



INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES

STUDENT HANDBOOK & CATALOG

5225 W. SAN FERNANDO ROAD

LOS ANGELES, CA 90039

T 818-548-3578

F 818-548-3566

WWW.ICBAS.EDU

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LETTER OF WELCOME FROM THE DIRECTOR

DEAR STUDENT,

Welcome to the INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES and thank you for selecting us to assist you in obtaining your desired training in the field of beauty. You are now entering into a field that will hopefully provide you with the opportunity for a successful future. At INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES, we offer you the best basic training to pass the Board of Barbering & Cosmetology examination. We also place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication and practice on your part, and will help you practice shop management, business concepts and the psychology of personal success.

It is a pleasure to have you join us at INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES. My goal is to help you discover your ability to transform your life and other's lives by your training. The degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,

Mrs. Sonia Boghosian

School Director

EDUCATIONAL OBJECTIVES/ MISSION STATEMENT

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

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

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

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

The constant utilization helps develop skills to their fullest capacities. INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES welcome

s all persons interested in a beauty career. We are happy to have you visit the school at any time. Come in and see our student facilities and the teaching staff and consider the many advantages for our serious student. We will be pleased to answer all of your questions.

We also welcome students the opportunity to grant visa which is one of the privileges we cherish sharing our unique educational systems & techniques from those whom wish to learn the latest trends in beauty industry and being able to provide student visa place our school in a multi diverse league.

APPROVAL DISCLOSURE

INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES (ICBAS) is a private institution and has been approved and licensed by the Board of Barbering and Cosmetology. *ICBAS* received its license to operate since November 2, 2010 by Bureau for Private Postsecondary Education (BPPE) as an accredited institution. As well as accredited by National Accrediting Commission of Career Arts and Sciences (NACCAS) since September 15, 2010 and received its Financial Aid approval by the United States Department of Education (USDE) in June 13, 2011. The board's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by BPPE institutions and does not imply any endorsement or recommendation by the State or by the Board.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

*Prospective enrollees are encouraged to visit the physical facility of the school and to discuss personal, educational and occupational plans, also we encourage you to review the School Performance Fact Sheet, which must be provided to you prior to enrolling or signing enrollment agreements.

FACILITY DESCRIPTIONS

International College of Beauty, Arts & Sciences (ICBAS) is centrally located at the tri-city boundaries of Glendale, Burbank and Los Angeles. It boasts of 3,500 square feet of modern classrooms coupled with three state-of-the-art training rooms to simulate real life spa and salon conditions. Easily accessible from all forms of commute, it is a fully air-conditioned facility that provides comfort for both our students and staff. A student lounge is provided to relax, a lunchroom and a gathering area. Instruction is in resident with facility's occupancy level accommodating 100 potential students.

Two handicapped-accessible restrooms are built with lockers for our students' and staff's uniforms, supplies and personal items.

INSTRUCTIONAL EQUIPMENT

A textbook and workbook or other related resource material pertinent to course taken shall be issued to students enrolled at International College of Beauty, Arts & Sciences at that point in the curriculum when the Instructor feels the text will be beneficial (usually disbursed after the 7th day of the notice of cancellation). And student's (equipment/supplies/kits) that will be issued by the 7th day of the start of the class. Students are expected to assume responsibility for the maintenance and safety of their equipment and supplies. Students will be held responsible for replacing lost, stolen or damaged items.

NOTICE OF STUDENT RIGHTS

1. You may cancel your contract with the school without any penalty or obligation after the date of registration through the seventh (7th) day after the first class session as described in the Notice of Cancellation form that will be distributed to all students at the time of enrollment. You are encouraged to read the Notice of Cancellation for detailed information on your rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.
2. After the end of the cancellation period, you also have the right to stop school at any time and receive a refund for the part of the course not taken.

Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Board of Barbering & Cosmetology at the address and phone number below for information.
4. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 toll-free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov."

You may also write or call the Board of Barbering & Cosmetology at PO Box 944226, Sacramento, CA 94244-2260; TELEPHONE 1-800-952-5210.

STATEMENT OF NON-DISCRIMINATION

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

DISCLOSURE UNDER FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA)

Adult students, parents of minor students, and parents of tax dependent students, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that are maintained by the institution. Student records are subject to various laws and rules controlling maintenance of these records and access to the records by students others. For example, the FERPA provides students certain rights with respect to the student access to and amendment of educational records and governs when ICBAS can disclose education records without student consent. FERPA also provides students with the right to complain to the U.S. Department of Education if the student believes ICBAS is not compliance with the statute and governs with ICBAS can disclose directory information about students. STUDENT FILE ACCESS; Students seeking access to their records should submit a written request that identifies the record of records they wish to inspect to: ICBAS - Attn: President; 5225 W. San Fernando Rd. Los Angeles, CA 90039 International College of Beauty, Arts & Sciences will keep records for

five (5) years from the last day of attendance. After this period, all records are destroyed. The students are not entitled to inspect the financial records of their parents. Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law.

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

INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE

The training programs are structured using clinic settings as close to actual working conditions of a salon as possible. The practical "hands-on" application accounts for 50 to 60 percent of the training program. Each curriculum is geared toward a specific area in the Cosmetology Esthetician, & Manicuring field. The staff of the school is aware that individuals learn at different degrees of speed and ability, therefore training is on an individual basis. The staff is aware of the importance of this and makes every attempt to guide students in a unique and thorough, step-by-step, gradual method of learning. This combination of individual attention and positive motivation is important for reaching the objectives of the training curriculum.

Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty culture field of their choosing. Those persons who are interested in pursuing a new career are welcomed by International College of Beauty, Arts & Sciences. Before the beginning of each new class session, interested persons will be encouraged to visit the school and speak with school staff and consider the many advantages.

UPDATING INSTITUTION'S CATALOG

Information in this catalog is current as of January 2012 and will be updated on a yearly basis or as deemed necessary, at which time revisions will be made available to the student body and staff, via the school administration office and school website: www.icbas.edu

ADMINISTRATIVE/ADMISSIONS POLICIES & PROCEDURES

ADMISSION POLICY AND PROCEDURES

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

A) Prospective student must be at least 18 years of age

B) Prospective student must have one of the following:

- 1) A high school diploma (this can be from a foreign school if it is equivalent to a US High school diploma); OR
- 2) The recognized equivalent of a high school diploma, such as a general educational development (GED) certificate; OR

3) Completed homeschooling at the secondary level as defined by state law.

C) Prospective student must provide a copy of his/her high school diploma, GED, California High School Proficiency Examination (CHSPE), or a legally recognized equivalent.

NOTE: If student has earned a valid high school diploma, GED, or other recognized equivalent but is not in possession of a copy and is unable to produce one, the student may self-certify that he/she has received a high school diploma, GED, or recognized equivalent or that he/she has completed secondary school through homeschooling as defined by state law, if -- and only if -- he/she also passes the Ability-to-Benefit (ATB) exam. Currently, our school accepts the Wonderlic exam. The passing scores for this test are as follows:

Verbal Skills (VS) section - 200 or higher; and
Quantitative Skills (QS) section - 210 or higher.

These tests will be administered by an independent agency. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability-to-Benefit test. All Ability-to-Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a two-week waiting period. The independent test agency will explain and provide you with the re-testing procedures.

D) Prospective student must pass an admissions test Scholastic Level Exam (SLE) with a minimum score of 72% or higher as stated in the test publisher's guidelines.

E) Prospective student must complete and sign an Enrollment Agreement. If English is not the applicant's primary language, and the applicant is unable to understand the terms and conditions of the Enrollment Agreement, applicant may notify us and we will provide a clear explanation of the terms and conditions and all cancellation and refund policies in the applicant's primary language.

VALIDITY OF HIGH SCHOOL DIPLOMA

The Department of Education requires this institution to develop and follow procedures to evaluate the validity of a student's high school diploma if the institution has reason to believe that the diploma is not valid or was not obtained from an entity that provides secondary school education.

PROCEDURES

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

- Official high school diploma
- High School transcript documenting high school graduation
- Official letter from your high school on school letter head, preferable with the school seal, stating name, social security number, birth date, and date of graduation.
- A certificate demonstrating that the student has passed a state-authorized examination that the state recognizes as the equivalent of a high school diploma.
- A college transcript that documents the completion of high school or the GED
- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
- Department of Defense Form 214 (Certificate of Release or Discharged from Active Duty form) documenting high school graduation or GED.
- State-issued GED certificate or transcript

- A letter or copy of the applicant's certificate of completion from the school district in which the student resides, attesting to the student's completion of a program of home schooling and the state's recognition of the home school program.
- Foreign high school diploma or transcript (translated line per line, word per word if different language than English).

As part of this process to determine the validity of the high school diploma or GED, the school's Admission Advisor must check the National Center for Education Statistics-NCES <http://necs.ed.gov>. If the state has jurisdiction over the high school, the state would be able to determine if the diploma from the school (which does not have to be accredited) is recognized by the state. Another source is www.onlinehighschool.org, which provides a listing of free and public accredited online high schools. For California GED, a student can contact (800) 331-6316 or www.cde.ca.gov/ged/faq/records.html.

TRANSFERABILITY OF HOURS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

TRANSFER HOURS FROM PREVIOUS SCHOOL

ICBAS reserved the rights to obtain records from student who is seeking of transferring from previous college to ICBAS. ICBAS policy of accepting transfer hours are the following;

- ICBAS allowed maximum transferable of 200 hours from previous training from any program (Cosmetology, Esthetician, and Manicuring).
- Student must submit a complete transcript
- Student must submit a complete Proof of Training document
- Student must complete an admission procedure before starting the program
- Student must obtain a financial aid release documents from previous college
- Student must not be in default on student loan

ORIENTATION CLASS

Orientation classes are held every Monday afternoon, 1:00 p.m. the Monday prior to any new class. All new students, transfers and re-enrollment students are required to attend orientation prior to admission.

ENGLISH AS A SECOND LANGUAGE

We do not offer English as a Second Language ("ESL") course. All students enrolled must be proficient in English.

ADDRESS WHERE CLASS SESSION WILL BE HELD

5225 W. San Fernando Road Los Angeles, CA 90039

CLASS SCHEDULES for 2011-2012

Classes will begin as follows; Cosmetology, Esthetician, and Manicuring: Every Tuesday of the month.

SCHOOL HOURS ARE AS FOLLOWS:

Standard Full Time

9:00 am - 4:00 pm (Tuesday to Friday) 6.5hrs/day =32.5 hrs/week

Standard Part Time

9:00 am - 1:00 pm (Tuesday to Friday) 4hrs/day =20 hrs/week

Please be advised the institution's schedule will be change starting August 14, 2012. The standard schedule FT is Tuesday thru Friday from 9am-5pm, Saturday from 9am-2pm and Tuesday thru Saturday from 9am-2pm for PT. Our institution reserved the rights to modify schedules as deem necessary. Students and staff members are notify an ample of time prior to any changes that may occur.

CALENDAR/HOLIDAYS: The college is closed on Sundays and Mondays and the following holidays: New Year's Day, President's Day, Dr. Martin Luther King Birthday, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day & Christmas Day. Likewise, the college will be closed for one week for summer vacation during the first week of August and from Christmas to New Year's Day for winter vacation.

GRIEVANCE PROCEDURE

It is the policy of this institution to handle grievances in the following manner:

1. Fill out the grievance form and list all grievances.
2. Deliver all forms to the Instructor in charge.
3. If you are unable to deliver the form to the Instructor in charge, you may deliver or mail it to: MRS. SONIA BOGHOSIAN at 5225 W San Fernando, Los Angeles, CA 90039.
4. All grievances regardless of the nature will be turned over to the owner/director and reviewed.
5. The School Director will evaluate the grievance and set up an appointment with the person within 5 days from the receipt of the, form. If the grievance is an emergency, it will be addressed within 24 hours.
6. Any grievance that you cannot work out with the institution you may contact:
Bureau for Private Postsecondary Education at 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, www.bppe.ca.gov, toll-free telephone number (888) 370-7589 or by fax (916) 263-1897.

STUDENT RIGHTS TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the 5th business day after enrollment (seven calendar days from date when enrollment agreement was signed), whichever is later.

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

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

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

ACADEMIC and INSTRUCTIONAL POLICIES

SCHOOL RULES AND REGULATIONS

1. Students must arrive to school on time and follow your contract schedule.

2. Time cards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call the School Office to report his/her absence before 9:00 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:08 a.m. in clean, prescribed uniform. Students must wear neat and clean lab coat (black for cosmetology, white for esthetician & green for manicuring), white or black pants and white or black closed-toe/closed low-heel shoes. No canvas shoe or fabric shoes is allowed.
5. Students appearing in school with their hair not set and neat will be asked to clock out. Beauty needs are to be done on the student's own time.
6. A student who is tardy (coming at 9:08 am or later) cannot clock in until theory class is over and may not attend theory class. Students who are habitually tardy (5 times in one month) will be suspended for 2 days or be placed on probation until tardiness ceases.
7. Students will take lunch between 12:00 am and 12:30 pm. Students should report to an instructor if they have not had lunch by 1:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students who fail to do so will only receive hours indicated by the time clock.
9. No student is allowed to clock out during college hours without permission from the Instructor in Charge. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day, his/her time card must be left with the instructor.
10. No gum chewing is allowed in the college at any time. Smoking is not allowed only OUTSIDE of the building's parking. Our school is "smoke free facility."
11. No visitors are permitted in the classroom or student lounge area unless approved by the Instructor in Charge.
12. College business phones may not be used for personal calls. You are not permitted to leave a patron just to answer the phone.
13. Rigid adherence to the rules of sanitation, disinfection and personal hygiene is required at all times.
14. Students must keep workstation, in class or on the floor, clean and sanitary at all times.
15. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
16. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
17. No student may leave a patron while doing perm or hair coloring service, except in an emergency and is executed by an instructor.
18. Students are not allowed to give services or use products without prior consent with Instructor.
19. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc. with a written consent/waiver.
20. Students must not take equipment from the school. Each student is solely responsible for his/her personal belongings and materials. All roll-about that are not property of the school must be approved by the management prior to bringing them to school, with no exceptions.

21. Students must not gather around the receptionist desk, congregate in the office or kitchen, or visit another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
22. A student must attend college on all Fridays mandatory. The college reserves the right to discontinue a student if this rule is violated. A student may be required to produce medical documentation of illness. If she/he has been absence more than 3 days must have a doctor's excuse letter.
23. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
24. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol.
25. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the College Office and Board of Barbering and Cosmetology. Hours will be given for applied effort only when students are continuously engaged in the training and study of the Branch of Cosmetology for which they are enrolled. All work must be checked by an instructor or hours will not be given. Records must be neat and clean.
26. All students will be expected to maintain an average of 70% or better in theory and in all practical subjects. Probationary status will result in case of failure to do so.
27. Only products furnished by the college must be use.
28. Students are to park only in the area designated by the college. The School Management will show you the parking area and where to park during the orientation class.
29. Students must comply with all instructions, directions, orders, etc, given by school personnel relative to school activities. No insubordination will be tolerated.
30. Students must comply with college policy and State rules and regulations.
31. Assignments, tests and homework may be made up only in excused absences. Any deviation from the policy must be in writing from the office and signed by a member of the administrative staff.
32. Notify office immediately of any address or telephone change.
33. Absence of three (3) days or more in one month without notification will be unexcused and the student will be suspended for 3 days. Any student who's absent more than twenty one (21) days without notifying the School Office will be automatically terminated.
34. Students may not use earphone radios, cellular phones or while texting in the school building. Pagers and Phone ringers must be switched off or turned to silent mode while in the school building at all times.

These rules are designed to form excellent work habits and attendance and to aid in completing your course as soon as possible so that you may become employed as a Cosmetologist, Esthetician, Make Up Artist or Manicurist. *Violation of school rules may result in suspension or termination.*

DISCIPLINARY POLICY

The Director or instructors may take disciplinary action, appropriate to the misconduct as defined above.

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

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

1. Warning - A verbal notice or written notice may be given to the student by an instructor or administrative staff indicating that continuation or a repetition of the specified conduct may be cause for further disciplinary action.

2. Disciplinary Probation - The student will be verbally counseled by the School Director and a notice of such counseling will be put into the student file indicating that the school will not tolerate further misconduct and if misconduct continues, immediate suspension of the student will occur.
3. Immediate Suspension - Any student who violates any Law of the State of California or in any way may cause injury to him/herself, other students or school staff or clients may be suspended immediately without prior steps as outlined in 1-2, and pending an investigation and consensus of the staff and Board of Directors, termination may then occur.

TARDY AND MAKE-UP POLICIES

absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up for the lessons, and exams missed due to absenteeism. If the student is absent during three (3) consecutive weeks, the school will withdraw him/her automatically. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

RECORDING ATTENDANCE PROCEDURE

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

LEAVE OF ABSENCE

Occasionally, students may experience extended personal, medical or other problems which make it difficult to attend class. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program for up to 180 days in a 12 month period. The LOA must be requested in writing by the student and must be approved by the Financial aid officer. The LOA request form must be filled out and the date of leave and return must be stated on the form prior to the FAO approving the LOA. Do not request a Leave of Absence unless you absolutely need one. Students on LOA will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have his/her maximum time frame to complete the course extended by the same number of days as the leave of absence. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance prior to the start of the leave and the refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 30 days.

ACADEMIC PROBATION

Students who fail to meet minimum requirements for attendance or academic progress are placed on first probation for 30 days and are considered to be making satisfactory progress while during the first probationary period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the 30 day probationary period, the student has still not met both the attendance and academic requirements, he/she will be placed on a second probation for another 30 days and will be determined as NOT making satisfactory academic progress and, if applicable, *students will not be deemed eligible to receive Title IV funds*. If at the end of the second 30 day probationary period, the student has still not met both the attendance and academic

requirements, he/she will be subject to termination of enrollment at the school at the discretion of the Administration.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS (SAP)

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

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of credit of program hours provided it is within 5 years from the date of their withdrawal and the student is in good standing with the college. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

INSTITUTIONAL DETERMINATION OF WITHDRAWAL

Institutions will determine that a student is no longer enrolled on the earliest of:

- The date the student notifies the school of intent to withdraw in person, by mail or submitting a signed notice of cancellation form to school.
- The date the school terminates the student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date the student failed to attend classes for a three-week period and failed to inform the school that he/she is not withdrawing.
- term In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded, Or (If attendance is not required) the last date when the student participated in an academically related activity or midpoint of the, payment period or enrollment period.
- For California Schools: If a student is absent for three consecutive weeks and is not on an approved leave of absence, the student will be deemed a withdrawal even though he/she indicated that he/she was not withdrawing.
- The student failed to return on schedule from an approved leave of absence. In this case, the withdrawal date will be the last day attended prior to the start of the approved leave of absence and the institutional determination of withdrawal date will be the scheduled date of return from the approved leave of absence.

APPEAL PROCEDURES

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institution's Director. The letter should be received within (5) days of termination and must describe any circumstances related to the student's academic standing which the student believes deserve special consideration. The Director shall evaluate the appeal within a reasonable time frame (5-10) days and notify the student in writing of the Director's decision. Should the student's appeal be denied, he or she may appeal before a school committee to present his or her case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10) days. The decision of the committee shall be final. Students that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress, and determined as making satisfactory progress will be re-entered in the course and financial aid funds will be reinstated to the student. Students accepted for re-entering the program who previously were not making satisfactory progress must attain a satisfactory progress status by the next scheduled evaluation, of re-entry before financial aid will be retroactive for eligible students who have displayed satisfactory progress within the evaluation probationary period time frame.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter-grade. Evaluation forms are issued to the Cosmetology Students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. For all other courses consisting of 600 hours or less, students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a “C” (70%) average or better to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING POINT			GRADES FOR PRACTICAL WORK	
100% - 90%	A	Superior Performance	(GPA 4)	4 POINTS = A
89% - 80%	B	Above Average	(GPA 3)	3 POINTS = B
79% - 70%	C	Average	(GPA 2)	2 POINTS = C
69% - 60%	D	Unsatisfactory	(GPA 1)	1 POINTS = D
59% - 00%	F	Fail	(GPA 0)	0 POINTS = F

FINANCIAL AID SATISFACTORY PROGRESS POLICY (SAP)

STANDARDS: This institution expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution under the guidelines of the institution’s accrediting body. Satisfactory progress in attendance and academic work are requirements for all students enrolled in (ICBAS). Students receiving funds under any Federal Title IV financial aid program must maintain satisfactory progress in order to continue eligibility for such funds.

1. Maintain a cumulative academic average of “C” (70%) or better at the end of each of the evaluation period. The grading must take into consideration grades obtained in exams for theory classes and practical grades obtained on hands on practical exams.
2. Maintain a cumulative average attendance level of at least two-thirds (2/3) of the scheduled hours indicated on their enrollment contract at the end of each of the evaluation period.
3. Complete the course within a maximum time frame of one and one-half (1 ½) times the length of the courses as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks (including grace time for absences), he or she must complete within 66 weeks.
4. Students meeting the minimum requirements for attendance and academic progress at any evaluation point will be considered to be making satisfactory progress until the next evaluation.

ACADEMIC EVALUATION PERIODS

Students are evaluated by Instructor for Satisfactory Academic Progress as follows:

Cosmetology 300, 600, 900, 1200 clock hours

Esthetician 150, 300, 450, 600 clock hours

Evaluations will determine if the student has met minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course.

GRADUATION AWARDS (CERTIFICATE/DIPLOMA)

When a student has completed the graduation requirements of the course of study with a GPA (Grade Point Average) of “C” (70%) or better, he/she receives a corresponding award certifying his/her graduation of the appropriate course of study. The school assists the students in completing the necessary documents to file for the appropriate State examination.

COURSE CURRICULUMS

COSMETOLOGY CURRICULUM

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

The curriculum for students enrolled in a cosmetology course shall consist of sixteen hundred (1,600) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin. Please note 505 hours are devoted to clinic/theory experience which shall include all phases of cosmetology. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIREMENTS

30 Disinfecting	240 Wet Hair Styling (includes pin curls, finger-waving, comb-outs, analysis
80 Permanent Waving	80 Haircutting-general combination (40): (Razor - 20) (Clipper - 20)
150 Thermal Hair Styling-50/Blow Dry- 50 /Press & Curl -50	150 Hair Coloring & Bleaching
25 Chemical Straightening	40 Facials-Manual, Electrical, & Chemicals
15 Scalp and Hair Treatments	10 Water and Oil Manicures
15 Make up applications	15 Eyebrow Arching and Hair Removal
15 Complete Pedicure	50 Artificial Nail Tips
50 Artificial Nails with Liquid Powder	20 Artificial Nail Wraps and Repairs
SUBJECT OF TECHNICAL INSTRUCTION	MINIMUM HOURS OF TECHNICAL INSTRUCTION

The Cosmetology Act and the Program's Rules & Regulations 20

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

Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes physical and chemical changes of matter.) 20

Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.) 45

Theory of Electricity in cosmetology (shall include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.) 05

Disinfection and sanitation (Shall include procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) 20

Anatomy and Physiology- this subject of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology 15

Wet Hair Styling (Shall include hair analysis, shampooing, finger waving, pin curling, and comb outs.)	25
Thermal Hair Styling (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons and blower styling.) (A.) Thermal Styling (B.) Press and Curl	20
Permanent Waving (shall include hair analysis, chemical, and heat permanent waving.)	20
Chemical Straightening (shall include hair analysis, and the use of sodium hydroxide and other base solutions)	20
Haircutting (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting.)	20
Hair Coloring and Bleaching (shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	60
Scalp and Hair Treatments (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.)	05
Facials (A) Manual (shall include cleansing, scientific manipulations, packs, and masks.)	5
(B) Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face.)	10
10	
(C) Chemicals (shall include chemical skin peels, packs, masks and scrubs. Training shall emphasize that only non-living, upper-most layers of facial skin, known as the epidermis may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with the Section 992 regulations regarding skin peeling.	10
10	
Eyebrow Arching and Hair Removal (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.)	10
10	
Make-up (shall include skin analysis, complete and corrective make-up, last and brow tinting and the application of false eyelashes.)	15
15	
05	
Manicuring and Pedicure: (A) Water and Oil Manicure, including nail analysis, and hand and arm massage.	05
(B) Complete Pedicure, including nail analysis, and foot and ankle massage	10
(C) Artificial Nails 1. Liquid and Powder Brush-on	05
2. Artificial Nail Tips	05

3. Nail Wraps and Repairs

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

100

of Cosmetology. **MAXIMUM HOURS**

Note: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code. Reference: Sections 7316(b), 73219(d)(I), 7321(d)(I), 7362, 7362.5(b) and 7389, Business and Professions Code.

COSMETOLOGY PERFORMANCE OBJECTIVE

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

COSMETOLOGY COURSE GOALS

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

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

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

LICENSING REQUIREMENTS

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

ESTHETICIAN CURRICULUM (CIP CODE 12.0409, SOC CODE 39-5094.00) 600 HOURS

The curriculum for students enrolled in a Cosmetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of a Cosmetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration,

lecture classroom participation, or examination. Practical operation shall mean the actual performance by the student of a “complete service on another person.” Please note 170 hours will be devoted to clinic/theory experience which shall include all phases of being a Cosmetician. Such technical instruction and practical operations shall include:

MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION

10	Disinfection and Sanitation	Eyebrow Arch - Tweezing	25
150	<i>Facials:</i>	Eyebrow Arch - Wax	25
	A. Manual 50	Makeup	40
	B. Electrical 50	Corrective Make to include eyelash application	20
	C. Chemical 40	Depilatories	
100	SUBJECT OF TECHNICAL INSTRUCTION	MINIMUM HOURS OF TECHNICAL INSTRUCTION	

The Cosmetology Act and the Program’s Rules & Regulations 10

Cosmetology Chemistry related to the practices of an Esthetician and purpose of cosmetic and skin care preparation.

(Shall also include the elementary chemical matter of makeup, physical and chemical changes in matter Health and Safety/Hazardous Substances (shall include training in chemicals and health in establishments, material

safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and 40

agencies, ergonomics, and communicable diseases, including HIV/AIDS & Hepatitis B.

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

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

technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) 10

Bacteriology, Anatomy, and Physiology. 15

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

B. Electrical: shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes 30

C. Chemical (peels, packs, scrubs, masks) 20

Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair 20

removal techniques, hair analysis, waxing, tweezing,
manual or electrical depilatories 20

Makeup 20

Corrective Makeup-application of False Eyelashes 20

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

Additional Training (Shall include the following subject matter: Salon management, communication skills that includes professional ethics, salesperson ship, decorum, record keeping, client service record cards and preparing a resume' employment development, modeling, desk and reception, and care and other subjects relating to the field of Esthetics. 30

MAXIMUM HOURS

Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code. Reference: Sections 7316(b), 7324(d)(1), 7362, 7364 and 7389, Business and Professions Code.

ESTHETICIAN PERFORMANCE OBJECTIVE

Acquire knowledge of laws and rules regulating California Cosmetology establishments' practices, acquire the knowledge of sanitation and sterilization as related to all phases of skin, acquire the knowledge of general theory relative to Esthetics including anatomy, physiology, chemistry and theory and acquire business management techniques common to Esthetics.

ESTHETICIAN COURSE GOAL

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

LICENSING REQUIREMENTS

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

laundering towels or in washing or scrubbing floors, walls, woodwork, toilets, or windows.

Note: Authority cited: Sections 7312, 7362 and 735, Business and Professions Code. Reference: Sections 7316(2), 7326(d)(1), 7362, 7365 and 7389, Business and Professions Code.

MANICURIST PERFORMANCE OBJECTIVE

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

MANICURIST COURSE GOALS

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATIONS TO BE DEVELOPED

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Shall have satisfactorily completed Theory and Operations required by the Board of Barbering & Cosmetology with an average grade of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in Cosmetology with a GPA of "C" (70%) or better, shall have paid all tuition due, will have completed SAP evaluation and will have an exit interview with administration. He or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Cosmetology Examination. The student shall receive a diploma/certificate of completion of the chosen program upon graduation from the school.

LICENSING REQUIREMENTS

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

COURSE TEXTBOOKS & REFERENCES

Milady Standard Cosmetology Textbook Bundle.....	\$182.95
Milady Standard Cosmetology Theory Workbook.....	\$44.95
Milady Standard Cosmetology Practical Workbook.....	\$44.95
Milady Standard Cosmetology Exam Review Book.....	\$33.95
Milady Standard Esthetics Textbook Bundle.....	\$227.95
Milady Standard Esthetics Student Workbook.....	\$69.95
Milady Standard Esthetics Exam Review Book.....	\$45.95
Milady Standard Nail Technology Textbook Bundle.....	\$188.95
Milady Standard Nail Technology Student Workbook.....	\$54.95
Milady Standard Nail Technology Exam Review.....	\$37.95

STUDENT CONSUMER INFORMATION & HEALTH AND SAFETY DISCLOSURE

The following information is provided in accordance with US Department of Education regulations requiring disclosure of certain information relating to educational programs that lead to gainful employment.

Program	CIP Code	SOC Code	O*Net	Occupational Title	Wages		On-Time Graduation	Job Placement	Median Loan Debt	
					Median Hourly	Median Annual			Title IV Loans	Private Loans
Cosmetology	12.0401	39-5012	39-5012.00	Hairdresser, Hairstylists, and Cosmetologists	\$10.94	\$22,760	100%	100%	0	0
Esthetics	12.0409	39-5094	39-5094.00	Skin Care Specialists	\$13.90	\$28,920	100%	50%	0	0
Manicuring	12.0410	39-5092	39-5092.00	Manicurists and Pedicurists	\$9.45	\$19,650	0	0%	0	0

[1] "On-Time" or "Normal time" is the typical amount of time it takes full-time students to complete their program. On-time graduation does not include absence hours that are automatically built in to each program. For specific allowable absence hours please see the Fee Schedule in this Student Handbook/Catalog.

[2] The Occupational information Network (O*NET) is being developed under the sponsorship of the US Department of Labor/Employment and Training Administration (USDOL/ETA).

[3] These survey data are from 2010 Occupational Employment Statistics (OES) survey. The wages have all been updated to the first quarter of 2011 by applying the US Department of Labor's Employment Cost Index to the 2010 wages. Occupations classified using the Standard Occupational Classification (SOC) codes. For details of the methodology, see the Overview of the OES Survey at <http://www.labormarketinfo.edd.ca.gov>.

[4] As submitted to accrediting agency NACCAS for the calendar year 2011, the most recent year for which data is available.

CAREER COUNSELING

Students are counseled individually, as often as necessary at least every six weeks to review the student's progress and adjustment. Successful Salon Owners and Stylists are scheduled to come to the school regularly to give demonstration and discuss career goals, etc. with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at time.

LIBRARY & INDEPENDENT STUDY POLICY

This institution maintains a reference library containing many audio and visual aids, books, periodicals and magazines for the use of the staff and student body. The policy for using the library is as follows:

1. Utilize the materials in conjunction with assigned school text books to augment their classes with additional material and in the up-dating and creation of their class lesson plans.
2. Students are encouraged to utilize the materials available to them for independent study and research for assignments.

Independent study may take place by students under the following guidelines:

1. Students not in scheduled classes or assigned to laboratory assignments may request to engage in independent study.
2. Student may seek permission to engage in independent study from his/her instructor. As student must provide proof of daily applied effort; their instructor must be aware of the students actions at all times so proper hours may be applied.
3. Student may be assigned independent study from his/her instructor; to make-up work missed or to assist a student in developing additional expertise in a particular area or function of their training.
4. Student granted or assigned independent study time will see the instructor in charge of the library, or their instructor to check out required materials. Student must sign the materials out and must sign them back in, upon their return.
5. Students are responsible for the materials they check out and may be charge for any materials not returned.

G.E.D. CLASSES AVAILABILITY

If you do not already hold a high school diploma or G.E.D. certificate and have been admitted into our program of study under the institution's ability to benefit procedures, International College of Beauty Arts & Sciences want you to know and encourages you to receive additional lifelong benefits from successfully completing the G.E.D training and taking the GED exam.

Special preparation for the G.E.D. is available locally through any of the local schools and/or community groups listed below. The programs listed below, to the best of our knowledge, have proven to be successful in helping students pass the G.E.D. exam.

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

VOTER REGISTRATION

In California you may register to vote by completing the online voter registration form at: <https://www.sos.ca.gov/nvrc/fedform/> and then mailing it to the pre-printed address on the form. You also register to vote whenever you apply for or renew your driver's license or state-issued ID card. For more information, please visit the California Secretary of State website at:

http://www.sos.ca.gov/elections/elections_vr.htm.

CONSTITUTION DAY AND CITIZENSHIP DAY

Pursuant to legislation passed by Congress, educational institutions receiving Federal funding are required to hold an educational program pertaining to the United States Constitution on September 17 of each year. International College of Beauty, Arts & Sciences presents programs pertaining to the United States Constitution on *September 17* of each year.

VACCINATION POLICY

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

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

CAMPUS HOUSING

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

JOB PLACEMENT POLICY

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

Students are sent on interviews and the results of these interviews are recorded in the student register. The school may show prospective students this register upon request to Mrs. Sonia Boghosian. The school will assist with student placements as often as needed; however, the school does not guarantee placement to any student.

HEALTH AND PHYSICAL CONSIDERATION

Generally, the professional in the beauty field must be in good physical health for he/she will be working in direct contact with customers. In most aspects of the beauty culture field there is a great deal of standing, walking, pushing, bending, and stretching, and sometimes for long period of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill training demands.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

International College of Beauty, Arts, & Sciences have Emergency Response and Evacuation Procedures in place. Exit signs and evacuation routes are posted throughout the facility.

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

Contact Personnel:

The following personnel may be contacted by calling (818) 548-3578 and their extensions listed below
President/Owner-Sonia Boghosian.....Ext. 12

COPYRIGHT INFRINGEMENT & ILLEGAL FILE SHARING-POLICIES

Intellectual properties include properties include copyrights, trademarks, patents and trade secrets covered by copyright law. Copyright infringement (or copyright violation) is the unauthorized, prohibited use to reproduce ideas information without any intention of paying for it.

For electronic and audio-visual media, unauthorized reproduction and distribution is also commonly referred to as piracy. Besides, unauthorized downloading of movies, music and software is damaging the economy.

When students are found guilty of an academic offense, a penalty will be assigned ranging from a warning to a suspension or expulsion from the institution.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505 Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.. For more information, please see the Web site of the U.S. Copyright Office at: www.copyright.gov.

DRUGS & ALCOHOL ABUSE POLICY

The College makes the following information available to its students, staff, and instructors. Any individual associated with INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Glendale Adventist 1509 Wilson Terrace, Glendale, CA 91206

(818) 409-8058

CAMPUS SECURITY ACT DISCLOSURE STATEMENT

All ICBAS students and staff members should report all incidents of criminal actions or security emergencies to the instructors immediately. This report includes sightings of any needed repairs or maintenance of the campus grounds to ensure a safe campus environment. In the event of a crime or emergency, all personnel and student body are advised to call the police department (911) immediately.

The Campus Security Act (Public Law 102-26) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistics for the period between 01/01/2010 and 12/31/2010, the police department retrieved 2010 statistic report and found, area immediately adjacent to school buildings and property (offense and arrests are within 67 yards of school):

Report Distribution Date: July 2011

Occurrences Within the 2010 Calendar Years

Crimes Reported	2010	Location: C=Campus N=Non-campus P=Public	* Hate Crime?
Murder (Includes non-negligent manslaughter)	0		NO
Negligent manslaughter	0		NO
Sex offenses (forcible & non-forcible)	0		NO
Robberies	0		NO
Aggravated assaults	0		NO
Burglaries	0		NO
Motor Vehicle Thefts (on Campus)	2		NO
Arson	0		NO
Hate Crime Reporting-The HEOA expands hate crime statistics reported to the Department to include;			
Larceny-theft	0		NO
simple assault	0		NO
Intimidation	0		NO
Vandalism	0		NO
Number of arrests made for the following crimes	2010	Referred for campus disciplinary action? (Yes) (No)	
Liquor Laws	4		
Drug laws	7		
Weapons Possession	0		

There has been NO Criminal Offenses committed on the campus of International College of Beauty Arts & Sciences against staff, students or patrons. The college is in compliance with "Public Law 101-542, the Student Right-to-know Campus Security Act, as amended by Public Law 102-26, the Higher Education Technical Amendments.

*Crimes of murder, manslaughter, arson, forcible rape and aggravated assault that show evidence of prejudice based on race, religion, sexual orientation, ethnicity or disability as prescribed by the Hate Crimes Statistical Act.

This institution does not employ campus security personnel but encourages both its employees and students to immediately report suspected criminal activity or other emergencies to the nearest available institutional official and/or in the event of emergency to directly contact local law enforcement or other emergency response agencies by dialing "911".

- All students and employees are required to report any crime or emergency to their institutional official promptly. If a student or employee wishes to report a crime on a voluntary or confidential basis, the institutional official will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her institutional official without signature. If the student wishes not to maintain confidentiality, the student will contact his/her teacher or school official who in turn will contact the nearest supervisor to report criminal actions or emergencies to the appropriate agency by calling (911).

Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's secretary who contacts the correct police department District for statistics and the institution's "*Campus Crime Fact Sheet*", and then records those statistics.

- Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and display at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
- Current policies concerning campus law enforcement are as follows:
 - Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used, as undue risk should not be taken.
 - The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.

Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.

- Do not leave personal property in classrooms.
- Report any suspicious persons to your institutional official.
- Always try to walk in groups outside the school premises.
- If you are waiting for a ride, wait within sight of other people.
- Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
- The "Crime Awareness and Campus Security Act" is available upon request to students, employees (staff and faculty) and prospective students.

- The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
- Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
- The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.

All incidents shall be recorded in the International College of Beauty Arts & Sciences "*Campus Crime Fact Sheet*" at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

- This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest.
- Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff.
- Sexual assaults (criminal offences) on campus will be reported immediately to the institution's official, who will report it to (911) emergency and police units. The person who was victimized will be encouraged to seek counseling at a rape crisis center and to maintain all physical evidence until such a time as that person can be properly transported to a hospital or rape crisis center for proper treatment. This institution has zero tolerance of such assault; the violation of this policy by students or employees may result in expulsion, while investigations are being followed, termination and /or arrest.

The institution does not maintain any special relationship with State and local police and do not have an agreements with those police agencies (such as written memoranda of understanding) to investigate alleged crimes.

This Institutions encourage students to complete a timely reporting of all crimes to the campus administrators, police and appropriate law enforcement agencies

This institution encourage students to immediately report an incident where an emergency evacuation be needed. All students should familiarize with the evacuation procedures posted in several key places around the campus.

This institution does not provide on-campus housing.

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

FINANCIAL MATERIALS & SOURCES

TUITION PAYMENT POLICY

All tuition and fees are payable in advance, unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly and quarterly) are available. For those students who wish to pay their own way through the school, the financial officer will develop a payment program for each individual. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available.

If applying for Federal Student Aid, (subject to qualifications and eligible classes) then prior to starting class the student will have completed a FAFSA on line at www.fafsa.ed.gov to determine eligibility

TUITION AND FEE SCHEDULE SUPPLEMENTAL INFORMATION.

The STRF fee will not be charged if you do not meet the criteria explained above.

Course length based upon full time schedule

COURSE S	Minimum # of Hours	Cost Per Hr.	Tuition	Reg. Fee	Kits/ Books/ Uniform			Total	Min # Wks*	Min. # Mos.	STRF
COSMETOLOGY	1600	10.00	16,000.00	100.00	\$ 828.73	221.27	35.00	17,227.50	FT-46 PT-64	11.5 16	42.50
ESTHETICIAN	600	15.00	9,000.00	100.00	727.75	222.25	35.00	10,110.00	FT-17.5 PT-24	4.5 6	25.00
MANICURING	400	10.00	4,000.00	100.00	365.78	184.22	35.00	4,697.50	FT-11.5 PT-16	3 4	12.50

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

* Above kit prices include 8.75% CA sales tax.

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

STUDENT TUITION RECOVERY FUND (STRF)

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

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all of part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

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

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

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

EXTRA INSTRUCTIONAL CHARGES

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. If a student exceeds the time frame outline above, an extra instructional charge will be made for the balance of the hours required for the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows;

Cosmetology and Manicurist: \$10 per hour

Esthetician: \$15 per hour

BRUSH UP POLICY

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

- Cosmetology and Manicurist: \$15 per hour
- Esthetician: \$20 per hour

REFUND POLICY OUTLINE

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

REFUND POLICY

A. An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.

B. If a student (or in case of a student under legal age, his parent or guardian) cancels his/her contract and request money back, the student must do so in writing by producing a signed & dated copy of the Notice of Cancellation within seven(7) days or (5 business days) (by midnight) of the last day of the classes. All monies collected by the school shall be refunded. The cancellation date will be determined by the postmark on written notification or the date said information is delivered in person or by mail. This policy applies regardless whether or not the student has actually started training.

C. If the student cancels his/her enrollment within 7 days of classes or without the student starting classes, he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$100. The cost of the kit and supplies are not refundable due to sanitary reasons. Kit & supplies normally distributed to students after cancellation period.

D. Even if you withdraw more than seven days after start of class, you may be entitled to a partial refund. You have the right to withdraw from school at any time and receive a refund for the part of the course not taken. The amount of the refund shall "pro-rated" according to the incomplete portion of the course, less the registration fee and total cost of supplies received. The amount the school would be allowed to retain would be calculated in the following manner: (Calculations based on scheduled hours at last day of attendance)

GUIDELINES:

Percent of program completed	Total of Tuition Charged
0.01 to 04.9%	20%
5 to 09.9%	30%
10 to 14.9%	40%
15 to 24.9%	45%
25 to 49.9%	70%
50% and over	100%

PRE-APPLICATION FOR STATE LICENSING EXAM

Students will be allowed to pre-apply for the exam provided if student have maintained a 90% attendance ratio throughout their program of study. Pre-application is available once student reached 1200 hours for Cosmetology, 450 hours for Esthetician, and 240 hours for Manicurist.

FINANCIAL AID INFORMATION

ACADEMIC YEAR DEFINITION

Federal regulations require that a school define its academic year for students. Financial aid is awarded and disbursed to students based on the student’s academic year. ICBAS definition of academic year is 900 hours/26 weeks. Students enrolled and attending ICBAS will have a maximum program length of 1600 hours/ 50 weeks.

Example:

Cosmetology Program

Program length: 1600 hours/50 weeks

Academic Year Definition: 900 hours/26 weeks

Payment Periods

1st Payment Period	2nd Payment Period	3rd Payment Period	4th Payment Period
450 Clock Hours/13 weeks	450 Clock Hours/13 weeks	350 Clock Hours/13 weeks	350 Clock Hours/12 weeks

AWARDING OF TITLE IV FUNDS

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

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

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

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

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

7. The student

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

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

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

STUDENT FINANCIAL AID ELIGIBILITY REQUIREMENTS

To be eligible for financial aid, a student must:

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

TITLE IV IMPLICATIONS OF ILLEGAL DRUG CONVICTIONS

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

	Possession of illegal drugs	Sales of illegal drugs
1st offense	1 year from date of conviction	2 years from date of conviction
2nd offense	2 year from date of conviction	Indefinite period
3rd offense	Indefinite period	

FEDERAL PELL GRANT PROGRAM

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

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

Pell Grants are grants of money made to students based on need, as determined by the FAFSA form, with a current maximum disbursement of \$5,550 per academic year. The dollar amount of the grant will depend upon your family financial status, the date you begin school and Federal Pell funds available in the given year

RENEWAL PROCESS

A FPELL Grant award is received for one award year (July 1 to June 30 of the following year), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a copy of the new SAR or ISIR to the financial aid office for each award year.

Maximum Annual Award: \$5,500

Disbursement: They are made based on per payment period via a check payable directly to student's tuition account.

FEDERAL SUPPLEMENTAL EDUCATION OPPORTUNITY GRANT (FSEOG)

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

Deadline: You may apply during the enrollment process, using the FAFSA form. The school will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award.

Maximum Annual Award: \$4,000

Disbursement

Made based on per payment period via a check payable to the student or via a direct credit to the student's tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year-round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell recipient students with the lowest Expected Family contributions enrolled during the last three months.

FEDERAL WILLIAM D. FORD DIRECT LOAN PROGRAM

Funds received from either of the loan programs are subjected to repayment from the student.

Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibilities under these loan programs, the rights that the student has under the individual loan program conditions, and the consequences of failing to meet the repayment obligations. (If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds).

FEDERAL DIRECT STAFFORD SUBSIDIZED LOAN

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

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

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

FEDERAL DIRECT STAFFORD UNSUBSIDIZED LOAN

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

(1) Unsubsidized loans are not need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits).

(2) The Federal Government does not pay interest subsidies to the lender while the student is enrolled or during periods of deferment. Interest must be paid or capitalized, i.e., added to the principal.

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

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

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

ENTRANCE/EXIT COUNSELING INSTRUCTIONS

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

NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Students and/or parents who elect to receive a Title IV loan (e.g., sub or unsub Stafford loan or parent loan) at ICBAS will have that loan information submitted to NSLDS and it will be accessible by guaranty agencies, lenders and institutions who are authorized users of the data system. Students and/or parents may view their information at www.nsls.ed.gov.

COST OF ATTENDANCE BUDGET EXAMPLE

This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below. Example is base on Cosmetology program and actual institutional charges.

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

1. Include all mandatory fees
2. Includes food, snacks, meals on campus, household supplies

3. If contract is for less than nine months, adjustments may be made at the rate of \$389/month or fraction thereof.
4. Includes travel to and from parent's residence and transportation costs to and from classes and work. (e.g., bus fare, gasoline, tolls, parking.)

CREDIT BALANCE

A credit balance occurs when tuition payments using Title IV funds have been received by the institution in excess of the amount of charges assessed to the student. Credit balances are paid within 14 business days from the day the credit balance was generated. Students must be responsible for budgeting their own funds and for securing that the funds are used for education related expenses.

EXPECTED FAMILY CONTRIBUTION (EFC)

Is the application of the U.S. Congressional formula to the student's family income and assets entered in the FAFSA and used as the calculated amount that a family is expected to contribute to offset the student cost of attendance.

RETURN OF TITLE IV FUNDS (R2T4)

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

1. All students receiving federal financial aid who completely withdraw within the first 60% of an enrollment period are subject to the "Return of Title IV - R2T4" provision. As a student at ICBAS, you have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation of the enrollment agreement (midnight of the fifth business day following the first class you attend), the school will remit a refund less a registration fee and all educational material received that are non-refundable not to exceed *\$1,227.50*
2. According to the Bureau for Private Postsecondary Education, students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. A pro rata refund shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:
 - a) The amount owed equals the hourly charge for the program (total institutional charge, divided by the number of hours in the program), multiplied by the number of hours was scheduled to attend, prior withdrawal.
 - b) All amounts paid by the student in excess of what is owed as calculated in subdivision (1) shall be refunded.
 - c) Returning of fund(s) in accordance with Return of Title IV Aid - R2T4 treatment, combined with Prorata calculation, will be reflected in either the Balance Due or Refund Total on the Student Refund Calculation and Notification letter. The refund will be issued within 45 days following official withdrawal date.

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

TRANSFER STUDENT

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

VERIFICATION PROCESS

THESE PROCEDURES APPLY TO THE 2011-2012, EXPECT NEW WORDING FOR THE 2012-2013 AWARD YEAR. Federal regulations 34 C.F.R. Part 668, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 - executing legislation 20 U.S.C. 1094 governing the title IV programs require schools to be sure of certain applicant-reported data.

Federal Regulations require schools to develop policies and procedures for verification. International College of Beauty, Arts, & Sciences (ICBAS) is required to make the policies available to all applicants, for financial aid, as well as prospective students, upon request. To follow the regulations and achieve consistency governing of this process, the following verification policies apply to all applicants for Title IV programs. Under the regulations, ICBAS will not disburse federal loans, Federal Grants, or SEOG, selected for verification, until completion of verification.

Under the regulations, the school will not disburse FPELL or FSEOG, nor certify Stafford/PLUS loan applications, until completion of verification process.

If student's FAFSA is selected for review in a process called verification, the school is required to adhere certain documents and adhere to deadlines for processing the application.

Once the student has submitted the required documentation to the FA department, the financial aid counselor will make the appropriate corrections to the application information and submit it to the CPS. If, as a result of verification, the applicant's Title IV eligibility changes, the financial aid counselor will notify the student via a new award letter.

ICBAS requires the following items from an applicant selected for verification:

- Dependant applicants
 - Dependent Verification Worksheet
 - Copy of parent's signed federal 1040, 1040A, 1040EZ form (if filed)
 - Copy of student's signed federal 1040 form (if filed)
 - W-2 forms (if separation of income is necessary)
- Independent applicants
 - Independent Verification Worksheet
 - Copy of student's (and spouse's, if married) signed federal 1040,1040A,1040EZ form
 - w-2 forms

DOCUMENTATION REQUIRED

Applicants shall complete the appropriate sections of the Verification Worksheet 2011-2012. There are two different worksheets: One for dependent students and one for independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The school's financial aid officer may require/provide other appropriate forms.

TIME PERIOD FOR PROVIDING DOCUMENTATION

Applicants must provide the required documentation within 60 days from the last day of attendance or August 31, 2012, whichever is earlier.

APPLICANT RESPONSIBILITIES

To be eligible to receive Title IV funds, we require applicants to provide requested information during the time period(s) specified in these policies. Applicants must certify that the following data items are correct as listed on the original application; or, if not correct, must update the data items, as of the date of verification:

- * Number of family members in the household

* Number of family members in the household now enrolled as at least half-time students on postsecondary institutions.

* Change in dependency status.

Federal PELL Grant applicants whose dependency status changes during the Award Year must file a correction application. This process does not apply if the change occurs due to marriage.

Campus-based applicants whose dependency status changes during the Award Year must have their FC re-calculated. This process does not apply if the change occurs due to marriage.

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

CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTING WITHIN THE SPECIFIED TIME PERIOD(S):

If the student cannot provide all required documentation, the school cannot complete the verification process within 60 days from the date of the request. The school must then advise applicants that they are not eligible for financial aid funds. The school then gives the applicants the following options: The student may continue training on a cash payment basis. The student may withdraw, and re-enroll at no additional charge. There will be no loss of hours earned, when the student provides all proof, and verification is complete. The applicant must repay any over award or any award for which he/she was not eligible, discovered during verification.

NOTIFICATION OF RESULTS OF VERIFICATION

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

REFERRAL PROCEDURE

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

STAFF MEMBERS OF ICBAS

OWNER/PRESIDENT OF INTERNATIONAL COLLEGE OF BEAUTY, ARTS & SCIENCES

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

Sonia is a valuable speaker at the international, and nation beauty trade shows and member many spa & resort and cosmetology related associations where she shares her views and knowledge with beauticians and salon owners and individuals that are planning to open or upgrade their existing salons. Sonia also conducts yearly conferences and expositions for salon owners and industry executives. She conducts full-day workshops while training and updating salon and spa owner with day-to-day salon operation, the latest trends in beauty industry, and most advanced marketing plans.

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

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

FINANCIAL AID OFFICER

Ms. Marites Gonzales, became employed in a Beauty school in 2007 as a Receptionist and she was promoted to Admissions Officer, then in 2010 Marites was promoted to Financial Aid department. She provided superior customer service to students by accepting ownership of all Student Finance issues and questions. Serves as the single point of contact for all Student Finance issues (e.g., financial aid, payment plans, billing issues, etc.), she provided comprehensive financial counseling to over 100 students per year. Throughout her financial aid experience Marites had developed an extensive knowledge of federal and state financial aid programs. She optimized office efficiency by prioritizing office activities and delegating work. And she consistently providing the highest customer service to prospective and the students.

COSMETOLOGY INSTRUCTOR

Mrs. Kristina Khodjayan - Cosmetology Instructor - Mrs. Kristina describe herself as enthusiastic and dedicated teacher who molds her students to develop their own best capabilities to performed as a Cosmetologist in the field of Beauty industry. She guides her students to capture and share her knowledge and understanding the total concept of beauty through mentally, morally, and aesthetically. She believes the most effective and most important aspect of teaching is to analyze and evaluate the subjects that are going to be taught. She also teaches more than 12 years in "Sharp Music Method" school which is very well known in the city of La Canada and La Crescenta California. All her conscious life she has always been dedicated in teaching which according to her is hereditary in her family. Mrs. Kristina enjoys to attend seminars, conference and demos to help her vision the most recent and effective teaching methodology. She also speaks three different languages (Armenian, Russian, and English) which gives her advantage to reach out to students who have slight language barrier. Mrs. Kristina has a Bachelor's Degree in Arts and Pedagogy from University of Armenia. She has been teaching Cosmetology for three years.

ACCOUNTANT

Mrs. Ayerlin Nazarians, graduated with B.S. in Business Administration at California State University, Los Angeles in December of 2008. Ayerlin received Dean's honor list in California State University in 2007 through 2008. Ayerlin's previous employment had increased her effectiveness as an accountant. She interfaced and communicated with people from all levels of management. She reconcile/coordinate with financial aid officer concerning bank accounts and federal funds. Ayerlin is also in charge of processing all stages of payroll for employees, bank reconciliation, accounts payable and accounts receivable.

International College of Beauty, Arts & Sciences

ORGANIZATIONAL CHART

