinting Applications**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation / Contraindications

24 – 48 Hours Predisposition Test (Aniline Derivative)

Room Preparation

Draping – Client Preparation/ Client Protection

Pre-Skin Analysis

Cleansing of the Skin Area

Product Preparation for Service

Analysis of Predisposition Test After 24 – 48 hours

Safe Application Method Procedures
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

g. **Practical: Student Practical Procedures for Eyelash Perming Applications**

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Room Preparation
Draping – Client Preparation/ Client Protection
Pre-Skin Analysis
Cleansing of the Skin Area
Product Preparation for Service
Safe Application Method Procedures
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

100 hours Technical Instruction & Practical Training in Manicuring, Pedicuring, Artificial Nail Services

Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to acrylic liquid and powder brush-on, dip, tips, wraps, and repairs.

Refer to Your Approved Textbook

Technical Instruction

10 – Hours Manicure / Pedicure
30 – Hours Acrylics Liquid / Powder Nail Brush-on
Artificial Nail Tips, Wraps & Repairs

Practical Operations

20 – Manicure / Pedicure
40 – Acrylic Liquid / Powder Nail Brush-on, Artificial Nail Tips, Wraps & Repairs

1. Manicuring, Pedicuring, & Artificial Nail Services – Technical Instruction

Skin Structure/Disorders & Diseases, Nail Structure/ Disorders & Diseases, Health & Safety, Cosmetic Ingredients of Nail Products, Manicuring & Pedicuring Services, Skin & Nail Analysis, Artificial Nail Enhancements, Nail Wraps & Repairs, Services for Nail Enhancements, UV Gels

- a. Types of Services for Manicuring & Pedicuring , Cosmetics Products Used in Manicuring & Pedicuring, Safe Practices, Safe use of Implements, Analysis of Skin & Nails, Client Preparation, Client Protection
- b. Artificial Nail Enhancements – Skin & Nail Analysis, Product Knowledge of Ingredients, Artificial Nail Tips & Resin Adhesives, Monomer Liquid & Polymer Powders of Acrylic Nails, Types of Acrylic Nail Grit Files, Safe Use of Electric Nail Drills, Safe Practices, & Client Protection, Nail Enhancement Maintenance

- c. Nail Wraps & Repairs,- Skin & Nail Analysis, Resin Adhesives, Types of Fabrics Used in Nail Wraps & Repairs, Types of Gentle Nail Grit Files Used, Safe Practices, & Client Protection
- d. UV Gels – Skin & Nail Analysis, Types of UV Gels, Types of UV Lights, Product Knowledge of Ingredients, Types of Acrylic Nail Grit Files, Safe Practices, Client Protection, Nail Gel Maintenance

h. Practical: Student Practical Procedures for Manicure Services

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Client Preparation/ Client Protection
Skin Analysis & Nail Analysis of the Hands
Product Preparation for Service
Hand Cleansing & Hand Sanitation
Safe Methods of Procedures for Types of Manicuring Services
Safe Use of Nail Implements, & Files
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

i. Practical: Student Practical Procedures for Pedicure Services

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Client Preparation/ Client Protection
Skin Analysis & Nail Analysis of the Feet
Product Preparation for Service
Cleansing of the Feet
Safe Methods of Procedures for Types of Pedicure Services
Safe Use of Nail Implements, & Files
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

j. Practical: Student Practical Procedures for Acrylics of Monomer Liquid / Polymer Powder Nail Brush-on Services

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Client Preparation/ Client Protection
Skin Analysis & Nail Analysis of the Hands
Product Preparation for Service
Cleansing of Hands, Nails, & Nail Preparation

Safe Methods of Procedures for Application of Nail Dehydrator, Primer, Monomer Liquid & Polymer Powder Services

Safe Use of Nail Implements, Electric Nail Drill, & Files
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

k. Practical: Student Practical Procedures for Artificial Nail Tip Services

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Client Preparation/ Client Protection
Skin Analysis & Nail Analysis of the Hands
Product Preparation for Service
Cleansing of Hands, Nails, & Nail Preparation

Safe Methods of Procedures for Application of Nail Resin Adhesive & Artificial Nail Tips Services

Safe Use of Nail Implements, & Files
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

l. Practical: Student Practical Procedures for Nail Wraps & Repair Services

Sanitation / Disinfection
Table Setup – Materials & Supplies
Record Card
Client Consultation / Contraindications
Client Preparation/ Client Protection
Skin Analysis & Nail Analysis of the Hands
Product Preparation for Service
Cleansing of Hands, Nails, & Nail Preparation

Safe Methods of Procedures for Application of Nail Resin Adhesive & Nail Fabric Wraps for Repair Services

Safe Use of Nail Implements, & Files
Completing the Service
Cleanup, Sanitation & Disinfection Procedures

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.

The knowledge and skills will prepare licensed students to work as a hairdresser, salon manager, hair colorist, skin care, and product demonstrator. (SOC 39-5012) Acquire knowledge of laws and rules regulating California Barbering establishing practices, to acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Barbering and theory, acquire the knowledge of hair coloring, styling, shaping and washing, and acquire business management techniques common to Barbering.

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies: Computer, laptop or smartphone, stable and reliable Wi-Fi access, online portal access to CIMA by Milady (this will be provided to the student upon enrollment). Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the four evaluation periods (450, 900, 1200 and 1500 hours). Upon completion of the course curriculum, all students are required to pass the college's final examination with a grade of no less than 85%. Pursuant to B&P 7362.5 © the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:

MINIMUM PRACTICAL OPERATIONS REQUIREMENT - (on-campus)

80 Disinfecting

260 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)

120 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.)

100 Hair Coloring and 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.

120 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.

70 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 (via distance education)

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

MINIMUM HOURS OF TECHNICAL INSTRUCTION

30

Hairstyling: Hair analysis; Shampooing; Finger waving; Comb outs; Straightening; Waving; Curling with hot combs, Curling irons and blow drying styling.	75
Permanent Waving and Chemical Straightening: Hair analysis; Acid and alkaline permanent waving; chemical straightening including the use of Sodium Hydroxide and other base solutions.	50
Hair Coloring and Bleaching: Including the use of semi-permanent And temporary colors. Hair analysis, predisposition and strand tests. Safety precautions; Formula mixing; Tinting; Bleaching; High and Low lights, and the use of dye removers.	100
Hair Cutting: Use of scissors, razor (sharper); electrical clippers/ trimmers; and thinning (tapering) sheers for wet and dry cutting.	110
Preparation and Performance: 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.	150
Laws and Regulations: The Barbering and Cosmetology Act and The Board's Rules and Regulations.	40
Health and Safety Considerations: Training in chemicals and health in Establishments; Material Safety Data Sheets; Protection from hazardous Chemicals and preventing chemical injuries; Health and safety laws And agencies; Bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	30
Disinfection and Sanitation: Proper procedures to protect the health and Safety of the consumer as well as the technician; Proper disinfection procedure for equipment used in establishments.	40
Anatomy and Physiology: Human anatomy; Human Physiology.	25
Business Skills: Professional Ethics; Communication; Salesmanship; Client record-keeping; Decorum; Basic tax information relating to Booth renters, independent contractors, employees, and employers.	100

BARBERING CURRICULUM (APPROVAL PENDING)

1,000 CLOCK HOURS

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a college shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

The knowledge and skills will prepare licensed students to work as a barber, salon manager. Acquire knowledge of laws and rules regulating California Cosmetology establishing practices, to acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Barbering and theory and acquire business management techniques common to Barbering.

Program Length in Distance Learning Hybrid Hours:

Total Course Length: 1000 hours

Theory Distance Learning Length: 500 hours

Practical on-campus Learning Length: 500 hours

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady.

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies: Computer, laptop or smartphone, stable and reliable Wi-Fi access, online portal access to CIMA by Milady (this will be provided to the student upon enrollment). Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the two evaluation periods (450 hours and 900 hours).

Upon completion of the course curriculum, all students are required to pass the college's final examination with a grade of no less than 85%. Pursuant to B&P 7362.5 © the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:

Pursuant to B&P 7362.5 © the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:

100 Hours in Health and Safety

Health and Safety: including Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 – Hours Technical Instruction (via distance education)

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Technical Instruction (via distance education)

45 – Hours / Sanitation & Disinfection

Practical Operations (on-campus)

55 – Sanitation & Disinfection

225 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

Technical Instruction (via distance education) campus)

40 – Hours Permanent Waving /
Chemical Straightening

Practical Operations (on-

50 – Permanent Waving /
Chemical Straightening

Technical Instruction (via distance education) 70 – Haircoloring / Hair lightening (on-campus)
65 – Hours Haircoloring / Bleaching

375 Hours Technical Instruction & Practical Training in Hair Dressing Services:

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Technical Instruction (via distance education)
55 Hours – Wet Hairstyling / Thermal Styling
90 Hours – Haircutting

Practical Operations (on-campus)
70 – Wet Hairstyling / Thermal
160 - Haircutting

220 Hours Technical Instruction & Practical Training in Shaving and Trimming of the Beard

Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Technical Instruction (via distance education)

Practical Operations (on-campus)

20 Hours – Skin Analysis

25 Hours – Men's Facial

60 Hours – Men's Shaving

15 – Men's Facial

80 – Men's Shaving

BARBERING COURSE OBJECTIVES (APPROVAL PENDING)

1,000 CLOCK HOURS

100 Hours in Health and Safety

Health and Safety: including Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

Board approved Health & Safety Course (B&P 7389 (a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

Technical Instruction

- 1. 20 hours – Laws & Regulations –**
 - a. California Board Rules & Regulations
 - b. Worker's Rights – Under BBC Resources Directory, Including State Links
- 2. 20 hours – Chemistry –**
 - a. Principles of Chemistry – Definition of Organics / & Inorganic
 - b. Physical & Chemical Properties & Compositions
 - c. pH in Chemistry
 - d. Reactions in Chemicals
 - e. Chemical Ingredients of Cosmetics Used in Hair, Skin, & Nails
- 3. 30 hours – Health & Safety / Anatomy**
 - a. Salon Sense / CASafeSalon Health & Safety Training – Under BBC Resources Directory, Including State Links (overall view) of directory
 - b. Work Place Safety / Employee Safety & OSHA
 - c. Client Safety & Protection
 - d. No Violence in Beauty – Under BBC Resources Directory, Including State Links
 - e. Anatomy – Study of Anatomy / Physiology, Cells, Skeletal System, Muscular System, Nervous System, Circulatory System, Other Body Systems, Skin Structure, Skin Disorders & Diseases, Nail Structure, Nail Disorders & Diseases
- 4. 5 hours – Electricity**
 - a. Science of Electricity
 - b. Electrical Safety
- 5. 25 hours – Infection Control / Microbiology**
 - a. CASafeSalon - Under BBC Resources Directory (Communicable Diseases) & Videos
 - b. Infection Control Practices for Protection of Clients / & Licensees
 - c. Current State Guidelines for COVID – 19 (Under BBC Resource Directory)

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Refer to your Approved Textbook

45 Hours – Technical Instruction

1. Disinfection / Sanitation
 - a. The Difference Between Contamination & Infection
 - b. Infection Control Practices for Protection of Clients / & Licensees
 - c. The Difference Between Sepsis & Asepsis
 - d. Sanitation
 - e. Disinfection
 - f. Sterilization
 - g. Chemical Disinfectants / & EPA
 - h. Labeling of Disinfectants
 - i. Auto Claves / Ultrasonic Cleaners
 - j. Checklist - see below

SELF INSPECTIONS – checklist of yes and no can be found on BBC website

Self-Inspection conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection. The owner of the college, salon, and licensees working in the salon, will be cited if violations exist during the time of inspection. The following guidelines will assist with self-inspections.

(B&P) Business and Professions Code (CCR) Title 16, Division 9 of the California Code of Regulations ESTABLISHMENT LICENSE

GAVIN NEWSOM, GOVERNOR DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY P.O. Box 944226, Sacramento, CA 94244-2260

Phone: (800) 952-5210 Email: barbercosmo@dca.ca.gov Website: www.barbercosmo.ca.gov
SANITATION / HEALTH & SAFETY

Student Practical and Training on Sanitation / Disinfection Procedures

55 Hours – Practical Operations

- a. Practiced throughout entire training
- b. Sanitation & Disinfection

225 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

Refer to Your Approved Textbook

40 – Hours Technical Instruction of Permanent Waving / Chemical Straightening

50 – Practical Operations – Permanent Waving / Chemical Hair Straightening

1. Chemical Hair Waving – Technical Instruction

- a. The Science of Hair & Scalp – Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Permanent Waving – pH of Permanent Waving Products, Types of Permanent Waving Chemicals, Neutralizer Products, Hair Analysis, Hair Sectioning / Wrapping, Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

b. Practical: Student Practical Procedures

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis – Preliminary Test Curls with Product

Cleansing of the Hair

Hair Sectioning / Wrapping

Procedure for Safe Applications of Product of Permanent Waving

Process Timing

Test Curl

Rinsing, Towel Blotting

Procedure for Safe Applications of Product of Neutralizer

Process Timing

Rinsing

Completing / Finishing the Procedure

Clean up – Sanitation / Disinfection Procedures

2. Chemical Hair Straighteners – Technical Instruction

a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Types of Hair Straightening Chemicals / Products, pH of Chemical Straighteners, Neutralizing Shampoo Products, Hair Analysis, Hair Sectioning / Applications, Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

b. Practical: Student Practical Procedures

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis – Preliminary Strand Testing with Product

Hair Sectioning

Procedure for Safe Applications of Product

Safety Methods of Straightening the Hair

Process Timing

Strand Testing

Safely Rinsing and Cleansing of the Hair w/ Neutralizing Shampoo

Final Rinsing and Towel Blotting

Completing / Finishing the Procedure

Clean up – Sanitation / Disinfection Procedures

65 – Hours Technical Instruction of Haircoloring and Hair Lightening

70 – Practical Operations of Haircoloring / Hair Lightening

71 Haircoloring & Hair Lightening Technical Instruction –

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis
- b. Types of Haircoloring and Hair Lightener Chemicals / Products, pH of Haircolor Products, and Hair Lighteners, Color Toners, Dye Removers, Hair Analysis, Hair Sectioning, Different Types of Procedural Applications,
- c. Types of Hydrogen Peroxide Developers, Levels of Strengths of Developers, How the Levels of Strength Affect the Natural Level of Hair
- d. Haircolor and Hair Lighteners Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation
- e. **Practical: Student Practical Procedures**
 - Sanitation / Disinfection
 - Table Setup – Materials & Supplies
 - Record Card
 - Client Consultation
 - Draping – Client Preparation/ Client Protection
 - Hair / Scalp Analysis – Predisposition Testing For Allergy & Sensitivity
 - Reactions
 - Preliminary Strand Testing with Product
 - Hair Sectioning
 - Procedure for Safe Applications of Product
 - Safety Methods for Haircoloring, Hair Lightening, and Dye Removers of the Hair
 - Process timing
 - Strand Testing
 - Safely Rinsing and Cleansing of the Hair
 - Final Rinsing and Towel Blotting
 - Completing / Finishing the Procedure
 - Clean up – Sanitation / Disinfection Procedures

375 Hours Technical Instruction & Practical Training in Hair Dressing Services:

Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Refer to your Approved Textbook

55 – Hours Hairstyling Technical Instruction

70 – Practical Operation of Wet Hairstyling / Thermal Hairstyling

1. **Hairstyling – Technical Instruction**

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Scalp and Hair Care of Cleansing the Hair, Conditioning Treatments, Scalp Massage, Wet Hairstyling Techniques, Thermal Styling Techniques & Safety Precaution of Heating Electrical Styling Tools, Arranging, Curling, & Waving in Hairstyling of the Hair in Wet / Thermal Styling, Non Chemical Hair Straightening, Hairstyling Combing Tools & Implements

b. Practical: Student Practical Procedures

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis

Safely Cleansing & Conditioning Treatments

Safely Rinsing and Towel Blotting

Hair Sectioning

Procedure for Safe Methods of Wet / or Thermal Styling with Tools

Styling of the Hair

Completing / Finishing the Procedure

Clean up – Sanitation / Disinfection Procedures

90– Hours Haircutting Technical Instruction

160 – Practical Operations of Haircutting

2. **Haircutting – Technical Instruction**

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

- b. Haircutting Methods & Safety Use of Shears, Hair Razor / Shaper, Electrical Clippers / Trimmers, Hair Thinning w/ Tapering Shears for Wet and Dry Cutting Techniques , Haircutting Comb Tools & Implements

- c. Degree Angles Used in Haircutting & Designing, & Hair Sectioning

- d. Different Types of Haircutting Shears, Razor Shapers, Electrical Clippers & Electrical Trimmers

e. Practical: Student Practical Procedures

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis –

Hair Sectioning for Wet or Dry Cutting
Procedure for Safe Methods of Wet / or with Dry Cutting w/ Hair Cutting Tools
Completing / Finishing the Procedure
Clean up – Sanitation / Disinfection Procedures

220 Hours Technical Instruction & Practical Training in Shaving and Trimming of the Beard

Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Refer to Your Approved Textbook

105 Hours – Technical Instruction

20 Hours – Skin Analysis

25 Hours – Men's Facial

60 Hours – Men's Shaving

Practical Operations

15 – Men's Facial

80 – Men's Shaving

1. Skin Analysis, Men's Facial & Men's Shaving – Technical Instruction

- a. Anatomy of Skin Structure, Disorders & Diseases of the Skin, Product Chemistry of Ingredients Used in Men's Facials, Beard Shaving, Beard Designing, & Grooming Services, Types of Methods of Men's Shaving, Facial Shaving Strokes for Left Hand, or Right Hand, Health & Safety Procedures for Blood Exposure Incident, Infection Control, Equipment & Implement Tools
- b. Skin Analysis, Contraindications of the Skin, Types of Massaging Methods of the Face, Scalp, Neck, by Hands or Massaging Electrical Devices

- c. Types of Products, Cleansing of the Skin Used in Men's Facial Skin Care & Treatments
- d. Client Consultation, Client Intake Card, Client Protection, Instruction of Prohibited Ablation / Destruction of Living Skin Tissue, Treatment Room Preparation for Men's Facial , Client Draping Methods, Sanitation & Disinfection Procedures of Skin Care Services
- e. Types of Products, Cleansing of the Skin ,Preparation of the Skin for Shaving & Beard Designing, Types of Straight Razor Shaving Tools Used in Men's Facial Shaving Care, the 14 Shaving Strokes, Blood Exposure Procedure for Minor Skin Cuts in Shaving
- f. Client Consultation, Client Intake Card, Client Protection, Instruction & Treatment Preparation for Men's Shave, Client Draping Methods, Sanitation & Disinfection Procedures of Skin Care Shaving Services

g. Practical: Student Practical Procedures for Men's Basic Facials

Sanitation / Disinfection
 Table Setup – Materials & Supplies
 Record Card
 Client Consultation / Contraindications
 Treatment Room Preparation
 Draping – Client Preparation/ Client Protection
 Pre-Skin Analysis
 Cleansing of the Skin
 Skin Analysis by use of Analysis Devices
 Exfoliating of the Skin
 Massaging Methods
 Mask Treatments
 Application of Skin Toners / Astringents
 Application of Moisturizing Treatments
 Completing the Service
 Cleanup, Sanitation & Disinfection Procedures

h. Practical: Student Practical Procedures for Men's Shave

Sanitation / Disinfection
 Table Setup – Materials & Supplies
 Record Card
 Client Consultation / Contraindications
 Treatment Preparation
 Draping – Client Preparation/ Client Protection
 Pre-Skin Analysis / Hair Type & Growth Analysis
 Cleansing of the Skin & Beard
 Wiping of the Skin & Beard /w Steam Towel
 Application of 1st Shaving Gel /or Cream & Steam Towel
 Removal of Steam Towel & 2nd Application of Shaving Gel / or Cream

Safe & Proper Type Methods of Shaving Stroke Procedures

- a. First Time Over Shave
- b. Second Time Over Shave
- c. Once Over Shave
- d. Close Shave

Safe Razor Holding Positions of Strokes – Freehand, Backhand, Reverse-Freehand, Reverse-Backhand

Completing the Shave

Removal of Product with Steam Towel

Application of Skin Toners / Astringents

Application of Moisturizing Treatments

Completing the Service

Cleanup, Sanitation & Disinfection Procedures

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.

The mission of the Esthetician course is to prepare students for the state licensing examination and for profitable employment as an Esthetician, skin care specialist, product demonstrator, or make-up artist(SOC 39-5094) The objective is to acquire the knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Esthetics.

Program Length in Distance Learning Hybrid Hours:

Total Course Length: 600 hours

Theory Distance Learning Length: 300 hours

Practical on-campus Learning Length: 300 hours

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies: Computer, laptop or smartphone, stable and reliable Wi-Fi access, online portal access to CIMA by Milady (this will be provided to the student upon enrollment). Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the two evaluation periods (300 hours and 600 hours).

Upon completion of the course curriculum, all students are required to pass the college's final examination with a grade of no less than 85%.

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION (on-campus)

Disinfection and Sanitation **10**

Facials: **100**

- A. Manual
- B. Electrical
- C. Chemical

Eyebrow Arch – Tweezing **25**

Eyebrow Arch – Wax **25**

Make up **40**

Additional Training **75**

Depilatories **25**

SUBJECT OF TECHNICAL INSTRUCTION MINIMUM HOURS OF TECHNICAL INSTRUCTION

(via distance education)

(via distance education)

The Board of Barbering and Cosmetology Act and the Program's Rules and 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 and Hepatitis B.)	30
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 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
B. Electrical: shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes	30
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
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.

10

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.

20

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.

The mission of the Manicuring course is to prepare students for the state licensing examination and for profitable employment as a Manicurist, Nailcare specialist, and product demonstrator. (SOC 39-5092). The objective is for the student to acquire knowledge of laws and rules regulating California Cosmetology establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Manicuring including: anatomy, physiology, chemistry, and theory and acquire business management techniques common to Manicuring.

Program Length in Distance Learning Hybrid Hours:

Total Course Length: 600 hours

Theory Distance Learning Length: 300 hours

Practical on-campus Learning Length: 300 hours

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies: Computer, laptop or smartphone, stable and reliable Wi-Fi access, online portal access to CIMA by Milady (this will be provided to the student upon enrollment). Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the two evaluation periods (300 hours and 600 hours).

Upon completion of the course curriculum, all students are required to pass the college's final examination with a grade of no less than 85%.

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION (on-campus)

10 Disinfection and Sanitation
40 Water and Oil Manicure
20 Completer Pedicure
50 Acrylic
40 Nail Tips
30 Nail wraps and repairs

30 Full Set
30 White Tips
20 Advance Acrylic
20 Acrylic
10 Reflexology and foot massage

SUBJECT OF TECHNICAL INSTRUCTION MINIMUM HOURS OF TECHNICAL INSTRUCTION
(via distance education)

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

30

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

150

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

20

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

35

Nail diseases disorders and podiatry

15

Reflexology and foot massage

20

Additional Training people skills

30

STUDENT CONSUMER INFORMATION and 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.

OUTLOOK¹

Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2023, 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 2023, 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 2023, 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 ENVIRONMENT⁹

Physical Demand Summary

Cosmetology and Barbering involves standing, working constantly with hands from the waist to chest level and frequently about shoulder level. Items lifted such as blow 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 approximately 45 minutes per client with the ability to sit between processing or customer appointments. Repetitive wrist, hand movement and finger dexterity are necessary for the detailed rolling of a perm and cutting or styling of hair.

Manicuring involves constant sitting, working constantly with hands from waist to chest level. Repetitive motion of shoulders, arms and 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 and hands at waist to chest level while applying makeup or waxing. Constant sitting is necessary while performing actual skin care massage and treatments usually lasting 45 minutes with breaks in between appointments. Finer dexterity and wrist used in massage combining with shoulder movement.

Work Schedules⁹

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 and OTHER CONSIDERATIONS

Generally, a student /employee must be in good physical health since they 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 their 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 their students (their parents or physician) believe they can fulfill the training demands.

¹ 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 and Sciences, assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while on, or adjacent to College 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 and Sciences requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory.

PREGNANCY

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 and 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 and 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

STUDENT SERVICES

CAMPUS HOUSING

International College of Beauty Arts and 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 \$1,600,000 and rent on average is approximately \$2,700.00.

STUDENTS ACTIVITIES

While at International College of Beauty Arts and 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 and 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 is 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 and 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 and 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. Returned all books, equipment, etc. belonging to the college.
4. Fulfilled all financial obligations to the College and attended a Financial Aid Exit Interview, if applicable.

ACADEMIC AND INDIVIDUAL COUNSELING

International College of Beauty Arts and 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 and Sciences, and the State Board of Barbering and Cosmetology.

VOTER REGISTRATION

International College of Beauty Arts and 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. Call (323) 561-3211.

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 17th falls on a weekend, the programs are to be held in the preceding or following week.

SCHOLARSHIPS AND FEE WAIVERS

The college does not offer any institutional fee waiver, and scholarships are at the discretion of the College President.

DRUG ABUSE PREVENTION POLICY

International College of Beauty Arts and 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 and 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

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 College. 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 and 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 student 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 and Sciences member should bring the matter to the attention of the College 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 college officials. International College of Beauty Arts and 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 – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) 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 statistic for the period between 01/01/2019 and 12/31/2021. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: September 20, 2022

Occurrences REPORTED within the 2019, 2020 and 2021 Calendar Years

Crimes Reported	2019	2020	2021	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0		
(B) Negligent manslaughter	0	0	0		
(ii) Sex Offenses:					
(A) Rape	0	0	0		
(B) Fondling	0	0	0		
(C) Incest	0	0	0		
(D) Statutory Rape	0	0	0		
(iii) Robbery	0	0	0		
(iv) Aggravated assault	0	0	0		
(v) Burglary	0	0	0		
(vi) Motor Vehicle Theft	0	0	0		
(vii) Arson	0	0	0		
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0		

(B) Persons not included in 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)	0	0	0		
(A) Larceny-theft	0	0	0		
(B) Simple Assault	0	0	0		
(C) Intimidation	0	0	0		
(D) Destruction, Damage or Vandalism of Property	0	0	0		
(viii) Liquor law violations	0	0	0		
New reporting as of 10/01/2017					
Incidents of sexual assault	0	0	0		
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		

NOTE - Crimes reported under any of the category listed in this section that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

1. 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

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.
(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.

(iii) 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 college official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.
3. 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 CARRY on them 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. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the college closes for the night, the college'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.

4. Current policies concerning campus law enforcement are as follows:
 - (i) 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.
 - (ii) 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.
 - (iii) 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.
5. 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.
 - a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the college premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The college has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. 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.
6. 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.
7. All incidents shall be recorded in the Daily Incident Log 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 college's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

8. This institution does not permit the sale, possession or consumption of alcoholic beverages on college property and adheres to and enforces all state underage-drinking laws.
9. 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

10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*
11. It is the policy of this institution to have any sexual assaults (criminal offenses) on campus to be reported immediately to the institution's official, who will report it to (911) emergency and police units. The institution during the orientation of given to newly admitted students emphasizes the prevention of sexual crimes by insisting students to work, study and walk outside of the premises in as much as possible, accompanied by other students or in view of other persons, generally, avoiding as much as possible to be alone by themselves at any time. During the daily functioning of the college operations, staff and administrators focus in observing that students are not in any circumstance by themselves.
- (i) The institutional program to prevent sexual crimes consists in maintaining a continuous lookout for each other to protect and prevent any sexual assaults. The entire staff takes part of this program to protect the students and the staff among themselves.
 - (ii) A 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 when that person can be properly transported to a hospital or rape crisis center for proper treatment.
 - (iii) A victim of a sexual crime has the option of reporting this crime to the institutional authorities or to report it directly to (911) and search for professional assistance from the emergency agencies. If requested, the institutional personnel will be prepared to request assistance calling (911).
 - (iv) The institution does not have accessibility to professional counseling, mental health or otherwise, students and employees are encouraged to seek such professional assistance at the nearest hospital or health care services.
 - (v) The institution will offer the victim of a sexual crime, any available options to change the academic schedule in as much as possible to the benefit of the victimized person.
 - (vi) The institutional disciplinary actions in reference to an alleged sex offence are as follows:
 - (A) The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceedings: and
 - (B) Both the accuser and the accused must be informed of the outcome of any institutional proceeding brought alleging a sex offense
 - (vii) This institution has zero tolerance of violation of this policy. Once the offense is confirmed the institutional disciplinary action against students or employees may result in expulsion from college, or termination of employment and in accordance to local laws, to an arrest of the offender by the authorities.
12. The institution provides the following website to obtain information concerning the registration of sex offenders arrest.

Http www.city-data.com/so/so-LosAngeles-California.html

- 13 **Revised Crime Classification: Burglary vs. Larceny:** An incident must meet three conditions to be classified as a Burglary.
- There must be evidence of unlawful entry (trespass). Both forcible entry and unlawful entry – no force are counted.
 - The unlawful entry must occur within a structure, which is defined as having four walls, a roof, and a door.
 - The unlawful entry into a structure must show evidence that the entry was made in order to commit a felony or theft. If the intent was not to commit a felony or theft, or if the intent cannot be determined, the proper classification is Larceny.
- 14 **Definition of On-Campus Student Housing Facility:** For the purposes of the Cleary Act regulations, as well as the HEA fire safety and missing student notifications regulations, any student housing facility that is owned or controlled by the institution, or is located on property that is owned or controlled by the institution, and is within the reasonably contiguous geographic area that makes up the campus is considered an on-campus student housing

facility. This definition clarifies that any building located on campus on land owned or controlled by the institution that is used for student housing must be counted as an on-campus student housing facility, even if the building itself is owned or controlled by a third party.

- 15 **Campus Law Enforcement Policies:** All institutions must include a statement of policy regarding campus law enforcement in their Annual Security Report. This statement must contain the following elements:

- A description of the law enforcement authority of the campus security personnel.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act—(continued)

A description of the working relationship of campus security personnel with State and local law enforcement agencies, including whether the institution has agreements with such agencies, such written memoranda of understanding (MOU), for the investigation of alleged criminal offenses.

- A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
- Students and employees should refer to the person or agency listed at the end of this report 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 college's officer but rather should contact the appropriate agency by calling (911).

The institution does not maintain any special relationship with State and local police and does not have an agreement 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 encourages students to immediately report an incident where an emergency evacuation will be needed. All students should be familiar with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing. Therefore, the following disclosures do not apply to this institution:

Fire safety (668.49)

Missing students (668.46(h))

Emergency notifications 668.46(g))

Hate crimes 668.46(c))

Peer to Peer file sharing: Students authorized to utilize the institutional electronic equipment for purposes of conducting research, practical work, writing essays, doing homework assignments or in any general use of the equipment for course related work, are strictly unauthorized to copy or distribute any copyrighted material and any violations will subject the individual violator (staff member, non-staff member or student) to civil and criminal liabilities. The first violation will be punished by removing any authorized privilege use of any institutional equipment, if the violation includes the use of individually owned equipment, the individual will not be allowed to bring in his/her personal equipment into the college premises. Second violation the staff member may be terminated or the student may be expelled from college. This decision will be taken by the college administration. The institution conducts annual evaluations of the procedures in place to prevent any violations of copyrighted materials observing the need of the students to have access to the institutional network. The institution will keep a log summarizing violations reported and disciplinary actions taken.

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

Name of institution's Financial Aid Officer	Cynthia Rossatti
Title	Financial Aid Officer

College Name	International College of Beauty Arts and Sciences
Street address	5225 West San Fernando Road.
City, State Zip	Los Angeles, California 90039
Phone No.	(818)280-4894

FINANCIAL MATERIALS and 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 college, 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, credit card, and Title IV Funding (including Federal Pell Grant, FSEOG, Direct Subsidized Loan, Direct Unsubsidized Loan, and PLUS Loan). **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 and part -time schedule**

COURSES Hours	Cost Per Hr.	Tuition	Registration Fee Non- Refundable	Books and Supplies Non-Refundable				Tax (Non- Ref)	Total	Course Length in weeks FT – Full-time PT- Part-time	STRF Non- Ref.
				Kit	Exam Review	Book and Online Access*	Uniform				
COSMETOLOGY 1500	\$14.60	\$21,900.00	\$100.00	\$820.00	\$42.95	\$344.95	\$44.00	\$118.93	\$23,428.33	FT-40 PT-64	57.50
COSMETOLOGY 1000 (PENDING)	\$14.90	\$14,900.00	\$100.00	\$820.00	\$42.95	\$344.95	\$44.00	\$118.93	\$16,410.83	FT-27 PT-40	40.00
BARBERING 1500	\$14.60	\$21,900.00	\$100.00	\$820.00	\$50.95	\$344.95	\$44.00	\$119.69	\$23,437.09	FT-40 PT-60	57.50
BARBERING 1000 (PENDING)	\$14.90	\$14,900.00	\$100.00	\$820.00	\$50.95	\$344.95	\$44.00	\$119.69	\$16,419.59	FT-27 PT-40	40.00
ESTHETICIAN 600	\$23.17	\$13,900.00	\$100.00	\$1240.00	\$55.95	\$344.95	\$44.00	\$160.07	\$15,884.97	FT-16 PT-24	40.00
MANICURING 600	\$18.17	\$10,900.00	\$100.00	\$690.00	\$48.95	\$344.95	\$44.00	\$107.15	\$12,265.05	FT-16 PT-24	30.00

Once used, kits are not returnable or refundable due to sanitary considerations. **The college 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 college personnel for the most current charges and scheduled class starts.

*Books and Online Access include the course textbook and CIMA access code to online program, and 2020 Board of Barbering and Cosmetology Act and Regulations.

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 (1500 HOURS)

Itemized Charges By Payment Period	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for entire Course
Tuition	5,475.00	5,475.00	5,475.00	5,475.00	21,900.00

COSMETOLOGY (1000 HOURS) – APPROVAL PENDING

Itemized Charges By Payment Period	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for entire Course
Tuition	4,955.00	4,955.00	4,990.00		14,900.00

ESTHETICIAN (600 HOURS)

Itemized Charges By Payment Period	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for entire Course
Tuition	6,950.00	6,950.00	0.00	0.00	13,900.00

MANICURING (600 HOURS)

Itemized Charges By Payment Period	1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period	Total Charges for entire Course
Tuition	5,450.00	5,450.00	0.00	0.00	10,900.00

BARBERING (1500 HOURS)

Itemized Charges By Payment Period	1st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period	Total Charges for entire Course
Tuition	5,475.00	5,475.00	5,475.00	5,475.00	21,900.00

BARBERING (1000 HOURS) – APPROVAL PENDING

Itemized Charges By Payment Period	1st Payment Period	2 nd Payment Period	3 rd Payment Period	4 th Payment Period	Total Charges for entire Course
Tuition	4,955.00	4,955.00	4,990.00		14,900.00

EXTRA INSTRUCTIONAL CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. The college 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: \$22.00 hourly

Barber: \$22.00 hourly

Esthetician: \$35.00 hourly

Manicuring: \$27.00 hourly

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.

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

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

- c) 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.
- d) 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.
- e) 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.**
- f) 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 funds 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 college 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 the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance to the terms on the promissory note of the respective loans.

If you cancel the agreement, the college will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from college 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 college's determination.

Determination of withdrawal from college: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from college 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 college 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 college 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/, Pell/SEOG grants or other aid, if you withdraw from college 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 college 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

(a) A qualifying institution shall include the following statement on both its enrollment agreement and college catalog: “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.” (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its college catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the college. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following: 1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued. 3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure. 4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

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 college shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at colleges in the neighborhood.

College Closure: If the college closes subsequent to a student's enrollment and before instruction in the course has begun, the college shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at colleges 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 and 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 and Sciences)** to determine if your **(Credits)** will transfer.”

Note: Academic transcripts will not be released until tuition charges are paid in full. First copy of Proof of Training and Transcripts is provided free of charge. Each additional request will be assessed a \$150 fee.

Placement: This college 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 college 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 college
- Have financial need
- Be making satisfactory progress (as defined by the college'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 College 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 College.

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 and 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 college during college 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: <https://studentaid.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 2022-2023, 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, 2022 to June 30, 2023), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a Maximum Annual Award: \$6,895.00

Disbursement: they are made based on per payment period via a check credit to the student's tuition account.

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 college 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 college 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 receiving 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 failing 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 combined 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 their 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 college 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://studentaid.gov/entrance-counseling/> and <https://studentaid.gov/exit-counseling/>. 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 and 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 <https://studentaid.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 college during an academic year of approximately 9 months is stated below.

ALLOWANCE	WITH PARENTS	ON CAMPUS	OFF CAMPUS
TUITION and FEES	\$ 16,142.50	\$ 16,142.50	\$ 16,142.50
BOOKS and 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 of 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 their application, student and parent's income and assets data.

DEPENDENT

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 student's parent(s), that individual would be a dependent of the parent(s) NOT a dependent of the student.

INDEPENDENT STUDENT

An independent student is an individual whose criteria would answer "YES" to at least one of the following:

- Were you born before January 1, 1999?
- 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, 2022 and June 30, 2023?

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 2021-2022 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 colleges to be sure of certain applicant reported data.

These regulations require college to develop written policies and procedures for verification. The college is required to make this policies 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 policies apply to all applicants for Title IV programs. Under the regulations, the college 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 college 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 college if all the following documents are provided from that college:
 - 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, Samoan, 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.

REQUIRED VERIFICATION ITEMS

Examine the data items listed in 34 C.F.R 668.56. Different data items apply to 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 (2020)
- U.S. income tax paid for the base year (2020)

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

DOCUMENTATION REQUIRED

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 2022-2023. There are two different worksheets: One for Dependent students and one for Independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The college's Financial Aid Officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION

Applicants must provide the required documentation within 60 days from the last day of attendance or September 29, 2023, 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 college cannot complete the verification process within 60 days from the date of the request. The college must then advise applicants that they are not eligible for Financial Aid Funds. The college 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 DISBURSMENTS:

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

NOTIFICATION OF RESULTS OF VERIFICATION

The college shall notify the applicant of the results of the verification process within 30 days of the student's submission.

REFERRAL PROCEDURE

The college 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, and if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.
- (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 college 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.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, <https://www.bppe.ca.gov/>, ph.: (888) 370-7589, fax: (916) 263-1897

Owner/ President - Biography

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

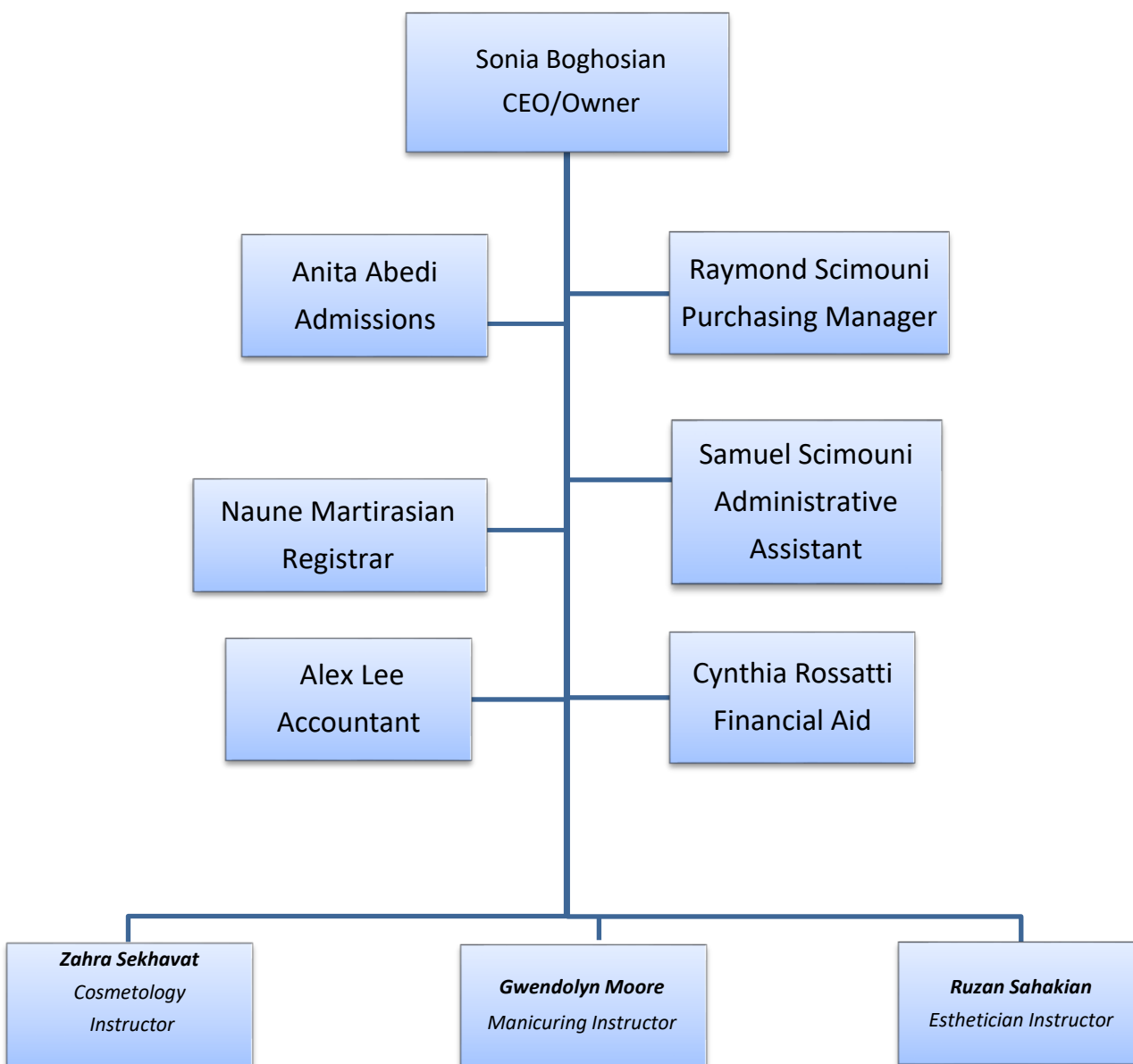
Sonia is a valuable speaker at the international and national beauty trade shows and a member of numerous spas, resorts and cosmetology related associations where she shares her views and knowledge with beauticians, salon owners and individuals planning to open or upgrade their existing salons. Sonia 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 operations, the latest trends in the 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 Esthetiques 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.

International College of Beauty, Arts and Sciences

ORGANIZATIONAL CHART



NOTICE OF CANCELLATION

(First Day of Class)

You may cancel this contract for college, 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 college's receipt of your cancellation notice.

But if the college 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 college 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 college is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for college, 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 college _____ (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 college or by not coming in class.

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

For additional information:

Call the Consumer Information Center at: (800) 952-5210

E-mail: dca@dca.ca.gov

or write:

Department of Consumer Affairs

Consumer Information Division

1625 North Market Blvd., Suite N 112

Sacramento, CA 95834

ACKNOWLEDGMENT OF DISCLOSURES RECEIVED
INTERNATIONAL COLLEGE OF BEAUTY ARTS AND SCIENCES

Student:

Student ID #

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

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

- ☐ Information sheet on the physical job demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements.
- ☐ Colleges assessment rates, Federal disclosures of completion, retention and placement rates. If applicable, passing rates on State Board Exams
- ☐ A copy of the college's Catalog
- ☐ A copy of the College Performance Fact Sheet (Applicable to colleges operating in California)
- ☐ I confirm that prior to my enrollment, I physically visited the college, 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 College diploma or its equivalency.

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 college charges and terms of payment to meet the cost of the course of study.
- ☐ (If applicable), I have applied for a student loan. I have been advised of my obligation to repay any Federal student loan that I could receive.

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

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

Student Signature

Date