



INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES

INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES

STUDENT HANDBOOK & CATALOG

2022

January 1, 2022 to December 31, 2022

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GENERAL INFORMATION

WELCOME LETTER AND OWNERSHIP

Welcome to International College of Beauty Arts & Sciences (Referred as ICBAS, for most of this catalog) and thank you for selecting us to assist you in obtaining your desired training in the field of beauty. International College of Beauty Arts & Sciences the objective is to provide the student with the education necessary not only to pass a licensing exam, if applicable, but to be an asset to the profession chosen and to become a success in whatever area the student desires. We place emphasis on how to be successful in our field of study and how to create the life style that you desire. Achieving these goals will mean hard work, dedication, and practice on your part. The degree of your success will depend on the effort you are willing to spend during the entire course of your training.

EDUCATIONAL OBJECTIVES/ MISSION STATEMENT

It is the objective of International College of Beauty Arts & Sciences to provide the students with the education necessary to pass State Board exam, to be an asset to the profession, and to become successful in whatever area the student desires. In order to achieve the objective International College of Beauty Arts & Science does as following:

1. Maintains a highly skilled and qualified teaching staff.
2. Provides the student with a comprehensive curriculum in the basics and advanced areas and related subjects, with emphasis on salon techniques.
3. Teaches the value of professionalism in Cosmetology, Esthetics, Manicuring and Barbering, including high standards of workmanship and personal conduct, which will enable the student to acquire employment and be an asset to the Salon of his/her choice.
4. Conducts its business in an ethical and educational atmosphere that is a credit to the beauty industry.

PROSPECTIVE STUDENTS

“As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.” This information can be obtained via electronically at www.icbas.edu

“International College of Beauty Arts & Sciences is an only English school. The schools Enrollment Agreement, School Disclosures, Terms and Conditions and all cancellation and refund policies are provided in English”.

CODES OF ETHICS International College of Beauty Arts & Sciences, core values are:

- Passionate commitment to our students
- Sensitivity to the occupational needs of community, State and Nation
- Striving for ongoing continuing education in the beauty profession
- Integrity, honesty and fair relationships with students, customers, alumni, regulatory agencies and community
- Truthful advertising and honest representations to students and clients
- We will refrain from any criticism that reflects unfavorably on other schools and the beauty industry
- Not to recruit students or staff who is currently admitted or enrolled at another school offering a similar program of study
- Create a positive learning environment
- Have fun!

BANKRUPTCY STATEMENT

The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

APPROVAL, ACCREDITATION

1. International College of Beauty Arts & Sciences is a private institution approved to operate by the California Bureau for Private Post-Secondary Education (BPPE). The departments Approval to operate means the institution is compliant with the minimum standards contained in the California Private Post-Secondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.
2. International College of Beauty Arts & Sciences is authorized by the U.S Department of Education for participation in Title IV programs, including Federal Supplemental Educational Opportunity Grants, Federal Pell Grants, and Federal Student Loans.
3. State of California Board of Barbering and Cosmetology. P.O Box 944226 Sacramento, CA, 94244-2260 Ph: (916)574-7574

ACCREDITATIONS:

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

UPDATING INSTITUTION'S CATALOG

Information in this catalog is current as of January 2022 and will be updated on a yearly basis or as deemed necessary, at which time revisions will be made available to the student body and staff, via electronically school website: www.icbas.edu.

APPROVAL DISCLOSURE STATEMENT

International College of Beauty Arts & Sciences (Referred as ICBAS, for most of this catalog), 5225 West San Fernando Road. Los Angeles, CA 90039, Ph (818)280-4898 Fax (818)548-3566
“This institution is a private institution approved to operate by the California Bureau for Post Secondary Education. Approval to operate means the institution is compliant with the minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations.” Institutional approval must be re-approved every four years and is subject to continuing review. Approved are the following programs.

Course Name	CIP	Date first Provided	Clocked Hours	Months Long	Inst. Wks.	Award
Cosmetology	12.0401	08/15/2008	1600	11	43	DIPLOMA
Cosmetology	12.0401	08/15/2008	1600	16	64	DIPLOMA
Barbering	12.0402	01/15/2015	1500	10	40	DIPLOMA
Barbering	12.0402	01/15/2015	1500	15	60	DIPLOMA
Esthetician	12.0409	08/15/2008	600	4	16	DIPLOMA
Esthetician	12.0409	08/15/2008	600	6	24	DIPLOMA
Manicuring	12.0410	11/17/2015	600	4	16	DIPLOMA
Manicuring	12.0410	11/17/2015	600	6	24	DIPLOMA

FACILITY AND EQUIPMENT

International College of Beauty, Arts & Sciences is centrally located at the tri-city boundaries of Glendale, Burbank and Los Angeles. The school contains a total of 5,000 square feet of space and enough parking to accommodate students and staff. The facilities include 5 classrooms, 1 state-of-the-art training room to simulate real life spa and salon experience, offices, reception area, student lounge, and clinic floor restrooms accessible and equipped for the handicap. Students may consume food and beverages in the student lounge areas, which are designated for this purpose. Smoking is prohibited within the School.

The campus facility and the equipment provided fully comply with any and all state and local ordinances and regulations, including those requirements for fire safety, building safety, and health safety.

In keeping with its high educational standards, International College of Beauty Arts & Sciences provides equipment that affords the students the opportunity to develop a practical, working knowledge of equipment and materials they will be using on the job.

RESOURCE CENTER /LIBRARY

International College of Beauty Arts & Sciences, maintains a library facilities to address requirements of the programs provide at the school. Library resources are available for use that include CDs/DVDs, as well as magazine publications and books. Resources are accessible on campus in the library and online. Students may access the library resources. Please see the front desk to check materials in or out.

INSTRUCTIONAL EQUIPMENT

All students supplies (text books, kits and smock) will be issued to the students enrolled at International Collage Beauty Arts & Sciences in a time frame of 2-3 weeks. Students will be held responsible for replacing lost, stolen or damaged items.

STATEMENT OF NON-DISCRIMINATION

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

INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE

International College of Beauty Arts & Sciences training programs are structured using clinic/beauty salon settings. Our curriculum includes Practical hands on training and theoretical knowledge. School course incorporates extensive hands – on learning in order to provide you a complete understanding of beauty & wellness. The practical “hands on” training accounts for 50-60 percent of the training program. Each curriculum is geared towards a specific area in the fields of COSMETOLOGY, ESTHETICIAN, BARBERING and MANICURING. The staff is aware that individuals learn at different degrees of speed and ability. Learning in a comfortable, friendly and professional atmosphere enables the student to ultimately become a highly qualified professional in the beauty field of their own. Prospective students who are interested in pursuing a new career are welcomed by International College of Beauty Arts & Sciences. Before the beginning of each new class session, perspective students are encouraged to visit the school and speak with school staff and consider the many advantages

DISCLOSURE OF EDUCATION RECORDS

Adult's students, the parents/guardians of dependent minors, and parents of tax dependents students have the **right to** inspect, review, and challenge information contained in their education records; however, a staff member must be present. Education records are defined as files, materials, and documents that contain information directly related to the student and are maintained by the institution. The school will maintain files for no less than six (6) years from the last day of attendance. Transcripts and Proof of Training are maintained permanently. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or his/her guardian if the student is a dependent minor) or governmental agencies so authorized by law.

STUDENT RECORD RETENTION POLICY

International College of Beauty Arts & Sciences will maintain records for each student, whether or not the student completes the educational program. For a period ending (6) six years after the date of the student's graduation, withdrawal, or termination (with the exception of students who cancel their program). Student's transcripts and Proof of Training will be maintained permanently. The student's records shall be retrievable by student name and shall contain all of the following applicable information:

1. Written records and transcripts of any formal education or training relevant to the student's qualifications for admission to the institution.
2. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial Aid.
3. Copies of all tests given to the student before admission; records of the dates of enrollment and, if applicable, withdrawal, leaves of absence, and graduation.
4. A transcript is showing all of the classes and courses or their educational services that were completed and were attempted but not completed and grades or evaluations given to the student.
5. A copy of documents relating to student financial aid that are required to be maintained by law or by a loan guarantee agency.
6. A document showing the total amount of money received from or on behalf of the student and the date or dates on which the money was received.
7. Copies of any official advisory notices or warnings regarding the student's progress and,
8. Complaints received from the student, including any correspondence, notes, memoranda, or telephone log relating to a complaint.
9. International College of Beauty Arts & Sciences shall maintain records of student's attendance.

GRIEVANCE PROCEDURES

Students wishing to express a concern should use the schools internal complaint process first however it is not required that students use the internal complaint process. A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 toll free or by completing a complaint form, which can be obtained on the bureau's internet web site www.bppe.ca.gov.

1. Discuss the concern with the appropriate instructor. All discussions are to be held before or after class or by a scheduled appointment.
2. If the concern cannot be resolved through the instructor, present the concern to the School Registrar. It is strongly recommended that all grievances be presented in writing; **INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCE** will also accept oral grievances.
3. See the School Director, in her/his absences the Administrative Assistant, at 5225 West San Fernando Road, Los Angeles, CA 90039 ; (818)280-4898
4. Meetings will be scheduled with all pertinent parties before a resolution is reached.
5. Unresolved concerns may be appealed to a review board in writing. Appointments with the review board are scheduled through the school administrative office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties named in the complaint.
6. Further unresolved concerns may be processed in accordance with the Procedures for Processing Complaints of Unlawful Discrimination and Other Grievances, either in writing or by personal appearance. Contact the schools compliance coordinator to pursue this formal grievance procedure.
7. If the problem or grievance cannot be resolved after exhausting the formal grievance procedures, students may report the concern to any of the following agencies:
 - a. The Bureau for Private Postsecondary Education, Physical Address: 1747 N Market Blvd, Suite 225, Sacramento, CA 95834; Mailing address: P.O. Box 980818, West Sacramento, CA 95798-0818 Ph:(916)574-8900 or (888)370-7589 <http://www.bppe.ca.gov>
 - b. National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street, Alexandria, VA 22314 Ph:(703)600-7600
 - c. Board of Barbering and Cosmetology P.O Box 944226 Sacramento, CA 94244-2260 (916)445-7061

NOTIFICATION OF RIGHTS UNDER FERPA FOR POSTSECONDARY INSTITUTIONS

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student's education records. The law applies to all Schools that receive funds under an applicable program of the U.S Department of Education. FERPA gives rights to students and parents/guardians of dependents minors with respect to accessing their students' education records. This rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to correct records, which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth his or her view about the contested information.
- FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified official for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting Organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies: and
 - State and local authorities within a juvenile justice system, pursuant to specific State Law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents.

ADMINISTRATIVE/ADMISSIONS POLICIES & PROCEDURES

ADMISSION POLICY AND PROCEDURES

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Prospective students are also encouraged to visit the physical facilities of the school and to discuss personal educational plans with school personnel prior to enrolling or signing enrollment agreements. Prospect Students can obtain a Copy of this Catalog Electronically at www.icbas.edu

ADMISSIONS POLICY

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

1. Applicants to International College of Arts Beauty & Sciences must attend an initial personal interview, which determines the prospect of the individual's success in his/her chosen program. Parents and significant others are encouraged to attend.
2. Applicants must complete financial arrangements prior to admissions. If applicable, financial aid application must be complete.
3. All applicants must complete an application for admission (prospective student questionnaire)
4. All applicants are given a tour of the campus before enrolling.
5. All applicants must pay a non- refundable applicants fee in the amount of \$100.00.
6. All applicants must complete an Enrollment Agreement (must be signed by a parent or guardian if applicant is under 18 years of age).
7. All applicants must have completed at least the 10th grade education or its equivalent as required by the California State Board of Barbering and Cosmetology.
8. If applicants are planning to apply for financial aid, the following applies:
 - a. If you are 18 years of age, must have proof of High School Diploma or Equivalent of a GED.
 - b. If you are at least 17 and a High School Graduate, to enroll in International College of Beauty Arts & Sciences you need**
 - a) To provide your valid U.S High School Diploma, a GED, passing scores from the California State Proficiency Exam, or High School transcripts verifying your graduation date.
 - b) To present a valid Social Security Card and a valid Government issued photo identification card or driver's license.
 - c. If you are at least 18, an immigrant to the United States, and have a Completed High School or its Equivalent of your Country of origin, to enroll at International College of Beauty Arts & Science you need:**
 - a) An original copy of your High School Diploma or Transcript equivalent to a U.S High School Diploma (Notarized and Translated line by line word by word if different language then English by an outside agency that is qualified to translate documents into English and Confirm the academic equivalence to a U.S High School Diploma).
 - b) To present a valid Social Security card and a valid Government issued photo identification card or driver's license.
 - d. If you have been homeschooled and the state in which you were homeschooled treats home schools as a home or private school, to enroll at International College of Beauty Arts & Sciences you need:**

- a) To provide your valid homeschooled high school diploma.
- b) To provide **either** a copy of the state – issued secondary school completion credential (if your state issues this certificate), **or** a copy of the Private Post Secondary School Affidavit issued by the state for the school from which the diploma was granted.
- c) To present a valid Social Security Card and a Valid Government issued photo Identification card or driver’s license.

Note: it will be necessary for the student to present his/ her Social Security card at the time of enrollment in order to complete the process of applying for Financial Aid through the U.S Department of Education.

VALIDITY OF HIGH SCHOOL DIPLOMA

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

G.E.D. CLASSES AVAILABILITY

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

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

ENGLISH AS A SECOND LANGUAGE

International College of Beauty Arts & Sciences, does not offer visa services to prospective students from other countries, vouch for foreign student attendance or provide English Language services. English – as – a Second language instruction is not offered by International College of Beauty Arts & Sciences.

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

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

International College of Beauty Arts & Sciences does not accept hours or credit earned through challenge examinations, achievement tests, or experiential learning.

Transfer or Articulation Agreements, International College of Beauty Arts & Sciences has not entered into any transfer or articulation agreements with any other college or university.

ABILITY TO BENEFIT (ATB) TESTING

International College of Beauty Arts & Sciences **does not admit the ability – to – benefit exam.**

ORIENTATION CLASS

All new students attend orientation prior to the first day of class. Students will be informed of the date and time of orientation during the enrollment process.

CHANGE OF SCHEDULE

Students may change their schedule on one (1) occasion during their time at International College of Beauty Arts & Sciences.

OUT OF STATE/COUNTRY HOURS

California: prior hours will be granted to students with training from a licensed Cosmetology schools in California with proper documentation. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an Enrollment Agreement. We cannot grant hours after you start school.

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

Students that are accepted for enrollment with prior hours will be charged as follows: enrollment (tuition, kit and Uniform) tuition is based on hours needed.

Students that temporarily withdraw must repeat regular enrollment procedures to re-enter. Prior to six (6) months, students will remain on the same SAP progress for attendance grace period.

FACULTY- INSTRUCTOR QUALIFICATIONS:

Each member of our Staff is dedicated to the success of our enrolled students.

California instructional staff member's possess a current state license, where required. California Instructors possess a minimum of three years of experience, education and training in current practices of the subject area they are teaching, per California state law.

FACULTY LISTING & QUALIFICATIONS

Somers, Regina Part-time	Cosmetologist License Over 25 years of experience
Somers, Regina Part-time	Barbering License Over 6 years of Experience
Moore, Gwendolyn Part-time	Manicuring License Over 10 years of Experience
Sahakian, Ruzan Par-time	Esthetician License Over 15 years of Experience
Sekhavat, Zahra Part-time	Cosmetologist License Over 30 years of Experience

SUBSTITUTES

All Substitutes' instructors are required to complete routine employment paperwork. Substitute's instructors are to check the following orientation check list that covers school policies, and procedures as reviewed: written operating procedures, program course outline for each program of study, class schedules, lesson plans, handouts and other teaching aids that support the lesson plans, practical grading criteria and Satisfactory Academic Progress Policy.

OUTLOOK¹

Overall employment of barbers, hairdressers, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Growth rates will vary by specialty. Employment of barbers is projected to grow 11 percent from 2012 to 2022, about as fast as the average for all occupations. The need for barbers will stem primarily from an increasing population, which will lead to greater demand for basic hair-care services.

Employment of hairdressers, hairstylists, and cosmetologists is projected to grow 13 percent from 2012 to 2022, about as fast as the average for all occupations. Demand for hair coloring, hair straightening, and other advanced hair treatments has risen in recent years, a trend that is expected to continue over the coming decade.

WORK ENVIRONMENT⁹

Physical Demand Summary

Cosmetology & Barbering involves standing, working constantly with hands from the waist to chest level & frequently about shoulder level. Items lifted such as below dryer, curling iron with a maximum weight is 3 pounds. Constant standing can irritate lower back trouble, however most salons will provide special chairs or stools to use while performing these tasks to reduce the stress caused there. Standing time is appx.45minutes per client with the ability to sit between processing or customer appointments. Repetitive wrist, hand movement & finger dexterity are necessary for the detailed rolling of a perm & cutting or styling of hair.

Manicuring, involves constant sitting, working constantly with hands from waist to chest level. Repetitive motion of shoulders, arms & hands is necessary to give a massage or file artificial nails. Sitting is usually one hour per client with the ability to move about between clients. Good eyesight is necessary for the detail work required in nail care.

Esthetician involves some standing with arms & hands at waist to chest level while applying makeup or waxing. Constant sitting is necessary while performing actual skin care massage & treatments usually lasting 45 minutes with breaks in between appointments. Finer dexterity & wrist used in massage combining with shoulder movement.

Work Schedules⁹

Many barbers, hairdressers, and cosmetologists work part time. However, some self-employed workers may have long hours. Work schedules often include evenings and weekends—the times when barbershops and beauty salons are busiest. Those who are self-employed usually determine their own schedules.

HEALTH, PHYSICAL & OTHER CONSIDERATIONS

Generally, a student /employee must be in good physical health since he/she will be working in direct contact with customers. The related fields of study require a great deal of standing walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if there students (their parents or physician) believe they can fulfill the training demands.

¹ Information from Bureau of Labor Statistics

ACCESSIBILITY FOR DISABLED STUDENTS

Students with disabilities should contact Students Services for more information regarding additional programs and services available (818)280-4898

PERSONAL PROPERTY

International College of Beauty Arts & Sciences, assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while n , on ,or adjacent to School property.

FIELD TRIPS

When appropriate, arrangements will be made for students to leave campus in order to observe their particular course of study as it applies to the real world of work. International College of Beauty Arts & Sciences requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory

PREGNACY

Students who are pregnant at the time of enrollment must provide a written authorization from their attending physician prior to starting the program. A leave of absence due to pregnancy will affect expected graduation date.

ALLERGIES

Beauty Industry professionals are required to handle a large number of chemicals and use a variety of cleansing agents. If an individual is highly allergic to any of these products or very sensitive to these sorts of items, they are unlikely to succeed in cosmetology due to their adverse physical reactions to the tools of the trade.

VACCINATION POLICY

International College of Beauty Arts & Sciences does not mandate vaccinations as part of the enrollment requirements. We do encourage all students to stay current on all State and Federal recommended vaccinations.

STUDENTS WITH VETERANS ADMINISTRATION (VA) BENEFITS

Students wishing to enroll at International College of Beauty Arts & Sciences and utilize the VA benefits for which they may be eligible must submit unofficial transcripts for all prior training even though they may not be transferring any hours into the program. Education call center toll – free number for the Education Call Center is 1-888-442-4551 www.benefits.va.gov/gibill

STUDENT SERVICES

CAMPUS HOUSING

International College of Beauty Arts & Sciences does not have dormitory facilities under its control and we do not provide assistance to the student in finding housing. The availability of housing near the institution is favorable with the average cost of a home in the area at around \$800,000 and rent for a 1 bedroom apartment is approximately \$1500.00 for 2 bedrooms is approximately \$1900.00

STUDENTS ACTIVITIES

While at International College of Beauty Arts & Sciences, you'll have the opportunity to participate in a variety of events and activities that are educational, interesting and just plain fun.

JOB PLACEMENT/CAREER SERVICES

International College of Beauty Arts & Sciences does not guarantee placement. However, limited job placement assistance by providing referrals to graduates is available.

The Career Services Department assists students and graduates in a broad range of career planning and advising to include: interviewing skills and follow – up; job opportunity generation through job leads and networking; the full cycle of the hiring process including resumes and job applications; and professional attire workshops provided by Los Angeles Workforce.

Students and graduates are encouraged to take advantages of every opportunity to work with the Career Services Department to sharpen their interviewing and presentation skills. Successful employment assistance is dependent upon a mutual effort by both graduates and Career Services Department.

Graduates are encouraged to aggressively seek employment opportunities on their own, keep records of their contracts, and inform their Career Services Specialist of these efforts.

This employment assistance series are available to all students who successfully complete the requirements for graduation in their respective programs. Employment opportunities may be limited for anyone who has a criminal background.

International College of Beauty Arts & Sciences mission is to provide learners with the skills and technical knowledge necessary to qualify for employment in **entry-level positions; International College of Beauty Arts & Sciences cannot and will not guarantee employment to anyone.**
ICBAS does not represent or guarantee compensation levels to anyone.

An eligible graduate is any student who has:

1. Successfully completed all graduation requirements.
2. Submitted a personal resume to the Career Services Advisor.
3. Return all books, equipment, etc. belonging to the school.
4. Fulfilled all financial obligations to the School and attended a Financial Aid Exit Interview, if applicable.

ACADEMIC AND INDIVIDUAL COUNSELING

International College of Beauty Arts & Sciences provides academic counseling to all students. We will help you with tutoring should you experience challenges in meeting the minimum performances standards and course requirements as set by International College of Beauty Arts & Sciences, and the State Board of Barbering and Cosmetology.

VOTER REGISTRATION

International College of Beauty Arts & Sciences encourages students to make necessary arrangements to Vote before or after their scheduled class. Please visit the voting link at <http://www.rockthevote.com>

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

Our facility is a two story building with two exits in the front and back. If in case of an emergency we advise students to calmly follow emergency exit signs. Fire extinguishers are in each classroom and clearly visible along with back up lights. We will call 911, fire department or Los Angeles police department if needed.

CONSTITUTION DAY

Senator Byrd (D-West Virginia) inserted language into federal legislation that requires all institutions participating in Federal Funding to schedule educational programming about the U.S Constitution every September 17 or in the same week that it falls. In the years where September 17th falls on a weekend, the programs are to be held in the preceding or following week.

SCHOLARSHIPS AND FEE WAIVERS

The school does not offer any institutional fee waiver, and scholarships are at the discretion of the School President. Due to COVID19 and financial hardships that have affected the students, the school has decided to take students' financial status and needs in consideration in offering "COVID19 Aid" to those who qualify.

DRUG ABUSE PREVENTION POLICY

International College of Beauty Arts & Sciences, strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, or assistance concerning Drug Abuse Prevention

- Drug abuse prevention toll free number from any phone dial - 211
- National drug treatment hotline (855)378-4735
- Alcoholics Anonymous (818)565-5691

COPYRIGHT PROTECTION POLICY

It is the policy of International College of Beauty Arts & Sciences; Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file – sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For detail, see Title 17, United States Code, Sections 504,505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the website of the U.S Copyright Office at www.copyright.gov

SEXUAL HARASSMENT/VIOLENCE PREVENTION

Sexual harassment of students or applicants in any form is unacceptable conduct that will be not tolerated. Sexual harassment includes unwelcome sexual flirtations, advances or propositions, requests for sexual favors, verbal abuse of a sexual nature, subtle pressure or request for sexual activities, unnecessary touching of individual, graphic verbal commentaries about an individual’s body, sexually degrading words, a display of sexually suggestive objects or pictures in the School. Sexually explicit or offensive jokes, physical assault, and other verbal, visual, or physical conduct of a sexual nature. No student, applicant, faculty member or other employee of International College of Beauty Arts & Sciences shall threaten or insinuate, either explicitly, that a student’s applicant’s refusal to submit to sexual advances will adversely affect that person’s application, enrollment, grades or educational experience. Similarly, no faculty member or employee shall promise, imply or grant any preferential treatment in connection with any student or applicant with the intent of rewarding for or engaging in sexual conduct. Any students or applicant who feels that he or she is a victim of sexual harassment by any student, applicant, faculty member or other, International College of Beauty Arts & Sciences member should bring the matter to the attention of the School Director or Administrator at the telephone number specified in this catalog. Any questions about this policy or potential sexual harassment should also be brought to the attention of the above school officials. International College of Beauty Arts & Sciences will promptly investigate all allegations of sexual harassment in as confidential a manner as possible and take appropriate corrective action, if warranted.

CAMPUS SECURITY ACT DISCLOSURE STATEMENT – Clery Act

The Campus Security Act (Public Law 102-26) 34 C.F.R. Section 668.46 (c)(1) requires postsecondary institutions to disclose the number of instances in which certain specific types of crimes have occurred in any building or on any property owned or controlled by this institution which is used for activities related to the educational purpose of the institution and/or any building or property owned or controlled by student organizations recognized by this institution. In compliance with that law, the following reflects this institution's crime statistic for the period between **01/01/2018 and 12/31/2020**. PLEASE NOTE THAT THIS INSTITUTION DOES NOT HAVE ON CAMPUS HOUSING, AND THAT THERE NO POLICE RECORDS THAT PERTAIN DIRECTLY TO THE PROPERTY USED BY THE INSTITUTION, THEREFORE, THE STATISTICS BELOW REPORT ONLY THOSE INCIDENTS REPORTED TO THE INSTITUTIONAL ADMINISTRATION AND/OR TO THE LOCAL POLICE.

Report Distribution Date: September 20, 2021

Occurrences REPORTED within the 2018, 2019 and 2020 Calendar Years

Crimes Reported	2018	2019	2020	Location: C=Campus N=Non-campus P=Public Area	* Hate Crime? (see note)
(i) Criminal homicide:					
(A) Murder and non-negligent manslaughter	0	0	0		
(B) Negligent manslaughter	0	0	0		
(ii) Sex Offenses:					
(A) Rape	0	0	0		
(B) Fondling	0	0	0		
(C) Incest	0	0	0		
(D) Statutory Rape	0	0	0		
(iii) Robbery	0	0	0		
(iv) Aggravated assault	0	0	0		
(v) Burglary	0	0	0		
(vi) Motor Vehicle Theft	0	0	0		
(vii) Arson	0	0	0		
Arrest and referrals for disciplinary actions including:					
(A) Arrests for liquor law violations, Drug law violations, and illegal weapons possession:	0	0	0		
(B) Persons not included in <u>34 CFR 668.46(c)(1)(ii)(A)</u> who were referred to campus disciplinary action for liquor law	0	0	0		

violations, drug law violations, and illegal weapons possession					
Hate crimes: As listed under 34. CFR668.46 (c)(1)(i)					
(A) Larceny-theft	0	0	0		
(B) Simple Assault	0	0	0		
(C) Intimidation	0	0	0		
(D) Destruction, Damage or Vandalism of Property	0	0	0		
(viii) Liquor law violations	0	0	0		
New reporting as of 10/01/2017					
Incidents of sexual assault	0	0	0		
Domestic Violence	0	0	0		
Dating Violence	0	0	0		
Stalking	0	0	0		

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

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

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

2. (i) All students and employees are required to report any crime or emergency to their institutional official promptly.
(ii) Preparation for the Annual Disclosure of Crime Statistics report is obtained by the institution's directors who contact the correct police department District for statistics and the institution's Daily Incident Log and then records those statistics.
(iii) If a student or employee wishes to report a crime on a voluntary or confidential basis, the **institutional official** will be prepared to record and report the crime, but not the name of the informant. The student or employee may, in order to maintain confidentiality, submit the information in writing to his/her **institutional official** without signature. If the student wishes not to maintain confidentiality, the student will contact his/her **teacher or school official** who in turn will contact the nearest **supervisor** to report criminal actions or emergencies to the **appropriate agency by calling (911)**.
3. Only students, employees and other parties having business with this institution should be on institutional property. Staff, faculty, students, and prospective students or any person entering the premises must have and CARRY on them at all times a security identification badge. Those without an identification badge must sign in at the entrance and identify their purpose of visit, the person to be visited and register their time in and out of the building. The visitor must also wear a visitor's badge while on campus. All rear access doors leading to the campus are closed and locked during evening hours starting at 5 PM. When the school closes for the night, the school's official or supervisor will inspect each floor to see that it is empty and then set the alarms on each floor and then lock down the campus. Other individuals present on institutional property at any time without the express permission of the appropriate institutional official(s) shall be viewed as trespassing and may as such be subject to a fine and/or arrest. In addition, students and employees present on institutional property during periods of non-operation without the express permission of the appropriate institutional official(s) shall also be viewed as trespassing and may also be subject to a fine and/or arrest.
4. Current policies concerning campus law enforcement are as follows:

- (i) Institution's officials have no powers of arrest other than the Citizens Arrest Law, and are required in the event of a crime or emergency to call the correct agency or dial (911) for the police and emergency services. The Citizens Arrest Law will be invoked only as a last resort, and after all other possibilities have been explored.
 - (ii) Employees shall contact their immediate or nearest ranking supervisor to report any criminal action or emergency to the appropriate agency by calling (911). If possible, in the interim, the security guard(s) and or institutional official shall attempt to non-violently deal with the crime or emergency with the appropriate agency on campus. Individual discretion must be used; as undue risk should not be taken.
 - (iii) The institution currently has no procedures for encouraging or facilitating pastoral or professional counseling (mental health or otherwise), other than the student or employee is encouraged to seek such aid.
5. Though this institution does not offer regularly scheduled crime awareness or prevention programs, students are encouraged to exercise proper care in seeing to their personal safety and the safety of others. The following is a description of policies, rules and programs designed to inform students and employees about the prevention of crimes on campus.
- a. Do not leave personal property in classrooms.
 - b. Report any suspicious persons to your institutional official.
 - c. Always try to walk in groups outside the school premises.
 - d. If you are waiting for a ride, wait within sight of other people.
 - e. Employees (staff and faculty) will close and lock all doors, windows and blinds and turn off lights when leaving a room
 - f. The Crime Awareness and Campus Security Act is available upon request to students, employees (staff and faculty) and prospective students.
 - g. The school has no formal program, other than orientation, that disseminates this information. All information is available on request.
 - h. Information regarding any crimes committed on the campus or leased/attached properties (parking lot) will be available and posted in a conspicuous place within two (2) business days after the reporting of the crime and be available for sixty (60) business days during normal business hours, unless the disclosure is prohibited by law, would jeopardize the confidentiality of the victim or an ongoing criminal investigation, would jeopardize the safety of an individual, would cause a suspect to flee or evade detection, or would result in the destruction of evidence. Once the reason for the lack of disclosure is no longer in force, the institution must disclose the information. If there is a request for information that is older than sixty 60 days, that information must be made available within two (2) business days of the request.
6. The institution does not offer regularly scheduled crime awareness or prevention programs other than orientation where all the institution's policies and regulations are properly disclosed to prospective students.
7. All incidents shall be recorded in the Daily Incident Log at the institutional official's station. The log includes the date, time, location, incident reported, and disposition of incident and the name of the person who took the report. The report must be entered in the log within two (2) business days after it is reported to the school's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.

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

- 8. This institution does not permit the sale, possession or consumption of alcoholic beverages on school property and adheres to and enforces all state underage-drinking laws.
- 9. The institution does not permit the possession, use or sale of illegal drugs by its employees and students and adheres to and enforces all state and Federal drug laws. The violation of these policies by students or employees may result in expulsion, termination and/or arrest
- 10. Information concerning drug and alcohol abuse education programs is posted at the campus and is distributed annually to students and staff. *(Institutions are advised to make available to students and staff members information on an agency that provides counseling and help on drug and alcohol abuse education).*

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

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

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

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

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

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

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

- A statement of policies which encourage accurate and prompt reporting of all crimes to the campus police and the appropriate law enforcement agencies.
- Students and employees should refer to the person or agency listed at the end of this report when reporting or seeking help on a criminal incident. Please note that any emergency that requires immediate attention should not wait to report to the school’s officer but rather should contact the appropriate agency by calling (911).

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

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

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

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

Fire safety (668.49)

Missing students (668.46(h))

Emergency notifications 668.46(g))

Hate crimes 668.46(c))

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

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

Name of institution’s Financial Aid Officer	Cynthia Rossatti
Title	Financial Aid Officer
School Name	International College of Beauty Arts & Sciences
Street address	5225 West San Fernando Road.
City, State Zip	Los Angeles, California 90039
Phone No.	(818)280-4894

COST OF ATTENDANCE BUDGET EXAMPLE

The institution uses the annual budgets published by the **CALIFORNIA STUDENT AID COMMISSION**. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

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

1. Include all mandatory fees
2. Includes food, snacks, meals on campus, household supplies
3. If contract is for less than nine months, adjustments may be made at the rate of \$389/month or fraction thereof.
4. Includes travel to and from parent's residence and transportation costs to and from classes and work. (e.g., bus fare, gasoline, tolls, parking.)

CREDIT BALANCE

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

DEPENDENT STUDENT

A dependent student is an individual who does not meet the independent student criteria. This student is required to submit with his / her application, student and parent's income and assets data.

DEPENDENDT

A dependent is an individual other than the spouse who has been supported and will continue to be supported. (50% or more of that individual personal expenses) by the student and/or spouse. If that individual is and will continue to be supported by the students parent(s), that individual would be a dependent of the parent(s) NOT a decendent of the student.

INDEPENDENT STUDENT

An independent student is an individual who criteria would answer "YES" to a t least one of the following:

- Were you born before January 1, 1998?
- As of today, are you married? (Separated but not divorced).
- Are you currently serving on active duty in the U.S Armed Forces for purpose other than training?
- Are you a Veteran of the U.S Armed Forces?
- Do you have children who will receive more than half of their support from you between July 1, 2021 and June 30, 2022?

EXPECTED FAMILY CONTRIBUTION (EFC)

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

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON –CITIZEN

You must be one of the following to receive federal student aid:

- U.S Citizen
- U.S National
- U.S permanent resident who has an I-551 or I-551C (Alien Registration receipt card).
- Arrival Departure Record (I-94) from the Department of Homeland Security Showing one of the following:
- Refugee

- Asylum Granted
- Parole for a minimum of one year that has not expired
- T-Visa holder (T-1, T-2, T-3, ETC.)
- Cuban- Haitian entrant
- Holder of a valid certification or eligibility letters from the Department of Human Services showing a designation of “Victim of Human Trafficking”

If you are in the U.S under one of the following conditions, you are NOT eligible for federal aid:

- F1 OR F2 student visa
- Exchange visitor visa only
- G series visa (pertaining to international organizations)

1. Other assistance under this Title for which a Return of Funds is required (e.g., LEAP).

VERIFICATION PROCESS

THESE PROCEDURES APPLY FOR THE 2021-2022 AWARD YEAR

Federal regulations 34 C.F.R. Part 688, Subpart E, dated March 14, 1986 April 29, 1994, November 29, 1994 executing legislation 20 U.S.C 1094 governing the Title IV program require schools to be sure of certain applicant reported data.

These regulations require school to develop written policies and procedures for verification. The school is required to make this polices available to all applicants for financial aid, as well as prospective students upon request. This procedure is part of the Admissions and Counseling Process. To follow the regulations and achieve consistency governing this process, the following verification polices apply to all applicants for Title IV programs. Under the regulations, the school will not disburse FPELL or Campus-Based aid, nor certify Stafford/Plus loan applications, until completion of the verification process.

WHO MUST BE VERIFIED?

The policy of this school shall be to verify those students selected by the need analysis (ISIR) system for verification.

VERIFICATION EXCLUSION

- Death – Applicant Dies during the award year or before the deadline for completing the verification.
- Incarceration- Applicant is incarcerated at the time the verification is to be performed.
- Certain spouses/parent statuses: Spouse or parent information is not required to be verified if the spouse or the parent is deceased, or physically incapacitated, or residing in a country other than the United States and cannot be contacted by normal means, or cannot be located because the address is unknown and cannot be obtained by the applicant.
- Completed verification – if student completed the verification at another institution prior to transferring to this school if all the following documents are provided from that school:
 - Letter stating that the verification process was completed
 - Copy of the application data that was verified, and
 - If the student was awarded FPELL Grant, a copy of the signed SAR/ISIR.

- A completed Financial Aid transcript
- Pacific island residency status – Legal residents of the Trust Territory of the Pacific Islands, Guam, Samoan, and the Commonwealth of the Northern Mariana Islands. To qualify for the exclusion the parents of a dependent student must also be legal residents of one of these territories. Citizens of the Republic of the Marshall Islands, the Federated States of Micronesia or the Republic of Palau. To qualify for this exclusion, the parents of a dependent student must also be citizens of one of these territories. To document the basis for this exclusion, the applicable permanent mailing address is required.
- No funds disbursed – the applicant will not receive federal aid funds.

REQUIERED VERIFICATON ITEMS

Examine the data items listed in 34 C.F.R 668.56. Different data items apply different applicants depending up on student dependency status and the Title IV programs used.

Data items include:

- Total number of persons in the household.
- The number of members of household enrolled as at least half-time students in postsecondary educational institutions.
- Adjusted gross income (AGI) or adjusted gross family income (AFGI) for the base year (2019)
- U.S. income tax paid for the base year (2019)

Certain untaxed income and benefits for the base year if certain conditions would apply include:

- Social Security Benefits.
- Child Support
- Untaxed payments to IRA or KEOGH
- Foreign income
- Earned income credit
- Interest on tax free bonds

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

DOCUMENTATION REQUIERED

Student, Spouse and/or parents IRS tax transcript. If selected for verification, you will be required to submit a signed copy of your prior year **Federal Tax Transcript**. If you are a dependent student, we must have a copy of your parents (who submitted the FAFSA) **Federal Tax Transcript** in order to complete the verification process you may request a **Tax Return Transcript** from the IRS by calling 1-800-829-1040. Important to note that we need the tax return transcript not the tax account transcript. The tax return transcript should be **signed** by the tax filer and sent to the Office of Student Financial Aid. Applicants shall complete the appropriate sections of the Verification Worksheet 2021-2022. There are two different worksheets: One for Dependent students and one for Independent students. Use the worksheets to update and for verification of data. Applicants shall follow the instructions in the Verification Worksheet. The schools Financial Aid Officer may require/provide other appropriate forms.

Owner/ President - Biography

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

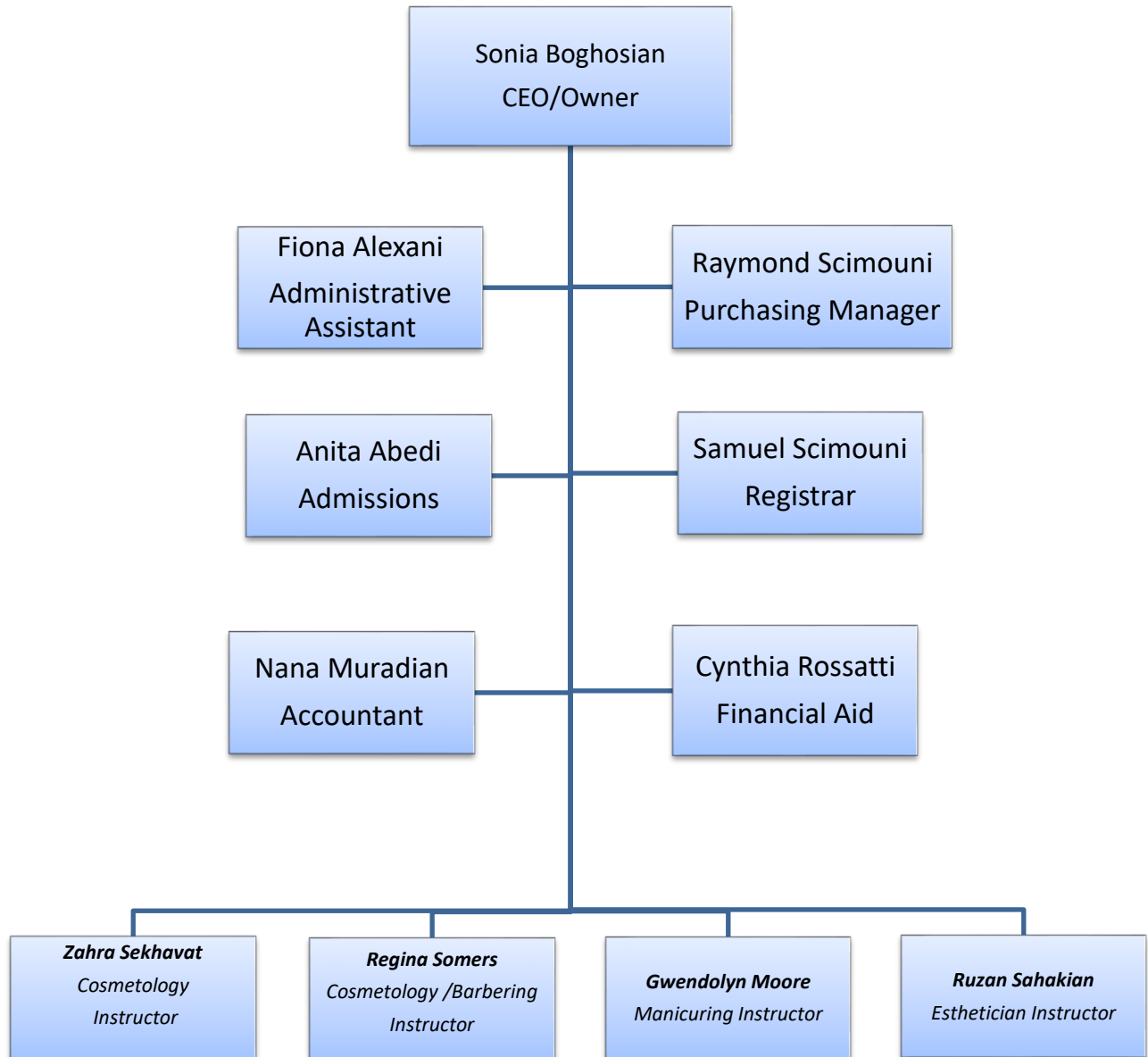
Sonia is a valuable speaker at the international and national beauty trade shows and a member of numerous spa & resort and cosmetology related associations where she shares her views and knowledge with beauticians and salon owners and individuals that are planning to open or upgrade their existing salons.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

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

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

International College of Beauty, Arts & Sciences

ORGANIZATIONAL CHART



NOTICE OF CANCELLATION

(First Day of Class)

You may cancel this contract for school, without any penalty or obligation, by the date stated below.

If you cancel, any payment you have made any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice.

But if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the unopened and unused equipment within this 30 day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice or any other written notice, or send a telegram to: Sonia Boghosian.

**NOT LATER THAN _____
(Midnight of the date that is the fifth (5th) business day following the day of the first class)**

I cancel the contract for school _____ (date)

(Student's Signature)
(Signature in this area represents cancellation of contract)

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming in class.

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

For additional information:
Call the Consumer Information Center at: (800) 952-5210
E-mail: dca@dca.ca.gov

or write:
Department of Consumer Affairs
Consumer Information Division
1625 North Market Blvd., Suite N 112
Sacramento, CA 95834

ACKNOWLEDGMENT OF DISCLOSURES RECEIVED
INTERNATIONAL COLLEGE OF BEAUTY ARTS, & SCIENCES

Student:

Student ID #

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

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

- Information sheet on the physical job demands, employment opportunities, salary range, working conditions, safety hazards, and licensing requirements.
- Schools assessment rates, Federal disclosures of completion, retention and placement rates. If applicable, passing rates on State Board Exams
- A copy of the school's Catalog
- A copy of the School Performance Fact Sheet (Applicable to schools operating in California)
- I confirm that prior to my enrollment, I physically visited the school, and I had the opportunity to observe classes and other instruction; talk with students and instructors, and tour the facility.
- I have provided proof of my ability to benefit from the training. I provided a copy of my High School diploma or its equivalency.

I certify that I have received the disclosures indicated below, at the time of my actual enrollment and signing of my enrollment agreement.

- I have received a completed copy of the enrollment agreement/contract, indicating all school charges and terms of payment to meet the cost of the course of study.
- (If applicable), I have applied for a student loan. I have been advised of my obligation to repay any Federal student loan that I could receive.

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

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

Student Signature

Date