

International Beauty College Catalog

Jan 1, 2017-Dec 31,2017
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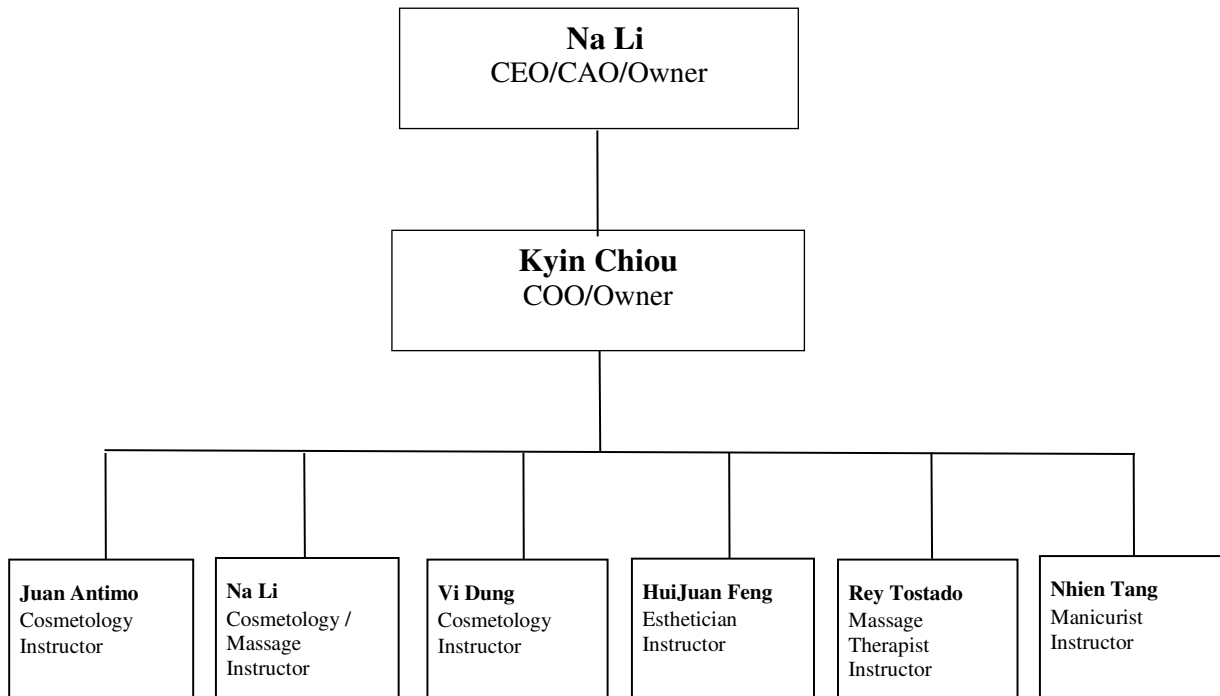
International Beauty College (IBC)

1224 Polk Street. San Francisco, CA 94109

Telephone (415) 931-6333 • (415) 931-6363 • Fax (415) 936-3628

WWW.INTERNATIONAL-BEAUTY-COLLEGE.COM

ORGANIZATIONAL CHART



FACULTY & STAFF:

Na Li - Chief Executive Officer/Chief Academic Officer

Kyin Chiou - Chief Operating Officer

Juan Antimo - Cosmetology Instructor

Juan Antimo has over 30 years of experience in the beauty industry including over two years of experience in teaching cosmetology. He continued to get higher education at Skyline College in San Bruno in 2012 for Cosmetology. He concentrates on teaching student to pass the State Board Examination and handles direct customer service. He has also attended many advance training classes in thermal styling, hair cutting, hair weaving and replacement.

California Barbering License (B67255)

California Cosmetology License (KK570632)

Vi Dung - Cosmetology Instructor

Vi Dung Graduated from International College of Cosmetology in 2012 and received his Manicurist license. In 2014 he received his Cosmetology license and joined the staff in 2015. He handles the reception desk, student supervision, and training of reception desk operations. Also, Mr. Vi continues attending professional training classes. He holds the following credentials:

California Manicurist license (M308233)

California Cosmetology license (KK 571593)

Rey Tostado – Massage Course Instructor

Rey acquired his Massage Therapy training in Japan and received his Certified Massage Therapist license in 2011. He is a great Massage Therapy Instructor with the knowledge and passion to teach future students. He holds the following credentials:

Certified Massage Therapist (Certificate # 19223)

California Cosmetology license (KK 520607)

HuiJuan Feng – Esthetician Instructor

HuiJuan have many year of experience in the Esthetics field as she started her career in 2004 in China and received her California Esthetician license in 2015 and received her Cosmetologist license in 2016.

Nhien Tang – Manicurist Instructor

Nhien received his Manicurist license in 2015 and received his Cosmetologist license in 2016.

Message to Prospect Students

Thank you for your interest in the **International Beauty College**. In the following pages you will find information about our curriculum, our current tuition, payment schedule and other valuable information. Please review it carefully as many frequently asked questions are answered inside.

Here at the **International Beauty College** we start new classes for Barbering, Cosmetology, Esthetics and Manicuring every Monday. Our class sizes can vary depending on the course that students decide to enroll in. Please note that our class sizes are limited therefore early enrollment is strongly encouraged. To begin the enrollment process you will need to come in for an interview.

It will be our pleasure to have you join **International Beauty College**. To begin the enrollment process please call (415) 931-6333.

Mission:

At International Beauty College (IBC) our mission and prime objectives are to create a high-quality academic environment and affordable education that provides our students with the skills and tools they need to obtain a licensed, entry-level position in the beauty and wellness industry.

Education Objective:

For the Barbering, Cosmetology, Esthetician, and Manicurist students our prime vocational objective is to train and produce knowledgeable graduates able to seek and find entry-level employment in the beauty industry. Our successful students should be able to function effectively at an entry level in one of the many specialty areas such as: Barber, Hair Stylist, Hair Colorist, Manicurist, Make-up Artist or Beauty Salon Operator.

For the Massage Therapist students our prime vocational objective is to provide quality training in the art and science of massage therapy. We are committed to graduating highly trained practitioners who are expertly qualified and well prepared to gain immediate employment as a Certified Massage Therapist. Prime educational objectives are:

- Basic principles of Traditional Chinese Medicine (TCM), including Tui-Na and Meridian acupressure.
- Techniques for addressing all major meridians.
- Fundamentals of human anatomy and kinesiology.
- Body mechanics for working safely and with ease.
- Basic marketing and business management skills to begin a career as a Massage Therapist.

Philosophy and Goals:

International Beauty College is an academy for California State Board hours and advanced training for licensed Cosmetologists, Estheticians, Manicurists and Certified Massage Therapist. We offer advanced curriculum at our school with an emphasis on preparing each student with the skills they will need in today's competitive beauty and wellness market. We help motivated individuals to become knowledgeable and successful salon, spa and wellness professionals. Upon satisfying program requirements, each student will receive a certificate of completion.

Class sessions will be held at 1224 Polk Street, San Francisco, CA 94109. The school is accessible through San Francisco county public bus #49, 32, 27, 19, 9 and 38 and is near the Civic Center Bart station. There is over 3,300 sq. ft. of facility and equipment at the International Beauty College. The school is the ideal center, designed to provide the best environment for learning the career of beauty and wellness industry.

Approval Disclosure Statement:

International Beauty College is a Non- accredited private institution approved to operate by the Bureau for Private Postsecondary Education, **2535 Capitol Oaks Drive, Suite 400, Sacramento, California 95833** Mailing Address: P.O. Box 980818 West Sacramento, CA 95798-0818 Telephones: **(888)370-7589, (916)431-6959, Fax (916)263-1897** <http://www.bppe.ca.gov/> pursuant to California Education Code 94311. The Bureau's approval means that the institution and its operations comply with the California private post-secondary education act of 2009. The approved courses are:

The Bureau has approved the following courses offered by IBC:

*Cosmetology (CIP 12.0413)	1600 Hours
*Barbering (CIP 12.0402)	1500 Hours
*Esthetician (CIP12.0408)	600 Hours
*Manicurist (CIP 12.0410)	400 Hours
*Massage Therapist (CIP 51.3501)	500 Hours

***None of our programs are accredited**

The State of California Department Consumer Affairs – Bureau of Barbering and Cosmetology provides licenses to graduates upon passing the Barbering Cosmetology Bureau examination

The facility can accommodate 90 students. Prospective enrollees are encouraged to visit the physical facilities of IBC and discuss personal educational and occupational plans with IBC personnel prior to enrolling or signing enrollment agreements. The following State Board, bureaus, departments or agencies set minimum standards for the programs of studies in accordance with Educational Code section 94316.12: California State Board of Cosmetology which requires a minimum of 1,600 hours to be licensed as a cosmetologist, 1500 hours to be a licensed barber, 400 hours as a manicurist, and 600 hours to be a licensed esthetician. Person seeking to resolve problems or present complaints should first contact the immediate instructor in charge. Requests for further action may be made by contacting Kyin Chiou, owner. Additional request for further consideration may be presented in writing to Na Li, CEO/owner. Unresolved complaints may be directed to BPPE or CAMTC:

Bureau for Private Postsecondary Education
2535 Capitol Oaks, Drive, Suite 400
Sacramento, CA 95833
Tel: (888) 370-7589
Web Site: www.bppe.ca.gov
Email: bppe@dca.ca.gov

California Massage Therapy Council
One Capitol Mall, Suite 320
Sacramento, CA
Tel: (916) 66-5336
Web Site: www.camtc.org
Email: complaints@camtc.org

Administration Business Hours:

The school administrative offices are open for business Monday thru Friday from 9:00a.m to 5:30 p.m. for issues related to admissions, academics, accounting and placement. Please make an appointment or visit the office within their business hours. All administrative offices may be reached at (415) 931-6333.

Textbooks, Equipment and supplies:

IBC has supplies and equipment necessary for you to receive a proper education. Instructors and students utilize the Milady's Textbook for Barbering, Cosmetology, Manicure and Esthetics as its main reference and instructional guide. Theory class is taught in our lower level at a designated time for each separate course in our quiet, spacious class room. Each student has a proper desk and seating to enable non interrupted learning, note taking and personal study. Our upper level has 10 Barbering/Cosmetology stations with work surfaces, a mirror and hydraulic chairs to

make every service comfortable for you and your clients. The upper level also holds our Manicuring area where advanced students have their own manicure table to perform services on clients. Esthetician students have their designated esthetics room where they practice services on the public. In this room they have a professional facial bed, sink and thermal equipment. IBC provides clean linens, towels, and capes for the public services, all washed and dried on site.

Available to all our students is a library including the Milady's cosmetology management set, Milady's standard textbook for barbering, Milady's standard textbook for esthetics, Milady's standard textbook for manicure, videos on different topics relating to each course, and a computer with internet access for students personal study or investigation. IBC provides a computer station with internet access for instructors to use for teaching and the complete Milady's Instructor sets for all three courses. Our entire training system, particularly in regard to the equipment available for student use, is designed to prepare our students to meet any challenge they might face in the work place. We have five shampoo bowls, five free standing driers, and a waiting area to keep clients clear from the students work area..

Before the first day of class each student has paid and is provided a kit with all new materials needed for their course of choice. The quality of our education is reflected in the quality of the materials used and the organization of the daily routine here at the International Beauty College. Students are expected to maintain the kit by immediately replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Our School simulates salon conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the students product knowledge. **Due to sanitary reasons, the equipment once issued and accepted by the student, is no longer returnable to the college upon withdrawal from the course of enrollment. Therefore, the equipment becomes the property and responsibility of the student.**

On the first level we have a student/public restroom and the classroom doubles as the lunch room where we do provide a refrigerator, microwave and tables with seating. (food is not allowed during Theory time)
Massage Therapist Program equipment available to students are massage tables, massage stools, massage chairs, all lotions and oils, instructional skeleton models, white boards, computers, and audio equipment. Before the first day of class each student will be given all the require books for class.

Handicapped (Wheelchair Access):

The School is not currently accessible to wheelchair or disabled students.

Health and Physical Considerations:

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

Non-Discrimination Statement:

International Beauty College does not discriminate in admission, employment or administration of its programs or activities on the basis of race, religion, color, ethnic origin, sex, age or disability in violation of title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, or other federal, state or local laws or executive orders.

Sexual Harassment:

It is the policy of the International Beauty College that acts of sexual harassment herein, toward guest or and visitors to the campus or any member of the College community including faculty, staff, students and candidates for positions at the College (regardless of the individual's gender) will not be tolerated. All members of the administration, faculty, staff and students will be subject to disciplinary/legal action for violation of this policy.

Non-Recruiting Statement:

International Beauty College does not recruit students already attending or admitted to another school offering a similar program of study.

Scholarships:

Our college does not have an institutional scholarship program at this moment.

Career Counseling:

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Salon owners and stylist are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors.

ADMISSION POLICY:

To be eligible for admissions at International Beauty College, Barbering, Cosmetology, Esthetician, and Manicuring applicant must pass an entrance aptitude exam with a minimum grade of 70% and all applicant must have one a copy of his/her U.S. High School Diploma, GED, California State Proficiency Test or its equivalent.

Massage Therapist program applicant are not required to take the Cosmetology Student Aptitude exam.

*Entrance Aptitude Exam: Currently, IBC uses the Cosmetology Student Aptitude Test for Barbering, Cosmetology, Esthetician, and Manicuring students to determine the student's ability to be trained in the courses offered by IBC. The admissions personnel will provide applicants with additional information as to how to arrange for the test. Students must take and pass the test before signing the enrollment agreement.

Students lacking the High School Diploma or its equivalent, are at least 18 years old (compulsory school attendance in California), who have completed the 10th grade education level or its equivalent as required by the California State Barbering and Cosmetology Bureau, will be required to pass one of the Ability-to-Benefit tests approved by the US Department of Education administered by an independent proctor. IBC uses the WONDERLIC VS-1/QS-1 (Passing score VS-1 section of 200 or higher and QS-1 section of 210 or higher). Additionally, these tests are also used to determine the student's ability to be trained in the courses offered by IBC. Students subject to these criteria are referred to students admitted under the Ability-to-Benefit criteria guidelines. The 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 being admitted in school by signing the enrollment agreement and prior to the first day of class. Students admitted under the ATB procedures, are encouraged to obtain a GED certificate equivalent to a High School level of education by contacting the local adult schools. International Beauty College has not entered into an articulation or transfer agreement with any other college or University.

International Beauty College will provide referral services to applicants who wish to take GED test at San Francisco Evening Adult School/Neighborhood Center.

Transfer Policy:

Applicants for transfer into International Beauty College (IBC) are considered on an individual basis. IBC may, at its discretion, refuse transfers if admission requirements, including tuition, cannot be met. IBC may accept transfer hours into any course. The determination of the hours accepted for transfer will be based on an examination of the individual's technical skills and knowledge of the program and subject matter.

Grievance Procedure:

Complaint procedures are addressed in the student catalog, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature and patterns of complaints for the institution. The information will be used in evaluating International Beauty College (IBC) effectiveness and outcomes. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the IBC within seven days of the date that the act which is the subject of the grievance occurred.
2. The complaint will be reviewed by the management team and a response will be sent in writing to the student within 14 days of receiving the complaint. The initial response may not provide for final resolution of the problem, but will notify the student of the continued investigation and/or actions being taken regarding the complaint.
3. If the complaint is of such nature that it cannot be resolved by the management team, it will be referred to an appropriate agency if applicable.
4. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
5. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 30 days within committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 21 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. Corporate management shall consider the report and take under consideration or advisement the recommendations of the committee.

School's Right to Call a Holiday:

The School reserves the right to call a holiday whenever it deems necessary. However, such holidays shall not be included in the student's training time and will extend his graduation date by the same amount of time. IBC is closed on Saturday & Sunday and the following holidays: **New Year's Day, Lunar New Year's, Fourth of July, Thanksgiving Day (and the following Friday & Saturday) and Christmas Day.** A "special" holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed.

Standards for student achievement:

Standards: This institution expects all of its students to maintain Satisfactory Academic Progress.

- 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 hand on practical exams.
- 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.

English – As – A- Second Language:

The institution does not offer instruction in English-as-a-second language.

Language of Instruction:

All courses are taught in English only. The College requires that a student is able to read, write, and speak English in order to attend all practical and theory classes. The College gauges a student’s ability to read, write, and comprehend English during the enrollment process. Usually a student who has completed their high school at an English Speaking High School is considered to be able to handle the English language pertaining to their course. Translators are not available but, students may provide their own translator if they feel this is necessary in order to manage all classes and assignments. The institution will not be responsible for costs associated with translation needs.. The institution establishes the acceptable level of English that a student must have in order to read, write, and speak when the student presents a high school diploma from other country during the ATB test. Even if the student has a high school diploma, they may be asked to take the ATB test if, during the enrollment process, the College is concerned with the student’s limited ability in reading, writing, or speaking English. The ATB test is administered at an additional cost of \$100 that is the responsibility of the student to pay.

COURSE OF STUDY:

Massage Therapist Program (500 Clock Hours)

The 500-Hours direct/on ground Massage Therapist Program is intended to prepare students for state certification and gainful employment as Massage Therapists upon graduation from the program. Graduates of the Massage Therapist Program will be prepared to launch their own private practice, and/or find employment in spas, health centers, chiropractic offices, fitness center, and any other environment in which massage and bodywork is deemed appropriate. Additionally, students who have successfully completed the Massage Therapist Program will meet the requirements to be able to obtain the Certified Massage Therapist Certification by the California Massage Therapy Council (CAMTC) upon passing the state exam.

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Program Curriculum

SUBJECT	LECTURE HOURS	PRACTICAL HOURS	TOTAL HOURS
Massage Theory & Practice	130	70	200
Anatomy, Physiology, Kinesiology, Contraindications	160	30	190
Clinical Practicum	0	60	60
Health & Hygiene	20	0	20
Business & Ethics	30	0	30
Total Hours	340	160	500

Massage Theory & Practice

In this subject concentration, students begin their studies in the Massage Therapist Program by learning the foundations of massage, gaining essential skills and mastering an assortment of massage techniques, all within the

modern science's point of view and traditional Chinese Tui-Na. There is a considerable amount of time devoted to putting the newly learned theories into practice through hands-on, in-class applied practice. As the student progresses through the program, class content focuses in on learning the more specialized and specific modalities frequently required of today's massage professionals. Developing a mastery of these advanced techniques broadens the range of skills and heightens the practitioner's ability to adapt to suit a client's needs and requests. These hands-on classes consist of a short lecture, demonstration of techniques, and an instructor-guided practice session after which students have the opportunity to practice on one another. Emphasis is placed on proper body mechanics, communication skills, and developing self-awareness as a practitioner.

Anatomy, Physiology, Kinesiology & Contraindications

In order for massage and bodywork to have the intended therapeutic benefits, the practitioner must have a thorough understanding of the structure and function of the human body. In this subject concentration, students will become familiar with the human body, beginning at the most superficial level and continuing into all body systems. Emphasis is placed on the integumentary (skin), skeletal, muscular, and nervous systems as these are the areas the student will address most directly. Students will also explore the relationship between muscles and human movement (kinesiology), and expertly learn the origin, insertion and action of individual muscles and muscle groups. A considerable amount of class time will be given to developing palpation skills and participating in hands-on training activities that will further help to strengthen knowledge of muscle movement and locations. Additional subject concentration will focus on pathology and the study of diseases and the structural and functional changes produced by them. Students will learn the ethical and legal responsibility for recognizing a client's deviation from normal health and will develop the skill required to know if massage is indicated or contraindicated.

Clinical Practice

Students begin to practice in the Massage & Bodywork Student Clinic only after completing all the class requirements of Module 1. Additional clinic participation occurs at the mid-point in the remaining Modules 2, 3 and 4. The Student Clinic is open to the public and provides therapeutic massage sessions to the community at a very low cost. Students will learn how to read an intake form and generate a health assessment, as well as greet and interact with clientele on a professional level. The exposure in the clinic prepares the student to work confidently with the public. The student is supervised at all times by the on-site clinic manager. At the end of each clinic day, supervised feedback sessions take place, providing an opportunity for students to gain valuable insight from sharing session experiences. 60 hours of participation in the Student Clinic is a requirement to graduate from the Massage Therapist Program.

Health & Hygiene

Students will learn the standards of sanitation, hygiene, safety and infection control.

Business & Ethics

This subject area will concentrate on the ins and outs of building a successful, ethical private practice and the skills and knowledge required to land a rewarding job as an employed massage therapist. The student will learn about and will examine the importance of clear, accurate and effective methods of communication with clients and other health care professionals. Students will also learn how to apply appropriate business and professional ethics to their massage practice. Classes will focus on practice building including marketing, client retention, time management, resume writing, interviewing, and generating a robust and mutually beneficial referral network.

As all professional massage therapists are bound by a code of ethics, students must become proficient in the professional and ethical boundaries to be able to provide safe care for clientele. This subject concentration will also explore the relationship between the client and practitioner and will give the student the communication skills and knowledge base needed in order to best integrate ethical standards into business practices.

Educational Goals:

- Basic principles of Traditional Chinese Medicine (TCM), including Tui-Na and Meridian acupuncture.
- Techniques for addressing all major meridians.
- Fundamentals of human anatomy and kinesiology.
- Body mechanics for working safely and with ease.
- Basic marketing and business management skills to begin a career as a Massage Therapist.

Massage Therapist Program Report Card:

Report Cards will be issued to students twice during a student’s enrollment at 250 hours and the completion of 500 hours. Additionally, each student will be scheduled for review and assessment of course progress by an administrative staff member.

Massage Therapist Program Graduation Requirements:

- 100% class attendance of 500 hours of supervised instruction
- >70% correct in all written test
- Demonstrate practical hands-on proficiency in front of instructor for passing
- Complete Anatomy Coloring Book
- If applicable, complete Make-up assignments
- Paid all tuition fees

Upon meeting all the required graduation requirements he/she will be awarded a diploma certifying his/her graduation.

Barbering Course (1500 Clock Hours)

The Barbering course of study consist of 1500 clock hours covering all phases of Barbering as mandated by the California State Board of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Board of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Barbering License. The license is a requirement to operate as a Barber in the state of California.

Once they obtain their license, graduates will be able to obtain employment in Barbering or a related field and are eligible to continue their education to become a Barbering instructor, or continue another related course, such as Cosmetology, Manicurist or Esthetician.

SUBJECT	<u>Minimum hours Technical Instruction</u>	<u>Minimum Practical Operations</u>
Cosmetology Act/Laws & Regulation	25	
Health and Safety/Considerations/Substances	72	
Theory of Electricity in Cosmetology	6	
Disinfection and sanitation	72	
Anatomy and Physiology	25	
Hair Styling	65	240

Permanent Waving	40	105
Hair coloring and Bleaching	60	50
Haircutting	20	80
Shaving	100	40
Additional Training in the areas of Communication skills that include professional ethics, salesmanship, decorum, record keeping, client service records, basic tax information relating to booth renters, independent contractors, employees, and employers. Job search included prepare a resume and job interviews.	20	

The curriculum for students enrolled in a barbering course shall consist of 1,500 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

Educational Goals:

Performance Objective

- Acquire knowledge of laws and rules regulating the established California’s Cosmetology practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
- Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to barbering

Skills to be developed:

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

Attitudes and Appreciations to be developed:

- Be able to appreciate good workmanship common to Barbering.
- Possess a positive attitude towards the public and fellow workers.
- Appreciate honesty and integrity.
- Have improved personality in dealing with patrons and colleagues.

Course Contents:

The curriculum for the Barbering course consists of 1,500 clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The cosmetology instruction program consists of the following:

1). Students must attend classroom instructions in the science of Barbering. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination. This includes introduction, demonstration, and application of material implements and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.

Each student must pass (within 70% accuracy) a final test embracing the California State Board curriculum.

2). Training an opportunity for the practice of all manipulative skills required in barbering. For this purpose, practical operations are hands-on training by the student of a complete service on another person or on a mannequin. Correlation between theory and practical work will hasten the learning process and serve to mitigate the difficulties encountering the mastering of barbering skills. Sequential evaluation will determine progress and reveal deficiencies where additional help is needed.

3). A blending of interest, motivation, training and knowledge in the scientific study and practice of beauty culture, to qualify students in their pursuit of a barbering license. A total of 1,500 hours are required by the Bureau and Barbering of Cosmetology.

4). Implementing a course of study, accomplishing all of the foregoing objectives in the required allotted time, to prepare students to the best of their ability for positions in the field of Barbering

5). In compliance with the Board of Barbering and Cosmetology, students are not allowed to work on clients until they have received 10 percent of the total training hours specified for each course.

Barbering Report Card:

Report Cards will be issued to students four times during enrollment at 450, 900, 1200, 1500 scheduled hours. Students will also be scheduled for barbering review and assessment of course progress by an administrative staff member.

Barbering Course Graduation Requirements:

All students must complete the specified minimum required hours and operations upon completion of the fifteen hundred (1,500) hour course. Where warranted, not more than 50 hours may be utilized to correct student deficiencies.

When a student has completed the required theory hours, practical operations, and a cumulative total of 1,500 clock hours which encompasses theory and practical training in Barbering, with grade point average of 70 percent (C) or better, and has paid all tuition fees, he/she will be awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Barbering Examination.

Barbering Course Licensing Requirements:

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

Career opportunities for cosmetologists include, but are not limited to*:

Barber, Hair stylist, Color stylist, Spa Director, Salon Management, Product trainer, Salon/Spa trainer, Product vendor representative, Tradeshow Sales Representative, and many more occupations.

**International Beauty College does not guarantee employment and/or rate of pay upon graduation. However, a student may make \$20,000 to \$100,000 annually depending on the location.*

Cosmetology Course (1,600 Clock Hours)

The cosmetology course of study consist of 1600 clock hours covering all phases of cosmetology, skin care, manicuring and pedicure as mandated by the California State Board of Barbering and Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to pass the California State Board of Barbering and Cosmetology licensing examination and to help the student to obtain the knowledge and skills needed for an entry level position in the beauty field. Passing the exam is a requisite in order to obtain a Cosmetology License. The license is a requirement to operate as a cosmetologist in the state of California.

Once they obtain their license, graduates will be able to obtain employment in a beauty salon or related field and are eligible to continue their education to become a cosmetology instructor, or continue another related course, such as Barbering, Manicurist or Esthetician.

Full-time day schedule: Monday - Friday, 9:00am – 5:30pm, 40 hours per -week for a total of 40 weeks. Part-Time schedule: Monday - Friday, 9:00am - 5:30pm, 25 hours per week for a total of 64 weeks. The curriculum for students enrolled in a cosmetology course will be 1600 hours of practical training and technical instruction covering all aspects of the industry. The following are minimums hours of instruction set by the state of California:

SUBJECT	<u>Minimum hours Technical Instruction</u>	<u>Minimum hours Practical Operations</u>
Cosmetology Act/Laws & Regulation	20	
Cosmetology Chemistry	20	
Health and Safety/Considerations/Substances	45	
Theory of Electricity in Cosmetology	5	
Disinfection and sanitation	20	10
Bacteriology, anatomy and physiology	15	
Wet Hair Styling	65	240
Thermal Hair Styling	20	40
Press and Curl	10	20
Permanent Waving	40	53
Chemical Straightening	20	53
Haircutting	20	80
Hair coloring and Bleaching	60	50
Scalp and Hair Treatments	5	20
Manual Facials	5	10
Electrical Facials	10	15
Chemical Facials/skin peels, masks.etc	10	15
Eyebrow Beautification(wax and tweeze)	10	10

Make-up	15	20
Water & Oil Manicure	5	15
Complete Pedicure	5	10
Acrylic: Liquid & Powder brush-on	10	50 (nails)
Artificial Nail Tips	10	50 (nails)
Nail Wraps and Repairs	5	20 (nails)
Additional Training (client consultation, client record keeping ,spa skills, business skills. CPR/AED	20	

The curriculum for students enrolled in a cosmetologist course shall consist of 1,600 clock hours of technical instruction and practical operations as mandated by the State of California Department of Barbering and Cosmetology. Technical instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

Educational Goals:

Performance Objective

- Acquire knowledge of laws and rules regulating the established California’s Cosmetology practices.
- Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin, and nails.
- Acquire knowledge of general theory relative to Cosmetology including anatomy, physiology, chemistry, and theory.
- Acquire business management techniques common to Cosmetology

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 before all services are done, to determine any disorders.
- Will learn the procedures and terminology used in performing all Cosmetology services.
- Will learn the application of daytime and evening make-up to include the application of false strip eyelashes.
- Will learn the proper procedure of manicuring to include water and oil manicure and pedicure.
- Will learn the application of brush-on nails, nail wraps, and nail tips.

Attitudes and Appreciations to be developed:

- Be able to appreciate good workmanship common to Cosmetology.
- Possess a positive attitude towards the public and fellow workers.
- Appreciate honesty and integrity.
- Have improved personality in dealing with patrons and colleagues.

Course Contents:

The curriculum for the Cosmetology course consists of 1,600 clock hours of technical instruction and practical operations covering all practices constituting the art of Cosmetology pursuant to section 7316 of the Barbering and Cosmetology Act. The cosmetology instruction program consists of the following:

- 1). Students must attend classroom instructions in the science of Cosmetology. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination. This includes introduction, demonstration, and application of material implements and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure. Each student must pass (within 70% accuracy) a final test embracing the California State Board curriculum.
- 2). Training an opportunity for the practice of all manipulative skills required in cosmetology. For this purpose, practical operations are hands-on training by the student of a complete service on another person or on a mannequin. Correlation between theory and practical work will hasten the learning process and serve to mitigate the difficulties encountering the mastering of cosmetology skills. Sequential evaluation will determine progress and reveal deficiencies where additional help is needed.
- 3). A blending of interest, motivation, training and knowledge in the scientific study and practice of beauty culture, to qualify students in their pursuit of a cosmetology license. A total of 1,600 hours are required by the Bureau and Barbering of Cosmetology.
- 4). Implementing a course of study, accomplishing all of the foregoing objectives in the required allotted time, to prepare students to the best of their ability for positions in the field of Cosmetology.
- 5). In compliance with the Bureau and Barbering of Cosmetology, students are not allowed to work on clients until they have received 10 percent of the total training hours specified for each course.

Cosmetology Report Card:

Report Cards will be issued to students four times during enrollment at 450, 900, 1250, 1600 scheduled hours. Students will also be scheduled for cosmetology review and assessment of course progress by an administrative staff member.

Cosmetology Course Graduation Requirements:

All students must complete the specified minimum required hours and operations upon completion of the sixteen hundred (1,600) hour course. Where warranted, not more than 50 hours may be utilized to correct student deficiencies.

When a student has completed the required theory hours, practical operations, and a cumulative total of 1,600 clock hours which encompasses theory and practical training in Cosmetology, with grade point average of 70 percent (C) or better, and has paid all tuition fees, he/she will be awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Cosmetology Examination.

Cosmetology Course Licensing Requirements:

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

Career opportunities for cosmetologists include, but are not limited to*:

Hair stylist, Color stylist, Make-up artist, Nail Technician, Esthetician, Spa Director, Salon Management, Product trainer, Salon/Spa trainer, Product vendor representative, Tradeshow Sales Representative, and many more occupations..

****International Beauty College does not guarantee employment and/or rate of pay upon graduation. However, a student may make \$20,000 to \$100,000 annually depending on the location.***

Esthetician Course (600 Clock Hours)

The Esthetician curriculum provides 600 hours of skin care training. Subjects are presented by means of lecture, demonstration, and interactive student participation. Upon completion and passing the state exam, you will be ready to succeed as a licensed esthetician.

Full-time day schedule: 30 hours per week for a total of 24 weeks. The curriculum for students enrolled in Esthetics courses will be 600 hours of practical training and technical instruction covering all aspects of the industry. The following are minimum hours of instruction set by the state of California:

SUBJECT	<i><u>Minimum hour Technical Instructions</u></i>	<i><u>Minimum hours Practical Operations</u></i>
Cosmetology Act/Laws and Regulations	10	
Cosmetology Chemistry	10	
Health and Safety Considerations	40	
Electricity	10	
Disinfection and Sanitation	10	10
Bacteriology, Anatomy and Physiology	15	
Facial-Manual	20	40
Facial-Electrical	30	60
Chemical Facials/Skin Peel, Masks.etc	20	40
Eyebrow Beautification (waxing, hair removal)	25	50
Make-up / Eyelash Application	20	40
Preparation Additional Training (client consultation, client record keeping ,spa skills, business skills. CPR/AED)	15	

Instructional Techniques and Methods:

Students need to attend regularly scheduled theory classes (lectures) and complete any assigned of chapters of their textbooks as well as perform actual practical operations (services) on another person or a mannequin. Students must take and pass assigned tests with a grade point average of 70 percent (C) or better. The student will learn the techniques and methods of performing facials, both electric and manual proper make-up techniques, hair removal techniques, safety and sanitation requirements, reception desk duties, professionalism, ethics of personal grooming, professional dress, employer-employee relations, personal and business ethics, and customer relations and communication skills.

Technical instruction will be provided to students in each skill prior to the student's actual performance of client services (practical operations). A student enrolled in our school shall not be permitted to work upon a patron paying for service until he or she has completed the freshman period of training and instruction. The freshman period shall be 10 percent of the total training hours specified for each course.

Each unit of instruction is divided into (6) six levels of instruction:

- Theory classes (lectures and demonstration)
- Theory testing (written and oral)
- Practical operation demonstrations
- Practical operation on mannequin or other person
- Complete operations performed on another person
- Performance reviews (progress evaluations)

Esthetician Report Card:

Report Cards will be issued to students two times during enrollment: at 300 hours and the completion of 600 hours. Additionally, each student will also be scheduled for review and assessment of course progress by an administrative staff member.

Esthetician course graduation requirements:

A student who has completed the required theory hours, practical operations and a cumulative total of 600 clock hours, which encompass both theory and practical training for the Esthetician course, with a grade point average of 70 percent or C or better. Additionally, after the student has paid all tuition and fees due, he/she is awarded a diploma certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate State Board of Esthetician examination.

Esthetician course licensing requirements:

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

Career opportunities for Estheticians include, but are not limited to*:

Make-up Artist, Nail Technician, Spa Esthetician, Spa Director, Salon Management, Product Trainer, Salon/Spa Trainer, Product Vendor Representative, Tradeshow Sales Representative, Product/Equipment Demonstrator. and Assistant to a Medical Esthetician, Dermatologist, or Plastic Surgeon.

****International Beauty College does not guarantee employment and/or rate of pay upon graduation. However, a student may make \$10,000 to \$70,000 annually depending on the location.***

Manicuring Course: (400 Clock Hours)

Course description:

The manicuring course of study consist of 400 clock hours covering all phases of manicuring and pedicuring as mandated by the California State of Barbering and Cosmetology Bureau pursuant to section 7316 of the Barbering and Cosmetology Act. The course is designed to prepare the student to obtain the knowledge and skills needed for an entry level position in the nail care field and pass the California State Barbering and Cosmetology Bureau licensing examination. Passing the exam is a requisite in order to obtain a Manicurist License. The license is a requirement to operate as a manicurist/pedicurist in the state of California.

Course Format:

The curriculum for students enrolled in a Manicuring course shall consist of 400 clock hours of technical instruction and practical operations as mandated by the Sate Barbering and Cosmetology Bureau. Technical

instruction means instruction given by demonstration, lecture, classroom participation, or examination. Practical operation means actual performance by the student of a complete service on another person or mannequin.

Educational Goals:

Performance Objective

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

Skills to be developed:

- Use of proper implements relative to all manicuring, pedicuring, and artificial nails.
- Develop the knowledge to recognize the various skin conditions and disorders.
- Acquire practical knowledge in manicuring and pedicuring.
- 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.
- Have improved personality in dealing with patrons and colleagues.

Course Schedule & Contents:

Full-time day schedule: 30 hours per week for a total of 16 weeks. The curriculum for students enrolled in a Manicurist course will be 400 hours of practical training and technical instruction covering all aspects of the industry. The following are minimum hours of instruction set by the state of California:

SUBJECT	<u>Minimum hour Technical Instruction</u>	<u>Minimum hours Practical Operations</u>
Cosmetology Act / Laws, Rules and Reg	10	
Cosmetology Chemistry	10	
Health and Safety	25	
Disinfection / Sanitation	20	10
Bacteriology, Anatomy and Physiology	10	
Water / Oil Manicure	30	30
Complete Pedicure	30	30
Acrylic: Liquid & Powder brush-on	15	80 (nails)
Artificial Nail tips	10	60 (nails)
Nail Wraps and Repairs	5	40 (nails)

Instructional Techniques and methods:

Students shall attend regularly scheduled theory classes (lecture), read assigned chapters of their textbooks, perform actual practical operations (services) on another person or a mannequin, and pass assigned tests with a grade point average of 70 percent (C) or better. The student will learn the techniques and methods of performing manicure and pedicure nail wraps and repairs, application of acrylic nails, application of nail tips, safety and sanitation requirements, reception desk duties, professionalism, ethics, personal grooming, dress codes, employer-employee relationships, personal and business ethics, customer relations and communication skills. Technical instruction will be provided to students in each skill prior to the students actually performing client services (Practical Operations). In compliance with the Bureau and Barbering of Cosmetology, students are not allowed to work on clients until they have received 10 percent of total training hours for each course.

Each unit of instruction is divided into six levels of instruction:

- Theory classes (lectures and demonstration)
- Theory testing (written and oral)
- Practical operation demonstrations
- Practical operation on mannequin or other person
- Complete operations performed on another person
- Performance reviews (progress evaluations)

Manicurist Report Card:

Report Cards will be issued to students twice during a student's enrollment at 200 hours and the completion of 400 hours. Additionally, each student will be scheduled for review and assessment of course progress by an administrative staff member.

Manicurist course graduation requirements:

Student must have satisfactorily completed theory and operations required by Bureau of Barbering and Cosmetology and achieve an average grade of 70 percent (C) or better. Student must also have completed the State required clock hours (400), and paid all tuition fees before being awarded their diploma. Students are assisted in completing the necessary documents to file for the appropriate State Board Exam.

Manicuring course licensing requirements:

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

Career opportunities for Nail Technicians include, but are not limited to*:

Manicurist/Pedicurist in Podiatrist's office, Spa/Salon Manicurist, Front Desk, Spa Director Esthetician, Spa Director, Salon Management, Product trainer, Salon/Spa Trainer, Product Vendor Representative, Tradeshow Sales Representative, Industry Journalist/Copywriter, and Product/Equipment Demonstrator.

**International Beauty College does not guarantee employment and/or rate of pay upon graduation. However, a student may make \$25,000-50,000 annually depending on the location.*

ATTENDANCE, TARDINESS, DROP-OUT & LEAVE-OF-ABSENCE, POLICIES:

Attendance Policy:

Classes start from 8:00 AM to 5:30 PM from Monday- Friday .We are closed on the following holidays: **New Years, Lunar New Year, Fourth of July, Thanksgiving (and the following Friday & Saturday), and Christmas Day.** A "special" holiday may be declared for emergencies or special reasons. Holidays of all religious beliefs are respected and allowed.

Students are expected to attend every day, and are allowed a two week period for emergencies. Requests should be in writing.

If student is absent for more than 30 days, he/she will be dropped from the course.
If there are unscheduled closures, the student will be notified by phone.

Attendance Status:

Student may apply for enrollment any day of the school calendar year full-time and part-time classes. Full-time students are required to attend a minimum of 30 clock hours per week. Part-time enrollment is defined as 25 hours per week. New classes start every Monday.

Massage Therapist Program students must attend all classes

Tardiness Policy:

Student are encouraged to maximize their educational opportunities by attending scheduled training sessions on a regular basis. Tardiness is not accepted unless the student notifies the instructor in advance. Students are allowed to be tardy 1 time a week, tardiness more than once a week will result in a written warning. After three written warnings, student will be suspended for one week.

Absences Policy:

Any absences will be excused with physician's note. Students must attend a minimum of 85 percent of the cumulative hours to maintain satisfactory academic progress and graduate within the maximum time frame allowed.

Makeup Policy:

Students who know they will be missing a written and/or practical quiz or test may make it up ahead of time to receive full credit. It is the student's responsibility to coordinate the time with their instructor and it may fall outside of their normally scheduled hours. Students who are absent the day of written and/or practical exam may take the quiz/test within 3 school days. Failure to comply with the makeup policy will result in a 30% reduction in score value.

Massage Therapist Program student who missed the 1st and 2nd classes he/she can make up through the completion of additional assignments at the direction of the course instructor. Missing 3rd and 4th class the student is required to complete make up in one of two ways: Repeating the missed class in the next schedule session or by paying for a private tutorial at an additional expense of \$70 per hour with the instructor. If five classes are missed the student must make them up by tutorial. If the student missed six class, the student automatically receives an academic suspension and must return to take the program again from the beginning.

Practical clinical hours can only be made up by scheduling make up dates with the instructor or administrator and cannot be made up using assignments or unsupervised clinical practices.

Withdrawals and Course Incompletes:

Any student who withdraws from their course or fails to complete their training will have a formal notice placed in their file as to the progress at the point of withdrawal. After returning from LOA the student will restart training with a later program.

Leave of Absence:

This Policy applies for all student requests for a leave of absence from International Beauty College (IBC). An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not

in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA. An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring the Institute to perform a refund calculation.

In order for an LOA to qualify as an approved LOA:

1. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student signature.
 - a. A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were Injured in a car accident and needed a few weeks to recover before returning to the Institute, the student would not have been able to request the LOA in advance.
 - b. IBC may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the Institute documents the reason for its decision and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the Institute to be the first date the student was unable to attend the Institute because of the accident.
2. Leave of Absence Request Process:
 - a. If a student encounters circumstances that warrant a Leave of Absence, he/she must complete a Request for Leave of Absence form found in the Administrator's Office.
 - b. The Request for Leave of Absence form must be submitted to the Administrator prior to the Leave of Absence start date.
 - i. All Leave requests should be accompanied by documentation supporting the necessity for the LOA. Documentation must be provided within 14 days following the request.
 - ii. Due to varying types of LOAs covered under this policy, verification of need for an LOA may be provided through a multitude of sources.
Examples: court documentation for criminal proceeding in which the student is court ordered to attend, military orders for induction or long-term deployment; insurance documentation of major sustained loss or damage to a residence or other property; physician documentation for medical care or disability; local social welfare, victims assistance group, or church certification of supportive services provided.
 - c. Students who do not follow procedure will not be granted an LOA and are expected to attend school as scheduled.
 - d. Unforeseen and/or extenuating circumstances may provide the student an opportunity to submit an LOA request after the leave start date. Exceptions will only be made when the student has communicated the hindering circumstances within seven days of the request start date.
 - e. IBC reserves the right to require additional documentation from outside sources in order to substantiate an LOA request.
3. As a condition for approving a student's LOA request, there must be a reasonable expectation that the student will return from the LOA.
4. All LOA requests are subject to approval by the Administrator. If a student's LOA is not approved, the student is considered to have withdrawn and the refund requirements are applied.
5. IBC shall not assess the student any additional institutional charges as a result of the LOA.
6. The LOA must be a minimum of 10 calendar days and not to exceed 90 calendar days. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
7. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
8. IBC shall extend the student's maximum time frame and the contract enrollment period by the same number of days taken in the LOA. Changes to the contract period shall be documented in an enrollment agreement addendum that must be signed and dated by the student and an authorized representative of the Institute.
9. In the event that a student does not return or call from his/her leave of absence at the expiration of an approved LOA, that student shall be considered terminated. The withdrawal date for the purpose of calculating a refund is the student's last day of attendance, as evidenced by attendance records.

Alcohol and Drug abuse:

International Beauty College does not tolerate alcohol and drug abuse on the school property. Students talking about or found under the influence of alcohol or drugs will be referred to:

ALCOHOLICS ANONYMOUS FELLOWSHIPS

1821 Sacramento St

San Francisco CA 94109

TEL. (415)674-1821

Placement:

The College does not guarantee placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the California State Bureau of Barbering and Cosmetology license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to the College for assistance and guidance in their subsequent attempts to pass the examination. Placement assistance is provided by reviewing the listings of salons seeking employees, their job requirements, salary, and other pertinent information. Students are referred to interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

Satisfactory Academic Progress Standards (SAP):

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

All students are evaluated for Satisfactory Academic Progress as follows:

Cosmetology	450, 900, 1250, 1600 scheduled hours
Barbering	450, 900, 1200, 1500 scheduled hours
Esthetician	300, 600 scheduled hours
Massage	250, 500 scheduled hours
Manicuring	200, 400 scheduled hours

All students receive Satisfactory Academic Progress Reports at Evaluation Periods set forth above.

*Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Students meeting minimum requirements are considered to be making Satisfactory Academic Progress until the next scheduled evaluation.

ATTENDANCE PROGRESS EVALUATIONS

All students are required to attend a minimum of 85% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 85% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 117% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Cosmetology (Full time, 30 hrs/wk) - 1600 Hours	63 Weeks	1882
Barbering (Full time, 30/wk) - 1500 Hours	59 weeks	1765
Esthetician (Full time, 30 hrs/wk) - 600 Hours	24 Weeks	706
Massage (Full, time, 30 hrs/wk) - 500 Hours	20 Weeks	706
Manicuring (Full time, 30/wk) –400 Hours	16 weeks	470

*The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 85% of the scheduled hours.

Students who have not completed the course within the maximum time frame may continue as a student at the Institute on a cash pay basis.

Student Progress Evaluations:

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- | | |
|--------------|----------------------------------------|
| A- 100%-90% | A - Excellent |
| B- 89%-80% | B – Very Good |
| C- 79%-70% | C - Satisfactory |
| D- 69%-60% | D – Unsatisfactory – Needs Improvement |
| F- 59%-below | F - Failing |

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning 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 warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress, VA educational benefits, and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluation periods are based on actual contracted hours at the Institute.

VETERANS

Students certified to receive veteran benefits whose grade point average (GPA) falls below 70% and 80% attendance for students who scheduled hours will be placed on probation and reported to the VA.

Failure for students to achieve the minimum cumulative GPA of 70% and a cumulative rate of attendance of 80% after two consecutive terms on probation will have their veteran benefits interrupted.

Students certified to receive veteran benefits conditions for reentrance after dismissal for unsatisfactory progress/re-enrollment policy is the following, pay outstanding balances, re-enroll with admissions.

Courteous Behavior:

Students are expected to conduct themselves in a courteous and professional manner toward fellow students, faculty, school staff, and patrons. Students who fail to meet these expectations may be subject to disciplinary action and/or expulsion from International Beauty College. Students dismissed for unacceptable conduct may be re-admitted only at the discretion of International Beauty College administration.

STUDENT RULES, REGULATIONS AND DISCIPLINARY ACTION :

Immediate withdrawal (Termination)

- Theft
- Causing extreme or willful disruption of the school.
- Use of drugs or alcohol in school.
- Physical abuse of another person.
- Altering or forging time cards.

The following may result in a suspension (One-day to two weeks)

- Leaving school without permission of instructor
- Failure to have proper equipment when needed.
- Use of foul language, ethnic, racial or sexual slurs.
- Refusing to perform as assignment, patron or otherwise.
- Use of cell phone inside the school.
- Failure to clock in or out proper time.
- Failure to observe sanitary rules and regulations.
- Failure to have proper equipment when needed.
- Failure to clean up work area or perform assigned cleanup duties.

International Beauty College reserves the right to add or change the rules and regulations. Once changes are made, the College must provide notification to students of these changes.

PAYMENT SCHEDULE:

A tuition payment schedule may be offered through the admissions office. Weekly/monthly payments must be made before the instruction takes place. Student kits and uniforms must be paid in full upon distribution. Students can use the equipment without additional tuition; however, damage or theft at the fault of the student will result in an equipment replacement charge.

TUITION AND FEE SCHEDULE:

Full time students:

COURSE	TUITION Refundable	BOOKS (Non- Refundable)	Equipment, Supplies and Lab Coat (Non- Refundable)	REGISTRATION (Non- Refundable)	STRF (Non- Refundable)
Massage Therapist 3.5 Months 500 Hours	\$6500.00	\$300.00	\$0	\$100.00	\$0
Barbering 11 Months 1500 Hours	\$5900.00	\$280.00	\$500.00	\$100.00	\$0
Cosmetology 11 Months 1600 Hours	\$4900.00	\$280.00	\$500.00	\$100.00	\$0
Esthetician 4 Months 600 Hours	\$2500.00	\$250.00	\$300.00	\$100.00	\$0
Manicurist 2 1/2 Months 400 Hours	\$1000.00	\$250.00	\$200.00	\$100.00	\$0

Part time Students:

COURSE	TUITION Refundable	BOOKS (Non- Refundable)	Equipment, Supplies and Lab Coat (Non- Refundable)	REGISTRATION (Non- Refundable)	STRF (Non- Refundable)
Massage Therapist 5 Months 500 Hours	\$7500.00	\$300.00	\$0	\$100.00	\$0
Barbering 11 Months 1500 Hours	\$6900.00	\$280.00	\$500.00	\$100.00	\$0
Cosmetology 16 Months 1600 Hours	\$5900.00	\$280.00	\$500.00	\$100.00	\$0
Esthetician 6 1/2 Months 600 Hours	\$3500.00	\$250.00	\$300.00	\$100.00	\$0
Manicurist 4 1/2 Months 400 Hours	\$1400.00	\$250.00	\$200.00	\$100.00	\$0

Note: The total charges for a period of attendance are equivalent to the cost of the entire program, due to the length of the program.

SCHEDULED CHARGES

All students must pay for first period of tuition, registration fee, equipment, supplies, books, lab coat and STRF before the first day of class.

IBC does not charge total tuition upfront, you will be required to pay tuition in two or four payments before each payment period begins. The payment periods are divided as follows:

Massage Therapist Program 500 hrs

Period 1- 1hour-250hr
Period 2- 250hr-500hr

Barbering 1500hrs

Period 1- 1hour-450hr
Period 2- 450hr-900 hr
Period 3- 901hr-1200hr
Period 4-1201hr-1500 hr

Cosmetology 1600hrs

Period 1- 1hour-450hr
Period 2- 450hr-900 hr
Period 3- 901hr-1250hr
Period 4-1251hr-1600 hr

Esthetician 600 hrs

Period 1- 1hour-300hr
Period 2- 301hr-600hr

Manicure 400 hrs

Period 1- 1hour-200hr
Period 2- 201hr-400hr

**The amount of hours is different per course. in some courses, there are two (2) payment periods; in other courses, there are four(4). The amount owed each period is the hourly rate times the hours in each period.*

**Tutorials are available at an additional expense of \$70 per hour.*

STUDENT FROM OTHER COUNTRIES:

The College does not accept International Students and does not provide visa service.

NOTICE OF STUDENT RIGHTS:

The student shall have the right to cancel the agreement and receive a full refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

- Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy. Cancellation is effective on the date written notice of cancellation is sent. Institution shall make a refund within 45 days after the student's return of the materials.
- After the end of the cancellation period, a student has a right to stop school at any time and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the

- enrollment agreement. If the Enrollment agreement is lost, the college will provide a description of the refund policy or it can be obtained from the school catalog.
- If the school closes before a student graduates, the student is entitled to a refund. At least 30 days prior to closing, the College will notify the Bureau of Private Postsecondary Education in writing of its intention to close. The notice will be accompanied by a closure plan, which shall include, but not necessarily be limited to, all of the following: 1) A plan for providing teach-outs of educational programs, including any agreements with any other postsecondary educational institutions to provide teach-outs; 2) If no teach-out plan is contemplated, or for students who do not wish to participate in a teach-out, arrangements for making refunds within 45 days from the date of closure and a plan for the disposition of student records.
 - **Institution in Default**-When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the school has made provision for students enrolled at the time of default to complete a comparable educational program at another institution at no additional charge to the students beyond the amount of the total charges in the original enrollment agreement. If the institution does not make that provision, a total refund of all institutional charges shall be made to students.
 - 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 Capital Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, telephone numbers (888) 370-7589 or (916) 431-6959 or by fax (916) 263-1897.
 - As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
 - A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (Toll-free telephone # (888) 370-7589) or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

COMPLIANCE STATEMENT:

The Federal Privacy Act of 1974 requires that students be notified that the disclosure of his/her social security number is mandatory. The social security number is used to verify student's identities, to process the awarding of funds, the collection of funds, and the tracing of individuals who have borrowed funds from federal, state, or private programs.

STUDENT WITHDRAWAL & REFUND:

Any prospective student has opportunity to observe one class in a specific field of study, such as Barbering, Cosmetology, Esthetician, Manicure and Massage Therapy at no cost to the student. International Beauty College shall remit a refund as calculated under the formula described below within 45 days following the student's withdrawal.

The student has the right to cancel the enrollment agreement anytime in writing and pay only for enrollment time (excluding the free observance day), registration fee and student equipment kit.

The amount of a refund is calculated in accordance with California Private Postsecondary Education Act of 2009 (94920 Mandatory Cancellation, Withdrawal, and Refund Policies):

- 1) Deduct registration fee not exceeding \$100.00 from the total tuition charge;

- 2) Compute the hourly charge for the specific program by dividing the cost for the specific program by the number of hours in the specific program;
- 3) Compute the cost for instruction in the specific program by multiplying the number of hours attended by the student in the specific program by the hourly charge for instruction in the specific program (2);
- 4) The refund would be any amount in excess of the figure derived in subparagraph (3) that was paid by the student. The refund amount shall be adjusted to include paid/unpaid equipment.

Refund Information:

The student has the right to get the full refund of all charges except for the amount of \$100 for registration fee. A student has the right to cancel the Enrollment Agreement and obtain a refund of charges paid through attendance at the first class session, or the Seventh day after enrollment, which is later. The amount retained for the registration fee shall be \$100.

In calculating any tuition refund due, the number of hours of attendance will be determined by the hours attended divided by the hours in the program. In all cases of a student who withdraws, or who are suspended or expelled, the following refund policy shall apply:

The refund or tuition and others fees (excluding material fee) shall be equal to the amount of tuition multiplied by the percentage of attendance remaining.

EXAMPLE: a student who completes 25 percent of attendance of the course will receive a refund of 75 percent of the total tuition charges, less the registration fee of \$100.00, and cost of the tool kit.

Hypothetical refund example according to the state pro-rata policy.

Student Paid: \$6,400 (Tuition) + \$100 (registration fee) = \$6,500.

Rate of hourly Charge: \$6,400 / 1,600 (total hours of course) = \$4.00

Student attended 900 hours.

Tuition: Student's attended 900 hours x \$4.00 = \$3,600

Paid tuition \$6,500 - \$100 non-refundable registration fee = \$6,400.

\$6,400 - \$3,600 (tuition owned) = \$2,800

Refund to Student is \$2,800

Academic Transcripts:

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION:

The transferability of credits a student earns at **International Beauty College** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earned 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 seeks to transfer after attending **International Beauty College** to determine if your certificate will transfer.

Right To Withhold Transcripts And Grades For Non Payment Of Tuition:

International Beauty College may withhold a student's transcript or grades if the student is in default on a student tuition Enrollment Agreement. If the course of study consists of only one course, the institution may withhold the grades or the transcript until the tuition or loan obligation is paid in full.

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

Additional Educational Charges:

Currently our Additional Educational Charge is \$7.00 per hour

If a student reaches the expected graduation date stated on his/her Enrollment Agreement and needs additional time to complete hours and/or operations, this College will extend a courtesy period of additional training limited to two weeks without assessing additional charges. Each course program has been scheduled for completion within an allotted time frame. The College has reserved space, equipment and licensed instructors for each student and course/program. If a student does not graduate within the enrollment agreement period or the two-week grace period, additional training will be billed at the hourly rate per hour stipulated on the enrollment agreement until graduation. Information on the completion of hours will not be released to state board until these additional educational charges are paid in full.

STUDENT LOANS:

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

FEDERAL AND STATES FINANCIAL AID PROGRAM:

International Beauty College does not participate in Federal or State financial aid programs.

Re-Entry Policy:

Re-entry within 180 days: A student who re-enters the same program in International Beauty College (IBC) within 180 days is treated as if he/she did not cease attendance for purposes of determining the student's aid awards for the period. If the student re-enters the same program, the student is considered to be in the same payment period he/she was in at the time of the withdrawal. The student retains his/her original eligibility for that payment period and is treated as though he/she did not cease attendance.

Transfer from another school/re-entry after 180 days: If a student withdraws from a program and re-enters the same program more than 180 days after a withdrawal, IBC will treat the hours remaining in the program as if they are the student's entire program and the student will be treated as a transfer student. Transfer hours from another institution are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted. Students are charged the hourly rate of tuition for any remaining hours they complete at IBC.

Student Tuition Recovery Fund (STRF):

(a) "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 or 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."

(b) "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education. You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:^{SEP 11} 1. The school closed before the course of instruction was completed. 2. The school's failure to pay refunds or charges on behalf of

a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school. 3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs. 4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau. 5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.” However, no claim can be paid to any student without a social security number or a taxpayer identification number. Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

Each qualifying institution shall collect an assessment of zero (\$0) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero (\$0).

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Tel: (916) 431-6959
Fax: (916) 263-1897
Website: bppe@dca.ca.gov, <http://www.bppe.ca.gov/>

International Beauty College is licensed by:

CA Board of Barbering and Cosmetology
2420 Del Paso Road, Suite 100
Sacramento, CA 95834
Phone: (800) 952-5210
www.barbercosmo.ca.gov

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
Phone: (888) 370-7589
www.bppe.ca.gov

DRESS CODE:*

IBC requires all students to wear the following uniform:

- Black Pants (Not provided by college and must be non Denim Material)
- White or off-white shirt (Not provided by college. Logos and advertisements are not permitted on shirt)
- Laboratory coat (Provided by college with purchase of kit and supplies)
- Toe covered shoes (Not provided by college)

Future professionals who fail to maintain a professional image will be asked to clock out and leave but may return with appropriate attire.

Professional image for Estheticians, Cosmetologists, and Nail Technicians include:

- Required Uniform (must be clean and wrinkle free)
- Clothing must be clean and free of stains and tears.
- Shoes should be dark, closed toe, professional, and comfortable for standing.
- Hair must be clean and styled prior to arriving at school.
- Cosmetics applied prior to arriving at school.
- No denim pants.
- Jewelry is acceptable, as long as it does not interfere with work and is not offensive to others, including clients.

***Any variation from listed attire must be approved by school owner. Other than Laboratory Coat, each student is required to supply their own dress items as listed above.**

STUDENT SERVICES:

JOB REFERRAL: Although International Beauty College does not guarantee employment, we provide job placement assistance for recent as well as former graduates. International Beauty College maintains numerous contacts throughout the industry which aid in finding graduates for employment assistance, as well as guidance in personal appearance, job referrals, and follow up.

Academic Advising: International Beauty College (IBC) provides academic counseling to all students. We will help you with tutoring, should you experience challenges in meeting the minimum performances standards and course requirements as set by IBC and the California Board of Barbering and Cosmetology.

Individual Counseling: If you experience personal challenges, International Beauty College encourages students to contact the school administrator for a list of local crisis hotlines, which provide personal counseling referrals to a network of professionals.

Student Records: All student records are retained on the premises for five years from the enrollment date.

INSTITUTION PENDING PETITION IN BANKRUPTCY :

The institution does not have pending petition in bankruptcy, is not operating as a debtor in possession, and has never filed a petition within the preceding five years. There are no petitions in bankruptcy filed against the institution within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code (11 U.S.C Sec 1101 et seq)

HOUSING ASSISTANCE:

The College does not maintain housing for students, nor does it make specific recommendations regarding housing, however, some accommodations are available within the local communities. For Availability of housing reasonably located near the institutions facility you can contact a number of management companies, one is listed here for your convenience. Rent ranges from \$500-\$1200 depending on location and amenities.

Lighter Property Group
612 Howard Street #390
San Francisco, CA 94105
(415) 267-2900
lightnergroup.com

REQUIREMENTS FOR LICENSURE:

- Be at least 17 years of age
- Has completed 10th grade in public school or its equivalent.
- Has committed no acts or crimes constituting grounds for denial of licensure under section of the business and professions code.
- Has completed the required hours in a Board Approved School.
- Submit appropriate application and fee

POLICIES ON THE RETENTION OF STUDENT RECORDS (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, transcripts and documents that contain information directly related to the student's period of enrollment and that are maintained by the institution. IBC will maintain student's academic and financial records for the minimum five (5) years from the last day of attendance. After this period, all records are destroyed. Transcripts are to be maintained permanently. 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 commissions or governmental agencies so authorized by law.

STUDENT RECORDS:

Student educational records are filed and maintained in locked cabinets. Upon request, students may access their file with an approval and presence of an administrator. Academic records will be kept separate from financial records. Student records are to be maintained at this primary institution for a minimum of five (5) years. Transcripts are to be maintained permanently. The type of documents that are kept confidential are as follows:

- Enrollment Questionnaire
- Enrollment Agreement
- Dress Code Policy
- Personal identification (copies)
- Letter of Cancellation
- Notice of Student Rights

LEARNING RESOURCES:

IBC can accommodate 90 students in our modern facility with many benefits for our staff and students. Our school simulates salon conditions to help our students "learn-by-doing" with modern equipment and a variety of supplies that help enhance the student's product knowledge. The library of International Beauty College (IBC) is the resource center of the school. The library resources are books, workbooks, videos, DVDs, CDs, and computers with internet access.

Students can also access other learning resources, such as DVDs and interactive education materials which are permitted and supervised by instructors or school staff. Internet access is provided for students with their own computers. The library's collection of learning resources supports students to succeed academically. Every student is issued a student ID to access books. Students are required to have their ID to register with instructors or school staff and get the password to log in to the computer. IBC encourages students to access one book to study during the time that they are not doing clients services or having the lecture. Students can use their IDs to logon on to the computers to do tests or access internet with the limited time which has been set up by instructors of school staff.

DOCUMENT AWARDED UPON GRADUATION:

Upon completion of the Cosmetology, Esthetician, and Manicurist course, and have met all graduation requirements and financial obligations, the institution will issue a certificate which will indicate the program of training has been satisfactory completed.

PROCEDURES FOR THE AWARD OF CREDIT:

Students desiring to obtain transfer credit must provide an Official Proof of Training document from a licensed California school of Cosmetology, and equal credit will be granted according to the hours stated on the document. An Out-of-State transfer student must have an evaluation from the California State Board of Cosmetology hours.

FEE ADJUSTMENT FOR TRANSFER STUDENTS:

The school may adjust the tuition fee schedule for transfer students on a case by case base. For example, if a transfer student has completed 30 percent of the Cosmetology program at another school and provides an official proof of training document from a licensed California school of Cosmetology the student would be obligated to pay 70 percent of the Cosmetology program.

POLICY ON UPDATING THIS CATALOG:

The College provide a CD copy of our catalog to each student prior to enrollment.(A printed copy will be provided upon request) Catalogs are also available in CD or printed form for the general public available upon request. This catalog is updated annually and those updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes will be made in supplements or inserts accompanying the catalog within a week of the change.

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