



**"To Give Anything Less Than Your Best  
Is to Sacrifice Your Gift"**

# SCHOOL CATALOG

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# INTERNATIONAL SCHOOL OF BEAUTY, INC.

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Your Gift”



## International School of Beauty, Inc.

72-261 Hwy. 111, Suite 121-B  
Palm Desert, CA. 92260  
(760) 674-1624 \* Fax (760) 340-4267

BPPVE License: 3303991 BBC# 02006 Federal ID # 330975238  
NACCAS # 014331-00 OPEID 03964400 DUNS 128462582

### Board of Directors

#### Officers

Owner and CEO

**Ronald Holbert, Esq.**

Vice President/CoOwner

*Mirela Marinescu-Holbert*

\*\*\*\*\*

#### ADMINISTRATIVE STAFF

Directors

Ronald Holbert

Mirela Marinescu-Holbert

#### ADMINISTRATIVE

Claire Amaro

Business Manager/Compliance  
Officer

#### FINANCIAL AID

Renee Bolen -Officer

Mihaela Mateescu-Admin.

Educational Supervisor

Alejandra Martinez

\*\*\*\*

#### INSTRUCTIONAL STAFF

Alejandra Martinez

Mirela Marinescu-Holbert

Gabriela Aguilar

Guadalupe Simentel

Judy Garcia

Domica Pop

Lorena Chaidez

Nancy Zamora

Lisa Nabb

Victor Simmons

Wendy McCoy

#### Consulting Educators

Alona Wilde

Customer Service Receptionist

Marie Glickman

### A Message from the Owners

Welcome to the International School of Beauty, and thank you for selecting our campus to assist you in obtaining training in the beauty industry. As a student of this school, you are about to embark on an experience that will provide you with the opportunity for a successful future.

We take great pride in our dedicated staff and in our curriculum, designed to prepare our graduates for state licensure and in developing those technical skills and personal skills necessary for successful entry into the job market. To achieve this level of excellence takes a great deal of dedication, hard work and practice on your part, as well as on ours. When you enter into the program of your choice you are joining a team.

Our students benefit from the support of professional product line representatives and distributors who help integrate product knowledge and retail awareness into our educational programs as well as from exposure to guest speakers and members of the professional beauty culture community.

Our educational emphasis includes placement assistance, when you are licensed, and guidance to help you develop those personal qualities of poise, confidence and professionalism that will enable you to aspire to your goals.

Our goal is to help you discover your abilities and potential, however, the degree to which you succeed will depend on the effort you are willing to apply during your entire course of study.

Congratulations! And, thank you for allowing us the opportunity to be a part of your success.

Sincerely,

Ronald G. Holbert  
Mirela Marinescu-Holbert

# **INTERNATIONAL SCHOOL OF BEAUTY, Inc**

## **MISSION STATEMENT**

The mission of this institution is to provide an educational environment that provides a complete curriculum, based in the fields of Cosmetology, Esthetics, Esthetician-Skin Care Specialist, Manicuring/Nail Care, Barbering, Cosmetology Cross-Over , Barber Cross-Over, Massage Therapy and Instructor Training, which will ensure that all students receive quality professional training; fulfilling all California state compliance requirements, providing advanced educational classes, to include product knowledge and safety, consumer safety and education, and ethical behavior; all done with the goal of producing highly trained, dedicated and fully qualified professionals who will meet the needs of the diverse population within our desert communities.

International School of Beauty Catalog  
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**APPROVAL NOTICE & DISCLOSURE STATEMENTS**

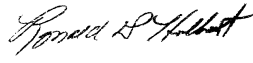
**INTERNATIONAL SCHOOL OF BEAUTY, Inc., is located in Palm Desert CA at 72-261 Suite, 121-B, Hwy. 111.** Operating under this corporation is one school that has been licensed to operate by the Bureau of Private Postsecondary (BPPE). The corporation is not at this time, or has ever, filed a petition neither for bankruptcy or re-organization, operated as a debtor in possession nor had a bankruptcy filed against it. This school opened in January of 2001 and is accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS). The Palm Desert Campus is approved by the United States Department of Education and will assist qualified students in acquiring **Federal Student Financial Aid**. An unaccredited institution is not eligible to offer federal financial aid programs.\*Federal student loans are required by law to provide a range of flexible repayment options, including, but not limited to, income-based repayment and income-contingent repayment plans, and loan forgiveness benefits, which other student loans are not required to provide; and, federal direct loans are available to students regardless of income. For further information regarding qualifications and instructions as to how to complete the Free Application for Federal Student Aid (FAFSA) visit [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Complete "Consumer Disclosure Information" regarding completion, passage and licensure rates, is available on the school website and student referral services, school campus safety plan, information on obtaining a GED, etc. are provided under separate cover and may be requested from the Student Advisor/Registrar. ***"As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement."*** Veteran's Benefits are welcome.

Our School offers a convenient, no-interest payment plan, discounts for payments in full and financial assistance to qualified applicants. As a NACCAS accredited School, this campus is also approved by the US Dept. of Education to offer Federal Student Aid to eligible students for qualified programs.

Instruction is in residence and in accordance with facility occupancy level, which can accommodate up to 150 students. The California statute requires that a student who successfully completes a course of study, be awarded an appropriate diploma or certificate verifying that fact of compliance with course requirements. Prospective enrollees are encouraged to visit the physical facility of the schools and to discuss personal educational and occupational plans with school personnel prior to enrolling or signing enrollment agreements.

State Boards, Bureaus, Departments or Agencies set minimum standards for each program of study: The schools have been authorized to offer instructional courses for the following fields, whose standards have been established by the California Department of Consumer Affairs; Barbering and Cosmetology Program, P.O. Box 94226, Sacramento, CA. 94244-2260. Phone; 1-800-952-5210: **Cosmetology:** 1600 clock hrs. **Barbering:** 1500 clock hrs **Esthetics:** 600 clock hrs. **Massage Therapy** 600 Clock hrs. **Manicuring/Nail Care:** 400 clock hrs. **Esthetician-Skin Care Specialist** (includes 600 hour Esthetics/300 hrs of Advanced Esthetics) Total Course: 900 clock hrs. **Barber-Cross Over-**300 clock hrs. **Cosmetology Cross Over** 200 clock Hrs. **Instructor Training:** 600 clock hrs.(no State Certification currently available) Four Accredited Advanced Ed classes are available. Pro Make Up Artistry Program (90 clock hrs) Hair Extensions Advanced Training Program (24 clock hrs), Adv. Skin Care Techniques Program (90 clock hrs.) Advanced Hair Color Certification (80) clock hrs ***All classes for all courses are taught in English only.*** This school does not recruit students already attending or admitted to another school offering similar programs nor does it compensate employees for student recruitment. *Persons seeking to resolve problems, complaints should first contact the instructor in charge. Requests for further questions or action may be made to the Owner and Chief Executive Office of the School: Ronald G. Holbert, Esq. "Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Sacramento, CA 95833, (Web site www.bppe.ca.gov), 888-370-7589- Fax: 916-263-1897" "A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov." Unresolved complaints or questions may also be directed to our accrediting agency, NACCAS, 4401 Ford Avenue, Suite 1300, Alexandria VA 22302 (703) 600-7600, Fax 703-379-2200 (http://naccas.org)* All information presented in the content of this school catalog is as current and correct as possible at the time of printing and is

certified as true by Ronald G. Holbert, Esq. Signature:



RONALD G. HOLBERT Information in is

catalog is current as of AUG 2015 and will be updated on a yearly basis valid January to December, or as deemed necessary, at which time revisions will be made available to the student body and staff, via the school web site: [www.internationalschoolofbeauty.com](http://www.internationalschoolofbeauty.com)

**FACILITY DESCRIPTIONS:**

The Palm Desert facility operates in a combined space of 7000 sq. feet, in an air-conditioned, building in compliance with all city codes and regulations. Ample parking is provided in accordance with building codes to include appropriate spaces for Physically Challenged persons. The facility is centrally located and accessible by public transportation.

There are five suites connected and opening from one to another. The main suite includes the reception desk, product display case, customer waiting area, separate customer and student/staff restroom facilities (built to applicable County codes of accessibility of the physically challenged,) and salon style work stations (including locked areas for student’s personal belongings...shampoo bowls, hair dryers, manicuring tables and a separate area for esthetic services, wet lab and laundry room.

The administration and registration offices, a classrooms/practical work center and student resource center/lounge, as well as a wet lab and restrooms are located in the adjoining suites to the clinic and next to this area is the practical and theory area for Esthetics and Massage. The maximum capacity for the Palm Desert school campus is 150 students.

**INSTRUCTIONAL EQUIPMENT**

A textbook and workbook or other related resource material pertinent to course taken shall be issued to students enrolled at that point in the curriculum when the Instructor feels the text will be beneficial (usually disbursed on the first day of class, or within the first five days) Necessary supplies will be maintained in the freshman classrooms and included in the student’s tuition are equipment and supplies kits that will be issued by the 5<sup>th</sup> day of the start of the class. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing lost, stolen or damaged items.

**MEMBERSHIP**

School Staff monitor related professional organizations so that continuing education and changes in regulatory conditions may be upheld to the highest degree. Examples of such organizations are: The State Board of Cosmetology, California Cosmetology Association, The California Association of Private Postsecondary Schools, Cosmetology Educators of America and the National Cosmetology Association and the National Commission of Cosmetology Arts and Sciences (NACCAS). Participation in local organization activities, such as the Chamber of Commerce, and the Desert Spa Director’s Association will be maintained in order to provide the best conditions and curriculum for the benefit of our community.

**LICENSING/ACCREDITING AGENCY NAMES:**

California State Board of Barbering and Cosmetology – Palm Desert

School Code 02006

California Bureau of Private Post Secondary Education - BPPE

School Code 3303991

NACCAS

Palm Desert School # 014331-00

The National Accrediting Commission of Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for post-secondary schools and programs of cosmetology arts and sciences, electrology and massage.

US Department of Education

OPEID # 03964400

**NOTICE OF STUDENT RIGHTS**

As a student of **INTERNATIONAL SCHOOL OF BEAUTY, INC.**, located in Palm Desert California, you have certain legal rights.

1. You have the right to cancel your contract with this School, without any penalty, or obligation after the date of registration through the seventh (7th) day after the first class session as described in the *Notice of Cancellation* form that will be distributed to all students at the time of enrollment. You are encouraged to read the *Notice of Cancellation* for detailed information on your rights and responsibilities. If you lose your copy of the *Notice of Cancellation* you may request a copy from the business office located at the School or refer to your enrollment contract for the date by which the notice must be submitted without penalty.
2. After the end of the cancellation period has passed, you still have the right to cancel your enrollment at any time. You may receive a pro-rata refund of tuition paid for the remainder of the course not yet taken. Your rights for a refund are described on your contract, page 2 and you will be given a **NOTICE OF REFUND** upon registration and you may find the refund policy on page 18 of this catalog. You may request a duplicate copy of your contract if necessary, from the business office located at the School.
3. In the event of the necessity to close the School before the conclusion of your instruction, you may be entitled to a refund. See Student Protection Policy Page 4.
4. If you have any complaints, questions or problems that cannot be answered or worked out with the School Administration, following the written complaint procedure, you may contact:

**NACCAS** <http://naccas.org>  
(National Accrediting Commission of Career Arts & Sciences)  
**4401 Ford Avenue**  
**Alexandria, Virginia 22302-1432**  
**(703) 600-7600 Fax: 703-379-2200**

**BPPE** [www.bppe.ca.gov](http://www.bppe.ca.gov)  
(Bureau of Private Postsecondary Education)  
**2535 Capitol Oaks Drive**  
**Sacramento, CA 95833**  
**(888)370-7589 Fax: 916-263-1897**

**NON DISCRIMINATION POLICY:**

**THE INTERNATIONAL SCHOOL OF BEAUTY, Inc.** does not discriminate on the basis of sex, age, race, color, ethnic origin, national origin, creed, religion or physical disabilities. However, it must be kept in mind that in most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students who may be physically challenged if the student believes he/she can fulfill training demands at our current facilities and succeed in such a way that would not preclude employment within the student's selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

**STUDENT RECORDS AND RIGHT TO PRIVACY**

The Federal Right of Privacy Act of 1964 provides for the right of all students and parents or guardians of minors to review their academic records, to include grades, attendance and counseling reports. Student records are confidential and only NACCAS (Accrediting Agency) or other individuals authorized under applicable state/federal laws are allowed access without first obtaining the written permission of the student, parents or guardians of minors. State law requires that the School maintain these records for no more than a five (5) year period and student transcripts are kept permanently. Students may request to review their records by writing to the Director of the School and all such review sessions will be scheduled during regular School hours and in the presence of an administrative representative. Further, the school must obtain written permission from the student to publish personal information in a student directory.

## SECTION THREE: ADMINISTRATIVE POLICIES

International School of Beauty, Inc.

### PHILOSOPHY AND OBJECTIVES

The school operates under the California Corporation of **INTERNATIONAL SCHOOL OF BEAUTY, INC.** is a private educational institution offering vocational education with career-orientated programs in the comprehensive field of Cosmetology and Massage. This institution strives to emphasize the importance and development of, professional skills in each student that will maximize their employment opportunities. Personal growth and development is enhanced by the interaction between instructors, students and administrative staff. The International School of Beauty, Inc. has, as its prime objective to provide the training necessary to pass the California State Board examination or any other current certification requirements in this state in order to secure employment within the broad spectrum of the beauty and the personal appearance industry. The successful graduate of this School will have the vocational training needed to function effectively in any organization that requires these skills as needed in such specialty areas as:

**COSMETOLOGY:** Hair Stylist, Hair Colorist, Manicurist, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Beauty Salon Manager, Beauty Salon Owner, Cosmetology Teacher, Supervisor, Director or School Owner. (Standard Occupational Classification: 39-5012.00 Classification of Instructional Program Code 12-0401)

**COSMETOLOGY CROSS-OVER or BARBER CROSS-OVER:** Same job opportunities of Cosmetology to include Barbering  
**ESTHETICS, ESTHETICIAN-SKIN CARE SPECIALIST:** Skin and Body Care Technician, Make-up Artist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Salon Manager, Salon Owner, and Pre-op and Post-op expert on camouflage make-up techniques for plastic surgery. (Standard Occupational Classification 39-5094.00 Classification of Instructional Program Code 12-0409) includes both Esthetician and Skin Care Specialist (defined to include all Esthetics procedures AND full Body Massage)

**MANICURING/NAIL CARE** Manicurist, Consultant on Beauty and Personal Appearance, Beauty and Cosmetic Sales, Salon Manager or Owner. (Standard Occupational Classification 39-5092.00 Classification of Instructional Program Code 12.0410)

**INSTRUCTOR TRAINING** Cosmetology Teacher, Supervisor, School Director, and Platform Artist, Manufacturer's Representative. (Standard Occupational Classification 25-1194.00 Classification of Instructional Program Code 12.0413 )

**BARBERING:** Barber, Barber Stylist, Personal Assistant, Consultant on Beauty and Personal Appearance, Cosmetic and other beauty supply sales, Barber Shop Manager or Owner. (Standard Occupational Classification 39-5011.00 Classification of Instructional Program Code 12.0402)

**BARBER CROSS-OVER :** Same opportunity as Barbering to include manicuring and advanced facials.

**MASSAGE Therapy: Masseur, Masseuse, Body Work Specialist, Consultant, Personal Assistant, Spa Manager, Spa Owner** (Standard Occupational Classification 31-9011.00 Classification of Instructional Program Code 51.3501)

**WEB:** CIP [www.nces.ed/ipeds/cipcode](http://www.nces.ed/ipeds/cipcode) OR WEB for SOC <http://www.onetonline.org/find> and insert course code for further information

The educational programs offered at our campus of the **INTERNATIONAL SCHOOL OF BEAUTY, INC.** provide students with advanced knowledge and experience in each of these divisions. In a challenging environment and learning atmosphere, the School is designed to maximize the student's opportunity for success in these exciting career fields and the quality of the facility is evident in the classrooms and practice lab. The curriculum provided by the core staff at this school is supplemented regularly by the use of guest artists, lectures and trainers with proven expertise in virtually all areas of the cosmetology industry and special, periodic surprise incentive rewards for the top students in attendance, performance and academic achievement. The addition of accredited advanced training classes in 2013/14 have added additional ways to enhance a professional résumé.

These exciting opportunities are carried out in environments that are emphasized by:

1. Well-lighted facility, designed to meet functional, academic and occupational needs.
2. Instructional and required practice equipment especially provided to properly enhance student training.
3. Educational philosophies that demands the student adhere to the high professional and conduct standards of the School and those of the vocation to which they are training.
4. A curriculum and instructional plan, structured to provide guidance, supervision and motivation during the complete length of student training and in compliance with state board requirements.
5. Instructional methods and techniques that are competency based to assure learning achievement in each course offered.

Training on quality equipment in pleasant and comfortable surroundings allows students to gain skill and confidence. Adhering to strict standards of professional behavior enhances their future for quality employment opportunities and aides in developing their skills to the fullest capacity. **The school does not admit students from other countries. The School does not offer ESL (English as Second Language) courses.** Classes and materials will be given in English and the student is expected to have a level of English Language proficiency at the 12<sup>th</sup> grade level as verified by presenting a copy of their high school diploma. As the need arises; Spanish translation or interpretation of materials may be made available. However, Bi-lingual students are encouraged to practice reading and speaking English during their studies at the School. Cosmetology students may choose to take the written State Board Examination in Spanish or request an interpreter. The written State Board Examination for Manicuring is also available to be taken in, Japanese or Vietnamese.



## EDUCATIONAL METHODOLOGY

The training programs are structured using clinic settings as close to actual working conditions of a salon as possible. The practical “hands-on” application accounts for 50 to 60 percent of the training program. Each module within the curriculum is geared toward a specific area in the Cosmetology or Massage field. The staff of the school is aware that individuals learn at different degrees of speed and ability (emotional and physical), therefore, training is on an individual basis. The staff is aware of the importance of this and makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning. This combination of individual attention and positive motivation is important for reaching the objectives of the training curriculum. Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty culture field of their choosing. Those persons who are interested in pursuing a new career are welcomed by International School of Beauty, Inc. Before the beginning of each new class session, interested persons will be encouraged to visit the school and speak with school staff and consider the many advantages awaiting the serious student.

**ADMISSION REQUIREMENTS AND PROCEDURES:** Admission requirements for the Cosmetology, Manicuring/Nail Care Esthetics/Esthetician-Skin Care Specialist, Barbering, Massage Therapy, Cosmetology Cross-Over, Barber Crossover or Instructor Training courses include that all prospective student meets any of the following criteria: Students considered for enrollment must:

- Possesses a *verifiable* High School Diploma, or equivalent GED diploma (General Education Diploma) A foreign diploma must be translated by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. High School Diploma. Note: As of July 1, 2012 Ability-to-Benefit or 225 Remedial Course will no longer be accepted for admission consideration.
- Admission requirements for Instructor Training include all the criteria mentioned above, plus the student must possess a current Cosmetology or Barber license. \*Note: this course will not lead to state licensing as the state has suspended instructor licensing at this time, however you will receive a certificate of completion to add to your resume.
- Massage course graduates must have reached the age of 18 years before being eligible to apply for City License; and, as of September 1, 2009 certification of graduation from a state approved accredited school will be required from the California Massage Therapy Council. Visit **camtc.org** for more information.

**NOTE:** A student enrolled in an unaccredited institution is not eligible for federal financing programs. This campus is accredited by NACCAS. Refer back to page. 1

### **Re-Enrollment Credit:**

Students who withdraw from INTERNATIONAL SCHOOL OF BEAUTY, INC. and are in good standing financially, may re-enroll at any time without losing credit for hours attended in the previous enrollment. Please be aware that this institution will only retain these records for a period of five (5) years so students are encouraged to retain documentation of their attendance. Information for transfer students and those holding licenses in other states or who may wish to study a new course may call the school to be informed of the State requirements. Also see section below on Prior Education or Training Credit or visit the Board of Barbering & Cosmetology website at: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for current information on reciprocity.

**Rehabilitation:** As California Postsecondary Educational facilities, this school is approved to accept students who qualify for retraining benefits through public or private agencies and insurance companies.

### **Prior Education or Notice Concerning Transferability of Credits:**

If a student wishes to receive credit for prior education or experience he/she must submit original copies of his/her transcript or employment history for review before being accepted for enrollment at this school. Pursuant to §7321 of the Barbering and Cosmetology Act, a person who has received training and graduated from a school whose curriculum complies with requirements adopted by the Board may use prior work experience to determine if further hours of classes are necessary to meet the requirement to make application for State licensure. “Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification...” to be admitted for examination for a license. If a student drops from any course taken at this school the hours completed in theory and practical application in the enrolled course, belong to the student and the school will give the student a Proof of Training Certificate for the hours completed. The student must be aware (per section 94909 of the Ed. Code) the acceptance of the hours, theory and practical work is at the complete discretion of the institution to which the student may seek to transfer. **If the hours are not accepted by the institution to which the student seeks to transfer, the student may be required to repeat some or all of your coursework at the institution. For this reason, the student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek to transfer after attending the International School of Beauty to determine if his/her hours will transfer. We have not entered into any specific articulation agreements with any other school!**

**SCHEDULE AND CALENDAR**

New class sessions will begin every six (6) to eight (8) weeks on a space-available basis. Classes are scheduled Tuesday through Saturday between the hours of 8:30 a.m. and 5:00 p.m. Full-time students attend 160 class hours per month or more. Students on a  $\frac{3}{4}$  time schedule attend at least 120 class hours per month. There is an evening classes available for Massage Therapy from 3:00 pm to 8:00 pm.

**SCHOOL HOLIDAYS**

New Year's Day; Labor Day; Independence Day; Memorial Day; Thanksgiving Day; Christmas Day.

**SCHOOL RIGHT TO CALL FOR ADDITIONAL CLOSURE DAYS**

The School reserve the right to call a holiday whenever deemed necessary. However, such holidays shall not be included in the student's training time and will extend his or her graduation date by the same amount of holiday time.

**CALCULATION OF TRAINING TIME**

These institutions recognize that a class constitutes sixty (60) consecutive minutes of instruction or practice; therefore, a student who receives credit for thirty (30) hours of applied effort training per week will be on campus for thirty (30) hours per week. A student receiving forty (40) hours of credit for applied effort per week will need to be on campus for forty (40) hours per week.

**BREAK and LUNCH SCHEDULES**

Each student enrolled for eight (8) hours per day will be receive (2) 15 minute breaks and a 1/2 hour lunch every day. Students enrolled for six (6) hours per day will receive (2) 15 minute breaks. Students enrolled for (5) hours a day will receive (2) 10 minute breaks. All students will take their breaks when designated by their instructor. Arrangement for breaks at times other than when designated must be approved by an instructor and acknowledged by the reception desk. Upon enrollment the student will be told the schedule for lunch times. This schedule may vary based upon the number of students enrolled at any given time as space is limited and student convenience and comfort is considered in the scheduling. It may be that students may take lunch at noontime or in between their practical work schedules with customers, or the school staff may find it necessary to group the lunch by alphabetical divisions. In any case, all students are encouraged to take a lunch break for their health and well being and it is **mandatory that  $\frac{1}{2}$  hour break is taken after each 6 hours of attendance. Please Note:** Students who leave campus without permission will be subject to disciplinary action. Clocking in/out for lunch is mandatory.

**STUDENT COMPLAINT PROCEDURE \* See Page 47 for complete text pursuant to §73770 of the Code**

If a problem should arise between a student, teacher or the administration that cannot be resolved amicably between the individuals involved, the following procedure should be followed:

1. Explain the situation or problem(s) in writing
2. File the complaint form available from the office and file it at the Administration Office
3. Request an appointment with the Admissions Supervisor within (10) ten days. A written summary of the complaint procedure will be provided to the complaining party
4. The School will provide a written summary of the investigation and the disposition of the case. If the complaint should be rejected, a reason will be given in writing

**STUDENT RECORDS RETENTION POLICY**

The school maintains student files for five years and files may be stored away from the school premises, however ALL transcripts are kept in computer files PERMANENTLY. It is strongly recommended that a student retain ALL ENROLLMENT, WITHDRAWAL or COMPLETION papers in their personal files.

### STANDARDS OF CONDUCT POLICY & DISCIPLINARY ACTION

It is expected that students will conduct themselves in a mature and professional manner, giving the proper respect and courtesy to his or her fellow classmates and to the staff of the School. The International School of Beauty, Inc. including administration and faculty, are dedicated to maintaining an optimal learning environment. Our school values and respects each student's right to a quality education, and therefore, each student should take his or her training seriously. **Any student found to be abusing either staff or fellow classmates may be terminated from the training program in which he or she is enrolled.**

#### **Misconduct is defined as follows:**

- 1) Dishonesty, including, but not limited to, cheating, furnishing false information to the school or stealing school property or that of a fellow student.
- 2) Alteration or forgery of school records or identification.
- 3) Possession or use of alcoholic beverages on school property.
- 4) Possession or use of any weapon, firearm or explosives.
- 5) The use, sale, or possession, on school property, or presence on school property under the influence of any controlled substance. **Please Note:** This School fully supports the **Drug-Free School and Communities Act of the United States Congress**. In cooperation with other local agencies and organizations, this School provides education on the dangers of substance use and abuse. Staff utilizes pamphlets, books and posters, which describe the effects that drugs have on physical and mental health. This School provides advice and counseling, when deemed necessary, as well as to those who may request assistance. Students have access to informative materials outlining State, Federal and Local sanctions against drug use. Additionally, we provide information on counseling, treatment and rehabilitation programs available in this area.
- 6) Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the continued defiance of the authority of, or abuse of, school personnel.
- 7) Assault, battery, sex crimes, including sexual assault or rape or any threat of force or violence upon a student or school personnel.
- 8) Sexual harassment, which includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.
- 9) Participation in hazing or commitment of any act that tend to injure, degrade or disgrace a student or school personnel.
- 10) Obstruction or disruption of teaching, administration, disciplinary proceedings, or other authorized school activities.
- 11) Unauthorized entry to or use of school facilities, equipment or supplies.
- 12) Theft or deliberate damage to property of a school staff member, a student or school visitor.
- 13) Defacing or damaging any school real or personal property.
- 14) Failure to comply with directions by certificated personnel, or school management.
- 15) Smoking in the school building or any area designated as "non smoking" by law or school policy.
- 16) The commission of any act on school property that constitutes a crime under California law.
- 17) **All pagers and cellular phones must remain off during class time.** Students may not make, or receive personal calls on the school telephone line except in real necessity and then only after asking and receiving permission from a staff member.
- 18) No eating or drinking anywhere in the school except in designated areas; specifically there should be no food in or around stations on the clinic floor. Eating is prohibited in the clinic.
- 19) No visitors during class hours unless receiving clinic service.
- 20) Students may receive personal beauty services during school hours, within their course scope, as time permits with prior approval of an instructor, and then, only when the student's attendance, grades and applied effort are satisfactory per instructors discretion. If caught having services without approval, the student may be asked to clock out. All products used for services must be paid for in advance. A student price list is available with applicable costs for services.

## SECTION FOUR: ACADEMIC POLICIES, Continued

- 21) **No color products will be sold to students for home use.** It is unprofessional and unsafe to perform chemical services at home without an instructor's supervision. The Bureau of Barbering and Cosmetology will take disciplinary action on students found administrating beauty services away from a licensed establishment.
- 22) In case of illness or emergency on any class day, the student must call in to the school before the start of the scheduled class to report his/her absence for that days class. Students are required to be in class at the scheduled time per their contract, in a clean, prescribed uniform. \*See DRESS & PERSONAL GROOMING POLICY below.
- 23) A student must clock "IN" when entering and "OUT" when leaving using their personal thumb print and paper time sheet. Failing to clock In/Out properly will result in a loss of credit for attended hours.
- 24) A student may clock in and receive full credit if arrival time is within 7 minutes of the scheduled time, otherwise they will receive a deduction of ¼ hour. If arriving after 8:37 they must attend the theory class but may not clock in until 10:00. Students who cannot make it to school by 8:45 will be admitted to school only upon approval of the supervising instructor and will be based upon the student having prior consent to be late or by providing approved documentation explaining the reason for the late arrival. Students must report tardiness or absence by leaving a message on the "absence extension" telephone line in order for their absence to be considered "excused." Students who are habitually tardy (5 times in one month) or have 5 unexcused absences will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
- 25) Students must keep their workstation, in class or on the floor, clean and sanitary at all times.
- 26) A minimum of ½ hour sanitation time must be completed daily by each student. All kits must be in a sanitized condition at the end of each day. No practical credit is given from the Bureau of Barbering and Cosmetology for daily clean-up duties.
- 27) All students serving the public must be courteous and pleasant. If a difficulty arises, please call an instructor. Students must take all appointments assigned to them. **Failure to take a patron without a justifiable reason that has been approved by an instructor, is grounds to be asked to clock out and leave the school site, or could, if the behavior becomes chronic, result in suspension.**
- 28) No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
- 29) Students are not allowed to give services or materials, other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
- 30) Students are responsible for the return of school materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials and must have their own kit at all times to work on clients. Those without kits will be considered not prepared for class and given a violation. After receiving (3) three such violations they may be counseled and if the behavior continues, maybe suspended then terminated.
- 31) Students must not gather around the receptionist desk, congregate in the offices, or visit with another student who is busy with a patron. The receptionist must make all appointments and no changes are to be made by students, unless permission is granted.
- 32) A student must attend school on all Fridays and Saturdays, unless prior approval from administration. Attendance on the day before and after a holiday is mandatory. The school reserves the right to suspend a student if this rule is violated. A student may be required to produce medical documentation of illness. Absence in excess of 14 consecutive days without notifying the school **will result in the student being dropped from the enrollment.**
- 33) Only products furnished by the school may be used unless otherwise approved by the administration.
- 34) Students are to park only in the area designated by the school. At the time of your orientation, the admissions staff will show you the approved parking area. Courtesy to other building tenants and their customers is mandatory.

**DRESS & PERSONAL GROOMING POLICY:**

1. Students must come to school with their hair neat and clean. Beauty needs are to be done on the students' own time. Professional appearance is expected at all times.
2. Students must pay attention to personal hygiene as to not be offensive to patrons, other students or staff members.
3. Esthetics students must keep their fingernails shortened, clean and free of colored polishes at all times. Clear gloss polish is permitted. Cosmetology and Manicuring students may have active length, polished nails, but must use extreme caution to not cause harm to a client.
4. **Students must wear clean Solid Black or White Color ONLY: Esthetics: scrubs or black/white non-see-through leggings with a Scrub top. All other classes must wear: black or white jeans, capri-length pants, slacks or non-see-through leggings.** Pants must not have any frayed bottoms or "designer-type" tears or cuts and a tasteful black top that must adequately cover cleavage, underarms, belly and back. If needed for comfort, a black sweater may be worn. Students are responsible for the purchase of their own uniforms. NO prints please. ***The dress code can be adjusted as deemed necessary. Students will be given a copy of the most current dress code at the time of registration at either the main, or branch campus.***
5. **Shoes of any color, must be closed toed.** Clog-type shoes are acceptable. Make sure shoes are safe and comfortable.

***MAINTAINING A PROFESSIONAL APPEARANCE AT ALL TIMES  
IS EXPECTED BY ALL STUDENTS AND STAFF OF THIS SCHOOL.***

**Disciplinary Action**

The Director, Associate Director/Business Administrator, or Instructors, may take disciplinary action, appropriate to the misconduct as defined above.

- A. Proper professional authorities should be notified immediately of misconduct as noted in items. 4,5,6,7, 9,11,12,13, 16.
- B. Discipline – The following types of disciplinary action may be taken by the school:
  1. Warning – A verbal notice or written notice may be given to the student by an instructor or administrative staff indicating that continuation or a repetition of the specified conduct may be cause for further disciplinary action.
  2. Reprimand – A written reprimand for violation of a specified regulation will be sent to the student indicating that continued violations may result in further disciplinary action. A copy of this reprimand will be placed in the student file.
  3. Restitution – A letter from the School Director requesting reimbursement for damage or misappropriation of property will be sent to the student. A copy of this letter will be placed in the student file.
  4. Disciplinary Probation – The student will be verbally counseled by the School Director and a notice of such counseling will be put into the student file indicating that the school will not tolerate further misconduct and if misconduct continues, immediate suspension of the student will occur.
  5. Immediate Suspension – Any student who violates any Law of the State of California or in any way may cause injury to him/herself, other students or school staff or clients may be suspended immediately without prior steps as outlined in 1-4, and pending an investigation and consensus of the staff and Board of Directors, termination may then occur.

**THE ABOVE GUIDELINES ARE IN EFFECT FOR ALL STUDENTS. STUDENTS HAVE THE PRIVILEGE OF CONSULTING THE ADMINISTRATOR ON PERSONAL PROBLEMS, WHICH MAY AFFECT PERFORMANCE OR ATTENDANCE. YOUR COOPERATION IN ADHERING TO THE RULES AND REGULATIONS IS APPRECIATED AND REQUIRED.**

**DISMISSAL FROM SCHOOL & PROBATION POLICY:** Students may be dismissed from enrollment in this school by the Director as stated in Item #5 above and items listed under “*Standards of Conduct*” on page 7, #1-16, as well as for other reasons associated with *violations of attendance* as outlined under “*Leave of Absence Policy*” on page 10, item “D”; and, under “*Satisfactory Academic Policy Standards*” page 11, #2. See “*Probation and Appeals*” page 12 item #5 and “*Grading*” on page 13, as well #4 above, for detailed information on academic achievement levels needed to avoid being placed on probation.

**ATTENDANCE POLICY**

Students are expected to attend classes at the scheduled starting time and to continue as scheduled throughout the day per their enrollment agreement. All absences and class attendance is regularly recorded. It is the responsibility of the student to telephone in advance to advise administrative personnel if they will be absent or late, as in the same way an employee would be expected to inform his/her employer. Students who are enrolled as full-time students are required to be in attendance a minimum of one hundred twelve hours (112) per month. Students who are enrolled as 3/4 students are required to be in attendance a minimum of eighty-four hours (84) per month. Students, who do not meet the minimum required hours and have not requested a formal Leave of Absence (LOA) or valid documentation for absences such as a doctor's note, will be considered over their contract and may be subject to additional fees.

Upon enrollment, the student's thumb print is scanned. Students press their thumb to a device and time is recorded on a program through the SMART system. The students are also required to use the manual time clock as a backup in case the system goes down and the school still prefers the students to be able to see their clocked time as a means of reminding them of the importance of attendance and for them to also keep an accurate record of their hours. recorded on a program through the SMART system. The students are also required to use the manual time clock as a backup in case the system goes down and the school still prefers the students to be able to see their clocked time as a means of reminding them of the importance of attendance and for them to also keep an accurate record of their hours.

**Massage Students****Clinic Floor Policy**

Student Clinic Hours are no more than 75 of the total practical hours: Shall include:

Hands on treatments of paying and non paying public clients or other students, setting up tearing down cleaning massage are: reviewing intake forms. Interviewing clients , providing and receiving client feedback, and recording SOAP notes, greeting customers at reception, handling payments, answering and returning calls for appointments, placing confirmation calls and managing client files.

**Make-up hours**

Students can make up missing hours on Mondays between 1:30 am and 5:00 pm which will be outside of their regular scheduled hours. Students will be under supervision by a qualified and approved instructor and expected to apply effort.

The missed hours will be tracked through individual time cards and our SMART attendance program. The make-up hours will be recorded on a separate time card which will be attached to the original time sheet with missing hours (missing hours will be documented and signed off on by instructor).

Please note students cannot exceed 20% of their total 600 hours in make -up hours.

**A. Absence**

Satisfactory attendance must be maintained . Students can be absence a maximum of 33% of program hours. All course work missed due to absences must be made up with instructors approval. Tests may be made up on Thursdays. One unexcused absence or 5 total absences per month are considered excessive. Saturday attendance is mandatory. If a student misses 2 or more Saturdays in a month he/she is subject to disciplinary action. (Saturdays do not apply to Massage Students)

**B. Tardiness**

Tardiness produces a disruption to a good learning environment and is discouraged. Students are to be in class at the scheduled time. Excessive tardiness is grounds for probation and/or suspension. Any time after 8:37a m. is considered tardy. If a student is tardy they are required to attend the remainder of the theory class, however, may not be allowed to clock in until 10 a.m. This loss of hours will result in the student not meeting his/her contracted course end date which will result in additional fees being charged.

**C. Class Cuts**

The only way one can gain from the time and money spent in training is to participate on a regular basis, therefore, a class cut shall be considered equal to an absence. All practical applications and theory hour requirements must be completed before the end of the contract before considered as having graduated.

**D. Leave of Absence (LOA)**

A student may request a LOA by notifying the school in person, by mail, fax, or email prior to the LOA unless unforeseen circumstances prevent the student from doing so, for example, if a student were injured in a car accident and needed a few weeks to recover before returning to institution, the student would not have been able to request the LOA in advance. An institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident. All LOAs must be dated with start of LOA date, end date, signed by student and authorized staff member. The student will not be charged for any time during this LOA. A student granted an LOA that meets all criteria is not considered to have withdrawn, and no refund calculation is required at that time. The institution must extend the student's contract by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties:

Failure to return within the time frame of the leave, or any unexcused, continued absence for 14 days, will result in the student being dropped from the program. The student's withdrawal date is the date the student began LOA. Leave length may be extended upon school evaluation of extenuating circumstances and reviewed on a case-by-case basis, however a student should not exceed 180 days of leave in any 12-month period.

**E. Suspension/Re-admittance**

Students who have had their training suspended for cause may be re-admitted to classes upon a written request and with affirmation, that the action(s), which caused the suspension, will not be repeated. Re-admittance will be determined on a case-to-case basis and is at the discretion of the school.

**H. Maximum Time Frame**

The maximum time in which a student shall be allocated to complete the course of study shall be one-and-one half the normal, scheduled prescribed class length as published in this catalog. (See the section on Curriculum) This does not apply to students who may be experiencing major personal difficulties and have applied for a Leave of Absence. Other absences will be referred to the School Director and will be considered on a case-by-case basis.

**I. Recording Attendance Procedure**

It is the policy of this school that all students shall clock in to a computerized monitoring program using the provided bar-coded ID badge. Students shall record their theory hours and practical operations on a weekly time sheet. At the end of the reporting period, each student is responsible for transferring the operations and hours to a new sheet each week. All time sheets should be FULLY completed, to include printed name, student number, dates and each day signed by the student and instructor. An instructor, on a daily basis, must initial all operations and hours. Time sheets must be handed in every two weeks on Saturday. Time sheets turned in without an instructor's signature will be considered invalid. At the time of the student's scheduled SAP a list of cumulative student hours will be available and students should check this list and compare it their records for accuracy. Discrepancies should be reported immediately to ensure that the correct calculation of the student's average attendance meets the minimum criteria.

**J. Withdrawal/Drop Policy**

1. If a student does not attend school for 14 consecutive days, without having made contact with the main office to request a Leave of Absence, they will be considered inactive and dropped from the course in which they are enrolled. A refund will be calculated and applied, if applicable, based upon the last day of attendance, and/or 14 days from the day they were to return from the Leave of Absence, whichever is the earliest and refunded within 45 days. A student may re-enroll. If student is receiving Federal Student Aid, a calculation will be made, based upon the Return to Title IV Policy that is reviewed with the student at the time of entrance counseling, and any required refunds will be made to appropriate U.S. Department of Education programs. Any remaining loan balance owed to the Federal Government will be the responsibility of the student to repay. Failure to repay student loans will lead to the student ineligibility to receive further loans or grants and have adverse affect upon his/her Federal Income Tax Returns.
2. **When a student wishes to withdraw:**
  - a. **If the student is still in attendance** and wishes to withdraw he/she should clock out on the last time card, to include enrolled name, student number, his/her last day of attendance. Student should notify the office, **in writing**, and make sure the office has a current address. Student needs to state as to whether he/she will be picking up the paperwork in person or if it needs to be forwarded by mail. Any refunds due to the student or, in the event of Federal Student Aid, to the appropriate program, will be made within 45 days of the determined withdrawal.

If the student has not been in current attendance, all requests for withdrawal or transfer must be sent to: **The INTERNATIONAL SCHOOL OF BEAUTY, INC. 72-261 Ste.121B Hwy. 111, Palm Desert, CA 92260**, or you may **Email or Fax your written request (containing all the requested information from 2A above) to [Btyschoolrocks@yahoo.com](mailto:Btyschoolrocks@yahoo.com) or (760) 340-4267 (fax) to the main office and**

**b.** The office shall take no more than ten (10) days to complete withdrawal papers and ten (10) days to calculate the refund due to the student, or the balance owed by the student, if applicable. Refunds will be made within 45 days and if money is owed by student it must be paid before Proof of Training will be provided as stated in enrollment agreement.

**c.** Papers may be picked up or will be forwarded as requested.

**d.** **The INTERNATIONAL SCHOOL OF BEAUTY, INC.** strongly urges all students to maintain copies of all course completion, withdrawal and/or transfer paperwork. Please note that once these files have been taken to the storage archives, it will take a while to retrieve the information from the files.

### **SATISFACTORY PROGRESS POLICY**

**All students**, regardless of the class in which enrolled or the tuition payment classification of their enrollment (i.e. Title IV participant, Private Loan, Private Pay, and State Program etc.) **will be evaluated using the criteria of the SAP** to receive an academic and attendance evaluation based upon their course hours, schedule of attendance, and current theory and practical requirements of the Board of Barbering & Cosmetology. **Please note** that those students receiving Federal Student Aid and who are out of SAP compliance and have been placed on Probation, may not be eligible for Title IV funds disbursement. (Refer to #5 below on Probation & Appeals) Students may progress through the phases of the curriculum at a varied pace, however, all students must satisfactorily complete the required amount of subject matter prior to being able to make pre-application for the state board examination and must complete all minimum requirements of hours and operations prior to graduation. (The exception being, when credit is allowed for previous training or experience in a specific subject area then that balance of operations and procedures must be completed prior to graduation)

**SATISFACTORY ACADEMIC PROGRESS (SAP): STANDARDS: This institution expects its students to maintain Satisfactory Academic Progress (SAP) as established by this institution, the student must:**

- 1.** Maintain a cumulative academic average of “C” (70%) or better on all tests, work projects (operations) and other required course work.
- 2.** Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ). Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) may be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 5 or more days up to the maximum of 180 days in a 12-month period, are encouraged to request a Leave-of-Absence. Students will re-enter school with the same SAP status as when the LOA began. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to certain other general institutional policies relating to attendance and tardiness. These policies are outlined in the “Standards of Conducts and Disciplinary Action” notice.
- 3.** Complete the course within one and one-half (1-1/2) times the length of the course as defined in the enrollment agreement. For example, if the student has contracted to complete the course within 40 weeks, he or she must complete within 60 weeks. If this time frame is not met, the school has the right to charge the student an extra instruction charge calculated on an hourly rate established by the school. \*Refer to Enrollment Contract for calculated charges pursuant to individual’s contracted course time.
- 4.** Students must meet minimum academic and attendance requirements for at least one evaluation prior to the midpoint (50%) of the course to be considered as meeting satisfactory progress at the end of an evaluation period. A student will be considered to be making satisfactory progress until the next evaluation.



**5. Warnings, Probation & Appeals:**

- If the student does not meet SAP requirements by the time of their first scheduled SAP evaluation date the student will be issued an SAP Warning. Students eligible for Federal Student Aid may continue to receive such aid during this time until their next scheduled SAP or payment period.
- The institution develops an academic plan for the student that, if followed, will ensure that the student is able to meet the institutions satisfactory academic progress requirements by a specific point within the maximum time frame established for the individual student.
  
- If the student has not met SAP requirements by the time of the next payment period and/or scheduled SAP evaluation date, the student will be advised that if they prevail upon appeal they can be placed on Probation and, if applicable, the possible loss of their *FINANCIAL AID unless they prevail upon appeal*.
- The student **must submit an Appeal, in writing** requesting that further consideration be evaluated based upon extenuating personal circumstances; such as unforeseen family, job obligations, personal health or other such matters that have interfered with the student applying satisfactory effort. The student may submit any pertinent documentation and give reasons as to what they will do different and what has changed and why they feel they will be able to maintain SAP going forward. The reasons for the appeal will be discussed with the administrative staff and instructor. Any findings will be recorded in the student's record.
- If the Appeal is accepted, the probation will become effective immediately and the student may continue to receive Financial Aid. The student's instructor will indicate, in writing, on the student's SAP reviewed and signed by the student,) area(s) needing improvement and advises the student on ways to achieve the goal(s). If, at the end of the next payment and/or evaluation period, the student fails to meet SAP then they lose their Financial Aid and become a private pay student.
  
- If the Appeal is denied, no further disbursements of Federal Student Aid will be granted and will be considered a private-pay student until the next payment period or SAP evaluation. Continued failure to achieve SAP may result in the possibility of suspension and/or expulsion.
  
- It will be the responsibility of the student, to demonstrate his/her willingness, and ability, to meet the requirements in order to be deemed as meeting Satisfactory Academic Progress and have his/her financial aid reinstated.

All applicants will have access to the SAP Policy by emailed catalog, school website or catalog on Registrars desk prior to registration. **Prior to evaluations all students will be evaluated with a practical evaluation.**

**EVALUATION PERIODS:** Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and may be assessed at each of the following times for Cosmetology & Barbering.

- ❖ The point at which 25% of the course is scheduled to be completed:
- ❖ The point at which 50% of the course is scheduled to be completed:
- ❖ The point at which 75% of the course is scheduled to be completed:
- ❖ The point at which 100% of the course is scheduled to be completed:
- ❖ The point of actual completion or within 150% of scheduled time of contracted hrs. (Includes transfer hrs. in calculation of 150%)

**Example:** For the 1600 clock hour **Cosmetology** course, and 1500 clock hour **Barbering** course a student will be evaluated at the increments in which the students is scheduled to reach 25%, 50%, 75% and 100% clock hours, if applicable; at the point of which the student is scheduled to reach an additional 400 clock hours beyond scheduled completion, or at actual completion. **NOTE: Evaluation dates may be adjusted due to schedule changes and Leave of Absences. Evaluation periods for the Instructor Training , Esthetics, Manicuring/Nail Care, or Massage Therapy, Cosmetology Crossover, Barber Crossover Courses:** the evaluations will be performed as follows: The point at which 50% of the course is scheduled to be completed: The point at which 100% of the course is scheduled to be completed.

**Example:** For the 600 clock hour Esthetics Course or Massage Therapy, a student will be evaluated at the increments at which the student is scheduled to reach 300 and 600 clock hours.

**Example:** For the 400 clock hour Manicuring/Nail Care course a student will be evaluated at the increments at which the student is scheduled to reach 200 and 400 clock hours.

**Please note: The Instructor Training program is only offered at our Palm Desert location.**

**Special Note:** The scheduled course percentage, to be completed, is defined according to the terms of the enrollment agreement. Example: A student enrolled at 100 hours per month would be scheduled to complete a 600 hour course in 6 months, a 400 hour course in 4 months and a 1600 hour course in 16 months, allowing no absences. For example a student enrolled in a 40 week, 1600 clock hour program would be evaluated for SAP after the 10<sup>th</sup> week; the 20<sup>th</sup> week; the 30<sup>th</sup> week and the 40<sup>th</sup> week. These dates would correspond to the point at which the student was scheduled to have completed 400, 800, 1200, and 1600 clock hours. In the event a student reaches his/her scheduled graduation date and has hours remaining to complete, the student will receive additional evaluations; whether at the time the student is scheduled to reach each additional 400 clock hours, or at the time of actual completion of the remaining hours, whichever occurs first.

**It is our policy to evaluate students at regular intervals throughout the duration of the course of study. All students receive a practical evaluation after their Freshman period and prior to taking clients The instructors and administration believe that student's progress and maintain higher standards of excellence when they are held accountable and can visually see and verbally receive positive reinforcement and constructive criticism for area's needing improvement. Students are responsible for the choices they make and by receiving periodic updates they can choose the direction in which they want to proceed.**

**Grading:**

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Cosmetology & Barbering Students will be assessed at 25%, 50%, 75% and 100% and Esthetics, Massage Therapy & Manicuring/Nail Care, Barber Crossover, Cosmetology Crossover, Instructor Training will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 11 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2) *Not Making Satisfactory Progress/On Probation*.

If a student wishes to receive credit for prior education or experience he/she must submit original copies of his/her transcript or employment history for review before being accepted for enrollment at this school. Pursuant to §7321 of the Barbering and Cosmetology Act, a person who has received training and graduated from a school whose curriculum complies with requirements adopted by the Board may use prior work experience to determine if further hours of classes are necessary to meet the requirement to make application for State licensure. "Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification..." to be admitted for examination for a license. If a student drops from any course taken at this school the hours completed in theory and practical application in the enrolled course, belong to the student and the school will give the student a Proof of Training Certificate for the hours completed. The student must be aware (per section 94909 of the Ed. Code) the acceptance of the hours, theory and practical work is at the complete discretion of the institution to which the student may seek to transfer. **If the hours are not accepted by the institution to which the student seeks to transfer, the student may be required to repeat some or all of your coursework at the institution. For this reason, the student should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which the student may seek to transfer after attending the International School of Beauty to determine if his/her hours will transfer. We have not entered into any specific articulation agreements with any other school.**

Students must maintain a “C” average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *Under Warning* (2)) *Not Making Satisfactory Progress/On Probation*.

**STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET.**

The following chart is a guideline to demonstrate the **minimum amount** of hours of training which **must be completed by the end of each evaluation period** in order to graduate within the **maximum** time frame of 150%. **The date by which the student SHOULD have reached the hours is determined by the student’s contracted schedule” i.e. 40 hours per week divided by (example) 400 hours = 10 weeks,, 30 hours per week divided by 400 hours = 13 weeks;** in addition to hours, the academic achievements of the student will be evaluated by a compilation of examination scores (written and practical based upon how many tests were given within the time period evaluated), and such other criteria and observations, as the school administration deems appropriate in the training of technical personnel.

**HOURS PER EVALUATION PERIOD**

<b>Cosmetology</b>	<b>400</b>	<b>800</b>	<b>1200</b>	<b>1600</b>
<b>Barbering</b>	<b>375</b>	<b>750</b>	<b>1125</b>	<b>1500</b>
<b>Manicuring/Nail Care</b>	<b>200</b>	<b>400</b>		
<b>Barber Cross Over</b>	<b>100</b>	<b>200</b>		
<b>Cosmetology Cross Over</b>	<b>150</b>	<b>300</b>		
<b>Esthetician-Skin Care Specialist</b>	<b>300</b>	<b>600</b>	<b>900</b>	
<b>Instructor</b>	<b>300</b>	<b>600</b>		
<b>Esthetics</b>	<b>300</b>	<b>600</b>		
<b>Massage Therapy</b>	<b>300</b>	<b>600</b>		

**\*\*Incomplete courses, repetitions and non-credit remedial courses do not apply to Cosmetology Schools; therefore have no effect upon the satisfactory progress standards of the INTERNATIONAL SCHOOL OF BEAUTY, INC.**

**APPEALS**

If a student has not maintained satisfactory progress, he or she must submit an appeal in writing to the administration office. This letter should describe any extenuating circumstances that the student feels deserves further consideration. After review of the appeal, the administration will notify the student of its decision. See #5 on Page 12 for more details.

**CHANGE OF PROGRAM POLICY**

Program changes must be initiated with the School Administrator. A student must attend all classes in which originally enrolled until the requested change is officially authorized. The School reserves the right to make program changes and/or adjustments from time-to-time as necessary to remain current with accepted industry standards and technology. Any changes in tuition will not affect those students previously enrolled. 15

## **SECTION FIVE: STUDENT SERVICES**

### **ABANDONED EQUIPMENT/PERSONAL PROPERTY POLICY**

The School is not responsible for any equipment, textbooks, etc., abandoned by a student. The student is solely responsible for their equipment and supplies as well as personal property. A locker or roll-about is assigned to each student. If the student is not going to be attending school for a period of 30 days or longer, he/she should make sure that any personal property or equipment and supplies are stored in their locker otherwise, abandoned items will be removed from the school premises and any incurred expense for such removal will be the responsibility of the student. It is best that students take personal items home if they find themselves away from school for more than a few days.

### **HOUSING**

There are no dormitory facilities on campus and the school has no responsibility in finding or assisting the student, nor does the school make recommendations, however, accommodations are available within the local communities with an average estimated cost in the Palm Desert area for a 1 bedroom apartment is \$694-\$730

(refer to <http://www.rentdigs.com> for more information)

### **TRANSPORTATION**

Public bus transportation is available throughout the Coachella Valley with stops located close to the School campus. It may also be possible for the School to link students, with similar schedules, together for transportation to and from classes.

### **CAREER ADVISING AND PERSONAL ATTENTION:**

Students are counseled individually, as often as necessary; at least every six weeks, to review the student's progress and adjustment. Successful salon owners and stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. This activity is conducted in addition to the daily counseling carried out by the instructors. Students may request additional counseling sessions at any time. Students are given as much personal attention and assistance as requested at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, evaluations are conducted to assess the rate and quality of the student and any remedial assignments are made when required. Particular attention is always given to the preparation for the Bureau or Barbering & Cosmetology Examination.

### **PROFESSIONAL COUNSELING**

The School does not maintain professional counselors at the school on a regular basis, nor do we recommend students to seek professional help off campus, however, students who may inquire about professional counseling services will be provided a list of public organizations, religious organizations and governmental agencies where the student may receive additional assistance. Regular school staff is not licensed or trained as professional therapeutic counselors and cannot provide professional on-going or long-term counseling for those students needing that type of help, however, the staff is always willing to listen to a student at any time and provide available information. Any student requesting medical assistance for situations other than the immediate need for first aid or a life-threatening situation will be given a list of public clinics and hospitals in the immediate proximity of the School campus. This list is not to be construed as a recommendation by the School, but rather as a free service provided as a courtesy by the School to its students.

### **DRUG ABUSE PREVENTION PROGRAM**

The School fully supports the Drug-Free School and Communities Act of the United States Congress. In cooperation with other agencies and organizations, the school provides educational materials on the dangers of substance use and abuse. The School makes the following information available to its students, staff and instructors: Any individual associated with The International School of Beauty, Inc. who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency: Betty Ford Clinic 39000 Bob Hope Drive Rancho Mirage, CA 93270 1-800-854-9151

### **G.E.D.PREPARATION**

At this time the School does not offer a General Education Diploma preparation program. If a applicant has not already earned his/her High School diploma or does not hold a General Education Diploma (G.E.D.) the applicant does not qualify for admission. Enrollment based upon "Ability to Benefit" is no longer supported. The administration of this School strongly urges this student to complete the State approved G.E.D. program. Obtaining the equivalent of a High School Diploma will allow the student to receive life-long benefits from having successfully completed the G.E.D. Certificate examination. Special Preparation for the General Education Diploma Certificate examination is available through: R.O.P. Program in Riverside County or from various other outlets. Contact the Riverside County ROP program: 760-342-1568 for information regarding GED locations. Also you may contact [www.collegeofthedesert.edu](http://www.collegeofthedesert.edu).

**BOOKS/ACCESSORIES:** All books and school related material are included as part of the student's tuition and supply fee. Books or other materials, including videotapes of procedures and theory lessons, are available from the Resource Center for student use while attending this school

**JOB PLACEMENT ASSISTANCE POLICY:**PHILOSOPHY OF JOB PLACEMENT:

(Quote by Lou Holtz)

“Ability is what you are capable of doing  
Motivation determines what you do  
Attitude determines how well you do it”

We believe that **ALL STUDENTS HAVE THE ABILITY TO ACHIEVE GREAT THINGS**, And since we believe that students possess the desire, and they also possess the ability to be successful in their chosen course of study, it is our job to motivate them to reach their potential and reach their goals.

Therefore, as instructors and mentors it is our responsibility to provide students with the tools they need to accomplish and fulfill their career goals. It is only with acceptance of their roles as professionals that students can truly experience success so it is also the policy of this school that **THIS SCHOOL OFFERS NO GUARANTEE FOR EITHER EMPLOYMENT, OR INCOME COMPENSATION LEVELS**, however every effort will be made to assist the graduate, but the ultimate responsibility for securing employment belongs to the graduate.

**POLICY**

- Placement assistance will be provided to graduates at no additional charge.
- Class instruction and testing is provided for Professional Image, Job Search and Salon Business are part of the curriculum.
- Assistance with résumé preparation and job interviewing skill techniques is provided.
- The Owner, Business Administrator, Education Supervisor and Student Advisors provide placement referrals and necessary materials and procedures to assist the students ready to graduate from this school.

**PRIOR TO GRADUATION:**

- The School Administrators maintain a job bank listing by monitoring newspaper advertisements, checking with the local California State Employment Development Department and by networking with spa and salon owners through local professional organizations (Desert Spa Managers Association) in an effort to keep informed of available positions within the community and these will be posted for student review.
- The school may also conduct and/or participate in periodic Job Fair Seminars, bringing in local salon owners and managers to talk to the students about the diversity in the positions available at their establishments. A position at a Spa may put emphasis on totally different skills than at a Salon, and by providing these guest speakers the students will come to understand the need to take advantage of the diverse and expanded education offered them at this school so that they may be prepared and qualified to acquire stable employment in their chosen fields.
- The school participates with local salons in an Externship Program whereby senior students who have completed 75% of their required course hours can go to a salon and assist a licensed professional for no more than 10% of their total course hours for no more than 8 hours per week. (i.e. Cosmetologist 160 hrs, Barber 150 hours, Esthetician/Massage 60 hours, Manicurist 40 hours) The benefit of this program is to expose the student to work in an actual salon atmosphere so that when they graduate they have a clear understanding of the realities of professional employment.

**TUITION \*TUITION PAYMENT POLICY:** All tuition and fees are payable in advance, prior to commencing classes, unless other arrangements are made with the school and contracted in the Enrollment Agreement., i.e. a deposit is made then equal monthly payments are made with tuition paid by end of last class; or, if applying for a private loan or Federal Student Aid, (subject to qualifications and eligible classes) then prior to starting class the student will have completed a FAFSA on line at [www.fafsa.ed.gov](http://www.fafsa.ed.gov) to determine eligibility. Students applying for Federal Student Aid may be asked to pay for their equipment kit and applicable fees in advance to the start of the first class, which may then be reimbursed from available funds upon receipt of first disbursement.

**PAYMENT METHODS:**

1. Contracted Enrollment between the student and another retraining program
2. Personalized Payment Plans with the school
3. Other private loan agencies, personal student loans or scholarships that offer this type of assistance or Federal Student Loan or Grant for qualified programs and student eligibility

**ADDITIONAL MONETARY REQUIREMENTS:** \$9.00 Pre-application fee paid to Bureau of Barbering and Cosmetology plus Examination/application Fee of \$125 Cosmetology & Barbering; \$115 Esthetician; \$110 Manicurist. Please consult [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov) for up-to-date fees and application requirements. Massage fee for application to the California Massage Therapy Council is \$150 plus fees for Live Scan Finger Printing that can run from \$50-\$100 depending on where it is administered. Fees for City massage licenses and/or Business Licenses vary by city ordinances and new city policies being enacted due to new regulations.

**\*\*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF)**

**NOTE: As of January 15, 2015 the State has discontinued collection of STRF. It may be reinstated at a future date**

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

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 either by cash, guaranteed student loans, or personal loans, and

1. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

**SECTION SIX: FINANCIAL SOURCES AND POLICIES**

International School of Beauty, Inc.

**TUITION AND FEE SCHEDULE SUPPLEMENTAL INFORMATION:**

*\*Course length based upon full time schedule*

Accredited COURSES	Minimum # of Hours	Cost Per Hr.	Tuition	Reg . Fee	Books , Kit, CA Sales Tax 8% & State Board Fee	Total	Min # Wks*	Min. #Mos	STRF Fee**
Cosmetology	1600	\$10	\$16,000	\$75	\$1400 +\$108.50 Tax+ \$134.00	\$17,717.50	42	10	\$8.50
Barbering	1500	\$10	\$15,000	\$75	\$1050 +\$81.38 Ta+ \$134.00	\$16,340.38	39½	9	\$8.00
Esthetics	600	\$12	\$7,200	\$75	\$925 +\$71.69 Tax + \$124.00	\$8,395.69	17	4	\$4.00
Esthetician-Skin Care Specialist (Includes 600 hrs Esthetics & 300 hrs. Basic Massage)	900	\$12	\$10,800	\$75	\$1,177.00 +\$91.22 Tax+\$124.00	\$12,267.22	25	6	\$6.00
Massage Therapy	600	\$11	\$6,600	\$75	\$252 +\$19.53 Tax	\$6,946.53	17	4	\$3.50
Manicuring/Nail Care	400	\$10	\$4,000	\$75	\$550 +\$42.63 Tax +\$ 119.00	\$4,786.63	12	3	\$2.50
Instructor Training	600	\$10	\$6,000	\$75	\$100 +\$7.75 Tax=\$107.75	\$6,182.75	17	4	\$3.00
Cosmo Cross-Over	200	\$10	\$2,000	\$75	\$125 +\$9.69 Tax + \$134.00	\$2,343.69	7	2	\$1.50
Barber Cross-Over	300	\$10	\$3,000	\$75	\$125 +\$9.69 Tax + \$134.00	\$3,343.69	9.5	1.5	\$1.00
Pro Make Up Artistry Program	90	--	--	--	Price is all inclusive of tuition/kit/book/tax/shipping	\$2,000.00	7	1.5	-
Hair Extension Advanced Training Program	24	--	--	--	Price is all inclusive of tuition/kit/book/tax/shipping	\$1,000.00	1	-	-
Advanced Skin Care Techniques Program	90	--	--	--	Price is all inclusive of tuition/kit/book/tax/shipping	\$2,106.85	6	1.5	-
Advanced Hair Color Certification Program	80	-	-	-	Price is all inclusive of tuition/ABHC book Mannequin/Reg. Fee, tax etc.	\$1361.00	5	-	-

**TRANSFER STUDENTS: \$10.00 to \$12.00 (depending upon chosen course) per clock hour of remaining hours, plus the registration fee of \$75. PLEASE NOTE: We do not normally accept transfer students who have completed ½ or more of the course hours at another school, however, upon approval by the owner, exceptions may be made on an individual evaluation basis.**

\*Periodic Institutional Scholarships are available to those applicants who meet qualifications and are granted on the discretion of the owner(s). No licensure examination is currently available in the State of California for Instructors. A cash discount for is available for tuitions that are paid in full at the time of registration. Students are expected to complete their training within the maximum times allowed as specified as a part of their Enrollment Agreement. If a student exceeds the time frame outlined, an extra instruction charge will be made for the balance of the hours required for the completion of the course. *The hourly charges for training beyond the scope of the course will be billed at hourly course rate.*

**THE SCHOOL RESERVES THE RIGHT TO CHANGE THE TUITION, FEES OR MAKE CHANGES, WHEN DEEMED NECESSARY, WITHOUT PRIOR NOTICE. SUCH CHANGES WILL NOT EFFECT ENROLLED, ATTENDING STUDENTS. Always check with School Registrar for the most current charges, specials, available Scholarships and/or scheduled class starts.**

**Instruction Charges:** As a courtesy to students, two extra weeks are added to the expected graduation date based on their contracted schedule to cover unexpected absences, requiring the student to need more time to complete the required hours and operations, without assessing additional charges. The two-week (2) courtesy period covers all absences, including those due to illness, court dates, jury duty or any other extended period of absence for any reason (including suspension for violation of school rules) except for absence due to an approved Leave of Absence. Students who do not meet the calculated scheduled date of completion will be assessed an extra tuition charge of \$10 per hour over the scheduled hours of attendance needed to complete the course requirements.



**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 a part of the enrollment procedure

**Any monies due the student shall be calculated on a pro-rata basis and refunded within 45 days of an OFFICIAL CANCELLATION or WITHDRAWAL.** An official cancellation or withdrawal will be determined by the postmark or written notification, or the dates said information is delivered to the school administration office in person.

**1. THE FOLLOWING INSTANCES CONSTITUTE AN OFFICIAL CANCELLATION OR WITHDRAWAL:**

- a. A student (or in the case of a student under the legal age, his or her parent or guardian) cancels his/her contract and demands his/her money back IN WRITING, at any point from the signing of the enrollment agreement or contract through attendance of the first day of the class start shall be entitled to a refund of all monies collected by the school, or;
- b. A student cancels his/her contract, IN WRITING, up to the seventh (7th) day from the first day of class attendance but prior to the eighth (8<sup>th</sup>) day after the start of class then he or she shall be entitled to a refund of all monies paid to the school less the non refundable application fee of \$75 and the cost of books and kit, if already received by the student or;
- c. If a student withdraws after attending classes past the seventh (7th) day, the refund will be calculated based upon the number of hours of instruction completed or scheduled to have been completed up to the point of the date of the official cancellation or withdrawal notification, less the registration fee, the cost of the equipment/books and the STRF fee, if originally eligible, charged and paid to the State. **Once the student receives and signs for his/her books and equipment kit those items are deemed “non-refundable”.**
- d. A student who is on an approved LEAVE OF ABSENCE notifies the school that he/she will not be returning. The date of withdrawal shall be the last date attended; or
- e. A student is expelled from the school. In the case the student is not accepted for enrollment then all monies paid will be refunded (less registration/application fees if applicable)

2. Any monies due a student who unofficially withdraws from the institution shall be refunded within 30 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 14 days). A student who has not been in contact with the school, verbally or in writing, for a period of 14 days, and has not requested to be granted a Leave of Absence will be determined as to have UNOFFICIALLY Withdrawn and will be dropped, as of the 14th day, from the course and any money due shall be refunded.

3. In the event of the cancellation of a program or course or school closure subsequent to a student's enrollment, the institution will institute a Program Cancellation Policy whereby it will have the option to: a) Provide a full refund of all monies paid; or b) Provide completion of the program or course. If no teach-out plan is in place student shall receive a pro rata tuition refund.
4. The school reserves the right to grant a refund in excess of the minimum refund due per this Policy outlined solely based upon mitigating circumstances that may have arisen and caused the student undue hardship. Each such situation will be handled on an individual basis and upon the approval of the school owner.

5. NOTE TO STUDENTS RECEIVING FEDERAL STUDENT AID: That portion of your tuition that may have been paid, or is eligible for payment from Federal Funds is subject to refund based upon the terms of the Return of Title IV Funds Policy. Upon enrollment, those students who are participating in the Title IV program will be advised of the policy during their entrance counseling interview. The student is responsible for repaying any borrowed loan funds to the lending institution(s), plus any interest due, less the amount of any refund, and that, outlined in your signed loan documents executed with said programs or agencies. Defaulting on a loan may result in the government garnishment of income tax refund and may not be eligible for any other government financial assistance at another institution until the loan is repaid.

**REFUND CALCULATION GUIDELINES**

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. i.e For students who enroll, begin classes, and withdraw any time after the 7-day period refunds will be calculated on a pro-rata based upon the percentage of the number of course hours *scheduled to be completed at the time of withdrawal* to the total length of the course less the registration fee and equipment/book kit cost.

**HYPOTHETICAL EXAMPLE:** Cosmetology course 1600/hrs in length. Student was scheduled to attend 600 hrs. by the date of the withdrawal, which equals to 38% that is due the school. (38%) is then multiplied by the tuition (\$16,000) equaling \$6,080 plus registration fee (\$75) Kit (1,512 includes tax) STRF fee \$8.00) equals \$7,675 total due the school **Note:** If the student had paid for the course in full then the school would owe the student the difference between total paid and total due school. If the student had not yet paid the school the total due of \$7675 then the student would owe the school that amount before the school would be obligated to provide the student with a Proof of Training of the hours completed.

UNLESS A WRITTEN ARRANGEMENT HAS BEEN MADE WITH THE STUDENT AND THE SCHOOL, ALL TUITION DUE THE SCHOOL MUST BE PAID PRIOR TO GRADUATION OR WITHDRAWAL IN ORDER FOR THE STUDENT TO RECEIVE EITHER A DIPLOMA OR PROOF OF TRAINING DOCUMENT.

**GRADUATION REQUIREMENTS:**

A student

- Will have completed all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70% “C”
- Will have completed an SAP evaluation
- Will have had an exit interview with administration
- Unless a written arrangement has been made with the student and school to pay the balance after graduation, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached the age of 17 years (18 years for Massage students) will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.

**All students shall receive a diploma of completion for the chosen program upon graduation from the school.**

**FRESHMAN CLASS ENROLLMENT:**

Students may begin training on Tuesday. Classes start every (6) six to (8) eight weeks. The freshman curriculum for each of the courses offered requires a specified number of hours of attendance, classroom lectures, demonstrations, and student practice. Each class teaches the student from the very first day by introducing the basics in each area of required learning in order for the student to successfully pass the California State Board examination. From the initial introduction, the student will learn all fundamentals that are the basic requirements for the chosen field of study. Hours spent in the freshman class are as follows: Cosmetology, 200 hours; Barbering, 150; Esthetics, 80 hours; Manicuring/Nail Care, 40 hours; Instructor Training, 60 hours, Massage Therapy, 80 hours, Esthetician/Skin Care Specialist, 100 hours: Barber Cross-Over, Cosmo Crossover N/A

**COURSE CURRICULUMS**

**CURRICULUM FOR COSMETOLOGY COURSE**

**1,600 HOURS**

The curriculum for students enrolled in a cosmetology course shall consist of sixteen-hundred (1,600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 653 hours are devoted to clinical/theory experience, and 947 for Practical Operations which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

**MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION**

- 50 Disinfecting
- 240 Hair Dressing
- 105 Chemical Texturizing (Perms/Straighteners)
- 75 Hair Coloring/Bleaching
- 100 Haircutting
- 40 Facials , Manual, Chemical, Electrical
- 15 Make up to include lash & and application of false lashes
- 15 Hair removal to include brow beautification, waxing, tweezing & depilatories
- 25 Manicures/Pedicures
- 120 Artificial Nail Enhancements with Liquid Powder brush on, nail tips wraps and repairs
- 162 Daily Clean Up Duties

**SUBJECT OF TECHNICAL INSTRUCTION:**

**Minimum Hours of Technical Instruction**

Cosmetology Act/Board Rules & Regulations	20
Health and Safety	75
Disinfection and Sanitation	25
Anatomy and Physiology	20
Hair Styling	65
Permanent Waving and Chemical Straightening	40
Hair Coloring & Bleaching	60
Hair Cutting	30
Facials Manual, Electrical & Chemical	30
Eyebrow Beautification (tweeze, wax)	15
Makeup (Analysis Lash/Brow Tinting, False Lashes)	30
Manicure/Pedicure	10
Artificial Nails to include: liquid and powder brush-on, artificial nail tips, and wraps and repairs	25
Additional Training/Testing/Communication Skills/Client Consultation/ Salon Management, Orientation (Maximum)	208

**COSMETOLOGY COURSE GOALS:**

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

**COSMETOLOGY PERFORMANCE OBJECTIVES**

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
- To successfully acquire knowledge of the general theory relative to cosmetology, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To successfully acquire business management techniques, which are common to the Cosmetology industry.

**THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:**

- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all cosmetology services.
- Learn the application of daytime and evening make/up to include the application of false eyelashes.
- Learn the proper procedure of manicuring to include water and oil manicures and pedicures.
- Learn the application of brush/on artificial nails, nail wraps, and nail tips.

**ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship, common to the cosmetology field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others. To have an improved personality while dealing with patrons and colleagues

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE COSMETOLOGY COURSE:**

The student shall have completed "Theory and Operations" required by the Bureau of Barbering & Cosmetology with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:**

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

**LICENSING REQUIREMENTS;**

The applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**Books:** Pivot Point Salon Excellence Program

**Grading:**

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Cosmetology & Barbering Students will be assessed at 25%, 50%, 75% and 100% and Esthetics, Massage Therapy & Manicuring/Nail Care will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 11 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

**STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility by failing to meet satisfactory progress.**

**CURRICULUM FOR BARBERING COURSE**

**1500 HOURS**

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical training shall mean the time it takes to perform a practical operation. The 1500 hour course will be comprised of no less than 1500 hours in the following areas: 560 Hours of Technical Instruction and 940 Practical Operations .

The following is a description of the minimum required technical and practical subjects as required by the State Board of Barbering and Cosmetology. Section 950.1 Title 16, Division 9, California Code of Regulations.

**HAIRSTYLING:** The subject of Hairstyling shall include, but is not limited to, the following techniques and procedures: Hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs and hot curling irons and blower styling: **65 HOURS TECHNICAL and 240 PRACTICAL OPERATIONS**

**PERMANENT WAVING and CHEMICAL STRAIGHTENING:** The subject of Permanent Waving and Chemical Straightening shall include, but is not limited to the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions. **40 HOURS TECHNICAL and 105 PRACTICAL OPERATIONS**

**HAIR COLORING and BEACHING:** The subject of Hair Coloring and Bleaching shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, demi-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 HOURS TECHNICAL and 50 HOUR PRACTICAL OPERATIONS.**

**HAIR CUTTING:** The subject of Hair Cutting shall include, 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.

**SHAVING/PREPARATION & PERFORMANCE;** The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages. **100 HOURS OF TECHNICAL INSTRUCTION AND 60 HOURS PRACTICAL OPERATIONS**

**HEALTH AND SAFETY: 200 HOURS OF TECHNICAL INSTRUCTION in the following areas:**

**LAWS AND REGULATIONS:** The subject of Laws and Regulations shall include, but is not limited to, the following issues. The Barbering and Cosmetology Act and the Board's Rules and Regulations. **20 HOURS OF TECHNICAL INSTRUCTION**

**HEALTH & SAFETY CONSIDERATIONS:** Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous-chemicals and preventing communicable diseases including HIV/AIDS and Hepatitis B. **45 HOURS OF TECHNICAL INSTRUCTION**

**DISINFECTION AND SANITATION:** The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation including proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. **20 HOURS OF TECHNICAL INSTRUCTION**

**ANATOMY AND PHYSIOLOGY:** The subjects of anatomy and Physiology shall include, but is not limited to the following issues: Human anatomy, Human Physiology. **15 HOURS OF TECHNICAL INSTRUCTION**

The Board recommends, also, that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers. This school requires the following breakdown of Technical and Practical Hour

<u>HOURS OF TECHNICAL INSTRUCTION</u>	<u>NUMBER OF PRACTICAL OPERATIONS</u>
Cosmetology Act/Board Rules and Regulations.....20 hours	Disinfection of Instruments ..... 50
Health/Safety/Hazardous Considerations .....70 hours	Shampoos ..... 30
Disinfection and Sanitation.....20 hours	Hair Cutting ..... 260
Anatomy and Physiology .....15 hours	Hair Styling .....240
Hair Styling .....65 hours	Hair Coloring/Bleaching ..... 50
Permanent Waving .....40 Hours	Permanent Waving .....105
Hair Cutting .....20 Hours	Preparation & Performance (shaving, facial massage).....55
Hair Coloring/Bleaching .....60 Hours	Daily Clinic Clean Up Duties/Customer Service/Business....150
Preparation & Performance (shaving, facial massage).....100 Hours	
<b>Additional Training/testing/customer service skills 150 hours</b>	
Orientation	

## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, Cont'd International School of Beauty, Inc

### THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to all barbering services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all barbering services.

### ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, which is common to the cosmetology field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

### REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE BARBER COURSE:

The student shall have completed "Theory and Operations" as required by the Bureau of Barbering & Cosmetology with an average grade of " (70%) or better.

### GRADUATION REQUIREMENTS:

When a student has completed the required theory hours and practical operation in barbering with a grade average of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering examination.

### LICENSING REQUIREMENTS:

The applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the licensing exam with an overall average of 75%.

**Books:** MiLady Standard Professional Barbering

### Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Cosmetology & Barbering Students will be assessed at 25%, 50%, 75% and 100% and Esthetics, Massage Therapy & Manicuring/Nail Care will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 11 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

**STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility by failing to meet satisfactory progress.**

**CURRICULUM FOR MANICURING/NAIL CARE COURSE**

**(400) HOURS**

The curriculum for students enrolled in a manicurist and pedicurist course shall consist of not less than four hundred (400) clock hours of technical instruction and practical operations covering all practices of a manicurist pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. It is noted that **250** hours are devoted to Practical Operations in Nail Care and **150** hours to Technical Instruction in Health and Safety, Such technical instruction and practical operations shall include:

**MANICURES AND PEDICURES:** The subject of Manicures and Pedicures shall include, but is not limited to the following techniques and procedures. Water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs and nail analysis. **60 Hours Technical, 60 Hours Practical, 180 Nails**

**HEALTH AND SAFETY:** The required subjects of instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction and practical operations for each subject-matter as follows:

**LAWS AND REGULATIONS:** The subject of Laws and Regulations shall include, but it not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations: **10 Hours of Technical Instruction**

**HEALTH AND SAFETY CONSIDERATIONS:** The subject of Health and Safety shall include, but is not limited to, the following techniques and procedures: Chemistry pertaining to the practice of a manicurist including the chemical composition and purpose of nail care preparations. Health and Safety/Hazardous Substances, including 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. **25 Hours of Technical Instruction**

**DISINFECTION AND SANITATION:** The subject of Disinfection and Sanitation shall include, but is not limited to, the following techniques and procedures. 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 specified in Sections 979 and 980. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment, with special attention given to pedicure foot spa and basin disinfection procedures detailed in Sections 980.1, 980.2 and 980.3. **20 Hours of Technical Instruction and 10 Practical Operations**

**BACTERIOLOGY, ANATOMY and PHYSIOLOGY:** The subjects of Bacteriology, Anatomy and Physiology shall include, but is not limited to the following issues: Bacteriology, anatomy, physiology, and nail analysis and conditions.

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, decorum, record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees, and employers. **10 Hours of Technical Instruction**

**PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION:**

- 10** Disinfection and Sanitation
- 30** Water and Oil Manicures
- 30** Complete Pedicures
- 180** Acrylic Nails: Liquid and Powder Brush On, Nail Tips, Wraps and repairs & Nail Analysis

**TECHNICAL SUBJECT**

**Hours of Technical Instructions**

1. The Cosmetology Act and the Program's Rules & Regulations **10**
2. Health and Safety/Hazardous Substances (shall include, but not limited to: Chemistry: chemical composition & purpose of preparations, hazardous substances, communicable diseases, safety laws, MSDS' including HIV/AIDS & Hepatitis B.) **25**
3. Disinfecting and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. **20**
4. **Bacteriology, Anatomy, and Physiology, Skin Analysis & Conditions** **10**
5. **Manicures and Pedicures:** shall include but not limited to: water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, application of artificial nails including liquid, gel and powder brush-ons, nail tips, nail wraps and repairs, and nail analysis **60**
6. **Additional Training** (Shall include the following subject matter: Salon management, Orientation communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume', employment development, modeling, desk and reception, and care and other subjects relating to Manicuring and the field of Cosmetology. **25**

**MANICURING/NAIL CARE COURSE GOALS:**

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

**MANICURING/NAIL CARE PERFORMANCE OBJECTIVES**

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sterilization procedures.
- To successfully acquire knowledge of the general theory relative to manicuring, including anatomy, physiology, chemistry, and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the manicurist.

**THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING:**

**SKILLS:**

- Learn the proper use of implements relative to all manicuring, pedicuring, and artificial nail services.
- Acquire the knowledge to recognize the various skin conditions and disorders.
- Acquire knowledge of analyzing the hands and feet, before all services to determine any disorders.
- Develop the knowledge of safety precautions in the use of manicuring, pedicure and artificial nails.

**ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship which is common to manicuring..
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

**REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE MANICURING/NAIL CARE COURSE:**

The student shall have completed "Theory and Operations" with an average grade of "C" (70%) or better as required by the Bureau of Barbering & Cosmetology.

**GRADUATION REQUIREMENTS:** A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

**STATE LICENSING REQUIREMENTS;**

The applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Manicuring license will be granted by the State of California only after the student has successfully completed and graduated from the Manicuring course as described above and passed the licensing exam with an overall average of 75%.

**Books:** Pivot Point Salon Excellence Textbook & Theory Workbook

**Grading:**

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Cosmetology & Barbering Students will be assessed at 25%, 50%, 75% and 100% and Esthetics, Massage Therapy & Manicuring/Nail Care will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 11 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

**STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility for failing to meet satisfactory progress.**



**CURRICULUM FOR ESTHETICS COURSE**

**(600 HOURS)**

The curriculum for students enrolled in an Esthetics course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an esthetician. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. It is noted that 295 hours are devoted to clinical-theory experience, which will include all phases of Esthetics and 305 hours of Practical Operations. Such technical instruction and practical operations shall include:

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

<b>40</b>	Disinfection and Sanitation	<b>Hair Removal</b> to include: Tweezing, Waxing and Depilatories	<b>85</b>
<b>140</b>	<u>Facials:</u>	<b>Makeup:</b> To include basic, corrective, and application of false eyelashes as well as skin analysis	<b>40</b>
	A. <b>Manual</b> <b>40</b>		
	B. <b>Electrical</b> <b>60</b>		
	C. <b>Chemical</b> <b>40</b>		

**TECHNICAL SUBJECT**

**Minimum Hours of Technical Instructions**

**Hours of technical instruction in Health and Safety shall be completed with the minimum number of hours of technical instruction for each subject matter as follows:**

1. The Cosmetology Act and the Program's Rules & Regulations	<b>10</b>
2. <b>Health and Safety Considerations:</b> To include but not limited to 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, communicable diseases including HIV/ AIDS and Hepatitis B. Chemical composition and purpose of cosmetic and skin preparation. Elementary chemical makeup, chemical skin peels, physical and chemical changes of matter. Electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.	<b>40</b>
3. <b>Disinfecting and Sanitation</b> (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> 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.)	<b>10</b>
4. <b>Bacteriology, Anatomy, and Physiology.</b>	<b>15</b>
5. <b>Facials-</b>	
A. Manual: shall include skin analysis, cleansing, scientific manipulations, packs and masks	<b>20</b>
B. Electrical: shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes	<b>30</b>
C. Chemical (peels, packs, scrubs, masks)	<b>20</b>
6. Eyebrow Arching and Hair Removal	
A. Tweeze	<b>05</b>
B. Wax and Depilatories	<b>20</b>
7. Makeup- Application of basic, corrective, and application of false eyelashes	<b>20</b>
8. Preparation: Includes Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care, and CPR/ AED salon and spa skills	<b>15</b>
9. 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	<b>Maximum Hours 90</b>

**ESTHETICIAN PERFORMANCE OBJECTIVES**

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

**ESTHETICIAN PERFORMANCE OBJECTIVES**

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

**THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:**

- Learn the proper use of implements relative to esthetics services relative to skin care.
- Acquire the knowledge to recognize the various skin conditions and disorders.
- Develop the knowledge relating to products used by Estheticians and develop the ability to determine which products might be needed for individual customer usage.

## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, Cont'd International School of Beauty, Inc.

### ATTITUDES AND GOALS:

- To be able to appreciate good workmanship, that is common to the field of Esthetics.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

### REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE ESTHETICS COURSE:

The student shall have completed "Theory and Operations" with an average grade of "C" (70%) or better as required by the Bureau of Barbering & Cosmetology.

### GRADUATION REQUIREMENTS:

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

### STATE LICENSING REQUIREMENTS;

The applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. An Estheticians license will be granted by the State of California only after the student has successfully completed and graduated from the Estheticians course as described above and passed the licensing exam with an overall average of 75%.

**Books:** Pivot Point Salon Excellence

### Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Cosmetology & Barbering Students will be assessed at 25%, 50%, 75% and 100% and Esthetics, Massage Therapy & Manicuring/Nail Care will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 11 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

**STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students who receive Federal Student can lose eligibility by failing to meet satisfactory progress.**

**SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION** Cont'd International School of Beauty, Inc.  
**CURRICULUM FOR MASSAGE THERAPY COURSE: Total 600 HOURS:**

**Please note: an additional 100 hours are required to help develop the physical ability and skill to properly prepare the student for such a physically demanding profession.**

The curriculum for students enrolled in a massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in skills and requirements to become eligible to make written application to the Massage Therapy Organization for certification as required by the newly signed California Assembly Bill 1147, signed into law by the governor of California, effective January 1, 2015.

For further information on the new rules and regulations on becoming a CMT (Certified Massage Therapist), for any unanswered questions and for filing a complaint (student or public) please visit the California Massage Therapy Council at [www.camtc.org](http://www.camtc.org) or call them at (916) 669-5336. FAX: (916) 669-5337.

Address: Massage Therapy Council. One Capitol Mall, Suite 320, Sacramento, CA 95814.

The graduate will be required to take a CAMTC approved examination before certification will be issued. "Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for the certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq." The certified CMT will then be required to follow the guidelines of their particular city/county regulations as to business and personal licensing requirements. Practical instruction means the actual performance by the student of a complete massage on another person or on a mannequin. The course of instruction in the practical phases of massage training for a student enrolled in a 600 hour course shall cover not less than 150 hours in basic deep tissue, sports/chair, Swedish, stone and pregnancy massages, reflexology and spa services. Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. **NOTE; the curriculum will be revised to combine these former two sections of instruction, covering all areas of study to meet the requirements needed to pass the examination. The state requires a minimum of 500 hours of instruction at an approved school and this school requires an additional 100 hours to ensure the student receives a thorough education and understanding, including therapeutic massage and massage business practices.**

**Section I 100 clock hours:**                      **Theory,**                                      **Lab,**                                      **Clinic**

**Phase 1 – Essentials of Massage Basics**

Tactics for Success	5		
Health Hygiene	5		
Swedish Massage	4	16	
History of Massage	2		
Ethics	10		
Intro to Anatomy & Physiology	8		

**Phase 2 – Essentials of Massage Therapy**

Swedish Massage	6	24	
Anatomy & Physiology	25		
Body Mechanics	4	6	
Aromatherapy	5	25	
Pathology	10		
Contraindications	15		
Massage for Special Populations	5	25	
Reflexology	5	25	
Assessment & Documentation	20		
Passive Joint Movement	5	5	
Chair Massage	2	13	
Kinesiology	25	5	
Spa Services	10	35	
Deep Tissue Massage	5	40	
Sports Massage	5	35	
Stone Massage	5	40	
Business Practices	15		
Career Development	15		
MBLEX Prep	15		

**Phase 3 – Essentials of Therapeutic Practices**

Clinical Internship 75

Student Clinic Hours no more than 75 of the total practical hours: Shall include:

Hands on treatments of paying and non paying public clients or other students, setting up tearing down cleaning massage are: reviewing intake forms. Interviewing clients , providing and receiving client feedback, and recording SOAP notes, greeting customers at reception, handling payments, answering and returning calls for appointments, placing confirmation calls and managing client files.

## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc

### MASSAGE THERAPY

- To successfully master training requirements needed to make application to the Massage Therapy Organization for certification
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as relative to having a successful career as a Massage Practitioner or Massage Therapist
- To graduate from this institution possessing those skills and knowledge necessary to secure employment

### MASSAGE THERAPY PERFORMANCE OBJECTIVES:

- To successfully acquire the knowledge of current laws and regulations at the state and local city level
- To successfully acquire knowledge of health, safety and sanitation measures as related to all phases of massage to the human body
- To successfully acquire knowledge of the general theory relative to massage, including anatomy, physiology, contraindications, health and hygiene and business and ethics relative to practical procedures performed
- To successfully acquire business management techniques which are common to the massage profession

### THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to all massage services
- Acquire the knowledge of analyzing the client's physical condition before services to determine any disorders
- Learn the procedures and the terminology used in performing all services relating to massage

### ATTITUDES AND GOALS:

- To be able to appreciate good workmanship which is common to the massage field
- To possess a positive attitude toward the public and fellow workers
- To appreciate honesty and integrity in oneself and others
- To have an improved personality while dealing with patrons and colleagues.

### GRADUATION REQUIREMENTS:

The student shall have completed "Technical and Practical" requirements as needed at the 300 hours for Massage Practitioner or 600 hours for Massage Therapist with an average grade of 70% or better. A student shall complete all required classroom and practical/laboratory education and training; shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

### CERTIFICATION REQUIREMENTS:

Effective September 1, 2009 students who have graduated from this institution and have reached the age 18 years of age or older will be advised of the steps necessary to make written application to the California Massage Therapy Council of California. (CMTTC) Students will be required to include with their written application the current required fee and to provide the Massage Therapy Council with fingerprints that will be subject to review by the Dept of Justice as well as a required passing of a CAMTC approved exam Upon approval, and payment of applicable fee, certification will be issued and must be renewed every two years thereafter.

**Book:** Theory and Practice of Therapeutic Massage by Mark Beck: Del Mar Publishing  
Trail Guides to the Body: Andre Beil

### Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Cosmetology & Barbering Students will be assessed at 25%, 50%, 75% and 100% and Esthetics, Massage Therapy & Manicuring/Nail Care will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 11 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

All students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

**STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility by failing to meet satisfactory progress.**

**SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION** Cont'd International School of Beauty, Inc.  
**CURRICULUM FOR ESTHETICIAN-SKIN CARE SPECIALIST COURSE**(combines Esthetician & Advanced SkinCare)  
**(900 Hours)**

The curriculum for students enrolled in an Esthetics Skin Care Specialist Course (Classification of Instructional Programs (CIP) Code 12.0409) shall consist of nine hundred (900) clock hours of technical instruction and practical operations covering all practices of an esthetician (600 hours) and advanced Esthetics (300). Technical instruction means instruction by demonstration, lecture, classroom participation, or examination. Practical operation means the actual performance by the student of a complete service on another person. It is noted that a combined total of 355 hours are devoted to clinical-theory experience, which will include all phases of Esthetics and traditional massage theory and techniques and 542 of Practical Operations. Such technical instruction and practical operations shall include:

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

**Esthetics:**

<b>50</b> Disinfection and Sanitation	<b>150</b> <u>Facials</u> : (a) <b>50</b> Manual (b) <b>40</b> Chemical (c) <b>60</b> Electrical
<b>210</b> Eyebrow Arch-Wax , Tweeze & Depilatories	<b>40</b> Makeup
	<b>20</b> Corrective Makeup to include eyelash application

**Advanced Training:**

Massage	<b>28</b>
Reflexology	<b>8</b>
Additional Spa Services to include Aromatherapy & Body Treatments	<b>25</b>
Additional Testing/Training/Customer Service	<b>14</b>

**TECHNICAL SUBJECTS**

**Minimum Hours of Technical Instructions**

**Esthetics:**

1. The Cosmetology Act and the Program's Rules & Regulations	<b>10</b>
2. <b>Cosmetology Chemistry</b> 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)	<b>10</b>
3. <b>Health and Safety/Hazardous Substances</b> (shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.)	<b>30</b>
4. <b>Theory of Electricity</b> . Shall include the nature of electrical current, principles of operating electrical devices, and the various safety precautions used when operating electrical equipment.)	<b>05</b>
5. <b>Disinfecting and Sanitation</b> (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>ten</u> 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.)	<b>20</b>
6. <b>Bacteriology, Anatomy, and Physiology</b> .	<b>45</b>
7. <b>Pathology/diseases of systems, client history, indications, contraindications and endangment sites</b>	<b>30</b>
8. <b>Facials</b> - A. <b>Manual</b> : shall include skin analysis, cleansing, scientific manipulations, packs and masks	<b>20</b>
B. <b>Electrical</b> : shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes	<b>30</b>
C. <b>Chemical</b> (peels, packs, scrubs, masks)	<b>20</b>
9. <b>Eyebrow Arching-Tweezing</b>	<b>10</b>
10. <b>Depilatories</b>	<b>20</b>
11. <b>Makeup</b>	<b>20</b>
12. <b>Corrective Makeup-application of False Eyelashes</b>	<b>30</b>
13. <b>Additional Training</b> (Shall include the following subject matter: Salon management, Orientation , communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume' employment development, modeling, desk and reception, and care and other subjects relating to the field of Esthetics Maximum Hours	<b>30</b>
<b>14</b> <b>Traditional Massage Techniques</b>	<b>25</b>

**SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION** Cont'd International School of Beauty, Inc.

**PERFORMANCE OBJECTIVES**

- To successfully master training requirements needed to make application for licensing and/or certification to the State Bureau of Barbering and Cosmetology and to the Massage Therapy Organization.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as an Esthetician and Skin Care Specialist
- To graduate from this institution possessing those skills and knowledge necessary to pass the State Board examination and massage licensing requirements of State and Local jurisdictions to secure entry-level employment.

**THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:**

- Learn the proper use of implements relative to esthetics and massage services relative to skin and body care.
- Acquire the knowledge to recognize the various skin conditions and disorders.
- Develop the knowledge relating to products used by Estheticians & Massage Technicians and develop the ability to determine which products might be needed for individual customer usage.

**ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship, that is common to the fields of Esthetics and Massage
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

**GRADUATION REQUIREMENTS:**

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination and State Certification Agencies. **The student shall receive a diploma of completion of the chosen program upon graduation from the school.**

**LICENSING/CERTIFICATION REQUIREMENTS:**

The applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. An Estheticians license will be granted by the State of California only after the student has successfully completed and graduated, completing the required portion of the course pertaining to Estheticians as described above and passed the licensing exam with an overall average of 75%.

Effective September 1, 2009 students who have graduated from this institution and have reached the age of 18 years of age or older will be advised of the steps necessary to make written application to the Massage Therapy Organization of California (<https://www.camtc.com>) Students will be required to include with their written application the current required fee and to provide the Massage Therapy Organization with fingerprints that will be subject to review by the Dept. of Justice. Upon approval, and payment of applicable fees, certification will be issued and must be renewed every two years thereafter.

**Books:** Pivot Point Salon Excellence and Milady Theory and Practice of Therapeutic Massage

**Grading:**

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Cosmetology & Barbering Students will be assessed at 25%, 50%, 75% and 100% and Esthetics, Massage Therapy & Manicuring/Nail Care will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 11 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

**SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.**

Students need to retake tests scored below 70%. 70% is the minimum requirement – continued next page

Students must maintain a “C” average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

**STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students who receive Federal Student can lose eligibility by failing to meet satisfactory progress.**

## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

\*Note: Currently the State of California does not offer any licensing or certification for the Instructor Training course. Students taking this course will receive a certificate of completion to use to enhance their educational qualifications presented on their resume.

### CURRICULUM FOR INSTRUCTOR TRAINING COURSE

**(600 HOURS)**

The curriculum for students enrolled in an instructor training course shall consist of six-hundred (600) clock hours of technical instruction and practical operations covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the instructor trainee of teaching techniques and principles. It is noted that 150 hours are devoted to clinical/theory experience and 450 Practical Operations, which shall include all phases of being an Instructor.

#### TECHNICAL SUBJECT

#### THEORY HOURS

- |  |           |
|--|-----------|
| 1. The Cosmetology Act and the Rules and Regulations of the Bureau   | <b>10</b> |
| 2. Preparatory instruction   |           |
| (A) Instructional techniques: method of instruction, lecture, Orientation:<br>Demonstration: performance: communication skills: instructional aids and the use of questions to promote learning. | <b>40</b> |
| (B) Organization techniques: 4 step teaching method: performance objectives: and learning domains, etc.  | <b>30</b> |
| (C) Lesson planning: Subject: title: outlines: development: and visual aids, etc.  | <b>60</b> |
| (D) Techniques of evaluation: purpose of tests: types of tests: test administration: scoring: and grading, etc.  | <b>10</b> |

#### PRACTICAL OPERATIONS

- |  |            |
|--|------------|
| 1. Preparatory Instruction   | <b>100</b> |
| 2. Conducting classroom and technical instructions and demonstrations for three (3) or more students on all practices of cosmetology, including the Barbering and Cosmetology Act and Rules and Regulations. (Shall be conducted under the supervision of a licensed instructor) | <b>140</b> |
| 3. Supervising and Training of students while they are practicing the art of cosmetology on a live person or mannequin in a classroom or laboratory.   | <b>210</b> |

\*\*\* A student enrolled in the instructor training course may not engage in the school in a complete service connected with any practice or combination of practices of cosmetology upon a paying patron who is paying for services or materials and shall not be permitted to enroll in a second course except following examination failure after the preceding course.

#### **INSTRUCTOR TRAINING PERFORMANCE OBJECTIVES:** To develop the ability to:

- Teach related information, manipulative operations, and techniques.
- Use various teaching aids, such as instruction sheets, visual aids, and tests.
- To provide information about specific teaching techniques used by the vocational teacher in the working area as well as in the classroom.

#### **TO DEVELOP AN APPRECIATION OF:**

- The necessity for constant effort towards achievement of professional competency as a teacher

#### **SKILLS TO BE DEVELOPED:**

- Occupational experiences and personal characteristics that will upgrade the cosmetology profession by producing quality students
- Lesson plans, outlines, procedures and tests that will insure student comprehension and will instill a will to learn in even the most difficult student.
- A course content that reflects a comprehensive and correlated unit of study.
- Instructional materials that will facilitate set-up and preparation of classes.
- Supplemental teaching aids that will give the student a variety of ideas from which to draw and maintain motivation.

#### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF THIS COURSE:**

The successful Instructor Trainee shall have satisfactorily completed Theory and Operations required by the Bureau of Barbering & Cosmetology with an average grade of 70% or better. He or she will be awarded a diploma certifying his or her graduation. He or she shall possess a high school diploma, and shall have passed the Cosmetology Instructor licensing exam with an overall average of 75%

#### **GRADUATION REQUIREMENTS:**

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Currently, at this time there is no licensing or certification offered by the State of California for instructors.



## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, Cont'd International School of Beauty

**Books:** Milady's On Becoming A Cosmetology Teacher by James K. Nighswander and A. Dan Whitley  
Material from Pivot Point

### Grading:

- Students will be tested and receive a letter grade after the completion of each theory course module
- In most instances, tests will be graded during class, immediately after the completion of the test, and after recording the results on student's individual grade sheet, the test will be returned to student.
- Students will be tested on their Basic Practical Operations at the end of the freshmen class hours and upon evaluation by the Freshmen Class Instructor, will be approved to graduate to work on the clinic floor.
- Cosmetology & Barbering Students will be assessed at 25%, 50%, 75% and 100% and Esthetics, Massage Therapy & Manicuring/Nail Care will be assessed at 50% and 100% of their class attendance (depending upon class clock hours) and receive a grade as outlined in the S.A.P. (see page 11 of this catalog)
- Students will receive a copy of their progress report upon the completion of each evaluation period.
- Overall Grades are determined on the basis of the student's attitude and his/her ability to perform elements of the course curriculum. Approximately 25 percent of the grade will be based upon written tests, 50 percent, upon attendance and the remaining 25 percent is based upon practical performance skills.

Letter Grades are determined as follows:

90% to 100%	"A" Excellent
80% to 89%	"B" Good
70% to 79%	"C" Average
60% to 69%	"D" Needs to Retake Test

Students need to retake tests scored below 70%. 70% is the minimum requirement

Students must maintain a "C" average for successful progression and graduation. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making SATISFACTORY PROGRESS until the next scheduled evaluation. Students who do not meet such requirements shall be deemed to be either (1) *On Probation*, or (2) *Not Making Satisfactory Progress*.

**STUDENTS WILL BE EVALUATED AT THE END OF EACH TIME PERIOD TO DETERMINE WHETHER THIS MINIMUM STANDARD IS BEING MET. Students receiving Federal Student Aid can lose eligibility by failing to receive satisfactory progress.**

## **SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.**

### **COSMETOLOGY CROSS-OVER 200 CLOCK HOURS**

Because the Crossover Course Curriculums California Code of Regulations sections 950.8 and 950.9 **were repealed on July 1, 2015**, the Crossover Course Curriculums no longer require Board approval. The school will be responsible for making sure the students are getting the required hours and operations to qualify for an examination. Please note, the school can always require over and above the Board's minimum requirements. To qualify for the Barber examination a Cosmetologist or an individual that has completed the cosmetology course will need to complete 100 clock hours Practical Operations and 100 clock hours of technical instructions:

#### **SHAVING PREPARATION and PERFORMANCE**

The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures:

- Preparing the client's hair for shaving,
- Assessing the condition of the client's skin,
- Performing shaving techniques
- Applying after-shave antiseptic following facial services
- Massaging the client's face, using rolling cream massage techniques

**MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION: 100**

**MINIMUM REQUIRED NUMBER OF ACTUAL PRACTICAL OPERATIONS: 40**

**PLEASE NOTE: This school does not feel that meeting "minimum" requirements necessarily makes the student proficient, therefore, this school suggests that the student should strive to complete a minimum of 100 shaves.**

#### **COSMETOLOGY CROSS-OVER COURSE GOALS:**

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

#### **COSMETOLOGY CROSS OVER PERFORMANCE OBJECTIVES**

- To successfully acquire the knowledge of the laws and rules regulating California barber establishment practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin
- To successfully acquire knowledge of the general theory and practical procedures relative to barbering, including shaving and rest facials.
- To successfully acquire business management techniques which are common to the Barber profession.

#### **THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:**

- Learn the proper use of implements relative to all BARBER services.
- Acquire the knowledge of analyzing the scalp, and face before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all barbering services.

#### **ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship, which is common to the barbering field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

#### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE COSMETOLOGY CROSS-OVER BARBER COURSE:**

The student shall have completed "Theory and Operations" as required by the California Code of Regulations sections 950.8 and 950.9 With an average grade of " (70%) or better.

## **SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.**

### **GRADUATION REQUIREMENTS:**

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. The student shall receive a diploma of completion of the chosen program upon graduation from the school.

### **LICENSING REQUIREMENTS:**

The applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology Cross Over course as described above and passed the licensing exam with an overall average of 75%.

**Books:** Milady – Standards of Cosmetology

**SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.**

**BARBER CROSS-OVER 300 CLOCK HOURS**

Because the Crossover Course Curriculums California Code of Regulations sections 950.8 and 950.9 **were repealed on July 1, 2015**, the Crossover Course Curriculums no longer require Board approval. The school will be responsible for making sure the students are getting the required hours and operations to qualify for an examination. Please note, the school can always require over and above the Board's minimum requirements. To qualify for the Cosmetology examination a Barber, or an individual that has completed the Barbering Course will need to complete 200 clock hours Practical Operations and 100 clock hours of technical instructions to include Orientation **200 CLOCK HOURS**

**MANUAL, ELECTRICAL and CHEMICAL FACIALS**

The subject of manual, electrical and chemical facials shall include, but is not limited to the following techniques and procedures:

- Manual Facials including cleansing, scientific manipulations, packs and masks
- Electrical Facials include the use of electrical modalities, 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.
- Chemical Facials include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only the non-living, uppermost layers of the 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 Section 992 regarding skin peeling.

**MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION: 25**

**MINIMUM REQUIRED NUMBER OF ACTUAL PRACTICAL OPERATIONS: 40**

**PLEASE NOTE:** This school does not feel that meeting "minimum" requirements necessarily makes the student proficient, therefore, this school suggests that the student should strive to complete: 30 Manual Facials, 15 Electrical Facials and 15 Chemical Facials. (60 total)

**EYEBROW BEAUTIFICATION and MAKE-UP**

The subject of Eyebrow Beautification shall include, but is not limited to, the following issues:

- Eyebrow Arching and Hair Removal; including the use of wax, tweezers, electric or manual, and depilatories for the removal of superfluous hair.

The subject of Make-up shall include, but is not limited to, the following issues:

- Skin analysis
- Complete and corrective make-up
- Lash and brow tinting
- Application of false eyelashes

**MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION: 25**

**MINIMUM REQUIRED NUMBER OF ACTUAL PRACTICAL OPERATIONS: 40**

**PLEASE NOTE:** This school does not feel that meeting "minimum" requirements necessarily makes the student proficient, therefore, this school suggests that the student should strive to complete a 15 Eyebrow Beautifications and 30 Make-Up applications

## **SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.**

### **100 clock hours**

#### **TECHNICAL INSTRUCTION AND PRACTICAL TRAINING IN MANICURING and PEDICURING**

The subject of Manicuring and Pedicuring shall include, Orientation, but are not limited to, the following issues:

- Water and oil manicuring; including nail analysis,
- Hand/foot and arm/ankle massage

**MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION: 25**

**MINIMUM REQUIRED NUMBER OF ACTUAL PRACTICAL OPERATIONS: 25**

**PLEASE NOTE:** This school does not feel that meeting “minimum” requirements necessarily makes the student proficient, therefore, this school suggests that the student should strive to complete 20 manicures and 15 pedicures.

#### **ARTIFICIAL NAILS AND WRAPS**

- Artificial nails including acrylic; liquid and powder brush-on
- Artificial nail tips
- Artificial nail wraps and repairs.

**MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION: 25**

**MINIMUM REQUIRED NUMBER OF ACTUAL PRACTICAL OPERATIONS: 120 nails**

**PLEASE NOTE:** This school does not feel that meeting “minimum” requirements necessarily makes the student proficient, therefore, this school suggests that the student should strive to complete as many additional individual practice nails as possible. The more done the more proficient.

#### **BARBER CROSS OVER COURSE GOALS:**

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

#### **BARBER CROSS OVER PERFORMANCE OBJECTIVES**

- To successfully acquire the knowledge of the laws and rules regulating California cosmetology establishment practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin and nails.
- To successfully acquire knowledge of the general theory relative to cosmetology, including facials, manicuring and pedicuring relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the Cosmetology profession.

#### **THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:**

- Learn the proper use of implements relative to all cosmetology services.
- Acquire the knowledge of analyzing the scalp, face, and hands before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all cosmetology services.

#### **ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship, this is common to the cosmetology field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

#### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE COSMETOLOGY COURSE:**

The student shall have completed “Theory and Operations” as required by the California Code of Regulations sections 950.8 and 950.9 with an average grade of “C” (70%) or better.

#### **GRADUATION REQUIREMENTS:**

A student shall complete all required classroom and practical/laboratory education and training; with a grade-point average of no less than 70%, shall have paid all tuition due, will have a completed SAP evaluation and will have had an exit interview with administration. Students who have reached the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination. The student shall receive a diploma of completion of the chosen program upon graduation from the school.

#### **LICENSING REQUIREMENTS:**

The applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Cosmetology license will be granted by the State of California only after the student has successfully completed and graduated from the Cosmetology course as described above and passed the licensing exam with an overall average of 75%.

**Books:** Pivot Point Salon Excellence

## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

### CURRICULUM FOR PRO MAKEUP ARTISTRY PROGRAM: 90 Total Clock Hrs.

The curriculum for students enrolled in a makeup artistry program shall consist of ninety (90) clock hours of technical instruction and practical lab operations covering all practices constituting the art of makeup artistry. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 90 hours are devoted to clinical/theory and practical experience, which shall include all phases of makeup artistry. Such technical instruction and practical operations shall include:

#### 45 HOURS MINIMUM OF PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

##### # of Lab Practical Operations to be completed in 45 hours

5	Disinfection
10	Foundation Application- Canvas Preparation
10	Eye shadow Applications (Day and Evening)
10	Eyeliner Applications
5	Smokey and Glamour Makeup Applications
5	Bridal Makeup Applications

#### SUBJECT OF TECHNICAL INSTRUCTION:

#### 45 Hours (Minimum) of Technical Instruction

1.	Understanding your tools (Shall include the importance of brushes, their use, shape, and disinfection and storage.	02
2.	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The five 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.)	03
3.	Color Theory (shall include skin analysis, color swatching, the gray scale, color correction, the identification of shade and undertone and the use of the color wheel.)	04
4.	Fundamentals of foundation (shall include product knowledge, principles of product application and blending, and the various textures and uses when applying to different skin tones and types.)	03
5.	Preparing the Canvas and Understanding Face Shapes (shall include procedures to prepare the skin or the application of cosmetics, cleansing, skin analysis, client consultation, identifying face shapes, points of correction, and highlighting and contouring.)	03
6.	Eyebrow Beautification (shall include identifying the parts of the brow, shape, and length.	
7.	Product knowledge- color selection and the use of cosmetics to cover and enhance the shape of the brows.)	03
8.	Fundamentals of Blush and Lips (shall include product knowledge, identifying points of application, correction, shaping, and re-shaping)	03
9.	Fundamentals of Eye shadow (Shall include product knowledge, identifying different eye shapes, identifying points of application, and application of daytime, evening, and glamour)	05
10.	Bridal Makeup (Shall include building you bridal business: contracts, pricing, and advertising. Working under different conditions, seasons, hours, and working with the bride, bridal party, and additional staff to be hired.)	03
11.	Makeup throughout the ages (Shall include a look at history and identifying looks for different periods in time and how they may be useful in different mediums such as theatre, social media, and advertisement)	03
	Business Planning (Shall include understanding mediums such as print, social, and film. Developing a website, selecting a business card, and creating a business name and logo.)	05
12.	Glamour Makeup and Skill Advancement (shall include men's grooming, working on mature skin, and glamour looks such as advanced smoky eye, cut crease technique, and incorporating face paint, rhinestones, and sponge techniques)	03
13.	Building a Portfolio (shall include a photo shoot. Students create three different looks and have a session with a photographer with the opportunity to choose lighting, background, and model's stance to best enhance their work.)	05
		45 total

#### PRO MAKEUP ARTISTRY COURSE GOALS:

- To successfully master training requirements needed to be recognized in the industry as a Certified Makeup Artist.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Makeup Artist.
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.

## **SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.**

### **PRO MAKEUP ARTISTRY PERFORMANCE OBJECTIVES**

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of skin and cosmetics.
- To successfully acquire knowledge of the general theory relative to makeup artistry, including product knowledge and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to makeup artistry.

### **THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING:**

#### **SKILLS:**

- Learn the proper use of implements relative to all makeup artistry services.
- Acquire the knowledge of analyzing the skin, and face before all services to determine any disorders.
- Learn the procedures and the terminology used in performing all makeup artistry services.
- Learn the application of daytime and evening make/up to include the application of false eyelashes.

#### **ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship, common to the makeup artistry field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE MAKEUP ARTIST COURSE:**

The student shall have completed "Theory and Operations" required by this Institution with an average grade of "C" (70%) or better.

### **GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in the makeup artistry program with a grade average of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation. Students will be assisted in completing the necessary documents to file for the appropriate pro card applications recognized by top leading companies in the industry.

### **CERTIFICATION REQUIREMENTS:**

The applicant must be 17 years of age or older and have completed the 10<sup>th</sup> grade. A Certificate of Completion will be granted by this institution after the student has successfully completed this course as described above.

**Books: Makeup Designory's: "Beauty Make-up" Theory Book**

## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty

### CURRICULUM FOR HAIR EXTENSION ADVANCED TRAINING PROGRAM 24 Total Contact Hrs.

The curriculum for students enrolled in an advanced training strand hair extension program shall consist of twenty-four (24) clock hours of technical instruction and practical lab operations covering all practices constituting of the art of hair extension applications. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 24 hours are devoted to clinical/theory and practical experience, which shall include all phases of hair extension applications. Such technical instruction and practical operations shall include:

#### 12 HOURS MINIMUM OF PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

##### # Of Lab Practical Operations to be completed in 12 hours

02	Disinfection and Sanitation
02	Strand to Strand and Track Hair Metal Extend Tube Applications
01	Plastic Shrink Tube Application
01	Keratip (Fusion) Extension Application
01	Skin Weft Extension Application
01	Micro Tip Extension Application
01	Hair Enhancements: to include the application of Decorative Extensions such as Tinsel and Feathers
03	Hair Extension Removal

#### SUBJECT OF TECHNICAL INSTRUCTION:

#### 12 Hours (Minimum) of Technical Instruction

1.	Understanding your tools (Shall include the importance of tools used for application, removal, and shaping of all extension methods as well as disinfection and storage)	01
2.	Disinfection and Sanitation (shall include procedures to protect the health and safety of the consumer as well as the technician. The <i>two</i> 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.)	02
3.	Fundamentals of Extensions: (shall include the application and removal of the metal extend tube applications with the use of strand to strand hair as well as track hair, plastic shrink tube method, keratin (fusion) method, skin weft method, micro tip method, and the hair enhancements to include decorative items such as feathers and tinsel.)	03
1.	Client Consultation (shall include the proper care for extension hair as well as own hair, product knowledge, and proper method chosen to specifically meet client's needs.)	02
2.	Classifications of hair (shall include a thorough explanation of where hair comes from, how it is manufactured, how it is classified into color, shape, length, and quality. A thorough description will be given so student can identify the difference between synthetic, natural, yaki, human, pure remy, and virgin to make the best selection to meet the client's needs.)	01
3.	Preparation and Application (shall include the proper sanitary order and tools required for each service in order to maximize the operator's workstation. Application and removal of all extension methods will be demonstrated to ensure the lifespan of the service, as well as the appropriate removal for the well-being of the patron's hair.)	01
4.	Shaping and Trimming (Shall include a thorough description and demonstration of methods used to trim, cut, and shape the various forms of extensions learned in the class.	01
5.	marketing and Building your Business (Shall include building your hair extension business: pricing, advertising, and a adding extension services to an already existing beauty service menu.)	01
		<u>12 total</u>

#### HAIR EXTENSION ADVANCED TRAINING PROGRAM GOALS:

- To successfully master training requirements needed to apply and remove various methods of hair extensions to help meet the client's needs.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career in the application of hair extensions.
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.

#### HAIR EXTENSION ADVANCED TRAINING PROGRAM PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of the application and removal of the various methods hair extensions provided in the program.
- To successfully acquire knowledge of the general theory relative to the application and removal of hair extensions, including product knowledge and theory relative to practical procedures performed.



- To successfully acquire business management techniques which are common to the hair practitioner.

## **SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty**

### **THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:**

- Learn the proper use of implements relative to the application and removal of extensions.
- Acquire the knowledge of analyzing the client's hair and scalp condition before all services to determine any contra indications to receiving services.
- Learn the procedures and the terminology used in providing and purchasing future material in order to perform all extension methods learned in the program.
- Learn the cutting and shaping of extensions in order to completely fulfill the requested services.

### **ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship, common in the application and removal of hair extensions.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE HAIR EXTENSION ADVANCED TRAINING PROGRAM:**

The student shall have completed "Theory and Operations" required by this Institution with an average grade of "C" (70%) or better.

### **CERTIFICATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in the hair extension advanced training program with a grade average of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

The applicant must be 17 years of age or older and have completed high school. A pre-requisite is that student's participating in the program must also be enrolled or have been enrolled in the Cosmetology or Barbering Programs or licensed in one of the two fields. A Certificate of Completion is meant to compliment the licensee in order to be able to provide services to customers who would like to receive a specialty services not always provided by hairdressers without the proper training. A Certificate of Completion will be granted by this institution after the student has successfully completed this course as described above.

## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

### CURRICULUM FOR ADVANCED SKIN CARE TECHNIQUES PROGRAM

#### 90 Total Clock Hours to complete course requirements

The curriculum for students enrolled in the Advanced Skin Care Techniques Program, the program shall consist of ninety (90) clock hours of technical instruction and practical lab operations covering all practices constituting the advanced facials, chemical peels, speed waxing and dermaplaning. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 90 hours are devoted to clinical/theory and practical experience, which shall include all phases of advanced skin care techniques. Such technical instruction and practical operations shall include:

#### 45 HOURS MINIMUM OF PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

##### # Of Lab Practical Operations to be completed in 45 hours

7	Disinfection
6	European Facials with Electrical Modalities
6	Customized Facial Treatments: Anti-Aging, Deep Pore Cleansing and Chemical
10	Lite Chemical Peels: AHA BHA Enzymes Vitamin A and Micro-Dermabrasion
6	Down Time Peels Jessner and TCA
5	Derma Planning
5	Speed Waxing Procedures
45 total	

##### SUBJECT OF TECHNICAL INSTRUCTION:

##### 45 Hours (Minimum) of Technical Instruction

1.	<b>Fundamentals of Electrical Machines:</b> (shall include galvanic high frequency, vacuum, micro-current and light.)	<b>05</b>
2.	<b>Disinfection and Sanitation and Salon Safety:</b> (shall include procedures to protect the health and safety of the consumer as well as the technician. The <u>seven</u> 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.)	<b>06</b>
3.	<b>Massage and Manipulations-</b> (shall include basic and advanced massage techniques. Massage rhythm and fluidity)	<b>05</b>
4.	<b>Anatomy, Physiology, and Functions of the Skin:</b> (shall include how all esthetics treatments impact the skin)	<b>10</b>
5.	<b>Disorders and Diseases of the Skin:</b> (shall include contra-indications to all esthetic treatments.)	<b>04</b>
6.	<b>Product Knowledge:</b> (shall include proper use of all products for specific services and their effect on different skin types)	<b>06</b>
7.	<b>Client Consultation and Skin Analysis:</b> (shall include steps to ensure proper client consultation and how to analyze different skin types for the customization specific treatments)	<b>06</b>
8.	<b>Business Planning</b> (shall include long term treatments for each client and also seasonal promotions and package deals, using social media	<b>03</b>

**45 total**

## **SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.**

### **SKIN CARE PRACTITIONER GOALS:**

- To successfully master training requirements needed to be recognized in the industry as a Skin Care Practitioner who is well versed in advanced skin care techniques.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others, as is relative to having a successful career as a Skin Care Practitioner.
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.

### **PERFORMANCE OBJECTIVES**

- To successfully acquire the knowledge of the laws and rules regulating California cosmological establishments' practices.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases of skin and related products.
- To successfully acquire knowledge of the general theory relative to advanced skin care techniques, including product knowledge and theory relative to practical procedures performed.
- To successfully acquire business management techniques which are common to the skin care industry.

### **THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:**

- Learn the proper use of implements relative to advanced skin care specialized services.
- Acquire the knowledge of analyzing the skin, and face before all services to determine any disorders and have an understanding of contra-indications
- Learn the procedures and the terminology used in performing skin care services.
- Learn the application of chemical peels, skin care products, electrical modalities and machines relative to providing advanced skin care techniques.

### **ATTITUDES AND GOALS:**

- To be able to appreciate good workmanship, common to the skin care field.
- To possess a positive attitude toward the public and fellow workers.
- To appreciate honesty and integrity in oneself and others.
- To have an improved personality while dealing with patrons and colleagues.

### **REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE ADVANCED SKIN CARE TECHNIQUES PROGRAM:**

The student shall have completed "Theory and Operations" required by this Institution with an average grade of "C" (70%) or better.

### **CERTIFICATION REQUIREMENTS:**

The applicant must be 17 years of age or older and have completed high school or earned a GED equivalent.

Pre-Requisite: Student must have completed a minimum of 600 contact hours in an Esthetics program or already be a licensed Esthetician, Cosmetologist.

A Certificate of Completion will be granted by this institution after the student has successfully completed this course as described above.

### **Books and Educational Material:**

Manuals and handouts specific to each module (i.e waxing, peels, machines, microdermabrasion, dermaplaning, etc.)

Book: Skin Care Beyond the Basics by Mark Lees

## SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.

### CURRICULUM FOR ADVANCED HAIR COLOR CERTIFICATION PROGRAM 80 Total Hours to complete course

The curriculum for students enrolled in the Advanced Hair Color Certification Program, is based on the ABCH Curriculum (American Board of Certified Haircolorist) and sponsored by STRANDS Italian Hair Color. The program shall consist of eighty (80) clock hours of technical instruction and practical lab operations covering all practices constituting the art of advanced hair color concepts and techniques. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operations shall mean actual performance by the student of a complete service on another person or mannequin. It is noted that 80 hours are devoted to clinical/theory and practical lab assignments, which shall include all phases of advanced hair color chemistry, study of the hair, product knowledge, color formulation, advanced techniques and applications, concepts of bleach and the study of lighteners.

### 40 HOURS MINIMUM OF PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

#### # Of Lab Practical Operations to be completed 40 hours

6	Preparation of Hair Swatches for demonstration of color concepts	
10	Preparation of Hair Swatches for demonstration of processing on different natural hair color categories, degrees of porosity, texture and elasticity	
8	Foil Placement Application: Demonstration of slices and weave techniques for gray reduction, coverage and blending	
8	Advanced Foil Placement of bleach and color for demonstration of highlights/lowlights, tone on tone, and re-touch applications	
8	Application of Bleach, Lighteners and Color for bleach re-touch, reverse highlights and in preparation for final practical exam	

#### SUBJECT OF TECHNICAL INSTRUCTION:

#### 40 Hours (Minimum) of Technical Instruction

1.	<b>Chemistry of Hair Color:</b> shall include the study of the chemical composition, processing and formulation of different classifications of color, bleaches, and Hydrogen peroxide	08
2.	<b>Study of Hair;</b> shall include identifying natural hair color, hair color categories, stages of lightening, rules of natural hair color, color formulations, recommended techniques and the study of the porosity of the hair	10
3.	<b>Strands Color Concepts:</b> will include the art of color formulation, and gray coverage, which shall include the identification of gray hair, pattern/percentage dictate method, common problems with covering gray hair and various strategies for the different categories	08
4.	<b>Advanced Color Techniques:</b> shall include concepts of highlight/lowlight applications and tone-on tone	08
5.	<b>Concepts of Bleach and the Study of Lighteners:</b> shall include bleach re-touch, reverse highlights and instruction for final practical exam	06
		<u>40 total</u>

#### ADVANCED HAIRCOLOR CERTIFICATIONS GOALS:

- To successfully master training requirements needed to be recognized in the industry as an advanced Haircolorist.
- To complete the requirements of this program from this institution possessing both skill and knowledge necessary to receive a certificate of completion.
- To successfully acquire the knowledge and ability of bringing predictability and ethical professional behavior for the well-being of the consumer and enhancing excellence in customer service.

#### ADVANCED HAIRCOLOR PERFORMANCE OBJECTIVES

- To successfully acquire knowledge of the general theory of standardized criteria in order to qualify to take the ABCH Certified Haircolorist Examination.
- To successfully acquire the competence and knowledge in a level of excellence to create credibility in the eyes of the consumer.
- To successfully acquire the successful use and application of Strands hair color products.

#### THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING:

##### SKILLS:

- Learn the proper use of tools and product associated with hair color.
- Acquire the knowledge of identifying the needs of the individual client with successful results
- Learn the procedures and the terminology used in performing all hair color services.
- Learn the application of all hair color products, to achieve desired results.

##### ATTITUDES AND GOALS:

- To be able to appreciate good workmanship
- To possess a positive attitude toward the public and fellow workers.
- To encourage the highest level of excellence in the field of hair coloring.
- To have an improved personality while dealing with patrons and colleagues.

**SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, I****REQUIREMENTS FOR SATISFACTORY COMPLETION OF THE STRANDS ADVANCED HAIRCOLORIST CERTIFICATION:**

The student shall have completed "Theory and Operations" required by this Institution with an average grade of "C" (70%) or better.

**GRADUATION REQUIREMENTS:**

When a student has completed the required theory hours and practical operations in the Strands Advanced Haircolorist Certification program with a grade average of "C" (70%) or better, he or she is awarded a diploma certifying his or her graduation.

**CERTIFICATION REQUIREMENTS:**

The applicant must have completed a minimum of 800 hours of Cosmetology or Barbering in an accredited school or hold current Cosmetology or Barbering License. A Certificate of Completion will be granted by this institution after the student has successfully completed this course as described above.

**Books: ABCH Study Portfolio: Comprehensive, Generic, Hair Color Study Guide**

**SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION Cont'd International School of Beauty, Inc.**

**STUDENT COMPLAINT PROTOCOL  
PURSUANT TO §73770**

- A. DESIGNATED PERSON: Associate School Director/Business Administrator
- B. DESIGNATED PERSON: Degree of Authority

Note: If the Associate School Director is available then you may be seen immediately, or may request an appointment to discuss a problem.

- A. This institution shall designate at least one person to receive and resolve student complaints. The person shall:
  - i. Be publicly identified in a manner designed to provide students with reasonable notice, such as in the catalog or in the Notice of Student Rights prescribed by § 9431.20 of the Code, and
  - ii. Be regularly accessible for reasonable periods of time before or after class sessions and during the range of time in which students are scheduled to attend the institution.
- B. The designated person shall have the authority and duty to do all of the following:
  - 1. Complaints shall be investigated thoroughly, reviewing all documents and people related or possibly related to the problem
  - 2. Reject the complaint in any reasonable manner, including the payment of a refund.
  - 3. Record a summary of the complaint, its disposition, and the reason for the disposition; place a copy of the summary, along with any other related documents, in the students file, and make an appropriate entry in the log of student complaints.
  - 4. If a complaint is valid, and involves a violation of law, and it is not resolved within 30 days after the complaint is first made by the student, notification will be made to the council, the accrediting association, and law enforcement authorities, outlining the complaint, ensuing investigation, and the resolution or lack of thereof. A person who has a duty to provide notice under this paragraph is not required to disclose any matter to the extent of the person's privilege under section 940 of the evidence code. If the authorized person does not provide all of the information required by this paragraph, because of a claim of privilege under section 940 of the evidence code, the school shall appoint another person, who may not lawfully claim that privilege to provide the omitted information.
  - 5. If the complaint is valid, determine what other student(s) if any, may have also been affected by the same, or similar, circumstances and provide an appropriate remedy for those students.
  - 6. Implement reasonable policies or procedures to avoid similar complaints in the future.
  - 7. Communicate directly to any person in control, regarding complaints, their investigation, and resolution or lack of resolution.
- C. A student may lodge a complaint by communicating orally, or in writing to any teacher, administrator, Admissions personnel or Counselor. The recipient of the complaint shall transmit it as soon as possible to the person authorized to resolve complaints and shall attempt to resolve complaints related to that persons' duty.
- D. If a student orally delivers the complaint and the complaint is not resolved either within a reasonable period, or, before the student again complains about the same matter, the School shall advise the student that a complaint must be submitted in writing, and the student shall be provided a written summary of the School's complaint procedures.
- E. If a student complains, in writing, the School shall, within ten (10) days of receiving the complaint, provide the student with a written response, including a summary of the School's investigation and disposition of said complaint. If the complaint, or relief requested by the student, is rejected, the reasons for the rejection must be provided.
- F. The student's participation in the complaint procedure and the disposition of a student's complaint shall not limit or waive any of the rights of the student or remedies. Any document, signed by the student, that purports to waive the student's rights and remedies, shall be considered null and void.
- G. If a student complains, in writing, the complaint shall be signed with his/her signature, or if multiple students have registered a complaint, all of those persons registering the complaint, shall sign the complaint. If, those who have registered the complaint have not signed the complaint, then the School will not address the complaint. This is to avoid rumor, and shall be considered a reasonable procedure to avoid similar complaints.

## MEET THE STAFF!

### ***OWNER Palm Desert SCHOOL DIRECTOR/Corporate CEO***

**Mr. Ronald G. Holbert** is a graduate of San Diego State University with a BA degree and a graduate of Cal Western School of Law, San Diego with a Jurist Doctor degree, receiving his license to practice law in California as well as Nevada. Mr. Holbert has served as legislature bill drafter with the Nevada State Legislature and has operated a private law practice specializing in Mortgage banking and real estate recovery and ancillary legal proceedings. He is a member of the Vietnam Helicopter Pilots Association and the Nevada and California Trial Lawyers Association. He has become interested in promoting the advancement of quality education in the field of Cosmetology as a result of his association and subsequent marriage to Mirela Marinescu, a well-known Skin Care Specialist in the desert. He brings his organizational skills, warm and friendly personality, as well as his knowledge of California law and the necessity to operate each school in total and complete compliance with all the State regulations so that each and every student is offered the opportunity to receive a quality education in the vocational field within the beauty industry. He has observed the expanding growth and has recognized the need for schools to provide the Coachella Valley with graduates who are “salon ready” professionals.

Director Certification #COAFS-05-378441

### ***INSTRUCTOR – CO-OWNER, CORP. VICE PRESIDENT, DIRECTOR Indio***

**Mirela Marinescu-Holbert** brings the dream and inspiration to this school. Without her vision and dedication to her profession coupled with the support of her husband, Ronald Holbert, these schools would not be a reality. Having emigrated here from Romania, only sixteen years ago, speaking little English and with two small children, Mirela is the living proof of the American Dream. She received her training in Bucharest, lived and worked in Paris, and came here to begin working as a cosmetologist. Soon, she opened her own, one person skin care business; a business that has now grown to three full-service skin care salons with a staff of ten Estheticians, a personal line of skin care products and famous signature facial. Also, as a trainer for CA Botana, an international skin care product manufacturer, she travels around the state, and recently in Asia, giving seminars and training sessions on all phases of skin care. It is from these travels and in offering monthly continuing education classes in advanced skin care, which are filled to capacity with students and professionals alike, that she began to see the need for a new specialized school. A school that provides the students with advanced education beyond teaching the skills to pass the State Board examination, which is clearly not enough to prepare the students to become total professionals who can secure stable and prosperous employment. It is truly her vision and dream that has been developed into this exclusive beauty school. Since the school opened in 2002 Mirela has received her Barber License and has received her Diploma from CIDESCO, an extremely prestigious international certification in Advanced Skin Care. She also has launched Strands Hair Color. A new and exciting color line that has been in development for almost 10 years. She is also a Certified Haircolorist granted by ABCH. (American Board of Certified Haircolorists) Mirela is, indeed, an inspiration to students and staff alike. Instructor Certification # COAFS-05-378283 Director: COAFS-06-383509 Esthetician License #360442Z Cosmetology License # KK234854, Barber License # B84848

### **BUSINESS/OFFICE MANAGER and COMPLIANCE OFFICER**

**Claire Amaro** is a graduate of our school, having received her license in Cosmetology in 2009. She is also an experienced bookkeeper with Accounting credits. She handles, with humor, expertise and professionalism, the handing of all of the administrative office business. Claire also handles the day-to-day applications of State, Federal and Accreditation compliance requirements and will continue to advise students and supervise registration. We are delighted to have her as part of our team.

Cosmetology License Number KK503060

**EDUCATIONAL SUPERVISOR**

**Alejandra Martinez**, better known as “Miss Alex” holds a Vocational Education Teaching Credential from the State of California and an Instructor certification by the Bureau for Private Postsecondary and Vocational Education. She has been teaching since 1993 and brings to this organization an innovative teaching style along with the admiration and testimonials from many of her former students. Having taught at other local cosmetology schools in the desert communities, she has expressed her desire to associate herself with schools that set high standards of learning goals, and an honest and sincere desire to put the needs of the students first. She has found those qualities with the International School of Beauty, Inc. Having been with the school, and instrumental in its development, since the school’s inception, she brings such a wealth of experience and dedicated loyalty to the students as well as the school owners. In 2003 she received the distinction of “Teacher of the Year”, an award sponsored by Super Cuts of Southern California. She is a beautiful, happy and dedicated teacher and these schools are lucky to have her on staff and offering her unique style of teaching. Teacher Credential. 000079690 Instructor Certification: # BBRS-5FDUFF2002 Cosmetology License # KK264348 Associate Director COAFS: 06 – 384915. Barber License:

**INSTRUCTOR: Senior Cosmetology Floor Supervisor**

**Judy Garcia** graduated from this school and furthered her education with the Instructor Training Program. She has a bubbly personality, easy going and the love she has for Cosmetology is never ending. She is continuously furthering her education to stay on top of the latest trends and sharing her knowledge with her fellow students.

. Cosmetology License Number#: KK496847

**INSTRUCTOR: Clinic Floor**

**Dominica Pop** is a graduate in Cosmetology from our Palm Desert Campus but she was a licensed and working hair stylist in her native country Romania for a number of years. Dominica is a floor supervisor on the Senior Floor and is always willing to lend her expertise. The students learn so much from her skill in creating “finished” hair styles, expert blow drying styles and color knowledge. She says that she gains so much gratification when she sees how a student progresses from skill to skill, gaining confidence and expertise by the time of graduation. The students absolutely love her and so do we! Cosmetology License Number KK513321

**INSTRUCTOR: Freshman Room**

**Victor Simmons** joined our team in October of 2015. Victor is born and raised in the Coachella Valley and has spent the last 11 years working and training as a hairdresser. His time in the industry has awarded him numerous opportunities and the honor to work alongside the best professionals. Victor’s passion is to continue elevating his talent and passing any knowledge he picks up along the way to others. Victor also works in a salon on his off days from school.

Cosmetology License Number KK463378 Barber License Number 96898

**INSTRUCTOR: Barbering, Cosmetology, Esthetics**

**Lisa Nabb** is a graduate in multiple programs from our Palm Desert Campus: Cosmetology, Esthetics, Barbering, & Manicuring/Nail Care. She decided that teaching was her goal so she also took the Instructor Training Course and has been providing all of our students with her excellent knowledge, specializing mainly with incoming freshmen in Cosmetology and Barbering. Lisa also holds State Board classes for our students, she also maintains the Kit Rentals for Esthetic Students and supervises on the clinic floor. She has taken many advanced training courses in Esthetics and most recently a 5 week intensive Make-Up course. She is motivated, organized and dedicated to the beauty industry. Barber License Number B88643

Cosmetology License Number KK530926, Manicurist License Number M284369, Esthetician License Number Z70125, Barber License Number B88643



***INSTRUCTOR: Cosmetology & Barbering***

**Nancy Zamora** is a graduate and licensed Cosmetologist as well as a Certified Make-Up Artist. Her ability to convey the basics in practical and theory with loving patience makes her well suited to work with the freshmen students (Cosmetologists and Barbers). Being a “new” student can be intimidating and, as with all the other instructors who have graduated from our school, then possess great empathy and understanding, therefore, can relate to the students. Nancy has settled into her position with ease and confidence. Cosmetologist License # KK516317

***INSTRUCTOR: Barbering***

**Ana Velarde** comes to us with over 8 years of experience as a Barber. Ana has also gone through our Instructor Training Program and is a Certified Makeup Artist. Ana’s passion for the industry shows in her teaching skills with her students.

***INSTRUCTOR: ADVANCED EDUCATION/MASSAGE THERAPY***

**Wendy McCoy** currently practices Massage at our Spa in La Quinta, she has 14 years of experience in the field of Massage. She has worked at high end hotels and comes to us with extensive knowledge in Swedish Massage, Therapeutic, Aromatherapy, Deep Tissue, Reflexology, Body Scrubs and Wraps.  
Massage Therapy certification 43993

***INSTRUCTOR: ADVANCED EDUCATION/MASSAGE THERAPY***

**Heather Wallbrecht** is a graduate of our school from the Skin Care Specialist program as well as the Massage Program. Heather has worked at both our outside Spas as well as teaching in both programs at our school and is a wealth of knowledge and a pleasure to have on board.  
Esthetician License Number 107635 Massage Therapy certification 53530

**SECTION SEVEN: INSTRUCTIONAL PROGRAM INFORMATION, Cont'd** International School of Beauty, Inc.

**FINANCIAL AID OFFICER/ADMINISTRATOR:**

**Renee Bolen**, a graduate of our school, has put her knowledge of the beauty industry and her background in financial loan processing to good use as she counsels prospective students and guides them through the process of application for Federal Student Aid. The experience and knowledge of the US Department of Education's rules and regulations changes, virtually daily, as she strives to keep abreast on all the nuances of Financial Aid. We are so fortunate to have her to head up the Financial Aid Office. Cosmetology License #KK516215

**FINANCIAL AID ADMINISTRATOR:**

**Mihaela Mateescu**, a graduate of our school in the Esthetics program is also holds an Associate of Applied Science, Applied Accounting from College of Western Idaho. She also has a Bookkeeping Certificates2) from B.S.U. Workforce Training. Mihaela is very personable, professional, enjoys working with the students and she is very detail orientated in her approach to record-keeping, making her valued in her work in the financial aid office where attention to accuracy is mandatory. We are very happy to welcome her to our team.

**CUSTOMER SERVICE COORDINATOR:**

**Marie Glickman** joined the staff in 2011 and has proven to be a very valuable addition. She ably handles the reception desk, retail product ordering and student supervision and training of reception desk operations. She has a strong career background in corporate business and management. Being able to multitask is definitely her strongest quality!



## INTERNATIONAL SCHOOL OF BEAUTY, INC VETERAN'S ADDENDUM TO SCHOOL CATALOG

Dear Veteran:

**Thank you for your service to our country! It is gratefully appreciated.**

Thank you for your interest in enrolling in the International School of Beauty, Inc.

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Course:  Cosmetology  Barbering  Esthetics  Manicuring  Massage  
 Skin Care Specialist  Instructor Training  Barber Cross-Over to Cosmetology  
 Cosmetologist Cross-Over to Barber

The following criteria apply to your enrollment. Your signature below shall indicate you have read and understand the following enrollments that apply to all Veterans receiving grants from the Veterans Administration.

### **Prior Credits:**

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All previous education and training in any field will be evaluated prior to enrollment. Credit will be awarded were appropriate with the program being shortened accordingly. The student and the Veterans Administration will be promptly notified.

### **Maximum Time Frame:**

Veterans and other eligible persons must complete the program within the original contracted length of time.

### **Standard of Progress:**

If, at the end of any evaluation period in all approved programs, (25,50,75% and 100% of the program), the student's GPA is below "C" or attendance falls below 70%, the student will be placed on probation for the next evaluation period. If at the end of the probation the GPA remains below a "C" or attendance remains below 70%, the veteran's benefit will be interrupted and VA office notified.

### **Instructional Schedules:**

Veterans and other eligible persons will be certified for benefit based on the following instructional schedules selected at time of registration:

<u>Program</u>	<u>Hours</u>	<u>Hrs Per Weeks</u>	<u>No of Weeks</u>	<u>Hrs PerWeeks</u>	<u>No of Weeks</u>
Cosmetologist	1600	40	40	30	53
Esthetician	600	40	15	30	20
Manicurist	400	40	10	30	13.5
Barber	1500	40	37.5	30	50
Massage Therapist	600			25	24
Skin Care Specialist	900	40	22.5	30	30
Instructor Training	600	40	15	30	20
Barber Cross Over	300	40	7.5	30	10
Cosmetology Cross Over	200	40	5	30	6.5

Daily schedule for all classes (except Massage Therapy) includes Theory and Practical Operations: Tuesday through Saturday: 8:30 to 5:00pm (Includes ½ hours lunch)

Massage Therapy class is Monday through Friday: 3:00pm to 8:00 pm

Student Signature

Date