"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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International School of Beauty, Inc.
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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
CAMTC # SCH0119

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 Martínez

****

INSTRUCTIONAL STAFF
Alejandra Martinez
Mirela Marinescu-Holbert
Judy Garcia
Domica Pop
Nancy Zamora
Lisa Nabb
Wendy McCoy
Heather Wallbrecht
Carla Vargas

Consulting Educators
Catherine Sipovac

Customer Service
Receptionist
Heather Wallbrecht

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

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.

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. 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: This school has been authorized to offer instructional courses for the following fields, whose standards have been established by the California Department of Consumer Affairs; Board of Barbering and Cosmetology, P.O. Box 944226, Sacramento, CA. 94244-2260. Phone; 1-800-952-5210: **Cosmetology**: 1600 clock hrs. **Barbering**: 1500 clock hrs **Esthetics**: 600 clock hrs. Clock hrs. **Manicuring/Nail Care**: 400 clock hrs. **Esthetician-Skin Care Specialist** (includes 600 hrs 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) **Massage Therapy** 600 clock hrs. 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 their 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, 3015 Colvin Street, Alexandria VA 22314 (703) 600-7600, Fax 703-379-2200 (http://naccas.org)* **"**A student or any other member of the public with questions that have not been satisfactorily answered by the school or who would like to file a complaint about this school may contact the California Massage Therapy Council at: One Capitol Mall, Suite 800, Sacramento, CA 95814. www.camtc.org. phone (916) 669-5336, or fax (916) 669-5337." 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 RONALD G. HOLBERT Information in is catalog is current as of OCTOBER 2017 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.btyschool.com.

FACILITY DESCRIPTIONS:

Our facility operates in a combined space of 8480 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 seven 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, classrooms/practical work center and student resource center/lounge, as well as a wet lab, Massage room and restrooms are located in the adjoining suites to the clinic and next to this area is the practical and theory area for Esthetics. The maximum capacity for the Palm Desert school campus is 200 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 supply kits that will be issued by the 5th day of the start of 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 monitors related professional organizations so that continuing education and changes in regulatory conditions may be upheld to the highest degree. Examples of such organizations are: CAMTC, 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	School code # 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
CAMTC	Approval Code SCH0119

SECTION TWO: LEGAL NOTICES AND CERTIFICATIONS

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 www.naccas.org
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, Virginia 22314
(703) 600-7600 Fax: 703-379-2200

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

CAMTC www.camtc.org
(California Massage Therapy Council)
1 Capitol Mall, Suite 800
Sacramento, Ca 95818
(916) 669-5336 Fax: 916 669-5337

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 as well as Massage Therapy 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, employment placement 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.

PHILOSOPHY AND OBJECTIVES

The school operates under the California Corporation of INTERNATIONAL SCHOOL OF BEAUTY, INC. as 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, massage 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 : 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 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 their related industries 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 12th 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. State Board Examinations may be requested in other languages upon written request interpreters may be used.

EDUCATIONAL METHODOLOGY

The training programs are structured using clinic settings as close to actual working conditions of a spa or salon. The practical "hands-on" application accounts for 50 to 60 percent of the training program. Each module or phase 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. 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:

- Provide a copy of 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.
- Due to the nature of the massage therapy field, any student that has been convicted of a crime that is of sexual nature will be denied admission into the program.

NOTE: A student enrolled in an unaccredited institution is not eligible for federal financing programs. This campus is accredited by NACCAS.

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.

Re-enrollment will be approved by the Director's discretion and all students will return in the same status as they left. Please be aware that this institution will only retain 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 for current information on reciprocity.

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

TRANSFERABILITY OF CREDITS:

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.

TRANSFER OF CREDIT POLICY:

If any 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 or Transcript for the hours completed (only if their balance to the school is paid in full). 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.

Courses from other training programs or educational institutions, as well as from the military and the workplace, will be considered and evaluated for transfer of credit if completed in the past 5 years and no more than half of the program hours. A student requesting transfer of credit for previous coursework must have earned a grade of "C" or higher in that coursework, as documented by an official academic transcript from his/her former institution is required.
Massage Therapy Students may not transfer more than 250 clock hours into the program. Per the California Massage Therapy Council, Massage Therapy students are not eligible to receive credit for challenge examinations, achievement tests, or experiential learning. * CAMTC reserves the right, in its sole discretion to not accept all transfer hours.

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 ¾ time schedule attend at least 120 class hours per month. Massage Therapy class is from 8:30 am to 1:30 pm Monday through Friday for a total of 100 class hours per month.

SCHOOL HOLIDAYS

New Year's Day; Labor Day; Independence Day; Memorial Day; Thanksgiving Day, Day after Thanksgiving and the Saturday after; Christmas Day, Day after Christmas

SCHOOL RIGHT TO CALL FOR ADDITIONAL CLOSURE DAYS

The School reserves 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

This institution recognizes 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. A student receiving twenty-five (25) hours of credit for applied effort per week will need to be on campus for twenty-five (25) hours per week. (unless a pre-scheduled off campus course related activity is planned, all students are required to complete all training on campus)

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. In any case, all students are encouraged to take a lunch break for their health and well being and it is mandatory that ½ hour break is taken after each 6 hours of attendance. Please Note: Students who leave campus without permission will be subject to disciplinary action.

STUDENT COMPLAINT PROCEDURE

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) Any form of bullying, to include 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 property.
14) Failure to comply with directions by school personnel.
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 cellular phones must remain on vibrate or silent 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.

STANDARDS OF CONDUCT POLICY & DISCIPLINARY ACTION

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.
21) 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 day's class. Students are required to be in class at the scheduled time per their contract, in a clean, prescribed uniform. *See HYGEINE, DRESS AND DRAPE POLICY.
22) 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.
23) 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 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 (4 times in one month) or have 4 absences will be counseled and if tardiness or absences continue students may be suspended or be placed on probation.
24) Students must keep their workstation, in class or on the floor, clean and sanitary at all times.
25) 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.
26) 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.
27) No student may leave a patron while doing a service except in an emergency and is excused by an instructor.
28) 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.
29) 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.
30) 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.
31) A student must attend school on their scheduled contract days, unless prior approval from administration.
32) Only products furnished by the school may be used unless otherwise approved by the administration.
33) 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.

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 based on gravity of the situation
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 8,9, as well as for other reasons associated with *violations of attendance* as outlined under *"Leave of Absence Policy"* on page 13, and, under *"Satisfactory Academic Policy Standards"* page 14, 15 See *"Probation and Appeals"* page 15 "*Grading"* on page 17,18, 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. 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 Therapy Students

Make-up hours

Students can make up missing hours Monday through Friday between 1:30 pm and 7:00 pm and Saturdays from 8:30am to 2:30pm 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 and will be filed in the student's SAP file until graduation (missing hours will be documented and signed off by the instructor).

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

Notice the applicants for CAMTC certification shall have attended 600 supervised hours total with 100 of those satisfying CAMTC specified subject.

ATTENDANCE POLICY

Absence
Satisfactory attendance must be maintained. Students can be absent a maximum of 33% of program hours.(20% for Massage students) All course work missed due to absences must be made up with instructors approval. Tests may be made up on Thursdays. 4 total absences in a month is considered excessive. Excessive absences (excused or unexcused) are grounds for written warnings and possible drop from program. 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 unless scheduled by instructor to attend make up hours)

Tardiness
Tardiness produces a disruption to a good learning environment and is discouraged. Students are to be in class at the scheduled time. 4 total tardiness in a month is considered excessive. Excessive tardiness are grounds for written warnings and possible drop from program. Any time after 8:37am. 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.

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.

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.

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.

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.

Recording Attendance Procedure
It is the policy of this school that all students shall clock in to a computerized monitoring program using their thumb. 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 Friday or Saturday when applicable. 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 to 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.

SECTION FOUR: ACADEMIC POLICIES, CONTINUED

ATTENDANCE POLICY

Withdrawal/Drop Policy

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 student ineligibility to receive further loans or grants and have adverse effect upon his/her Federal Income Tax Returns.

When a student wishes to withdraw:

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 above) to Btyschoolrocks@yahoo.com or (760) 340-4267 (fax) to the main office and**

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 for before a Proof of Training/Transcript will be provided as stated in the enrollment agreement.

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

The INTERNATIONAL SCHOOL OF BEAUTY, INC. strongly urges all students to maintain copies of all course completion, withdrawal and/or transfer paperwork. All student records will be saved on site for 5 years from last date attended.

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, scheduled hours of attendance, and current theory and practical requirements. **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 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)

<u>SATISFACTORY ACADEMIC PROGRESS (SAP)</u>: 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 x 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 <u>must submit an Appeal, in writing</u> 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 their 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 student 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, 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.

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 10th week; the 20th week; the 30th week and the 40th 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 with the exception of Massage students who are required to successfully complete Day 1 / 5 hours – in order to continue with the remaining portions of the program. The instructors and administration believe that student's progress to maintain higher standards of excellence are most successful when they are held accountable and can visually see and verbally receive positive reinforcement and constructive criticism for area's needing improvement.

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; i**n 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

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

** Veteran students are evaluated 4 times during their program

**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.

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to Phase I and then II of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

Notice to Massage Students:
Pursuant to California Business and Professions Code section 4611, It is an unfair business practice for a person to do any of the following:

- To hold himself or herself out or to use the title of "certified massage therapist" or "certified massage practitioner" or any other term, such as "licensed," "certified," "CMT or CMP" in any manner whatsoever that implies or suggests that the person is certified as a massage therapist or massage practitioner, unless that person currently holds an active and valid certificate issued by the California Massage Therapy Council.

- To falsely state or advertise or put out any sign or card or other device, or to falsely represent to the public through any print or electronic media, that he or she or any other individual is licensed, certified, or registered by a governmental agency as a massage therapist or massage practitioner.

HYGIENE, DRESS CODE, AND DRAPING POLICY:

Hygiene
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.
Students must pay attention to personal hygiene as to not be offensive to patrons, other students or staff members. Esthetics and Massage Therapist students must keep their fingernails shortened and groomed at all times. Cosmetology and Manicuring students may have active length, polished nails, but must use extreme caution to not cause harm to a client. Massage Therapist students may remove shoes while giving a massage and may wear a headband for hygienic reasons.

Dress Code
Esthetics/Massage Therapist: solid color scrubs or black non-see-through leggings with a Scrub top. All other classes must wear: black, white or blue 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. Shoes of any color, must be closed toed.

Draping
Draping is the process of using towels or sheets to cover clients during a massage, facial or body treatment service to give a sense of comfort and privacy. Students are required to instruct clients to undress to their comfort level and lay on the table under the sheet. The student must explain to the client why they are being draped, exposing only the areas that will be massaged or worked on. Based on the service being provided students are required to decide which draping procedure to use, however, the covering of the genitalia and female breasts is required.

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. Our policy for creating, reviewing and updating curriculum is adjusted from time-to-time as necessary to remain current with industry standards and technology. Any changes in tuition will not affect those students previously enrolled. The school expects its students to have knowledge of the information presented in this catalog and in other school publications, notices and updates.

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 more than 2 weeks, 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 after 30 days 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 two weeks.

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 $800-$1200
(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 ten to thirteen weeks, to review the student's progress and adjustment. Students may request additional counseling sessions at any time. Successful salon owners, spa owners and stylists are scheduled into the school regularly to give demonstrations and discuss career goals, etc. with the students. 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. Particular attention is always given to the preparation for the Board of Barbering & Cosmetology Examination as well as preparation for the MBLEx testing.

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.

SEXUAL HARASSMENT DEFENITIONS: consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:
submission to that conduct or communication is made a term or condition, either explicitly, of obtaining or retaining employment, or of obtaining an education; or
submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education;
or that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or education environment. Sexual harassment may also include but is not limited to: unwelcome verbal harassment or abuse; unwelcome pressure for sexual activity; unwelcome, sexually motivated or inappropriate patting, pinching or physical contact, other than necessary restraint of student(s) by faculty members, administrators, college law enforcement, or other college personnel to avoid physical harm to persons or property; unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status; unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or education status; or unwelcomed behavior or words directed at an individual because of gender. Of importance is to note that sexual harassment or violence does not have to occur between different genders. Same sex harassment and violence will be treated equally as sexual harassment or violence between same sex members

SEXUAL HARASSMENT POLICY:
This school is committed to maintaining a safe and secure campus for all its students and employees. The school policy on Sexual Violence, Domestic Violence and Dating Violence specifically addresses procedures that must be followed when an incident of Sexual Assault, Domestic Violence, Dating Violence or Stalking are reported.

International School of Beauty offers guest speakers, posters, and/or a variety of events throughout the year to bring about awareness to these issues.

ORGANIZATIONS that offer help if you believe you are a victim of sexual harassment or sexual assault:
• The Rape, Abuse and Incest National Network (RAINN) www.rainn.org
• Call the National Sexual Assault Hotline for free, confidential help, 24 hours a day: 1.800.656.HOPE.
• Visit the National Sexual Assault Online Hotline for free, confidential help online, 24 hours a day.
https://www.victimsofcrime.org/help-for-crime-victims/national-hotlines-and-helpful-links

For additional information visit the National Sexual Violence Resource Center at
http://nsvrc.org/

ALCOHOLIC BEVERAGE POLICY:
The possession, sale or the furnishing of alcohol on the school campus is governed by California state law. However, the enforcement of alcohol laws on-campus is the primary responsibility of the Local Police Department. The International School of Beauty has been designated "Drug free." The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the International School of Beauty through the local Police Department. Violators are subject to International School of Beauty disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age is illegal. It is also a violation of the International School of Beauty's Alcohol Policy for anyone to consume or possess alcohol in any public or private area of campus. Organizations or groups violating alcohol/substance policies or laws may be subject to sanctions by the International School of Beauty.

ILLEGAL DRUG POSSESION POLICY:
The International School of Beauty campus has been designated "Drug free." The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the Local Police Department. Violators are subject to International School of Beauty disciplinary action, criminal prosecution, fine and imprisonment.

SUBSTANCE ABUSE EDUCATION POLICY:
All students and employees are informed that the unlawful manufacture, distribution, dispersion, possession, or use of a controlled substance within the premises of the school is strictly prohibited. Employees and students violating this rule will be subject to immediate termination of employment or school program. Drug free awareness programs and detailed information regarding dangers of drug abuse, assistance with drug counseling and rehabilitation programs are available.

These local agencies can provide assistance to our employees, students and their families:

Betty Ford Clinic – 39000 Bob Hope Drive, Rancho Mirage, CA 92270 / 1(800) 854-9151
Rancho Mirage Health & Rehabilitation Center – 39950 Vista Del Sol, Rancho Mirage (760) 340-0053

As stated above, students and employees are subject to termination for violation of this school rule. In addition, persons distributing drugs to employees or students will be referred to the authorities and charges of drug distribution will be pressed by the school.
A) Your continued schooling and/or employment is subject to:
1. Abide by the terms of this statement, and
2. Notify the administration of any criminal statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.
B) The US Department of Education will be notified within 10 days after receiving notice under subparagraph A. 2 from an employee or student or otherwise a copy of such conviction will be submitted to the US Department of Education.

G.E.D.PREPARATION
At this time the School does not offer a **G**eneral **E**ducation **D**iploma preparation program. If an 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: 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:

It is our responsibility to provide students with the tools they need to accomplish and fulfill their career goals. As a school we cannot guarantee employment or income compensation levels**,** however every effort will be made to assist 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 as a part of the curriculum.
- Assistance with résumé preparation and job interviewing skill techniques is provided.
- The Owner, Business Administrators and Instructors, 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.
- 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 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. Please note: the Externship Program is not available for Massage Therapists at this time.

GRADUATION REQUIREMENTS*:*

(Massage Students please see graduation requirements under Massage Therapy Curriculum)

- 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, the student will have paid all tuition due to the school prior to graduation.
- 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.

Students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

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 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 The Board of Barbering and Cosmetology plus Examination/application Fee of $125 Cosmetology & Barbering; $115 Esthetician; $110 Manicurist. Please consult www.barbercosmo.ca.gov for up-to-date fees and application requirements. Massage MBLEx test fee is: $194.00 and the fee for application to the California Massage Therapy Council is $200 plus fees for Live Scan Finger Printing that can run from $50-$100 depending on where it is administered. Fees for City 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 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 program 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.

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**	**$11**	**17,600**	**$75**	**$1400 +$108.50 Tax+ $134.00 +$110.00**	**$19,427.50**	**40/54**	**10/12**	**$8.50**
Barbering	**1500**	**$11**	**$16,500**	**$75**	**$1050 +$81.38 Ta+ $134.00**	**$17,840.38**	**38/50**	**9/11**	**$8.00**
Esthetics	**600**	**$15**	**$9,000**	**$75**	**$925 +$71.69 Tax + $124.00**	**$10,195.69**	**15**	**4**	**$4.00**
Esthetician-Skin Care Specialist (Includes 600 hrs Esthetics & 300 hrs. Basic Massage)	**900**	**$13**	**$11,700**	**$75**	**$1,177.00 +$91.22 Tax+$124.00**	**$13,167.21**	**23**	**6**	**$6.00**
Massage Therapy	**600**	**$11**	**$6,600**	**$75**	**$252 +$19.53 Tax**	**$6,946.53**	**15**	**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**	**$6,182.75**	**15**	**4**	**$3.00**
Cosmo Cross-Over	**200**	**$10**	**$2,000**	**$75**	**$125 +$9.69Tax + $125.00**	**$2,334.69**	**7**	**2**	**$1.50**
Barber Cross-Over	**300**	**$10**	**$3,000**	**$75**	**$125 +$9.69 Tax +125.00**	**$3,334.69**	**10**	**2.5**	**$1.00**
Pro Make Up Artistry Program	**90**	**--**	**--**	**--**	Price is all inclusive of tuition/kit/book/tax/shipping	**$2,800.00**	**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 more than ½ of the course hours at another school, however, upon approval by the owner, exceptions may be made on an individual evaluation basis. Massage students cannot transfer more than 250 hours.**

*Periodic Institutional Scholarships are available to those applicants who meet qualifications and are granted at the discretion of the owner(s). A cash discount fee 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 (with exception of Veterans) two extra weeks are added to the expected graduation date based on their contracted schedule to cover 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, with the exception of approved Leave of Absence. Students who do not meet the calculated scheduled date of completion may be assessed an extra tuition charge of $10 to $12 per hour over the scheduled hours of attendance needed to complete the course requirements.

SECTION SIX: FINANCIAL SOURCES AND POLICIES

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 (8th) 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 to a student who unofficially withdraws from the institution shall be refunded within 30 days of determination. 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 UNOFFICALLY 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 course or school closure subsequent to a student's enrollment, the institution will offer a Cancellation Policy whereby it will have the option to: a) Provide a full refund of all monies paid; or b) Provide completion of the 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 situation will be handled on an individual basis and upon the approval of the school owner.

5. NOTE TO STUDENTS RECEIVING FEDERAL STUDENT AID: The portion of your tuition paid, or 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. ie 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 TO THE SCHOOL MUST BE PAID PRIOR TO GRADUATION OR WITHDRAWAL IN ORDER FOR THE STUDENT TO RECEIVE EITHER A DIPLOMA, TRANSCRIPT OR PROOF OF TRAINING DOCUMENT.

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 or MBLEx test. 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 hours, Esthetics 80 hours, Manicuring/Nail Care 40-hour, Instructor Training 60 hours, Esthetician/Skin Care Specialist 100 hours, Barber Cross-Over, Cosmo Crossover N/A

Massage Students

Classes start on Monday or Tuesday (except for holidays, class will then start the next day).

Day 1 – Tactics for Success is a pre-requisite and introduction to the Massage Therapy Program, preparing the students to be successful in school by stressing the importance of time management, business and ethics, standard pre cautions for health and hygiene and self care. This phase is 5 hours.

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 operations 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 technical instruction (clinical/theory) experience, and 947 for 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.

COSMETOLOGY ACT BOARD RULES AND REGULATIONS: To include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures.

HEALTH & SAFETY CONSIDERATIONS: To include, knowledge of hazardous substances and training in chemicals and health in establishments, the use of material safety data sheets, protection from hazardous-chemicals and preventing communicable diseases including HIV/AIDS and Hepatitis B.

DISINFECTION AND SANITATION: shall include, but not limited to proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures and disposal of equipment used in establishments as well as sanitary conditions of the work environment.

ANATOMY AND PHYSIOLOGY: shall include, but not limited to the structures, composition and functions of the human body and their systems as well as the proper terminology used in the subject matter.

HAIRSTYTLING: shall include, but not limited to the proper terminology and applications of: hair analysis, shampooing, finger waving, pin curling, comb outs. Also, straightening, waving/curling with thermal tools such as hot combs/ irons and blow dry styling

PERMANENT WAVING & CHEMICAL STRAIGHTENING: shall include, but not limited to the proper terminology, techniques and procedures of hair analysis, acid and alkaline solutions used in chemical texture services, chemical straightening including the use of sodium hydroxide and other base solutions.

HAIR COLORING & BLEACHING: shall include, but not limited to, techniques and procedures used with semi/demi-permanent, permanent, and temporary color. To include: hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers or solvents.

HAIR CUTTING: shall include, but not limited to the proper use of terminology angles, degrees, and skill development required when operating tools such as scissors, razors, electrical clippers/trimmers, and thinning shears for wet and dry cutting.

FACIALS MANUAL, ELECTRICAL AND CHEMICAL:

Manual: shall include skin analysis, cleansing, scientific manipulations, packs and masks.

Electrical: shall include the use of all electrical modalities and apparatuses, including dermal lights.

Chemical: shall include peels, packs, scrubs and masks

HAIR REMOVAL TO INCLUDE BROW BEAUTIFICATION, WAXING TWEEZING AND DEPILATORIES: shall include removal of unwanted eyebrow hair to enhance or shape by tweezing, waxing or application of depilatories.

MAKE UP INCLUDING LASH/ BROW TINTING AND APPLICATION OF FALSE LASHES: to include the application of basic and corrective makeup as well as the application of false eyelashes to include strip and individual.

MANICURE/PEDICURE: shall include, but not limited to water and oil manicures including hand and arm massage, complete pedicure to include foot and ankle massage complete with polish applications.

ARTIFICIAL NAIL ENHANCEMENTS: LIQUID AND POWDER BRUSH ON, NAIL TIPS, WRAPS AND REPAIRS To include the application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs and nail analysis.

ADDITIONAL TRAINING/ TESTING/ COMMUNICATION SKILLS/ CLIENT CONSULTATION/ SALON MANAGEMENT: To include but not limited to training in the area of communication skills that includes professional ethics, salesmanship, basic tax information relating to booth renters, independent contractors, employees and employers.

DAILY CLEAN UP DUTIES/CUSTOMER SERVICE: To include but not limited to maintaining work and common areas in sanitary order as well as develop the necessary skills to provide client consultations and proper service when communicating with customers.

SUBJECTS OF TECHNICAL INSTRUCTION:	Minimum Hours of Technical Instruction:
Cosmetology Act/Board Rules & Regulations	20
Health and Safety (minimum of 200 technical hours)	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

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

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

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

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- 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, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals Cosmetology, Esthetics, Manicuring textbook and study guide.
Milady Standard Professional Barbering textbook and study guide

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to the remaining phases of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

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 operations. 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.

COSMETOLOGY ACT BOARD RULES AND REGULATIONS: To include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures.

HEALTH & SAFETY CONSIDERATIONS: To include, knowledge of hazardous substances and training in chemicals and health in establishments, the use of material safety data sheets, protection from hazardous-chemicals and preventing communicable diseases including HIV/AIDS and Hepatitis B.

DISINFECTION AND SANITATION: shall include, but not limited to proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures and disposal of equipment used in establishments as well as sanitary conditions of the work environment.

ANATOMY AND PHYSIOLOGY: shall include, but not limited to the structures, composition and functions of the human body and their systems as well as the proper terminology used in the subject matter.

SHAVING/PREPARATION & PERFORMANCE: shall include, but not limited to techniques and procedures in 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.

HAIRSTYTLING: shall include, but not limited to the proper terminology and applications of: hair analysis, shampooing, finger waving, pin curling, comb outs. Also, straightening, waving/curling with thermal tools such as hot combs/ irons and blow dry styling

PERMANENT WAVING & CHEMICAL STRAIGHTENING: shall include, but not limited to the proper terminology, techniques and procedures of hair analysis, acid and alkaline solutions used in chemical texture services, chemical straightening including the use of sodium hydroxide and other base solutions.

HAIR CUTTING: shall include, but not limited to the proper use of terminology angles, degrees, and skill development required when operating tools such as scissors, razors, electrical clippers/trimmers, and thinning shears for wet and dry cutting.

HAIR COLORING & BLEACHING: shall include, but not limited to, techniques and procedures used with semi/demi-permanent, permanent, and temporary color. To include: hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers or solvents.

ADDITIONAL TRAINING/ TESTING/ COMMUNICATION SKILLS/ CLIENT CONSULTATION/ SALON MANAGEMENT: To include but not limited to training in the area of communication skills that includes professional ethics, salesmanship, basic tax information relating to booth renters, independent contractors, employees and employers.

DAILY CLEAN UP DUTIES/CUSTOMER SERVICE: To include but not limited to maintaining work and common areas in sanitary order as well as develop the necessary skills to provide client consultations and proper service when communicating with customers.

SUBJECTS OF TECHNICAL INSTRUCTION:	**Minimum Hours of Technical Instruction:_____**
Cosmetology Act/Board Rules and Regulations	20
Health and Safety (minimum of 200 technical hours)	70
Disinfection and Sanitation	20
Anatomy and Physiology	15
Preparation & Performance (shaving, facial massage)	100
Hair Styling	65
Permanent Waving	40
Hair Cutting	20
Hair Coloring/Bleaching	60
Additional Training/testing/customer service skills	150

SUBJECTS OF PRACTICAL OPERATIONS:	**Minimum Practical Operations:**
Disinfection of Instruments	50
Hair Cutting	260
Scalp Treatments	30
Hair Styling	240
Permanent Waving	105
Hair Coloring/Bleaching	50
Preparation & Performance (shaving, facial massage)	55
Daily Clinic Clean Up Duties/Customer Service/Business	150

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

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

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- 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, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals Cosmetology, Esthetics, Manicuring textbook and study guide.
Milady Standard Professional Barbering textbook and study guide

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to the remaining phases of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

CURRICULUM FOR MANICURING/NAIL CARE COURSE (400) HOURS

The curriculum for students enrolled in a Manicuring/ Nail Care course shall consist of no 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 operations 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. 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.

COSMETOLOGY ACT BOARD RULES AND REGULATIONS: To include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures.

HEALTH & SAFETY CONSIDERATIONS: To include, knowledge of hazardous substances and training in chemicals and health in establishments, the use of material safety data sheets, protection from hazardous-chemicals and preventing communicable diseases including HIV/AIDS and Hepatitis B.

DISINFECTION AND SANITATION & DAILY CLEAN UP: shall include, but not limited to proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures and disposal of equipment used in establishments as well as sanitary conditions of the work environment. Also includes maintaining work and common areas in sanitary order as well as develop the necessary skills to provide client consultations and proper service when communicating with customers.

BACTERIOLOGY, ANATOMY, PHYSIOLOGY, and SKIN ANALYSIS & CONDITIONS: shall include, but not limited to the recognition of bacteria and the spread of communicable diseases and how it is prevented in the workplace. The structures, composition and functions of the human body and their systems as well as the proper terminology used in the subject matter as well as checking for conditions, abrasions, and diseases and any contraindications for services

MANICURES AND PEDICURES: shall include, but not limited to techniques and procedures of water and oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, the application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs and nail analysis.

ADDITIONAL TRAINING/ TESTING/ COMMUNICATION SKILLS/ CLIENT CONSULTATION/ SALON MANAGEMENT: To include but not limited to training in the area of communication skills that includes professional ethics, salesmanship, basic tax information relating to booth renters, independent contractors, employees and employers.

SUBJECTS OF TECHNICAL INSTRUCTION:	Minimum Hours of Technical Instruction:
Cosmetology Act/ Board Rules & Regulations	10
Health and Safety (minimum of 200 technical hours)	25
Disinfecting and Sanitation	20
Bacteriology, Anatomy, Physiology, Skin Analysis & Conditions	10
Manicures & Pedicures	60
Additional Training	25

SUBJECTS OF PRACTICAL OPERATIONS:	Minimum Practical Operations:
Disinfecting, Sanitation & Daily Clinic Clan up	10
Complete Pedicure	30
Manicures- Water & Oil	30
Acrylic Nails: Liquid, Gel & Powder Brush-on, Nail Wraps, Tips, Repairs & Nail Analysis	180

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

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

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- 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, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals Cosmetology, Esthetics, Manicuring textbook and study guide.
Milady Standard Professional Barbering textbook and study guide

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to the remaining phases of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

CURRICULM 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 operations 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. 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

COSMETOLOGY ACT BOARD RULES AND REGULATIONS: To include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures.

HEALTH & SAFETY CONSIDERATIONS: To include, knowledge of hazardous substances and training in chemicals and health in establishments, the use of material safety data sheets, protection from hazardous-chemicals and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Chemical composition and purpose of cosmetic & skin preparation. Elementary chemical makeup, chemical skin peels, physical & chemical changes of matter. Electrical current, principles of operating electrical devices, & the various safety precautions used when operating electrical equipment.

DISINFECTION AND SANITATION: shall include, but not limited to proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures and disposal of equipment used in establishments as well as sanitary conditions of the work environment. .

BACTERIOLOGY, ANATOMY, PHYSIOLOGY, and SKIN ANALYSIS & CONDITIONS: shall include, but not limited to the recognition of bacteria and the spread of communicable diseases and how it is prevented in the workplace. The structures, composition and functions of the human body and their systems as well as the proper terminology used in the subject matter as well as checking for conditions, abrasions, and diseases and any contraindications for services

FACIALS- MANUAL: shall include skin analysis, cleansing, scientific manipulations, packs and masks.

FACIALS- ELECTRICAL: shall include the use of all electrical modalities and apparatuses, including dermal lights

FACIALS- CHEMICAL: shall include peels, packs, scrubs and masks

EYEBROW ARCHING & HAIR REMOVAL: shall include removal of unwanted eyebrow hair to enhance or shape by tweezing, waxing or application of depilatories.

MAKE UP INCLUDING APPLICATION OF FALSE LASHES: to include the application of basic and corrective makeup as well as the application of false eyelashes to include strip and individual.

PREPARATION: Includes Client consultation, intake procedures, contraindications, professionalism, client record keeping, pre and post-operative care & CPR/ AED, salon & spa skills.

ADDITIONAL TRAINING/ TESTING/ COMMUNICATION SKILLS/ CLIENT CONSULTATION/ SALON MANAGEMENT: To include but not limited to training in the area of communication skills that includes professional ethics, salesmanship, basic tax information relating to booth renters, independent contractors, employees and employers

SUBJECTS OF TECHNICAL INSTRUCTION:	Minimum Hours of Technical instruction:
Cosmetology Act/ Board Rules & Regulations	10
Health & Safety Considerations (minimum of 200 technical hours)	40
Disinfecting and Sanitation	10
Bacteriology Anatomy & Physiology, Skin Analysis & Conditions	15
Facials- Manual	20
Facials- Electric	30
Facials- Chemical	20
Eyebrow Arching & Hair Removal:	
Tweeze	05
Wax & Depilatories	20
Make up: Corrective including False Eyelashes	20
Preparation	15
Additional Training	90

SUBJECTS OF PRACTICAL OPERATIONS:	Minimum Practical Operations:
Disinfection of Instruments/ Daily Clean-up duties	40
Facials- Manual	40
Facials- Electric	60
Facials- Chemical	40
Hair Removal to include Waxing, Tweezing, and Depilatories	85
Make up, Corrective, basic, skin analysis, and application of false eyelashes	40

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

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

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- 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, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals Cosmetology, Esthetics, Manicuring textbook and study guide.
Milady's On Becoming a Cosmetology Instructor

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to the remaining phases of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

CURRICULUM FOR MASSAGE THERAPY COURSE: Total 600 HOURS:

Please note: an additional 100 hours of the 500 hours needed are required by this institution to help develop the physical ability and skill to properly prepare the student for such a physically demanding profession. All 600 hours of education must be provided under active and direct supervision of qualified instructors.

The curriculum for students enrolled in the massage course shall consist of six hundred (600) clock hours of technical instruction and practical operations in skills and requirements to become eligible to take the state approved test and make written application to the CAMTC 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 or call them at (916) 669-5336. FAX: (916) 669-5337. Address: Massage Therapy Council. One Capitol Mall, Suite 800, Sacramento, CA 95814.

In order to be CAMTC approved the graduate must take and pass a CAMTC approved examination prior to certification.

"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."

Our policy for creating, reviewing and updating curriculum is adjusted from time-to-time as necessary to remain current with industry standards and technology.

This course is designed to introduce the entry-level massage therapy student to the administration of professional massage therapy. It is broken down into three phases, as follows:

Day 1 – Tactics for Success is a pre-requisite and introduction to the Massage Therapy Program, preparing the students to be successful in school by stressing the importance of time management, business and ethics, standard pre cautions for health and hygiene and self care.

Phase I will take students through the development of massage skills by introducing a variety of professional practices through various massage modalities. It will reinforce topics such as history, anatomy and physiology, professional business and ethics, contraindications, palpation and movement, and kinesiology.

Phase II focuses on clinical practices. These student clinic hours are no more than 75 of the total practical hours. This includes students completing massage and bodywork application on paying and non-paying public clients or other students, setting up, tearing down, and cleaning their massage area. Students should also expect to interview clients for assessment and documentation, review intake forms, provide and receive client feedback, and record SOAP notes. Further customer service skills are developed through greeting customers at the reception, handling payments, answering and returning calls for appointments, placing confirmation calls and managing client files. Total body care to help students better understand the importance of maintenance to promote physical longevity in the industry as well as an emphasis on working as a team to help develop healthy working relationships.

	THEORY	***LAB***
Day 1 - Tactics for Success- This course prepares students to be successful in school by stressing the importance of time management, study skills, and test taking tactics, as well as developing critical thinking skills, leadership skills, and accountability.	5	0

Phase I: Essentials of Massage Therapy

Ethics- This course introduces students to the unspoken code of conduct and boundaries that should be set in place to maintain professionalism and develop therapeutic relationships in the field of massage	5	0
Health & Hygiene Shall include the study of the most common forms of cross-contamination along with ways to prevent the spread of disease. Students will also identify the importance of a clean environment & personal hygiene as well as how to sanitize & disinfect implements and other items and equipment used in massage.	5	0
Intro to Anatomy/Physiology-An introduction to the study of the human body to include introduction of cells, tissues, and the body compass.	10	0
Swedish Massage I- Introduction to the foundation of all massage, to include fundamentals and safety of body mechanics along with health & hygiene, draping, contraindications and indications as well as the history of massage.	5	20
Swedish Massage II- This course is an extension of Swedish Massage I, preparing students to continue developing previous applications and a further understanding in client communication, progress and assessment and documentation.	5	50
Anatomy & Physiology-An in depth look at the functions of the systems of the body as well as proper terminology relating to structures of the systems, their use & the effects of massage.	40	0
Pathology- This course teaches the students to identify disease development as well as how they affect the human body. Common diseases & disorders as well as indications and contraindications will be learned throughout this course of study.	10	0
Contraindications- Students learn to identify specific precautions that need to be taken during different forms of therapeutic treatments as well as how to read warning signs as to when certain services should or should not be provided.	10	0

CURRICULUM FOR MASSAGE THERAPY COURSE: Total 600 HOURS:

Phase I: Essentials of Massage Therapy Continued

Aromatherapy-Students are introduced to the use of essential oils to improve the health and well-being of the body as well as take a look at the psychological and physical benefits they have when used correctly. 5 25

Assessment & Documentation- This course is designed to teach students the importance of client consultations in clinical settings, how to evaluate client's needs while scheduling appointments and how to keep & maintain client records to include SOAP notes 10 0

Massage for Special Populations- This course will teach students how to work on clients with special needs with a broad look at prenatal massage. Massage techniques used throughout this course are geared for individuals who may have disadvantages in benefiting from classical massage. To include how to work on clients who are at different stages of pregnancy as well as post-partum. 10 25

Reflexology- This course covers the therapeutic treatment to promote pain relief and overall good health to the body through manipulation of the feet by means of specific pressure points connecting to nerves of the entire body. 5 25

Spa Services- Shall include the therapeutic treatments & services used in spa settings as well as develop the necessary skills to perform a variety of these services. 10 35

Chair Massage- This course teaches students to work "on the go" by providing 15-20 minute treatments on a mobile, portable chair allowing the massage therapist to build a clientele and to provide services to those who are not necessarily comfortable receiving a full massage service**.** 5 10

Kinesiology- An extensive look at the function, interaction and movement of bones, joints and muscles to include locations of these through palpations. 30 5

Passive Joint Movement- This course teaches students to work on clients who have a decreased range of motion. 5 5

Deep Tissue Massage- This course provides students with the necessary skills to perform deep tissue massage techniques for the relief of deep tension and knots on muscles, tissues, and fascia as well as the proper body mechanics to prevent injury. 5 40

Sports Massage In this course students will focus on techniques of circulatory strokes, stretches, trigger points, and increased range of motion. To include an understanding of preparing and maintaining the body for athletic activity, as well as, how to help it recover from workouts, injuries, and pre and post-surgery. 5 35

Stone Massage- This course covers the use of oils and hot or sometimes cold stones to relax and soothe the muscles of the body. Included is the prevention of cross-contamination, sanitation, indications and contra-indications. 5 30

Business Practices- This covers the basic principles of how to develop a business. Included is information on forms of proprietorship, bookkeeping, marketing, licensing and permits, as well as factors to consider before opening a business. 10 0

Career Development- Throughout this course students are taught self-image awareness as well as how to develop the proper attitude for professionalism in the industry. An extensive look is taken at networking, further development of professional relationships as well as resume writing, and how to interview for a job. 10 0

MBLEx Prep- This course focuses on a variety of subjects found on the MBLEx. These are in preparation for students to apply, take and pass the national massage therapist written exam. 10 0

Phase II: Essentials of Therapeutic Practices

Clinical Internship-These student clinic hours are no more than 75 total. This includes students completing massage and bodywork applications on paying and non-paying public clients or other students, setting up, tearing down, and cleaning their massage area. Students should also expect to interview clients for assessment and documentation, review intake forms, provide and receive client feedback, and record SOAP notes. Further customer service skills are developed through greeting customers at the reception, handling payments, answering and returning calls for appointments, placing confirmation calls and managing client files. Total body care is included to help students better understand the importance of maintenance to promote physical longevity in the industry as well as an emphasis on working as a team to help develop healthy working relationships. 5 70

CLINIC FLOOR POLICY AND PROCEDURES:
Student Clinic Hours may count for no more than 75 of the required 600 supervised clock hours and shall demonstrate educational purpose by meeting the following conditions:

- Operate at all times under active direct supervision of qualified instructors and on school premises.
- Maintain detailed lesson plans, learning objectives, policies and procedures, attendance records, and grade requirements.
- Include a client intake for every client that, among other things, informs client that the practitioner is a student.
- Include SOAP notes, or equivalent, completed by the student practitioner for every client.
- Provide for written client feedback.
- Maintain clinic attendance for each student detailing massages and other duties performed during clinic hours.
- Under no circumstances shall students receive credit for idle, non-educational or un-supervised activity , therefore alternate faculty supervised learning is offered.
- Student clinic hours may include, but are not limited to, hands-on treatments of paying and non-paying public clients or other students; setting up, tearing down, and cleaning massage area; reviewing intake forms, interviewing clients, providing and receiving client feedback, and recording SOAP notes, or equivalent; greeting customers at reception, handling payments, answering and returning calls for appointments, interacting with appointment systems, placing confirmation calls, and managing client files; other duties reasonably benefitting a professional massage therapist; and instruction related to these items. Students may not be required to clean school premises or work beyond normal procedures inclusive to treatment areas and immediate office space used during clinical sessions.

GRADUATION REQUIREMENTS:

The student shall have completed "Technical and Practical" requirements as needed for the 600 hours for Massage Therapist with an average grade of 70% or better. A student shall complete all required classroom practical, laboratory and clinic education and training, shall have paid all tuition due (unless a written agreement has been made prior to graduation) will have a completed SAP evaluation and will have had an exit interview with administration.

The student shall receive a diploma/certificate and transcript of completion for the program upon graduation from the school.

CURRICULUM FOR MASSAGE THERAPY COURSE: Total 600 HOURS:

CERTIFICATION REQUIREMENTS:

In 2009 the State of California established the California Massage Therapy Council for voluntary certification for massage therapists. Effective January 1, 2015 applicants for certification as a Certified Massage Therapist (CMT) must have 500 hours of education from an approved school and have passed the Massage and Bodywork Licensing Exam/MBLEx.

Student's must include with their written application, the current required fee and provide the Massage Therapy Council with fingerprints that will be subject to review by the Dept of Justice. Upon approval, and payment of applicable fee, certification will be issued and must be renewed every two years thereafter.

Prospective students for the Massage Therapy program are encouraged to contact the business licensing department of the cities or counties they are planning to work, as licenses are issued by California cities and counties and are not uniform in their standards. Certification as a Massage Therapists (CMT) by the CAMTC is generally required to obtain a license at a local level. Massage Therapy students are encouraged to ask for a copy of the regulations for Massage Therapy in that area.

Attendance and/or graduation from a California Massage Therapy Council approved school does not guarantee certification by CAMTC. Applicants for certification shall meet all requirements as listed in California Business and Professions Code section 4600 et. seq.

Books: Massage Therapy by Susan G Salvo; Trail to the Body Text and Workbook by Andrew Biel: Books of Discovery; MBLEx Test Prep Comprehensive Study Guide & Workbook by David Merlino

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 theory, lab and clinic for each course per phase.
- Massage Therapists will be assessed at 50% and 100% of their class attendance and receive a grade as outlined in the S.A.P
- 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 all tests with a score below 70%.

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.*

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. 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.

COSMETOLOGY ACT BOARD RULES AND REGULATIONS: To include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures.

COSMETOLOGY CHEMISTRY FOR ESTHETICIANS: To include, but not limited to the study of product knowledge, chemical composition of ingredients found in products used, the reaction skin will have under different conditions as well as different reactions to certain ingredients.

HEALTH & SAFETY CONSIDERATIONS: To include, knowledge of hazardous substances and training in chemicals and health in establishments, the use of material safety data sheets, protection from hazardous-chemicals and preventing communicable diseases including HIV/AIDS and Hepatitis B.

Chemical composition and purpose of cosmetic & skin preparation. Elementary chemical makeup, chemical skin peels, physical & chemical changes of matter. Electrical current, principles of operating electrical devices, & the various safety precautions used when operating electrical equipment.

THEORY OF ELECTRICITY IN ESTHETICS: To include, but not limited to the study of the effects of different electrical apparatuses on the skin, both manually and chemically as well as the safety precautions needed when operating such equipment

DISINFECTION AND SANITATION: shall include, but not limited to proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures and disposal of equipment used in establishments as well as sanitary conditions of the work environment. .

BACTERIOLOGY, ANATOMY & PHYSIOLOGY: shall include, but not limited to the recognition of bacteria and the spread of communicable diseases and how it is prevented in the workplace. The structures, composition and functions of the human body and their systems as well as the proper terminology used in the subject matter as well as checking for conditions, abrasions, and diseases and any contraindications for services

PATHOLOGY: To include, but not limited to the study of diseases of the systems, client history, indications, contraindications, and endangerment sites.

FACIALS- MANUAL: shall include skin analysis, cleansing, scientific manipulations, packs and masks.

FACIALS- ELECTRICAL: shall include the use of all electrical modalities and apparatuses, including dermal lights

FACIALS- CHEMICAL: shall include peels, packs, scrubs and masks

EYEBROW ARCHING & HAIR REMOVAL: shall include removal of unwanted eyebrow hair to enhance or shape by tweezing, waxing or application of depilatories.

MAKE UP: To include, but not limited to the understanding of shade and undertone, the application of foundation and how differences in consistencies and coverage as well as how to identify eye and face shapes and learn proper points of application of products.

CORRECTIVE MAKE UP INCLUDING APPLICATION OF FALSE LASHES: to include the application of corrective makeup as well as the application of false eyelashes to include strip and individual.

TRADITIONAL MASSAGE TECHNIQUES: To include, but not limited to the introduction of Swedish massage as well as the art of reflexology

SPA SERVICES: To include, but not limited to the proper applications of wraps and scrubs as well as aromatherapy and additional body treatments performed in spa settings

ADDITIONAL TRAINING/ TESTING/ COMMUNICATION SKILLS/ CLIENT CONSULTATION/ SALON MANAGEMENT: To include but not limited to training in the area of communication skills that includes professional ethics, salesmanship, basic tax information relating to booth renters, independent contractors, employees and employers

SUBJECTS OF TECHNICAL INSTRUCTION:	**Minimum Hours of Technical instruction:**
Cosmetology Act/ Board Rules & Regulations	10
Cosmetology Chemistry for Estheticians	10
Health & Safety/ Hygiene/ Hazardous Substances (minimum of 200 technical hours)	30
Theory of Electricity in Esthetics	05
Disinfecting and Sanitation	20
Bacteriology Anatomy & Physiology	45
Pathology	30
Facials- Manual	20
Facials- Electric	30
Facials- Chemical	20
Eyebrow Arching & Hair Removal:	
Tweeze	10
Wax & Depilatories	20
Make up	20
Corrective Makeup including False Eyelashes	30
Traditional Massage Techniques	25
Additional Spa Services	20
Additional Training (Testing, Business….)	10

SUBJECTS OF PRACTICAL OPERATIONS:	**Minimum Practical Operations:**
Disinfection of Instruments/ Daily Clean-up duties	50
Facials- Manual	50
Facials- Electric	60
Facials- Chemical	40
Hair Arching & Hair Removal to include Waxing, Tweezing, and Depilatories	210
Make up	40
Corrective Make Up	20
Massage	28
Reflexology	08
Additional Spa Services	25
Additional Training	14

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

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

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- 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, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals Cosmetology, Esthetics, Manicuring textbook and study guide.
Milady Standard Professional Barbering textbook and study guide

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to the remaining phases of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

*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. 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.

COSMETOLOGY ACT BOARD RULES AND REGULATIONS: To include, but not limited to The Barbering and Cosmetology Act as well as the Board's Rules and Regulations and safety measures

PREPARATORY INSTRUCTION/ INSTRUCTIONAL TECHNIQUES: To include, but not limited to classroom preparatory work, and curriculum development as well as methods of instruction, lectures, and demonstration in communication skills, the use of instructional aids and questions to promote learning

ORGANIZATION TECHNIQUES: To include, but not limited to scheduling of classes, assignments, and student's productivity in the classroom as well as implementing the 4 step teaching method: performance objectives: and learning domains, etc..

LESSON PLANNING: To include, but not limited to lesson plan development for theory and practical subjects of the cosmetology and/ or barbering programs.

EVALUATION TECHNQUES: To include, but not limited to learning to assess students objectively in all aspects of the student's course of study.

CONDUCTION OF CLASSROOM: To include, but not limited to the technical instruction and demonstration of three or more students, to include criteria set forth by the Board of Barbering and Cosmetology. (To be conducted under the supervision of a licensed instructor)

SUPERVISING OF STUDENTS: to include, but not limited the supervision of students in the classroom, as well as over-seeing students performing services on mannequins or both paying and non-paying customers.

SUBJECTS OF TECHNICAL INSTRUCTION	**Minimum Hours of technical Instruction:**
Barbering & Cosmetology Act Board Rules and Regulations	10
Preparatory Instruction/ Instructional Techniques	40
Organization Techniques	30
Lesson Planning	60
Evaluation Techniques	10
SUBJECTS OF PRACTICAL OPERATIONS	**Minimum Hours of Practical Operations**
Preparatory Instruction	100
Conduction of Classroom	140
Supervising Training of Students	100

****** 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.***

COURSE GOALS:

- To successfully master training requirements needed to give instruction by demonstration, lecture, classroom participation or examination.
- To develop professional skills and attitudes in the interest of the students learning environment.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully enforce the knowledge of the laws and rules regulating California.
- To successfully enforce the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully deliver knowledge of the general theory as relative to the course curriculum.
- To successfully teach business management techniques, which are common in the industry.
- To successfully teach the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Teach the proper use of implements relative to services offered in the program curriculum.
- Teach the knowledge of performing a client consultation before all services to recognize any contraindications.
- Teach the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

- To be able to teach good workmanship skills.
- To possess a positive attitude toward the students, public and fellow workers.
- To instill honesty, integrity and ethics in oneself and others.
- To have an improved personality while dealing with students, patrons and colleagues

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- 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, the student will have paid all tuition due to the school prior to graduation.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: Milady on Becoming a Cosmetology teacher

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to the remaining phases of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

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 and massage techniques

MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION: 100
MINIMUM RQUIRED NUMBER OF ACTUAL PRACTICAL OPERATIONS: 100

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.

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.
- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications.
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

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

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- 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, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals Cosmetology, Esthetics, Manicuring textbook and study guide.
Milady Standard Professional Barbering textbook and study guide

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to the remaining phases of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

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 to 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 fat.
- 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 RQUIRED 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:

- 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:

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

MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION: 25
MINIMUM RQUIRED NUMBER OF ACTUAL PRACTICAL OPERATIONS: 30

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 (45 total)

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:

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

MINIMUM REQUIRED (HOURS) OF TECHNICAL INSTRUCTION: 10
MINIMUM RQUIRED 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* RQUIRED 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.

COURSE GOALS:

- To successfully master training requirements needed to make application for state licensure or certification.

- To develop professional skills and attitudes in the interest of safety and sanitation for oneself as well as others.
- To graduate from this institution possessing those skills to help secure at minimum entry level employment.

PERFORMANCE OBJECTIVES

- To successfully acquire the knowledge of the laws and rules regulating California.
- To successfully acquire the knowledge of sanitation and sterilization as related to all phases for the course of study.
- To successfully acquire knowledge of the general theory as relative to the course curriculum.
- To successfully acquire business management techniques, which are common in the industry.
- To successfully acquire the necessary skills to perform practical procedures relative to the course curriculum.

THE SUCCESSFUL GRADUATE WILL HAVE DEVELOPED THE FOLLOWING SKILLS:

- Learn the proper use of implements relative to services offered in the program curriculum.
- Acquire the knowledge of performing a client consultation before all services to recognize any contraindications .
- Learn the procedures and the terminology used in performing all services.

ATTITUDES AND GOALS:

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

GRADUATION/COMPLETION REQUIREMENTS OF THE COURSE:

- 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, the student will have paid all tuition due to the school prior to graduation.
- Students who have reached at minimum the age of 17 years will be assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology examination.
- All students shall receive a diploma/certificate of completion for the chosen program upon graduation from the school.

LICENSING REQUIREMENTS:

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

Books: This institution provides the following books as per their course of study**.** Pivot Point Salon Fundamentals Cosmetology, Esthetics, Manicuring textbook and study guide.
Milady Standard Professional Barbering textbook and study guide

Grading:

- Students will be tested and receive a letter grade after the completion of each theory course
- 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 and will be approved to graduate to work on the clinic floor. Completion of Day 1 allows Massage Therapists to move on to the remaining phases of the program. All massage modalities are graded based on evaluations.
- 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.
- 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 all tests with a score below 70%.

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.*

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

05	Disinfection
10	Foundation Application- Canvas Preparation
10	Eye shadow Applications (Day and Evening)
10	Eyeliner Applications
05	Smokey and Glamour Makeup Applications
05	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 o 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.

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 10th 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

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

The curriculum for students enrolled in an advanced training stand to 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 ***two*** 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**
4.	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**
5.	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**
6.	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**
1.	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**
2.	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**
		12 total

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.

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.

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

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

SUBJECT OF TECHNICAL INSTRUCTION: 45 Hours (Minimum) of Technical Instruction

1. **Fundamentals of Electrical Machines**: (shall include galvanic high frequency, vacuum, micro-current and light.)
05

2. **Disinfection and Sanitation and Salon Safety**: (shall include procedures to protect the health and safety of the consumer as well as the technician. The seven 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.)
06

3. **Massage and Manipulations**- (shall include basic and advanced massage techniques. Massage rhythm and fluidity)
05

4. **Anatomy, Physiology, and Functions of the Skin**: (shall include how all esthetics treatments impact the skin0
10

5. **Disorders and Diseases of the Skin**: (shall include contra-indications to all esthetic treatments.)
04

6. **Product Knowledge**: (shall include proper use of all products for specific services and their effect on different skin types)
06

7. **Client Consultation and Skin Analysis**: (shall include steps to ensure proper client consultation and how to analyze different skin types for the customization specific treatments)
06

8. **Business Planning** (shall include long term treatments for each client and also seasonal promotions and package deals, using social media
03
45 total

SKIN CARE PRACTIONER 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 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

06	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
08	Foil Placement Application: Demonstration of slices and weave techniques for gray reduction, coverage and blending
08	Advanced Foil Placement of bleach and color for demonstration of highlights/lowlights, tone on tone, and re-touch applications
08	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.	**Chemistry of Hair Color**: shall include the study of the chemical composition, processing and formulation of different classifications of color, bleaches, and Hydrogen peroxide	**08**
2.	**Study of Hair**; 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.	**Strands Color Concepts**: 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.	**Advanced Color Techniques**: shall include concepts of highlight/lowlight applications and tone-on tone	**08**
5.	**Concepts of Bleach and the Study of Lighteners**: shall include bleach re-touch, reverse highlights and instruction for final practical exam	**06**
		40 total

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.

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

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

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 Hair colorists) Mirela is also a certified Massage Therapist. Mirela is, indeed, an inspiration to students and staff alike. Instructor Certification # COAFS-05-378283 Director: COAFS-06-383509 Esthetician License Number #360442Z Cosmetology License Number # KK234854, Barber License Number # B84848 Massage Therapy cert# 4190

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 an Accounting background. She handles, with humor, expertise and professionalism, the supervising of staff as well as handling the administrative office business day to day duties. We are delighted to have her as part of our team. Claire also handles applications of State, Federal and Accreditation compliance requirements and continues to advise students and supervise registration.
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 the International School of Beauty. Inc. Mrs. Martinez is responsible for directing the curriculum for all courses and advancing the teaching skills of the other instructors. 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. Teacher Credential. 000079690 Instructor Certification: # BBRS-5FDUFF2002 Cosmetology License # KK264348 Associate Director COAFS: 06 – 384915. Barber License:

INSTRUCTOR: SENIOR COSMETOLOGY FLOOR INSTRUCTOR

Judy Garcia graduated from this school and went on to take the Instructor Course. Judy is our floor supervisor and also teaches State Board Classes. Her bubbly personality, passion for helping the students learn and talent promises to give our students a fresh, young teacher from whom they can relate and learn. Judy also is the student advisor for Satisfactory Academic/Attendance evaluations.
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 instructor and is always willing to lend her expertise. The students learn so much from her skill in creating "finished" hair styles, expert blowdrying 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: ESTHETICS, BARBERING

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

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 Number # KK516317

INSTRUCTOR: PART TIME BARBERING
David Martinez is a seasoned Cosmetologist, having received his license in 1995 and most recently, his Barbering license in 2007. He worked for us full-time up until he opened his own Barber Shop, the Barber's Edge, in Indio. He now gives us a few days a month working with students. He brings "real world" reality to the students as well has his expertise in the art of hair cutting. Barber License Number:83593

INSTRUCTOR BARBERING
Carla Vargas is an International School of Beauty Alumni from both the Barber and Cosmetology programs. Having a passion for teaching and helping others develop, she has completed the instructor course. We are very happy that she can join our team to teach the Barber program.
Cosmetologist License Number 8/44/5 Barber License 97033

INSTRUCTOR: ADVANCED EDUCATION/MASSAGE THERAPY
Wendy McCoy: Wendy currently practices Massage at our Spa in La Quinta, she has 12 years of experience in the field of Massage. Wendy is a licensed Esthetician. 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.
Esthetician License Number: 103838 Massage Therapy cert#:43983

INSTRUCTOR: MASSAGE THERAPY
Heather Wallbrecht:
Heather is a graduate from our school with a Esthetician license as well certification in Massage Therapy her years of experience in both spa and massage environments allows her to offer various therapeutic treatments. Heather works with the Massage and Estheticians and also works at our front desk. Heather is a great multitasker and a pleasure to have on board.
Esthetician License Number: 107635 Massage Therapy Cert #:63630

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. She is the proud mother of Gage, her young son. We are so fortunate to have her to head up the Financial Aid Office. Cosmetology License Number #KK516215

FINANCIAL AID ADMINISTRATOR:
Mihaela Mateescu, a graduate of our school in the Esthetics program She also has a Bookkeeping Certificates (1 &2) 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.
Esthetician License Number: 109365

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.

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:
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:

Program	Hours	Hrs Per Weeks	No of Weeks	Hrs PerWeeks	No of Weeks
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: 8:30am to 1:30 pm

_____ _____
Student Signature Date