



INTERNATIONAL COLLEGE OF BEAUTY ARTS & SCIENCES

INTERNATIONAL COLLEGE OF BEAUTY ARTS and SCIENCES

**STUDENT HANDBOOK and CATALOG**

**2024**

**January 1, 2024, to December 31, 2024**

**5225 W. SAN FERNANDO ROAD**

**LOS ANGELES, CA 90039**

**T. 818-280-4898**

**F. 818-548-3566**

**info@icbas.edu**

**WWW.ICBAS.EDU**

# Contents

TABLE OF CONTENTS.....	1-6
GENERAL INFORMATION.....	7
EDUCATIONAL OBJECTIVES/MISSION STATEMENT .....	7
PROSPECTIVE STUDENTS.....	8
CODE OF ETHICS.....	8
BANKRUPTCY STATEMENT.....	8
APPROVAL, ACCREDITATION.....	9
UPDATING INSTITUTION'S CATALOG.....	9
APPROVAL DISCLOSURE STATEMENT.....	9
FACILITY AND EQUIPMENT.....	10
RESOURCE CENTER/ LIBRARY.....	10
INSTRUCTIONAL EQUIPMENT.....	11
STATEMENT OF NON - DISCRIMINATION.....	11
INSTITUTIONS EDUCATIONAL INQUIRY PROCEDURE.....	11
DISCLOSURE OF EDUCATION RECORDS.....	12
STUDENT RECORD RETENTION POLICY.....	13-14
GRIEVANCE PROCEDURES.....	13-14
NOTIFICATION OF RIGHTS UNDER (FERPA) FOR POSTSECONDARY INSTITUTIONS.....	14
<b>ADMINISTRATIVE ADMISSIONS POLICIES and PROCEDURES</b>	
ADMISSION POLICY AND PROCEDURES.....	16
ADMISSIONS POLICY.....	16-17
VALIDITY OF HIGH COLLEGE DIPLOMA.....	17-18
G.E.D CLASSES AVAILABILITY .....	18
ENGLISH AS A SECOND LANGUAGE.....	17
ABILITY TO BENEFIT (ATB TESTING).....	17
ORIENTATION .....	19
CHANGE OF SCHEDULE .....	19

OUT OF STATE/COUNTRY HOURS.....	19
FACULTY-INSTRUCTOR QUALIFICATIONS.....	20
FACULTY LISTING and QUALIFICATIONS .....	20
SUBSTITUTES.....	20
ADDRESS WHERE CLASS SESSION WILL BE HELD.....	20
COLLEGE HOURS.....	21
DETAILED INSTRUCTIONAL SCHEDULE PER COURSE/PROGRAM.....	21
CALENDAR/HOLIDAYS.....	21

**ACADEMIC AND INSTRUCTIONAL POLICIES**

COLLEGE RULES AND REGULATIONS.....	22-23
CONDUCT POLICY.....	24
DISCIPLINARY POLICY.....	24
ATTENDANCE POLICY.....	25
CUTTING CLASS.....	25
ABSENCES/TARDINESS POLICY.....	25-26
EXCUSED AND UNEXCUSED ABSENCES.....	26
MAKE – UP STANDARDS POLICY.....	26
ATTENDANCE STATUS .....	26
CLASS and PRACTICE HOURS – CREDIT PROCEDURE.....	27
LEAVE OF ABSENCE.....	27-28
SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY.....	28
QUANTITATIVE EVALUATION.....	28
QUALITATIVE EVALUATION.....	28-29
ACADEMIC GRADING POINT.....	29
PRACTICAL GRADING.....	29
EVALUATION PERIODS.....	29-30
MAXIMUM TIME FRAME.....	30-31
WARNING.....	31
PROBATION.....	32

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS and REINSTATEMENT OF FINANCIAL AID ELIGIBILITY.....	32
APPEAL PROCESS.....	32
STUDENT EVALUATION.....	33
INTERRUPTIONS, COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS.....	33
TRANSFER HOURS.....	33
REINSTATEMENT.....	33
RE-ENTERING.....	33
GRADUATION REQUIREMENT.....	34
TRANSCRIPT REQUESTS.....	34
LICENSING REQUIREMENTS.....	34
SUSPENSION AND TERMINATION.....	34
DROPS.....	35

**COURSE CURRICULA**

DISTANCE EDUCATION POLICY AND TECHNOLOGIES DISCLOSURE .....	36-37
COSMETOLOGY CURRICULUM 1500 CLOCK HOURS.....	37-41
COSMETOLOGY CURRICULUM 1000 CLOCK HOURS.....	41-44
COSMETOLOGY COURSE OBJECTIVES 1000 CLOCK HOURS.....	44-56
BARBERING CURRICULUM 1500 CLOCK HOURS.....	57-58
BARBERING CURRICULUM 1000 CLOCK HOURS.....	58-60
BARBERING COURSE OBJECTIVES 1000 CLOCK HOURS.....	60-68
ESTHETICIAN CURRICULUM 600 CLOCK HOURS.....	68-71
HAIRSTYLING CURRICULUM 600 CLOCK HOURS.....	71-72
MANICURING CURRICULUM 600 CLOCK HOURS.....	72

**STUDENT CONSUMER INFORMATION and HEALTH AND SAFETY DISCLOSURE**

GAINFUL EMPLOYMENT DISCLOSURE.....	74
OUTLOOK.....	76
WORK ENVIRONMENT, WORK SCHEDULES.....	76
HEALTH, PHYSICAL and OTHER CONSIDERATIONS.....	77

ACCESSIBILITY FOR DISABLED STUDENTS .....	77
PERSONAL PROPERTY.....	77
FIELD TRIPS.....	77
PREGNANCY.....	77
ALLERGIES.....	77
VACCINATION POLICY.....	78
STUDENTS WITH VETERANS' ADMINISTRATION (V.A.) BENEFITS.....	78

**STUDENT SERVICES**

CAMPUS HOUSING.....	78
STUDENTS ACTIVITIES .....	78
JOB PLACEMENT/CAREER SERVICES.....	78
ACADEMIC AND INDIVIDUAL COUNSELING.....	79
VOTER REGISTRATION.....	79
EMERGENCY RESPONSE AND EVACUATION PROCEDURES.....	79
CONSTITUTION DAY.....	80
SCHOLARSHIPS AND FEE WAIVERS.....	80
DRUG ABUSE PREVENTION POLICY.....	80
OFFICE OF STUDENT ASSISTANCE AND RELIEF.....	80
COPYRIGHT PROTECTION POLICY.....	81
SEXUAL HARASSMENT/VIOLENCE PREVENTION.....	81
CAMPUS SECURITY ACT DISCLOSURE STATEMENT.....	82-89

**FINANCIAL MATERIALS and SOURCES**

TUITION PAYMENT POLICY .....	90-91
PAYMENT PERIOD DEFINITION.....	92-93
EXTRA INSTRUCTIONAL CHARGES .....	93
REFUND POLICY OUTLINE.....	94
PROMISSORY NOTE "NOTICE" .....	94
STUDENTS RIGHT TO CANCEL .....	94

REFUND POLICY.....	95
DETERMINATION OF WITHDRAWAL FROM COLLEGE.....	95
RETURN OF TITLE IV.....	95
STUDENT TUITION RECOVERY FUND (STRF).....	95-96
REFUNDS.....	96
COURSE CANCELLATION.....	97
COLLEGE CLOSURE.....	97
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS.....	91-92
INSTITUTIONS IN DEFAULT OF ENROLLMENT AGREEMENT.....	92
STUDENT ELIGIBILITY REQUIREMENTS.....	92

**FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING**

APPLICATION FOR AID, PROCEDURES AND FORMS (FAFSA).....	99
APPLICATION FOR FEDERAL STUDENT AID (FAFSA).....	99
FEDERAL PELL GRANT PROGRAM.....	99
RENEWAL PROCESS.....	100
FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG).....	100
DISBURSEMENT.....	100
FEDERAL WILLIAM D. FORD (DIRECT LOAN PROGRAM).....	100
FEDERAL DIRECT STAFFORD (SUBSIDIZED LOAN).....	101
FEDERAL DIRECT STAFFORD (UNSUBSIDIZED LOAN).....	101
ENTRANCE /EXIT COUNSELING INSTRUCTIONS .....	102
NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS).....	102
COST OF ATTENDANCE BUDGET EXAMPLE.....	102
CREDIT BALANCE.....	103
DEPENDENT STUDENT.....	103
DEPENDENT.....	103-104
INDEPENDENT STUDENT.....	105
EXPECTED FAMILY CONTRIBUTION (EFC).....	105

FINANCIAL AID ELIGIBILITY CITIZEN/ELIGIBLE NON- CITIZEN.....	105-106
VERIFICATION PROCESS.....	105-108
REFERAL PROCEDURE.....	108
NOTICE OF STUDENT OF LOAN REPAYMNET OBLIGATION.....	108
ADMISSIONS DISCLOSURE FORM.....	109
OWNER / COLLEGE PRESIDENT BIOGRAPHY.....	110
ORGANIZATIONAL CHART.....	111
NOTICE OF CANCELLATION.....	112
ACKNOWLEDGMENT OF DISCLOSURES RECEIVED.....	113

## **GENERAL INFORMATION**

### **WELCOME LETTER AND OWNERSHIP**

Welcome to International College of Beauty Arts and 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 and Sciences' objective is to provide students 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 successful in whatever area the student desires. We place emphasis on how to be successful in your field of study and how to create the lifestyle 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 invest during the entire course of your training.

### **EDUCATIONAL OBJECTIVES/ MISSION STATEMENT**

The mission of International College of Beauty Arts and Sciences is to provide the student with the education necessary to pass the state required licensing exam, also to be successful in the profession chosen and to become employable in the selected field of study. The institution places an emphasis on how to be successful in the chosen field of study and how to create the lifestyle that the student desires.

In order to achieve this objective, International College of Beauty Arts and Science does the 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 their 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 College Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.” This information can be obtained digitally at [www.icbas.edu](http://www.icbas.edu).

“International College of Beauty Arts and Sciences is an English-only college. The college’s Enrollment Agreement, College Disclosures, Terms and Conditions, all cancellation and refund policies are provided in English”.

### **CODES OF ETHICS - International College of Beauty Arts and 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
- Refraining from any criticism that reflects unfavorably on other colleges and the beauty industry
- Not recruiting students or staff who is currently admitted or enrolled at another college offering a similar program of study
- Creating a positive learning environment
- Having 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 and Sciences is a private institution that is approved to operate by the California Bureau for Private Post-Secondary Education (BPPE). Approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. An institution may not imply that the Bureau endorses programs or that Bureau approval means the institution exceeds minimum state standards.
2. International College of Beauty Arts and 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

## ACCREDITATION

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 2024 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, digitally via the college website: [www.icbas.edu](http://www.icbas.edu).**

## APPROVAL DISCLOSURE STATEMENT

International College of Beauty Arts and 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	08/26/2022	1500	10	40	DIPLOMA
Cosmetology	12.0401	08/26/2022	1500	15	60	DIPLOMA

<b>Cosmetology</b>	<b>12.0401</b>		<b>1000</b>	<b>7</b>	<b>27</b>	<b>DIPLOMA</b>
<b>Cosmetology</b>	<b>12.0401</b>		<b>1000</b>	<b>10</b>	<b>40</b>	<b>DIPLOMA</b>
<b>Barbering</b>	<b>12.0402</b>	<b>01/15/2015</b>	<b>1500</b>	<b>10</b>	<b>40</b>	<b>DIPLOMA</b>
<b>Barbering</b>	<b>12.0402</b>	<b>01/15/2015</b>	<b>1500</b>	<b>15</b>	<b>60</b>	<b>DIPLOMA</b>
<b>Barbering</b>	<b>12.0402</b>		<b>1000</b>	<b>7</b>	<b>27</b>	<b>DIPLOMA</b>
<b>Barbering</b>	<b>12.0402</b>		<b>1000</b>	<b>10</b>	<b>40</b>	<b>DIPLOMA</b>
<b>Esthetician</b>	<b>12.0409</b>	<b>08/15/2008</b>	<b>600</b>	<b>4</b>	<b>16</b>	<b>DIPLOMA</b>
<b>Esthetician</b>	<b>12.0409</b>	<b>08/15/2008</b>	<b>600</b>	<b>6</b>	<b>24</b>	<b>DIPLOMA</b>
<b>Hairstyling</b>	<b>12.0407</b>		<b>600</b>	<b>4</b>	<b>16</b>	<b>DIPLOMA</b>
<b>Hairstyling</b>	<b>12.0407</b>		<b>600</b>	<b>6</b>	<b>24</b>	<b>DIPLOMA</b>
<b>Manicuring</b>	<b>12.0410</b>	<b>11/17/2015</b>	<b>600</b>	<b>4</b>	<b>16</b>	<b>DIPLOMA</b>
<b>Manicuring</b>	<b>12.0410</b>	<b>11/17/2015</b>	<b>600</b>	<b>6</b>	<b>24</b>	<b>DIPLOMA</b>

## **FACILITY AND EQUIPMENT**

International College of Beauty, Arts and Sciences is centrally located at the tri-city boundaries of Glendale, Burbank, and Los Angeles. The college 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 disabled individuals. Students may consume food and beverages in the student lounge areas, which are designated for this purpose. Smoking is prohibited within the college and 10 feet surrounding the college building perimeters.

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

In keeping with its high educational standards, International College of Beauty Arts and Sciences provides equipment that gives 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 and Sciences maintains a library facility to address requirements of the programs provided at the college. Library resources are available for use and include CDs/DVDs, as well as magazine publications, books, and online resources.

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 student supplies (textbooks, kits, and uniform) will be issued to the students enrolled at International Collage Beauty Arts and 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 and Sciences does not discriminate on the basis of gender, 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 their 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 they can fulfill training demands at our current facilities and succeed in such a way that would not preclude employment within the student's selected program area of study, to include areas in administration, counseling, training, placement employment or any other activities.

## **INSTITUTION'S EDUCATIONAL INQUIRY PROCEDURE**

International College of Beauty Arts and Sciences training programs are structured using clinic/beauty salon settings. Our curriculum includes Practical hands-on training and theoretical knowledge. College courses incorporate extensive hands-on learning in order to provide you a complete understanding of beauty and wellness. The practical "hands-on" training accounts for 50 percent of the training program. Each curriculum is geared towards a specific area in the fields of COSMETOLOGY, ESTHETICIAN, BARBERING, MANICURING, and HAIRSTYLING. 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 and Sciences. Before the beginning of each new class session, prospective students are encouraged to visit the college and speak with college staff and consider the many advantages available to them.

## **DISCLOSURE OF EDUCATION RECORDS**

Adult 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 college 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 their guardian if the student is a dependent minor) or governmental agencies so authorized by law.

## **STUDENT RECORD RETENTION POLICY**

International College of Beauty Arts and 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 shows 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 students' progress.
8. Complaints received from the student, including any correspondence, notes, memoranda, or telephone log relating to a complaint.

9. International College of Beauty Arts and Sciences shall maintain records of student's attendance.

## **GRIEVANCE PROCEDURES**

Students wishing to express a concern should use the college's 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 (BPPE) by calling (888)370-7589 (toll free number) or by completing a complaint form, which can be obtained on the bureau's website: [www.bppe.ca.gov](http://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 College Registrar. It is strongly recommended that all grievances be presented in writing; International College of Beauty Arts and Sciences will also accept oral grievances.
3. See the College Director, in their absence, see 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 college's administrative office. The review board has the responsibility for reaching a decision that is in balance with the best interests of all parties involved in the complaint.

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 college's compliance coordinator to pursue this formal grievance procedure.

6. 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, which are the regulatory agencies of the institution:
  - a. The Bureau for Private Postsecondary Education (BPPE)  
P.O. Box 980818, West Sacramento, CA 95798-0818  
(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  
(703)600-7600  
<https://www.naccas.org/>
  
- c. Board of Barbering and Cosmetology (BBC)  
P.O Box 944226 Sacramento, CA 94244-2260  
(916)445-7061  
<https://www.barbercosmo.ca.gov/>

## **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 colleges that receive funds under an applicable program of the U.S Department of Education. FERPA gives rights to students and parents/guardians of dependent minors with respect to accessing their education records. These rights transfer to the student when they reach the age of 18 or attend a college beyond the high school level. Students to whom the rights are transferred to are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the college. Colleges 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. Colleges 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 college decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the college still decides not to amend the record, the parent or eligible student has the right to place a statement with the record, setting forth their view about the contested information.
  
- FERPA allows colleges to disclose those records, without consent, to the following parties or under the following conditions:
  - College officials with legitimate educational interest;
  - Other colleges 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 college;
  - 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.

## ADMINISTRATIVE/ADMISSIONS POLICIES and 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 college and to discuss personal educational plans with college personnel prior to enrolling or signing enrollment agreements. Prospect Students can obtain a digital copy of this catalog on [www.icbas.edu](http://www.icbas.edu).

### ADMISSIONS POLICY

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

1. Applicants to International College of Arts Beauty and Sciences must attend an initial personal interview, which determines the prospect of the individual's success in their chosen program. Parents and significant others are encouraged to attend.
2. Applicants must complete financial arrangements prior to admission. If applicable, financial aid application must be completed.
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 registration 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 a 10<sup>th</sup> 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, you 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 and Sciences you need to:**

- a) 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) Present a valid social security card and a valid government issued photo identification card or driver's license.

17

**c. If you are at least 18, an immigrant to the United States, and have completed high school or its equivalent of your country of origin, to enroll at International College of Beauty Arts and Sciences 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 the language different from 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 home schooled and the state in which you were home schooled treats home schools as a home or private school, to enroll at International College of Beauty Arts and Sciences you need to:**

- a) Provide your valid home school diploma.
- b) 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) 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 their 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.

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. If the student receives federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal financial assistance.

## VALIDITY OF HIGH DIPLOMA

Diplomas, transcripts or GED certificates are all acceptable documentation and necessary for enrollment. International College of Beauty Arts and Sciences states that if any diploma or certificate is in question, the college 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 the language is different from 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 individuals interested in obtaining a GED, more information can be obtained by contacting any of the resources listed below:

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

## ENGLISH AS A SECOND LANGUAGE

International College of Beauty Arts and 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 and Sciences.

All programs are taught in English for successful completion of the application, International College of Beauty Arts and 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 10<sup>th</sup> 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 and 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 and 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 and Sciences **does not administer 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 occasion during their time at International College of Beauty Arts and Sciences.

### **OUT OF STATE/COUNTRY HOURS**

**California:** prior hours will be granted to students with training from a licensed Cosmetology college 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 college.

**Out of State/Country hours:** All prior training and experience must be evaluated by the California Board of Barbering and Cosmetology to obtain credit. International College of Beauty Arts and Sciences; reserves the 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](http://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 college, along with any other requirements. International College of Beauty Arts and 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 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 members possess current state licenses. California instructors possess a minimum of three years of experience, education, and training in current practices of the subject area they are teaching.

### **FACULTY LISTING and QUALIFICATIONS**

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

### **SUBSTITUTES**

All Substitute instructors are required to complete routine employment paperwork. Substitute instructors are to check the following orientation check list that covers college 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.

### **INTERNATIONAL COLLEGE OF BEAUTY ARTS and SCIENCES** **ADDRESS WHERE CLASSES SESSIONS WILL BE HELD**

5225 West San Fernando Road, Los Angeles, CA 90039

### **CLASS SCHEDULES for 2024**

Our institution offers open enrollment for all of our programs: Cosmetology, Esthetician, Barbering, Hairstyling, and Manicuring. As of today, our institution operates in a hybrid format, which implies that 50% of any course (practical) is completed in person on campus and 50% (theory) is completed via distance education online.

**COLLEGE ADMINISTRATIVE HOURS ARE AS FOLLOWS:**

**Monday through Friday from 10:00 am to 5:00 pm.**

In-person class schedules are as follows: (Tuesday and Thursday 9:00 am to 3:00 pm standard Part-Time) and (Tuesday, Wednesday, and Thursday 9:00 am to 3:00 pm Standard Full-Time).

<u>Course</u>	<u>Class time schedule</u>
Cosmetology (1500 hours)	9:00 am – 3:00 pm Part-time
Cosmetology (1500 hours)	9:00 am – 3:00 pm Full-time
Cosmetology (1000 hours)	9:00 am – 3:00 pm Part-time
Cosmetology (1000 hours)	9:00 am – 3:00 pm Full-time
Barbering (1000 hours)	9:00 am – 3:00 pm Part-time
Barbering (1000 hours)	9:00 am – 3:00 pm Full-time
Barbering (1500 hours)	9:00 am – 3:00 pm Part-time
Barbering (1500 hours)	9:00 am – 3:00 pm Full-time
Esthetician (600 hours)	9:00 am – 3:00 pm Part-time
Esthetician (600 hours)	9:00 am – 3:00 pm Full-time
Hairstyling (600 hours)	9:00 am – 3:00 pm Part-time
Hairstyling (600 hours)	9:00 am – 3:00 pm Full-time
Manicuring (600 hours)	9:00 am – 3:00 pm Part-time
Manicuring (600 hours)	9:00 am – 3:00 pm Full-time

**DETAILED INSTRUCTIONAL SCHEDULE PER COURSE/PROGRAM:**

Our institution reserves the right to modify schedules as deemed necessary. Students and staff members are notified prior to any changes that may occur.

**CALENDAR/HOLIDAYS**

**International College of Beauty Arts and Sciences is closed on Saturdays and Sundays. The following holidays are:**

New Year’s Day 01/01/2024	Martin Luther King 01/15/2024	Memorial Day 05/27/2024
Juneteenth 06/19/2024	Independence Day 07/04/2024	Labor Day 09/02/2024
Thanksgiving Day 11/28/2024	Christmas Day 12/25/2024	

## ACADEMIC and INSTRUCTIONAL POLICIES

### COLLEGE RULES AND REGULATIONS

1. Students must arrive at college ready and on time.
2. For online attendance students should only log in and out for themselves using their student code provided during enrollment. If students are not able to log in, they must notify the college. For in-person attendance, students must only sign in for themselves on the attendance sheets that are kept with instructors.
3. In case of illness or emergency students are responsible to contact the college on or before your scheduled hours (818) 280-4898.
4. **Students are required to be in class during scheduled contract hours. Students should be in uniform; all students should wear black pants, white or black closed-toe shoes for safety precautions. Cosmetology, Barbering, and Hairstyling (Black Uniform), Manicuring (Green Uniform) and Esthetician (White Uniform).**
5. Hygiene is a must. Make sure your hair and/or make-up is done prior to arriving at college.
6. College starts at 9:00am Tuesday, Wednesday, and Thursday; make sure you arrive early in order to benefit from the practical program. Students who clock in after 10:15 am will be considered late and may be asked to return at 11:30 am.
7. Students must inform Instructor in charge prior to leaving the college premises.
8. No student may sign in or out for another student. This rule is strictly enforced.
9. The college building and parking lot is a smoke-free environment. No smoking at any time, on campus and 10 feet around the college premises.
10. No gum chewing is allowed in college during college hours.
11. No visitors are permitted in the classroom or student lounge area, unless approved by the Instructor in charge.
12. College business phones may not be used for personal calls. If you have an emergency calls, please notify your instructor.
13. No cell phone usage, texting, or phone calls are allowed in any class or during any college sessions.
14. Sanitation, disinfection, and personal hygiene are extremely important and required at all times.

15. Students must have their work area clean from clutter and debris at all times.
16. Each student must complete a minimum of ½-hour of sanitation daily. All kits must be in a sanitized condition at the end of each day.
17. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor “students may not refuse clients” it is extremely important that you get hands-on training in a real-life salon setting.
18. No student may leave a patron during any chemical service; if an emergency arises, please notify the instructor on the floor.
19. Students are not allowed to receive service without prior approval from your instructor.
20. Students receiving personal service will be charged a lab fee.
21. Students are responsible for their personal belongings and college materials.
22. All students are expected to maintain an average grade of a 70% or better in theory and practical subjects.
23. Students must only use products provided by the college.
24. Students must comply with college policy and State rules and regulations.
25. Assignments, practical or theory, may be made up only for excused absences with office or instructor approval.
26. Students must notify the office immediately of any personal information change (example: phone number, residence address, legal name change).
27. Students may not make-up missed time without office written approval- No exceptions.
28. Students may park in any available parking spaces except in the designated staff spaces unauthorized vehicles will be towed away at the owner’s expense.
29. Any student who is absent more than fourteen consecutive days without notifying the College Office will be automatically dropped.
30. Students may not use headphones, radios, cellular phones , or texting during college hours.
31. All electronic devices must be turned off or switched to silent mode.
32. Failure to meet all the college’s attendance policy may result in additional instructional charges, specified in your enrollment agreement. Overtime charges will continue to be calculated even if you are absent, late or leave early- No Exceptions.

## **CONDUCT POLICY**

International College of Beauty Arts and Sciences is proud of the academic standards it maintains. In today's competitive employment market, professional conduct is a crucial factor in obtaining and keeping a job. For this reason, International College of Beauty Arts and Sciences has established guidelines for proper conduct. Emphasis is placed on regular attendance, promptness, honesty, and a positive attitude.

Students must agree to abide by the following regulations:

1. Students will be held responsible for their actions while in attendance at the college.
2. Dishonesty on the part of any student may result in probation, suspension, or termination from the college. Dishonesty includes, but is not limited to, cheating, plagiarism, knowingly assisting another student in cheating or plagiarism, or knowingly furnishing false information to staff, faculty, administrators, or other officials.
3. Students will be held responsible for any theft or damage caused to International College of Beauty Arts and Sciences campus property and will be expected to reimburse the institution for such damage or loss.
4. Any actions that disrupt the learning opportunities of other students, including but not limited to fighting, use of profanity, harassment, cheating, and stealing will not be tolerated.
5. Students may not be in possession of any type of weapons or create a safety hazard to others while on College property.
6. International College of Beauty Arts and Sciences is a non-smoking facility. Smoking is not permitted outside the college buildings, 10 feet around the college premises.
7. Animals are not permitted on the college's grounds, with the exception of service animals designated to assist the physically impaired.
8. International College of Beauty Arts and Sciences does not provide childcare services. Children are not permitted in the instructional areas.
9. Students must adhere to all required health and safety standards.

Violation of any of the guidelines listed above may result in probation, suspension or dismissal from International College of Beauty Arts and Sciences.

## **DISCIPLINARY POLICY**

Student conduct: all students are expected to behave in a professional manner respecting all other students, staff, and customers.

A positive attitude is a must. International College of Beauty Arts and Sciences will terminate students if their conduct is not in the best interest of the college. This includes but is not limited to, appropriate treatment of fellow students, staff, clients, property, internet, and other media privileges.

**A. Discipline – The following types of disciplinary action may be taken by the college:**

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

2. **Disciplinary Probation** – The student will be given a written warning; a notice of such counseling will be put into the students file indicating that the college will not tolerate further misconduct.

3. **Immediate Suspension** – Any student who violates any Law of the State of California or in any way causes or may cause injury to themselves, other students, college staff, or clients may be suspended immediately without prior steps as outlined above and pending an investigation and consensus of the staff and Board of Directors, expulsion may then occur.

4. **Expulsion** - A student who engages in any further misconduct as defined above, while on Disciplinary Probation or Suspension will be immediately expelled.

## **ATTENDANCE /TARDINESS, MAKE-UP STANDARDS and ATTENDANCE PROBATION**

### **ATTENDANCE POLICY**

Regular attendance and punctuality will help develop the good habits necessary for a successful career. All scheduled hours of class must be attended.

Attendance must be maintained at an average of 67% percent of the scheduled attendance if the student is expected to complete the course of study within the 1.5 times of the period of time stated in the enrollment agreement.

### **CUTTING CLASS**

Cutting Classes will be considered as unexcused absences.

### **ABSENCES/TARDINESS POLICY**

Students not physically present in class at 9:00 am, per their class start time are considered tardy. International College of Beauty Arts and Sciences has established a fifteen-minute grace period for the student to sign in and be accountable for the total hours for the day.

If the student passes the grace period established, the student will be considered late for the class and may be asked to return at 11:30 am.

### **EXCUSED AND UNEXCUSED ABSENCES**

Students who need permission to be absent for family purposes must notify the College Registrar department two weeks in advance and present written proof of the event. Students are encouraged to schedule medical, dental, personal, or legal appointments outside of their scheduled college hours and should notify the college if they plan to be absent. Students will still be marked absent, tardy, or as having left early if they miss class due to medical, dental, personal, or legal appointments.

In order to be granted time off for leaving early, students must submit a *Time off Form* to the College President or Administrative staff. Students who are aware that they must leave early for the day should notify the instructor at the earliest possible time to help avoid classroom interruption and client scheduling issues.

Students who have been absent from their scheduled classes for 14 consecutive calendar days, not including scheduled college holidays, will be dropped from the training program (except those who are required to participate in military duties: students must provide International College of Beauty Arts and Sciences a written documentation verifying the required military duty and length of services requested).

### **MAKE – UP STANDARDS POLICY**

If a student misses a class, they must make up the hours missed after evaluating their attendance. The student needs to schedule an appointment with the College Registrar or Financial Aid Officer, to find out when he or she can make up the hours missed.

### **ATTENDANCE STATUS**

A student attending Cosmetology, a clock hour program, is expected to complete 1500 clock hours or 1000 clock hours.

A student attending Esthetician, a clock hour program, is expected to complete 600 clock hours.

A student attending Hairstyling, a clock hour program, is expected to complete 600 clock hours.

A student attending Manicuring, a clock hour program, is expected to complete 600 clock hours.

A student attending Barbering, a clock hour program, is expected to complete 1500 clock hours or 1000 clock hours.

## **CLASS and PRACTICE HOURS – CREDIT PROCEDURE**

International College of Beauty Arts and Sciences will only recognize time clock recorded hours of attendance. A timecard is used to keep an account of class hours and practical operations. This timecard must be signed by an instructor to verify that the hours and credits are valid. Students must clock in and out at the start and end of their class day. After clocking in, the student is required to maintain applied effort. Applied effort means you are to be engaged in assigned practice activities, self-study activities (authorized by your instructor) or participating in a class. In all cases, your activities while on the time clock must be related to training for your course of study. Personal grooming, leaving the building, reading material not related to your training or engaging in activities not related to your training will not be tolerated. You will be asked to stop such activity or to clock out for the remainder of the day, and you will receive a referral notice. Continued activities of this nature could result in your termination.

Each theory operation and/or practice operation must be checked by an instructor prior to receiving credit.

**Remember! You must be responsible for clocking in and out so that you don't lose your hours; failure to clock in and out results in loss of time.**

## **LEAVE OF ABSENCE POLICY**

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. The institution may allow a student under such circumstances to take a leave of absence (LOA) from the program for up to 180 days in a 12-month period. The student requesting an LOA must follow this institution's policy and a student granted LOA is not considered to have withdrawn and no refund calculation is required at that time. The LOA must be requested in writing by the student in the event of a medical emergency of the student or their immediate family with a doctor's note and must be approved by the college president. The LOA request form must be filled out in advance; beginning and end date, include the reason for the request and student's signature prior to Financial Aid Officer entry. International College of Beauty Arts and Sciences may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances; however, the institution must document the reason for its approval and collect all needed documentation at a later date. In this case, the institution establishes the start date of the approved LOA as the first date the student was unable to attend. Do not request a Leave of Absence unless you absolutely need one. Students on LOA will not be assessed for any additional charges of tuition. Students returning from an authorized LOA will retain all clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from a LOA will have their contract period extended to complete the course by the same number of calendar days as the leave of absence.

These changes will be documented as an addendum to the *Enrollment Agreement* that is signed by all parties.

Students who fail to return from a LOA will be considered dismissed as the Last Day of Attendance (LDA) prior to the start of the leave and the refund calculation will be performed any monies due shall be refunded within forty-five days of a determination that a student has failed to return from their leave of absence (LOA) or the student has withdrawn, whether officially or unofficially.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

The Higher Education Act mandates that institutions of higher education establish minimum standards of “Satisfactory Academic Progress” for students receiving financial aid. International College of Beauty Arts and Sciences applies this standard to all students consistently, regardless of whether or not they are financial aid recipients. This policy applies to every student enrolled in a NACCAS-approved program.

The satisfactory academic progress policy is printed in the college catalog to assure that all students receive a copy prior to enrollment. This 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. All students will be provided with a copy of this policy prior to enrollment.

Students must demonstrate satisfactory academic progress towards completing their programs by meeting the International College of Beauty Arts and Sciences established standards. Satisfactory academic progress is a measure of students’ qualitative (academic) and quantitative (attendance) progress as defined below.

## **QUANTITATIVE ELVALUATION (ATTENDANCE)**

Students are expected to complete their program within 150 percent of the normal timeframe established for completion. Evaluations are based on the cumulative attendance percentage. Attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. Therefore, at each evaluation period, the college will determine if the student has maintained at least 67% 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 and the student will be deemed making satisfactory progress.

## **QUALITATIVE EVALUATION (ACADEMIC)**

Students are expected to maintain a 70% cumulative grade point average of their combined practical and written grades in order to be deemed making satisfactory academic progress during an evaluation period. At least two comprehensive practical and written skill exams will be conducted during the course of study. Practical skills are evaluated using the rubric criteria adopted by our institution.

Theory class will require written exams to be taken in each of the chapters of study as set forth by guidelines from the California Board of Barbering and Cosmetology and International College of Beauty Arts and Sciences. Our institution has immediate access to students' online attendance, grades, and progress via online activities on CIMA by Milady.

Students must make-up failed or missed tests and incomplete assignments. Numerical and letter grades are considered according to the following scale.

### ACADEMIC GRADING POINT

Theory Grades	
90-100%	A (Excellent)
80-89%	B (Good)
70-79%	C (Satisfactory)
60-69%	F (Failing)

### PRACTICAL GRADING

Practical skills are evaluated using the (Rubric Criteria) which is based on the grading of “Yes” (Pass) for correctly completing the step of work projected, and “No” (No Pass) for not completing the step of work projected correctly. The number of “Yes” is added up and divided by the total number of steps required to complete the work projected. This will result in a percentage grade, used to evaluate the student’s practical performance.

Prior to the first SAP evaluation period, all students are required to pass a freshman evaluation upon completion of 10% of their respective course, which will assess their practical and academic performance. If the student successfully passes the examination, they will be allowed to enter the student salon and perform services on the public under instructor supervision.

All students are required to satisfactorily complete all subjects prior to graduation unless credit has been allowed for previous training in a particular subject area.

**Evaluation periods at which attendance progress shall be evaluated are based on scheduled clock hours to complete. Evaluation periods are based on the school’s 2024 academic year which is 975 clock hours over 26 weeks of instruction.**

Program Name and Length	Scheduled Clock Hours	Full-Time	Part-Time
Cosmetology -1500 Clock Hours - 40 weeks FT - 60 weeks PT	1 <sup>st</sup> Evaluation Period: 487.5	13 weeks	19.5 weeks
	2 <sup>nd</sup> Evaluation Period: 975	26 weeks	39 weeks
	3 <sup>rd</sup> Evaluation Period: 1237.5	33 weeks	weeks
	4 <sup>th</sup> Evaluation Period: 1500	40 weeks	60 weeks
Cosmetology -1000 Clock Hours - 27 weeks FT	1 <sup>st</sup> Evaluation Period: 487.5	13 weeks	19.5 weeks
	2 <sup>nd</sup> Evaluation Period: 900	24 weeks	39 weeks
	3 <sup>rd</sup> Evaluation Period: 1000		

- 41 weeks PT		26.67 weeks	40 weeks
Barbering - 1500 Clock Hours - 40 weeks FT - 60 weeks PT	1 <sup>st</sup> Evaluation Period: 487.5 2 <sup>nd</sup> Evaluation Period: 975 3 <sup>rd</sup> Evaluation Period: 1237.5 4 <sup>th</sup> Evaluation Period: 1500	13 weeks 26 weeks 33 weeks 40 weeks	19.5 weeks 39 weeks weeks 60 weeks
Barbering - 1000 Clock Hours - 27 weeks FT - 41 weeks PT	1 <sup>st</sup> Evaluation Period: 487.5 2 <sup>nd</sup> Evaluation Period: 975 3 <sup>rd</sup> Evaluation Period: 1000	13 weeks 26 weeks 26.67 weeks	19.5 weeks 39 weeks 40 weeks
Esthetician - 600 Clock Hours - 16 weeks FT - 24 weeks PT	1 <sup>st</sup> Evaluation Period: 300 2 <sup>nd</sup> Evaluation Period: 600	8 weeks 16 weeks	12 weeks 24 weeks
Hairstyling - 600 Clock Hours - 16 weeks FT - 24 weeks PT	1 <sup>st</sup> Evaluation Period: 300 2 <sup>nd</sup> Evaluation Period: 600	8 weeks 16 weeks	12 weeks 24 weeks
Manicuring - 600 Clock Hours - 16 weeks FT - 24 weeks PT	1 <sup>st</sup> Evaluation Period: 300 2 <sup>nd</sup> Evaluation Period: 600	8 weeks 16 weeks	12 weeks 24 weeks

If a student is making satisfactory progress at evaluation time, then the said student is considered making satisfactory progress until the next evaluation period. If a student is NOT making satisfactory progress at evaluation time, then the said student will be placed on probation.

**MAXIMUM TIME FRAME**

The maximum time frame a student has to complete any course is 1 ½ times the course length. Transfer hours from another institution that are accepted toward the student’s educational program are counted as both attempted and completed hours for the purpose of determining when the maximum time frame has been exhausted. NACCAS approved course length is defined as the period of time identified on the enrollment contract. Leaves of absence are not included in this total.

A leave of absence will also extend a student’s contract expected graduation date and the maximum time frame of a one and one-half (1 ½) times the length of the course as stated in the enrollment agreement by the number of days taken in the leave of absence.

Students re-enter at the same status as when they left. The 67% attendance average is programmed into our servicer system to check at the evaluation points for each program.

However, we monitor satisfactory progress manually throughout the student’s program to ensure that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. All evaluations will be completed within seven business days following each established evaluation period. If a student exceeds the maximum time frame, the student must be terminated from the program, and thereafter may be permitted to re-enter on a cash-pay basis.

**ATTENTION VA STUDENTS:** Educational benefits expire on the earliest or **either** the date you reach the total hours approved for your program, **or** on the date you complete or terminate your enrollment in the program.

**The regular time frame to complete each program in 2024 academic year (An academic year consists of 975 clock hours over 26 weeks of instruction.):**

Cosmetology 1500 Clock Hours	Full-Time 40 weeks	Part-time 60 weeks
Cosmetology 1000 Clock Hours	Full-Time 27 weeks	Part-time 40 weeks
Barbering 1500 Clock Hours	Full-Time 40 weeks	Part-time 60 weeks
Barbering 1000 Clock Hours	Full-Time 27 weeks	Part-time 40 weeks
Esthetician 600 Clock Hours	Full-Time 16 weeks	Part-time 24 weeks
Hairstyling 600 Clock Hours	Full-Time 16 weeks	Part-time 24 weeks
Manicuring 600 Clock Hours	Full-Time 16 weeks	Part-time 24 weeks

**WARNING**

Students who fall below the above standards at the satisfactory progress evaluation point for their scheduled hours will be placed on warning. A student is considered to be making unsatisfactory progress while on warning but is still eligible for financial aid. If the student does not improve either grades and/or attendance by the end of the evaluation point, they will be ineligible for financial aid. When the student is put on probation status, they are issued an academic improvement plan.

## **PROBATION**

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal.

## **RE-ESTABLISHMENT OF SATISFACTORY PROGRESS and REINSTATEMENT OF FINANCIAL AID ELIGIBILITY**

Students who have lost eligibility for financial aid may be reestablished by meeting their minimum academic and attendance average by the end of the probation period. If after this period, a student is still in unsatisfactory progress, they may be dropped from the course of study at the discretion of the college president. In case of extenuating circumstances, special arrangements may be made with college officials. These arrangements will be handled on an individual basis. The probation period and reinstatement period apply to all students, whether or not they are receiving financial aid.

## **APPEAL PROCESS**

Students who wish to appeal the determination that they are not maintaining satisfactory progress must submit a letter to the college President within 10 days of receiving the notice of probation, describing any mitigating circumstances the student believes deserves further consideration. The letter should also discuss what has changed in the student's situation that will allow the achievement of satisfactory academic progress at the next evaluation. The institution will also determine that satisfactory academic standards can be met by the end of the subsequent evaluation period. Such mitigating circumstances might include family or medical emergencies or military services for which the student has elected not to request a leave of absence but is still required to provide supporting documentation to the institution. An appeal decision will be made and the student notified accordingly. Should a student prevail upon their appeal, the student will be placed on probation for the following payment period, and financial aid will be reinstated. The student will be placed on an academic improvement plan to ensure the student is able to meet satisfactory academic progress by the end of the probationary period.

A copy of the student's academic improvement plan will be kept in the student's file along with the following forms: Student Satisfactory Academic Progress, Appeal and Outcomes of Student's Academic Progress Appeal. The student must be achieving satisfactory progress at the end of the probationary period or all financial aid will be terminated. In case of an adverse determination of the student's appeal, the student will remain on probation and must cover tuition payments in cash. If payment arrangements cannot be made, the student will be terminated from the program. Students may re-establish eligibility for financial aid by achieving the minimum satisfactory progress by the end of the payment period. The financial aid department will then request the appropriate federal funds on their behalf for the next payment period. Failure to re-establish satisfactory progress will result in termination of the program.

## **STUDENT EVALUATION**

Written progress records are maintained by the International College of Beauty Arts and Sciences. These are recorded and discussed with each student during their evaluation periods and are given a copy of their SAP report. The students will be advised in writing on 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, they will be determined as NOT making satisfactory academic progress and, if applicable, the student will be deemed ineligible to receive Title IV funds.

## **INTERRUPTIONS, COURSE INCOMPLETES, REPETITIONS AND WITHDRAWALS**

If enrollment is temporarily interrupted for a leave of absence of 180 days or less, the student will return to college 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 by the same number of days taken on the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Course incomplete affects the student's satisfactory progress status by lowering the student's grade point average because students receive 0% credit for unfinished work. Repetitions and withdrawals have no effect on the student's satisfactory progress status. Students re-enter at the same status as when they left.

## **TRANSFER HOURS**

Transfer hours from another institution that are accepted towards the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe had been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **REINSTATEMENT**

A student who prevails in the appeal process will be determined to be making satisfactory progress. Financial aid eligibility for funds will be reinstated to the student only for that payment period under the probation status.

## **RE-ENTERING**

Students accepted for re-entering into the program of study will be placed under the same satisfactory progress status prevailing at the time of the prior withdrawal.

## **GRADUATION REQUIREMENT**

When a student has completed the required theory hours and practical operations in the course of study with a GPA of “C” (70%) or better, a student is eligible for graduation. All students are required to pass the college’s final examination, the exit exam, with a grade of at least 85% prior to going to the State Board, which covers all the theory material from the chosen course. It is a one-hour 100-question exam that is taken without a phone/notes. In order to prepare for the exit exam, the students must study the questions and answers that are in the book at the end of each chapter. If a student is going to take the state board exam with a translator, the student should let the college know in advance prior to making an appointment for the exit exam and take the exit exam with a translator.

This is followed by a final practical examination that may include any of the procedures learned throughout the entire course, which the student must pass with a grade of at least 85%. The student may attempt it twice at no cost but each additional attempt thereafter will cost \$50. The student must have made arrangements to pay all outstanding tuition, fees, and charges. This must be done prior to the release of final documents, including the certificate of completion, Proof of Training, and transcripts.

## **TRANSCRIPT REQUESTS**

Graduates may request a transcript from the school at any time and is free of charge.

## **LICENSING REQUIREMENTS**

To be eligible to take the state examination, students must be at least seventeen years of age, have completed the 10<sup>th</sup> grade (or equivalent) and have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

They must also submit a Proof of Training from the college, present picture identification, file an Application for Examination, and remit an examination fee. As of January 2022, there will no longer be a practical portion on the CA State Board Exam.

All students must register online for the State Board Exam with PSI (the Board’s test administration vendor) and schedule their exam at a date and location of their choice.

## **SUSPENSION AND TERMINATION**

All students are expected to conduct themselves as responsible adults, to attend classes regularly, and to maintain a satisfactory level of academic achievement. International College of Beauty Arts and Sciences reserves the right to suspend or dismiss any student who:

- Displays conduct that the faculty and administration determine to be detrimental to fellow students, other individuals, the community, or the College, as addressed in the conduct policy of this catalog.

- Uses or is under the influence of alcoholic beverages or illegal drugs on or adjacent to International College of Beauty Arts and Sciences premises.
- Fails to maintain satisfactory academic progress.
- Fails to meet the college's attendance policy or standards.
- Fails to meet financial obligations to the institution.
- Fails to comply with federal software piracy statutes forbidding the copying of licensed computer programs.

## **DROPS**

International College of Beauty Arts and Sciences reserves the right to drop students who fail to comply with the academic, attendance, financial, and conduct standards of the institution.

Reasons for being dropped may include, but are not limited to, the following:

- Failure to meet college's attendance policy or standards.
  - 14 days of consecutive absences
  - Less than 67% attendance in your program of study
- Failure to maintain satisfactory academic progress.
  - Less than 70% grade in two or more courses.
- Failure to meet satisfactory clinical standards.
- Failure to meet financial obligations to the institution.
- Conduct that the faculty and administration determine to be detrimental to fellow students, other individuals, the community, or the Institution, as addressed in the conduct policy of the International College of Beauty Arts and Sciences Catalog.
- Use of or being under the influence of alcoholic beverages or illegal drugs on or adjacent to International College of Beauty Arts and Sciences premises.
- Failure to comply with federal software piracy statutes forbidding the copying of licensed computer program.

## **COURSE CURRICULA**

### **DISTANCE EDUCATION POLICY AND TECHNOLOGIES**

International College of Beauty Arts and Sciences courses offer distance education as a permanent method of delivery for the following courses (Cosmetology, Barbering, Manicuring and Esthetician). The institution's distance education policy complies with all local, state and federal laws and regulations and National Accrediting Commission of Career Arts and Sciences (NACCAS) Standards and Criteria.

#### **International College of Beauty Arts and Sciences Distance Education Policy:**

- The institution will not utilize distance education as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client on college campus.
- The institution will provide an individualized secure link to each student to access the online portal. The student will then create their own private login to ensure their privacy.
- The interaction with the instructor will be validated by regular measurable participation (clock hour and competency based) in the academic programs. Participation will be documented on a regular basis within a log of all student activity comprised of a record of regular and substantive interaction between students and instructors.
- A distance education assessment of student performance will be conducted on-campus by a qualified instructor at least once monthly with respect to any distance education completed within the preceding month. International College of Beauty Arts and Sciences instructors will provide tests according to the chapters completed by the student on a weekly basis, in order to assess student's understanding of the chapters completed.
- Upon completion of all curriculum requirements, it is required that the student pass a comprehensive Academic and Practical final exam (which will be administered on-campus) and includes all applicable competencies required by the California Board of Barbering and Cosmetology prior to graduation from the program.
- All transcripts or other documents, (official or unofficial), listing academic attainments received will identify the distance education component.
- Please note that academic achievement earned via distance education may not be accepted for reciprocity or eligible for licensure in other states.

**Distance Education Technologies (hardware and software) required to complete the distance education portion:**

In order to successfully complete the distance education portion of the selected course, students need the following hardware and software technologies:

- Computer, laptop or Smartphone
- Stable and reliable Wi-Fi access
- Online portal access to CIMA by Milady (this will be provided to the student upon enrollment)

**Student Responsibilities to successfully complete the distance education portion:**

In order to successfully complete the distance education portion of the selected course, students need to:

- Maintain regular engagement and participation on the online portal, according to the selected course and scheduled hours (full-time/part-time).
- Complete all activities and chapter exams in a timely manner and provide the instructor with a list of completed chapters, in order to take an exam on completed chapters, on-campus.
- Communicate with the instructor if any of the material covered via distance education is challenging, so the instructor can clarify and ensure comprehension of all course materials.
- Students are not to share their login credentials with anyone and should be the only ones accessing the portal.

Prior to student enrollment, the applicant will receive a separate disclosure form containing all the information listed above, to ensure receipt of information applicable to distance education.

**COSMETOLOGY CURRICULUM  
(CIP CODE 12.0401, SOC CODE 39-5012.00) 1,500 CLOCK HOURS**

The curriculum for students enrolled in a cosmetology course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical training covering all practices constituting the art of cosmetology pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady.

Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies:

- Computer, laptop or smartphone
- Stable and reliable Wi-Fi access
- Online portal access to CIMA by Milady (this will be provided to the student upon enrollment)
- Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the four evaluation periods (450, 900, 1200 and 1500 hours). Upon completion of the course curriculum, all students are required to pass the college’s final examination with a grade of no less than 85%.

**MINIMUM PRACTICAL OPERATION REQUIREMENTS (on-campus)**

<b>30</b> Disinfecting	<b>200</b> Wet Hair Styling
<b>80</b> Permanent Waving	<b>70</b> Haircutting
<b>80</b> Thermal Hair Styling	<b>70</b> Hair Coloring and Bleaching
<b>25</b> Chemical Straightening	<b>40</b> Facials-Manual, Electrical, and Chemicals
<b>15</b> Scalp and Hair Treatments	<b>15</b> Water and Oil Manicures
<b>15</b> Make up Applications	<b>20</b> Eyebrow Arching and Hair Removal
<b>15</b> Complete Pedicure	<b>50</b> Artificial Nail Tips
<b>50</b> Artificial Nails with Liquid Powder	<b>20</b> Artificial Nail Wraps and Repairs

**SUBJECT OF TECHNICAL INSTRUCTION                      MINIMUM HOURS OF  
TECHNICAL INSTRUCTIONS (via distance education)**

The Board of Barbering and Cosmetology Act and the Program’s Rules and Regulations	<b>20</b>
<b>Cosmetology Chemistry</b> (shall include the chemical composition and the purpose of cosmetic, nail, hair and skin care preparations. Shall also include the elementary chemical makeup, chemical skin peels, physical and chemical changes physical and chemical changes of matter.)	<b>20</b>

<b>Health and Safety/Hazardous Substances</b> (shall include training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety of laws, agencies, Ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.)	<b>20</b>
<b>Theory of Electricity</b> in cosmetology (shall include the nature of electrical current, principles of operating electrical devices and the various safety precautions used when operating electrical equipment.)	<b>05</b>
<b>Disinfection and sanitation</b> (Shall include procedures to protect the health and safety of the consumer as well as the technician. The thirty required minimum operations should entail performing all necessary functions for disinfecting instruments and equipment as specified in Section 979 and 980. ) Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	<b>20</b>
<b>Anatomy and Physiology-</b> this subject of Anatomy and Physiology shall include, but is not limited to, the following topics: Human Anatomy and Human Physiology.	<b>15</b>
<b>Wet Hair Styling</b> (Shall include hair analysis, shampooing, finger waving, pin curling, and comb outs.)	<b>25</b>
<b>Thermal Hair Styling</b> (Shall include hair analysis, straightening, waving, curling with hot combs, and hot curling irons and Blow dry styling.) (A.) Thermal Styling (B.) Press and Curl	<b>20</b>
<b>Permanent Waving</b> (shall include hair analysis, chemical, and heat permanent waving.)	<b>20</b>

**Chemical Straightening** (shall include hair analysis, and the use of sodium hydroxide and other base solutions) **20**

**Haircutting** (shall include hair analysis, and the use of the razor, scissors, electric clippers, and thinning shears for wet and dry cutting.) **20**

**Hair Coloring and Bleaching** shall include, but is not limited to, the following techniques and procedures (also including, the use of semi-permanent, semi-permanent and temporary colors): Hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers. **60**

**Scalp and Hair Treatments** (shall include hair and scalp analysis, scientific brushing, electric and manual scalp manipulation, and other hair treatments.) **05**

**Facials** (A) Manual (shall include cleansing, scientific manipulations, packs, and masks.) **05**

(B) Electrical (shall include the use of all electrical modalities, including dermal lights and electrical apparatus for facials and skin care purposes.) However, machines capable of producing an electrical current shall not be used to stimulate so as to contract, or for the purpose of contracting, the muscles of the body or face. **10**

(C) Chemicals (shall include chemical skin peels, packs, masks, and scrubs). Training shall emphasize that only non-living, upper-most layer of facial skin, known as the epidermis, may be removed, and only for the purpose of beautification. All practical operations must be performed in accordance with the Section 992 regulations regarding skin peeling. **10**

**Eyebrow Arching and Hair Removal** (shall include the use of wax, tweezers, electric or manual and depilatories for the removal of superfluous hair.) **10**

**15**

**Make-up** (shall include skin analysis, complete and corrective make-up, last and brow tinting and the application of false eyelashes.)

<b>Manicuring and Pedicure :</b> (A) Water and Oil Manicure, including nail analysis, hand, and arm massage.	<b>05</b>
(B) Complete Pedicure, including nail analysis, and foot and ankle massage	<b>05</b>
(C) Artificial Nails 1. Liquid and Powder Brush-on	<b>10</b>
2. Artificial Nail Tips	<b>10</b>
3. Nail Wraps and Repairs	<b>05</b>

**Additional Training** (Shall include the following subject matters: Salon management, communication skills that include, professional ethics, retail sales, decorum, record keeping, and client service record cards, also how to prepare a Resume, employment development skills, modeling, desk and reception, and other subjects relating to the course of Cosmetology.) **100**

**MAXIMUM HOURS**

*Note: Authority cited: Sections 7312, 7362 and 7362.1(c), Business and Professions Code.*

*Reference: Sections 7316(b), 73219(d)(l), 7321(d)(l), 7362,7362.5(b) and 7389, Business*

**COSMETOLOGY CURRICULUM  
(CIP CODE 12.0401, SOC CODE 39-5012.00) 1,000 CLOCK HOURS**

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a college shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies:

- Computer, laptop, or smartphone
- Stable and reliable Wi-Fi access
- Online portal access to CIMA by Milady (this will be provided to the student upon enrollment)

Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the two evaluation periods (450 hours and 900 hours). Upon completion of the course curriculum, all students are required to pass the college's final examination with a grade of no less than 85%.

**Pursuant to B&P 7362.5 © the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:**

### **100 Hours in Health and Safety**

**Health and Safety:** Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Board approved Health & Safety Course (B&P 7389 (a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

#### 100 – Hours Technical Instruction (via distance education)

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

### **100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation**

**Disinfection and Sanitation:** Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

#### Technical Instruction (via distance education)

45 – Hours Sanitation & Disinfection

#### Practical Operations (on-campus)

55 – Sanitation / Disinfection

### **250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

#### Technical Instruction (via distance education)

55 – Hours Permanent Waving /  
Chemical Straightening

#### Practical Operations (on-campus)

60 – Permanent Waving /  
Chemical Straightening

#### Technical Instruction (via distance education)

65 – Hours Haircoloring / Bleaching

#### 70 – Haircoloring / Hair Lightening (on-

**250 Hours Technical Instruction & Practical Training in Hair Dressing Services:**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Technical Instruction (via distance education)  
50 – Hours Wet Hairstyling / Thermal Styling

Practical Operations (on-campus)  
80 – Wet Hairstyling / Thermal

Technical Instruction (via distance education)  
50 – Hours Haircutting

70 – Haircutting (on-campus)

**150 Hours Technical Instruction & Practical Training in Skin Care Services**

**Skin Care:** Including instruction on chemical and manual facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

Technical Instruction (via distance education)  
50 Hours – Manual, Chemical, Electrical Facials

Practical Operations (on-campus)  
55 – Manual, Chemical, Electrical  
Facials

20 Hours – Facial Makeup

25 – Facial Makeup

**50 Hours Technical Instruction & Practical Training in Hair Removal, & Lash / Brow Beautification**

**Hair Removal and Lash and Brow Beautification:** Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and, includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, non-prescription chemicals, or waxing or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves which are commonly known as rays.

Technical Instruction (via distance education)  
campus)  
25 – Hours Hair Removal/ Lash / Eyebrow Beautification

25 Practical Operations (on-  
Lash / Eyebrow Beautification  
Waxing / Hair Removal

**100 hours Technical Instruction & Practical Training in Manicuring, Pedicuring,  
Artificial Nail Services**

**Manicure and Pedicure:** Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to acrylic liquid and powder brush-on, dip, tips, wraps, and repairs.

Technical Instruction (via distance education)  
campus)

10 – Hours Manicure / Pedicure

30 – Hours Acrylics Liquid / Powder Nail Brush-on

Artificial Nail Tips, Wraps & Repairs

Practical Operations (on-

20 – Manicure / Pedicure

40 – Acrylic Liquid / Powder

Nail

Artificial Nail Tips, Wraps & Repairs

**COSMETOLOGY COURSE SUBJECTS  
1,000 CLOCK HOURS**

**100 HOURS IN HEALTH & SAFETY – TECHNICAL INSTRUCTION  
Part 1**

**Health and Safety:** including Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Board approved Health & Safety Course (B&P 7389 (a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

**Technical Instruction**

**1. 20 hours – Laws & Regulations**

- a. California Board Rules & Regulations
- b. Worker's Rights – Under BBC Resources Directory, Including State Links

**2. 20 hours – Chemistry**

- a. Principles of Chemistry – Definition of Organics / & Inorganic
- b. Physical & Chemical Properties & Compositions
- c. pH in Chemistry
- d. Reactions in Chemicals
- e. Chemical Ingredients of Cosmetics Used in Hair, Skin, & Nails

**3. 30 hours – Health & Safety / Anatomy**

- a. Salon Sense / CASafeSalon Health & Safety Training – Under BBC Resources Directory, Including State Links (overall view) of directory
- b. Workplace Safety / Employee Safety & OSHA
- c. Client Safety & Protection

- d. No Violence in Beauty – Under BBC Resources Directory, Including State Links
- e. Anatomy – Study of Anatomy / Physiology, Cells, Skeletal System, Muscular System, Nervous System, Circulatory System, Other Body Systems, Skin Structure, Skin Disorders & Diseases, Nail Structure, Nail Disorders & Diseases

**4. 5 hours – Electricity**

- a. Science of Electricity
- b. Electrical Safety

**5. 25 hours – Infection Control / Microbiology**

- a. CA Safe Salon - Under BBC Resources Directory (Communicable Diseases) & Videos
- b. Infection Control Practices for Protection of Clients / & Licensees
- c. Current State Guidelines for COVID – 19 (Under BBC Resource Directory)

**100 Hours in Technical & Practical Procedures in Sanitation and Disinfection**  
**Disinfection and Sanitation:** Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

**Refer to your Approved Textbook**

**45 Hours – Technical Instruction**

- 1. Disinfection / Sanitation
  - a. The Difference Between Contamination & Infection
  - b. Infection Control Practices for Protection of Clients / & Licensees
  - c. The Difference Between Sepsis & Asepsis
  - d. Sanitation
  - e. Disinfection
  - f. Sterilization
  - g. Chemical Disinfectants / & EPA
  - h. Labeling of Disinfectants
  - i. Auto Claves / Ultrasonic Cleaners
  - j. Checklist - see below

**SELF INSPECTIONS – checklist of yes and no can be found on BBC website**

Self-Inspection conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection. The owner of the college, salon, and licensees working in the salon will be cited if violations exist during the time of inspection. The following guidelines will assist with self-inspections.

(B&P) Business and Professions Code (CCR) Title 16, Division 9 of the California Code of Regulations ESTABLISHMENT LICENSE

GAVIN NEWSOM, GOVERNOR DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY P.O. Box 944226, Sacramento, CA 94244-2260

## **Student Practical and Training on Sanitation / Disinfection Procedures**

### **2. 55 – Practical Operations**

- a. Practiced throughout entire training
- b. Sanitation & Disinfection

### **250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

#### **Part 3**

### **Refer to Your Approved Textbook**

55 – Hours Technical Instruction of Permanent Waving / Chemical Straightening

60 – Practical Operations – Permanent Waving / Chemical Hair Straightening

#### **1. Chemical Hair Waving – Technical Instruction**

- a. The Science of Hair & Scalp – Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Permanent Waving – pH of Permanent Waving Products, Types of Permanent Waving Chemicals, Neutralizer Products, Hair Analysis, Hair Sectioning / Wrapping, Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

- b. **Practical: Student Practical Procedures**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis – Preliminary Test Curls with Product

Cleansing of the Hair

Hair Sectioning / Wrapping

Procedure for Safe Applications of Product of Permanent Waving

Process Timing

Test Curl

Rinsing, Towel Blotting

Procedure for Safe Applications of Product of Neutralizer

Process Timing

Rinsing  
Completing / Finishing the Procedure  
Clean up – Sanitation / Disinfection Procedures

**2. Chemical Hair Straighteners – Technical Instruction**

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Types of Hair Straightening Chemicals / Products, pH of Chemical Straighteners, Neutralizing Shampoo Products, Hair Analysis, Hair Sectioning / Applications, Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

**b. Practical: Student Practical Procedures**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation  
Draping – Client Preparation/ Client Protection  
Hair / Scalp Analysis – Preliminary Strand Testing with Product  
Hair Sectioning  
Procedure for Safe Applications of Product  
Safety Methods of Straightening the Hair  
Process Timing  
Strand Testing  
Safely Rinsing and Cleansing of the Hair w/ Neutralizing Shampoo  
Final Rinsing and Towel Blotting  
Completing / Finishing the Procedure  
Clean up – Sanitation / Disinfection Procedures

65 – Hours Technical Instruction of Haircoloring and Hair Lightening

70 – Practical Operations of Haircoloring / Hair Lightening

**3. Haircoloring & Hair Lightening Technical Instruction –**

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis
- b. Types of Haircoloring and Hair Lightener Chemicals / Products, pH of hair color Products, and Hair Lighteners, Color Toners, Dye Removers, Hair Analysis, Hair Sectioning, Different Types of Procedural Applications,
- c. Types of Hydrogen Peroxide Developers, Levels of Strengths of Developers, How the Levels of Strength Affect the Natural Level of Hair

d. Hair color and Hair Lighteners Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

**e. Practical: Student Practical Procedures**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis – Predisposition Testing For Allergy & Sensitivity

Reactions

Preliminary Strand Testing with Product

Hair Sectioning

Procedure for Safe Applications of Product

Safety Methods for Haircoloring, Hair Lightening, and Dye Removers of the Hair

Process timing

Strand Testing

Safely Rinsing and Cleansing of the Hair

Final Rinsing and Towel Blotting

Completing / Finishing the Procedure

Clean up – Sanitation / Disinfection Procedures

**250 Hours Technical & Practical Training in Hair Dressing Services:**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

**Refer to your Approved Textbook**

50 – Hours Hairstyling Technical Instruction

80 – Practical Operation of Wet Hairstyling / Thermal Hairstyling

**1. Hairstyling – Technical Instruction**

Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

a. Scalp and Hair Care of Cleansing the Hair, Conditioning Treatments, Scalp Massage, Wet Hairstyling Techniques, Thermal Styling Techniques & Safety Precaution of Heating Electrical Styling Tools, Arranging, Curling, & Waving in Hairstyling of the Hair in Wet / Thermal Styling, Non-Chemical Hair Straightening, Hairstyling Combing Tools & Implements

**b. Practical: Student Practical Procedures**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation  
Draping – Client Preparation/ Client Protection  
Hair / Scalp Analysis  
Safely Cleansing & Conditioning Treatments

Safely Rinsing and Towel Blotting  
Hair Sectioning  
Procedure for Safe Methods of Wet / or Thermal Styling with Tools  
Styling of the Hair  
Completing / Finishing the Procedure  
Clean up – Sanitation / Disinfection Procedures

50 – Hours Haircutting Technical Instruction

70 – Practical Operations of Haircutting

**2. Haircutting – Technical Instruction**

Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

- a. Haircutting Methods & Safety Use of Shears, Hair Razor / Shaper, Electrical Clippers / Trimmers, Hair Thinning w/ Tapering Shears for Wet and Dry Cutting Techniques , Haircutting Comb Tools & Implements
- b. Degree Angles Used in Haircutting & Designing, & Hair Sectioning
- c. Different Types of Haircutting Shears, Razor Shapers, Electrical Clippers & Electrical Trimmers

**d. Practical: Student Practical Procedures**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation  
Draping – Client Preparation/ Client Protection  
Hair / Scalp Analysis –  
Hair Sectioning for Wet or Dry Cutting  
Procedure for Safe Methods of Wet / or with Dry Cutting w/ Hair Cutting Tools  
Completing / Finishing the Procedure  
Clean up – Sanitation / Disinfection Procedures

## **150 Hours Technical Instruction & Practical Training in Skin Care Services**

**Skin Care:** Including instruction on chemical and manual facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

### **Refer to Your Approved Textbook**

50 – Hours Manual, Chemical, Electrical Facials Technical Instruction

55 – Practical Operations of Manual, Chemical, Electrical Facials

#### **1. Manual, Chemical, Electrical Facials- Technical Instruction**

Anatomy of Skin Structure, Disorders & Diseases of the Skin, Product Chemistry of Ingredients

- a. Skin Analysis, Contraindications of the Skin, Types of Massaging Methods of the Face, Scalp, Neck, & Body by Hands or Esthetic Electrical Devices
- b. Stimulating of the Skin, Types of Skin Cleansing Products, Cleansing of the Skin , Types of Manual & Chemical Exfoliation of Devices & Products, Other Types of Products Used Facial Skin Care
- c. Client Consultation, Client Intake Card, Client Protection, Instruction of Prohibited Ablation / Destruction of Living Skin Tissue, Treatment Room Preparation, Client Draping Methods, Sanitation & Disinfection Procedures of Skin Care Services
- d. **Practical: Student Practical Procedures for Basic Facials**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation / Contraindications

Treatment Room Preparation

Draping – Client Preparation/ Client Protection

Pre-Skin Analysis

Cleansing of the Skin

Skin Analysis by use of Analysis Devices

Exfoliating of the Skin

Massaging Methods

Mask Treatments

Application of Skin Toners / Astringents

Application of Moisturizing Treatments

Completing the Service

Cleanup, Sanitation & Disinfection Procedures

**e. Practical: Student Practical Procedures for Electrical Facials**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation / Contraindications  
Treatment Room Preparation  
Draping – Client Preparation/ Client Protection  
Pre-Skin Analysis  
Cleansing of the Skin w/ Facial Steamers  
Skin Analysis by use of Analysis Devices  
Selection of Electrical Facial Equipment / Devices for Facial Treatments  
Safe Methods of Exfoliation  
Massaging Methods  
Mask Treatments  
Application of Skin Toners / Astringents  
Application of Moisturizing Treatments  
Completing the Service  
Cleanup, Sanitation & Disinfection Procedures

**f. Practical: Student Practical Procedures for Chemical Facials**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation / Contraindications  
Treatment Room Preparation  
Draping – Client Preparation/ Client Protection  
Pre-Skin Analysis  
Cleansing of the Skin w/ Facial Steamers  
Skin Analysis by use of Analysis Devices  
24 – 48 Hour Predisposition Skin Test for Positive (Skin Reactions)  
Selection of Non-Invasive Chemical Peels for Facial Treatments  
Safe Methods of Non- Invasive Chemical Peel Application  
Safe Methods of Skin Neutralization Methods  
Mask Treatments  
Application of Skin Toners  
Application of Moisturizing Treatments  
Application of SPF Skin Protection  
Completing the Service  
Cleanup, Sanitation & Disinfection Procedures

20 Hours – Facial Makeup Technical Instruction

25 – Practical Operations of Facial Makeup

## 2. Facial Makeup – Technical Instruction

Anatomy of Skin Structure, Disorders & Diseases of the Skin, Product Chemistry of Ingredients

- a. Skin Analysis, Contraindications of the Skin, Types of Facial Makeup Products
- b. Skin Cleansing & Preparation for Makeup Applications
- c. Instruction on Sanitation/Disinfection Procedures for Makeup Brushes
- d. Instruction on One Time Use Disposable Makeup Applicators/ Makeup Sponges
- e. Client Consultation, Client Intake Card, Client Protection, Instruction of Room Preparation, Client Draping Methods, Sanitation & Disinfection Procedures of Skin Care Services
- f. **Practical: Student Practical Procedures for Makeup Applications**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation / Contraindications

Room Preparation

Draping – Client Preparation/ Client Protection

Pre-Skin Analysis

Cleansing of the Skin, Toners, & Moisturizers

Skin Analysis for Skin Type Facial Makeup Products

Analysis of Facial Features

Makeup Application Methods

Completing the Service

Cleanup, Sanitation & Disinfection Procedures

### **50 Hours Technical Instruction & Practical Training in Hair Removal, & Lash / Brow Beautification**

**Hair Removal and Lash and Brow Beautification:** Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and, includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, non-prescription chemicals, or waxing or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves which are commonly known as rays.

#### **Refer to Your Approved Textbook**

25 – Hours Hair Removal/ Lash / Eyebrow Beautification Technical Instruction

20

25 – Practical Operations of Lash / Eyebrow Beautification, Waxing / Hair Removal

1. **Hair Removal, Lash and Brow Beautification: Technical Instruction**  
 Hair Structure, Hair Growth Cycle, Skin Disorders, & Skin Analysis, Product Ingredients, Predisposition Testing
  - a. Types of Methods of Hair Removal by the use of Tweezers, Depilatories, Sugaring, Non-Prescription Chemicals, Soft/ Hard Wax by use of Wax Heaters, & Devices
  - b. Lasers, IPL, or Light Waves used in Medical Practice Only
  - c. Predisposition Test For Lash & Brow Tinting, Product Knowledge of Chemical Ingredients Used in Lash & Brow Tinting Products
  - d. Eyelash Perming, Product Knowledge of Chemical Ingredients Used in Eyelash Perming Products
  - e. **Practical: Student Practical Procedures for Temporary Hair Removal**  
 Sanitation / Disinfection  
 Table Setup – Materials & Supplies  
 Record Card  
 Client Consultation / Contraindications  
 Treatment Room Preparation  
 Draping – Client Preparation/ Client Protection  
 Skin Analysis  
 Cleansing of the Skin Area  
 Hair Removal Product Preparation for Service / or Approved Hair Removal Devices  
 Safe Product Application Method Procedures / or Safe Use of Hair Removal Devices Procedures  
 Completing the Service  
 Cleanup, Sanitation & Disinfection Procedures
  - f. **Practical: Student Practical Procedures for Brow & Lash Tinting Applications**  
 Sanitation / Disinfection  
 Table Setup – Materials & Supplies  
 Record Card  
 Client Consultation / Contraindications  
 24 – 48 Hours Predisposition Test (Aniline Derivative)  
 Room Preparation  
 Draping – Client Preparation/ Client Protection  
 Pre-Skin Analysis  
 Cleansing of the Skin Area  
 Product Preparation for Service  
 Analysis of Predisposition Test After 24 – 48 hours  
 Safe Application Method Procedures

Completing the Service  
Cleanup, Sanitation & Disinfection Procedures

g. **Practical: Student Practical Procedures for Eyelash Perming Applications**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card

Client Consultation / Contraindications  
Room Preparation  
Draping – Client Preparation/ Client Protection  
Pre-Skin Analysis  
Cleansing of the Skin Area  
Product Preparation for Service  
Safe Application Method Procedures  
Completing the Service  
Cleanup, Sanitation & Disinfection Procedures

**100 hours Technical Instruction & Practical Training in Manicuring, Pedicuring,  
Artificial Nail Services**

**Manicure and Pedicure:** Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to acrylic liquid and powder brush-on, dip, tips, wraps, and repairs.

**Refer to Your Approved Textbook**

**Technical Instruction**

10 – Hours Manicure / Pedicure  
30 – Hours Acrylics Liquid / Powder Nail Brush-on  
Artificial Nail Tips, Wraps & Repairs

**Practical Operations**

20 – Manicure / Pedicure  
40 – Acrylic Liquid / Powder Nail Brush-on, Artificial Nail Tips, Wraps & Repairs

**1. Manicuring, Pedicuring, & Artificial Nail Services – Technical Instruction**

Skin Structure/Disorders & Diseases, Nail Structure/ Disorders & Diseases, Health & Safety, Cosmetic Ingredients of Nail Products, Manicuring & Pedicuring Services, Skin & Nail Analysis, Artificial Nail Enhancements, Nail Wraps & Repairs, Services for Nail Enhancements, UV Gels

- a. Types of Services for Manicuring & Pedicuring , Cosmetics Products Used in Manicuring & Pedicuring, Safe Practices, Safe use of Implements, Analysis of Skin & Nails, Client Preparation, Client Protection

- b. Artificial Nail Enhancements – Skin & Nail Analysis, Product Knowledge of Ingredients, Artificial Nail Tips & Resin Adhesives, Monomer Liquid & Polymer Powders of Acrylic Nails, Types of Acrylic Nail Grit Files, Safe Use of Electric Nail Drills, Safe Practices, & Client Protection, Nail Enhancement Maintenance
- c. Nail Wraps & Repairs,- Skin & Nail Analysis, Resin Adhesives, Types of Fabrics Used in Nail Wraps & Repairs, Types of Gentle Nail Grit Files Used, Safe Practices, & Client Protection
- d. UV Gels – Skin & Nail Analysis, Types of UV Gels, Types of UV Lights, Product Knowledge of Ingredients, Types of Acrylic Nail Grit Files, Safe Practices, Client Protection, Nail Gel Maintenance
- h. **Practical: Student Practical Procedures for Manicure Services**

- Sanitation / Disinfection
- Table Setup – Materials & Supplies
- Record Card
- Client Consultation / Contraindications
- Client Preparation/ Client Protection
- Skin Analysis & Nail Analysis of the Hands
- Product Preparation for Service
- Hand Cleansing & Hand Sanitation
- Safe Methods of Procedures for Types of Manicuring Services
- Safe Use of Nail Implements, & Files
- Completing the Service
- Cleanup, Sanitation & Disinfection Procedures

- i. **Practical: Student Practical Procedures for Pedicure Services**

- Sanitation / Disinfection
- Table Setup – Materials & Supplies
- Record Card
- Client Consultation / Contraindications
- 20
- Client Preparation/ Client Protection
- Skin Analysis & Nail Analysis of the Feet
- Product Preparation for Service
- Cleansing of the Feet
- Safe Methods of Procedures for Types of Pedicure Services
- Safe Use of Nail Implements, & Files
- Completing the Service
- Cleanup, Sanitation & Disinfection Procedures

- j. **Practical: Student Practical Procedures for Acrylics of Monomer Liquid / Polymer Powder Nail Brush-on Services**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation / Contraindications  
Client Preparation/ Client Protection  
Skin Analysis & Nail Analysis of the Hands  
Product Preparation for Service  
Cleansing of Hands, Nails, & Nail Preparation  
Safe Methods of Procedures for Application of Nail Dehydrator, Primer, Monomer  
Liquid & Polymer Powder Services  
Safe Use of Nail Implements, Electric Nail Drill, & Files  
Completing the Service  
Cleanup, Sanitation & Disinfection Procedures

**k. Practical: Student Practical Procedures for Artificial Nail Tip Services**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation / Contraindications  
Client Preparation/ Client Protection  
Skin Analysis & Nail Analysis of the Hands  
Product Preparation for Service  
Cleansing of Hands, Nails, & Nail Preparation

Safe Methods of Procedures for Application of Nail Resin Adhesive & Artificial  
Nail Tips Services  
Safe Use of Nail Implements, & Files  
Completing the Service  
Cleanup, Sanitation & Disinfection Procedures

**l. Practical: Student Practical Procedures for Nail Wraps & Repair Services**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation / Contraindications  
Client Preparation/ Client Protection  
Skin Analysis & Nail Analysis of the Hands  
Product Preparation for Service  
Cleansing of Hands, Nails, & Nail Preparation  
Safe Methods of Procedures for Application of Nail Resin Adhesive & Nail Fabric  
Wraps for Repair Services  
Safe Use of Nail Implements, & Files  
Completing the Service  
Cleanup, Sanitation & Disinfection Procedures



<b>Permanent Waving and Chemical Straightening:</b> Hair analysis; Acid and alkaline permanent waving; chemical straightening including the use of Sodium Hydroxide and other base solutions.	<b>40</b>
<b>Hair Coloring and Bleaching:</b> Including the use of semi-permanent And temporary colors. Hair analysis, predisposition and strand tests. Safety precautions; Formula mixing; Tinting; Bleaching; High and Low lights, and the use of dye removers.	<b>60</b>
<b>Hair Cutting:</b> Use of scissors, razor (sharper); electrical clippers/ trimmers; and thinning (tapering) sheers for wet and dry cutting.	<b>20</b>
<b>Preparation and Performance:</b> Preparing the client’s hair for shaving; Assessing the condition of the Client’s skin; performing shaving techniques; An after-shave antiseptic Following facial services; massaging the client’s face; rolling cream massage.	<b>100</b>
<b>Laws and Regulations:</b> The Barbering and Cosmetology Act and The Board’s Rules and Regulations.	<b>20</b>
<b>Health and Safety Considerations:</b> Training in chemicals and health in Establishments; Material Safety Data Sheets; Protection from hazardous Chemicals and preventing chemical injuries; Health and safety laws And agencies; Bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.	<b>20</b>
<b>Disinfection and Sanitation:</b> Proper procedures to protect the health and Safety of the consumer as well as the technician; Proper disinfection procedure for equipment used in establishments.	<b>20</b>
<b>Anatomy and Physiology:</b> Human anatomy; Human Physiology.	<b>20</b>
<b>Business Skills:</b> Professional Ethics; Communication; Salesmanship; Client record-keeping; Decorum; Basic tax information relating to Booth renters, independent contractors, employees, and employers.	<b>100</b>

**BARBERING CURRICULUM**  
**(CIP CODE 12.0402, SOC CODE 39-5011) 1,000 CLOCK HOURS**

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a college shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

For the purpose of this section, technical instruction shall mean instruction via distance education, provided to students through the online software CIMA by Milady. Practical operation shall mean actual performance by the student of a complete service on another person or mannequin, on-campus.

In order to successfully complete the distance education portion of the course, students need the following hardware and software technologies:

- Computer, laptop or smartphone
- Stable and reliable Wi-Fi access
- Online portal access to CIMA by Milady (this will be provided to the student upon enrollment)

Upon completion of each chapter, students will pass an online exam. Comprehension of the technical and practical instruction will be assessed during the two evaluation periods (450 hours and 900 hours). Upon completion of the course curriculum, all students are required to pass the college's final examination with a grade of no less than 85%.

**Pursuant to B&P 7362.5 © the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:**

### **100 Hours in Health and Safety**

**Health and Safety:** including Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Board approved Health & Safety Course (B&P 7389 (a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

#### 100 – Hours Technical Instruction (via distance education)

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

20

### **100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation**

**Disinfection and Sanitation:** Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Technical Instruction (via distance education)  
45 – Hours / Sanitation & Disinfection

Practical Operations (on-campus)  
55 – Sanitation & Disinfection

### **225 Hours Technical Instruction and Practical Procedures in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

Technical Instruction (via distance education)  
40 – Hours Permanent Waving /  
Chemical Straightening

Practical Operations (on-campus)  
50 – Permanent Waving /  
Chemical Straightening

Technical Instruction (via distance education) 70 – Haircoloring / Hair lightening (on-  
campus)  
65 – Hours Haircoloring / Bleaching

### **375 Hours Technical Instruction & Practical Training in Hair Dressing Services:**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Technical Instruction (via distance education)  
55 Hours – Wet Hairstyling / Thermal Styling  
90 Hours – Haircutting

Practical Operations (on-campus)  
70 – Wet Hairstyling / Thermal  
160 - Haircutting

### **220 Hours Technical Instruction & Practical Training in Shaving and Trimming of the Beard**

**Shaving and Trimming of the Beard:** Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Technical Instruction (via distance education)  
20 Hours – Skin Analysis  
25 Hours – Men's Facial  
60 Hours – Men's Shaving

Practical Operations (on-campus)  
15 – Men's Facial  
80 – Men's Shaving

## BARBERING COURSE OBJECTIVES

### 1,000 CLOCK HOURS

#### 100 Hours in Health and Safety

**Health and Safety:** including Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Board approved Health & Safety Course (B&P 7389 (a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

#### Technical Instruction

1. **20 hours – Laws & Regulations –**
  - a. California Board Rules & Regulations
  - b. Worker’s Rights – Under BBC Resources Directory, Including State Links
  
2. **20 hours – Chemistry –**
  - a. Principles of Chemistry – Definition of Organics / & Inorganic
  - b. Physical & Chemical Properties & Compositions
  - c. pH in Chemistry
  - d. Reactions in Chemicals
  - e. Chemical Ingredients of Cosmetics Used in Hair, Skin, & Nails
  
3. **30 hours – Health & Safety / Anatomy**
  - a. Salon Sense / CA Safe Salon Health & Safety Training – Under BBC Resources Directory, Including State Links (overall view) of directory
  - b. Workplace Safety / Employee Safety & OSHA
  - c. Client Safety & Protection
  - d. No Violence in Beauty – Under BBC Resources Directory, Including State Links

Anatomy – Study of Anatomy / Physiology, Cells, Skeletal System, Muscular System, Nervous System, Circulatory System, Other Body Systems, Skin Structure, Skin Disorders & Diseases, Nail Structure, Nail Disorders & Diseases

20

4. **5 hours – Electricity**
  - a. Science of Electricity
  - b. Electrical Safety
  
5. **25 hours – Infection Control / Microbiology**
  - a. CASafeSalon - Under BBC Resources Directory (Communicable Diseases) & Videos
  - b. Infection Control Practices for Protection of Clients / & Licensees
  - c. Current State Guidelines for COVID – 19 (Under BBC Resource Directory)

## **100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation**

**Disinfection and Sanitation:** Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

### **Refer to your Approved Textbook**

#### **45 Hours – Technical Instruction**

1. Disinfection / Sanitation
  - a. The Difference Between Contamination & Infection
  - b. Infection Control Practices for Protection of Clients / & Licensees
  - c. The Difference Between Sepsis & Asepsis
  - d. Sanitation
  - e. Disinfection
  - f. Sterilization
  - g. Chemical Disinfectants / & EPA
  - h. Labeling of Disinfectants
  - i. Auto Claves / Ultrasonic Cleaners
  - j. Checklist - see below

#### **SELF INSPECTIONS – checklist of yes and no can be found on BBC website**

Self-Inspection conducting occasional self-inspections will help you remain in compliance with the Board of Barbering and Cosmetology (Board), regulations and the laws of California. It will also reduce the number of violations cited during an inspection. The owner of the college, salon, and licensees working in the salon, will be cited if violations exist during the time of inspection.

The following guidelines will assist with self-inspections.

(B&P) Business and Professions Code (CCR) Title 16, Division 9 of the California Code of Regulations ESTABLISHMENT LICENSE

GAVIN NEWSOM, GOVERNOR DEPARTMENT OF CONSUMER AFFAIRS • BOARD OF BARBERING AND COSMETOLOGY P.O. Box 944226, Sacramento, CA 94244-2260  
Phone: (800) 952-5210 Email: [barbercosmo@dca.ca.gov](mailto:barbercosmo@dca.ca.gov) Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)  
SANITATION / HEALTH & SAFETY

#### **Student Practical and Training on Sanitation / Disinfection Procedures**

#### **55 Hours – Practical Operations**

- a. Practiced throughout entire training
- b. Sanitation & Disinfection

## **225 Hours Technical Instruction and Practical Procedures in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.

### **Refer to Your Approved Textbook**

40 – Hours Technical Instruction of Permanent Waving / Chemical Straightening

50 – Practical Operations – Permanent Waving / Chemical Hair Straightening

### **1. Chemical Hair Waving – Technical Instruction**

- a. The Science of Hair & Scalp – Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Permanent Waving – pH of Permanent Waving Products, Types of Permanent Waving Chemicals, Neutralizer Products, Hair Analysis, Hair Sectioning / Wrapping, Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

- b. **Practical: Student Practical Procedures**

Sanitation / Disinfection

Table Setup – Materials & Supplies

Record Card

Client Consultation

Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis – Preliminary Test Curls with Product

Cleansing of the Hair

Hair Sectioning / Wrapping

Procedure for Safe Applications of Product of Permanent Waving

Process Timing

Test Curl

20

Rinsing, Towel Blotting

Procedure for Safe Applications of Product of Neutralizer

Process Timing

Rinsing

Completing / Finishing the Procedure

Clean up – Sanitation / Disinfection Procedures

### **2. Chemical Hair Straighteners – Technical Instruction**

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Types of Hair Straightening Chemicals / Products, pH of Chemical Straighteners, Neutralizing Shampoo Products, Hair Analysis, Hair Sectioning / Applications, Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation

**b. Practical: Student Practical Procedures**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation  
Draping – Client Preparation/ Client Protection  
Hair / Scalp Analysis – Preliminary Strand Testing with Product  
Hair Sectioning  
Procedure for Safe Applications of Product  
Safety Methods of Straightening the Hair  
Process Timing  
Strand Testing  
Safely Rinsing and Cleansing of the Hair w/ Neutralizing Shampoo  
Final Rinsing and Towel Blotting  
Completing / Finishing the Procedure  
Clean up – Sanitation / Disinfection Procedures

65 – Hours Technical Instruction of Haircoloring and Hair Lightening

70 – Practical Operations of Haircoloring / Hair Lightening

**71 Haircoloring & Hair Lightening Technical Instruction –**

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis
- b. Types of Haircoloring and Hair Lightener Chemicals / Products, pH of Hair color Products, and Hair Lighteners, Color Toners, Dye Removers, Hair Analysis, Hair Sectioning, Different Types of Procedural Applications,
- c. Types of Hydrogen Peroxide Developers, Levels of Strengths of Developers, How the Levels of Strength Affect the Natural Level of Hair
- d. Hair color and Hair Lighteners Chemical Processing, Safety Precautions, Client Record Card, and Client Consultation
- e. Practical: Student Practical Procedures**  
Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation  
Draping – Client Preparation/ Client Protection

Hair / Scalp Analysis – Predisposition Testing For Allergy & Sensitivity Reactions  
Preliminary Strand Testing with Product  
Hair Sectioning  
Procedure for Safe Applications of Product  
Safety Methods for Haircoloring, Hair Lightening, and Dye Removers of the Hair  
Process timing  
Strand Testing  
Safely Rinsing and Cleansing of the Hair  
Final Rinsing and Towel Blotting  
Completing / Finishing the Procedure  
Clean up – Sanitation / Disinfection Procedures

**375 Hours Technical Instruction & Practical Training in Hair Dressing Services:**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

**Refer to your Approved Textbook**

55 – Hours Hairstyling Technical Instruction

70 – Practical Operation of Wet Hairstyling / Thermal Hairstyling

**1. Hairstyling – Technical Instruction**

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis

Scalp and Hair Care of Cleansing the Hair, Conditioning Treatments, Scalp Massage, Wet Hairstyling Techniques, Thermal Styling Techniques & Safety Precaution of Heating Electrical Styling Tools, Arranging, Curling, & Waving in Hairstyling of the Hair in Wet / Thermal Styling, Non-Chemical Hair Straightening, Hairstyling Combing Tools & Implements

**b. Practical: Student Practical Procedures**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation  
Draping – Client Preparation/ Client Protection  
Hair / Scalp Analysis  
Safely Cleansing & Conditioning Treatments  
Safely Rinsing and Towel Blotting

Hair Sectioning  
Procedure for Safe Methods of Wet / or Thermal Styling with Tools  
Styling of the Hair

Completing / Finishing the Procedure  
Clean up – Sanitation / Disinfection Procedures

90– Hours Haircutting Technical Instruction  
160 – Practical Operations of Haircutting

**2. Haircutting – Technical Instruction**

- a. Hair Structure, Chemical Composition of Hair, Disorders of Hair / Scalp, Hair / Scalp Analysis
- b. Haircutting Methods & Safety Use of Shears, Hair Razor / Shaper, Electrical Clippers / Trimmers, Hair Thinning w/ Tapering Shears for Wet and Dry Cutting Techniques , Haircutting Comb Tools & Implements
- c. Degree Angles Used in Haircutting & Designing, & Hair Sectioning
- d. Different Types of Haircutting Shears, Razor Shapers, Electrical Clippers & Electrical Trimmers

**e. Practical: Student Practical Procedures**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation  
Draping – Client Preparation/ Client Protection  
Hair / Scalp Analysis –  
20  
Hair Sectioning for Wet or Dry Cutting  
Procedure for Safe Methods of Wet / or with Dry Cutting w/ Hair Cutting Tools  
Completing / Finishing the Procedure  
Clean up – Sanitation / Disinfection Procedures

**220 Hours Technical Instruction & Practical Training in Shaving and Trimming of the Beard**

**Shaving and Trimming of the Beard:** Including instruction on preparing the client’s hair for shaving, assessing the condition of the client’s skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

## **Refer to Your Approved Textbook**

### 105 Hours – Technical Instruction

20 Hours – Skin Analysis

25 Hours – Men’s Facial

60 Hours – Men’s Shaving

### Practical Operations

15 – Men’s Facial

80 – Men’s Shaving

#### **1. Skin Analysis, Men’s Facial & Men’s Shaving – Technical Instruction**

- a. Anatomy of Skin Structure, Disorders & Diseases of the Skin, Product Chemistry of Ingredients Used in Men’s Facials, Beard Shaving , Beard Designing, & Grooming Services, Types of Methods of Men’s Shaving, Facial Shaving Strokes for Left Hand, or Right Hand, Health & Safety Procedures for Blood Exposure Incident, Infection Control, Equipment & Implement Tools
- b. Skin Analysis, Contraindications of the Skin, Types of Massaging Methods of the Face, Scalp, Neck, by Hands or Massaging Electrical Devices
- c. Types of Products, Cleansing of the Skin Used in Men’s Facial Skin Care & Treatments
- d. Client Consultation, Client Intake Card, Client Protection, Instruction of Prohibited Ablation / Destruction of Living Skin Tissue, Treatment Room Preparation for Men’s Facial , Client Draping Methods, Sanitation & Disinfection Procedures of Skin Care Services
- e. Types of Products, Cleansing of the Skin ,Preparation of the Skin for Shaving & Beard Designing, Types of Straight Razor Shaving Tools Used in Men’s Facial Shaving Care, the 14 Shaving Strokes, Blood Exposure Procedure for Minor Skin Cuts in Shaving
- f. Client Consultation, Client Intake Card, Client Protection, Instruction & Treatment Preparation for Men’s Shave, Client Draping Methods, Sanitation & Disinfection Procedures of Skin Care Shaving Services
- g. **Practical: Student Practical Procedures for Men’s Basic Facials**
  - Sanitation / Disinfection
  - Table Setup – Materials & Supplies

Record Card  
Client Consultation / Contraindications  
Treatment Room Preparation  
Draping – Client Preparation/ Client Protection  
Pre-Skin Analysis  
Cleansing of the Skin  
Skin Analysis by use of Analysis Devices  
Exfoliating of the Skin  
Massaging Methods  
Mask Treatments  
Application of Skin Toners / Astringents  
Application of Moisturizing Treatments  
Completing the Service  
Cleanup, Sanitation & Disinfection Procedures

**h. Practical: Student Practical Procedures for Men's Shave**

Sanitation / Disinfection  
Table Setup – Materials & Supplies  
Record Card  
Client Consultation / Contraindications  
Treatment Preparation  
Draping – Client Preparation/ Client Protection  
Pre-Skin Analysis / Hair Type & Growth Analysis  
Cleansing of the Skin & Beard  
Wiping of the Skin & Beard /w Steam Towel  
Application of 1st Shaving Gel /or Cream & Steam Towel  
Removal of Steam Towel & 2<sup>nd</sup> Application of Shaving Gel / or Cream  
Safe & Proper Type Methods of Shaving Stroke Procedures

- a. First Time Over Shave
- b. Second Time Over Shave
- c. Once Over Shave
- d. Close Shave

Safe Razor Holding Positions of Strokes – Freehand, Backhand, Reverse-Freehand, Reverse-Backhand  
Completing the Shave  
Removal of Product with Steam Towel  
Application of Skin Toners / Astringents  
Application of Moisturizing Treatments  
Completing the Service  
Cleanup, Sanitation & Disinfection Procedures

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

The curriculum for students enrolled in the Esthetician course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of an Esthetician, pursuant to Section 7354 of the Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture classroom participation, or examination. Practical operation shall mean the actual performance by the student of a “complete service on another person.” All students are required to pass the college’s final examination with a grade of not less than 85%. Such technical instruction and practical operations shall include:

**MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION**

Disinfection and Sanitation	<b>10</b>	Eyebrow Arch – Tweezing	<b>25</b>
Facials:	<b>100</b>	Eyebrow Arch – Wax	<b>25</b>
A. Manual	<b>50</b>	Make up	<b>40</b>
B. Electrical	<b>50</b>	Additional Training	<b>300</b>
C. Chemical	<b>40</b>	Depilatories	<b>25</b>

**SUBJECT OF TECHNICAL INSTRUCTION      MINIMUM HOURS OF TECHNICAL INSTRUCTION**

The Board of Barbering and Cosmetology Act and the Program’s Rules and Regulations **10**

**Cosmetology Chemistry** related to the practices of an Esthetician and purpose of cosmetic and skin care preparation. (Shall also include the elementary chemical matter of makeup, physical and chemical changes in matter.) **10**

**Health and Safety/Hazardous Substances** (shall include training in chemicals and health in establishments, material safety, data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, ergonomics, and communicable diseases, including HIV/AIDS and Hepatitis B.) **40**

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

**Disinfecting and Sanitation** (shall include procedures to protect the health and safety of the consumer as well as the **25**

Technician. The ten required minimum operations shall entail performing all necessary functions for disinfecting instruments and equipment as required. Disinfection should be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.) **25**

**Bacteriology, Anatomy, and Physiology.** **15**

**Facials- A. Manual:** shall include skin analysis, cleansing, scientific manipulations, packs and masks **20**  
**30**

**B. Electrical:** shall include the use of all electrical modalities and electrical apparatus, including dermal lights for facials and skin purposes **20**

**C. Chemical (peels, packs, scrubs, masks)**  
Eyebrow Beautification shall include, but is not limited to, the following issues: Eyebrow shaping and hair removal techniques, hair analysis, waxing, tweezing, manual or electrical depilatories **20**  
Makeup **20**

Corrective Makeup-application of False Eyelashes **20**

Preparation - shall include, but not be limited to the following issues: Client consultation, intake procedures, contraindications, **15**

professionalism, client record keeping, and pre and post-operative care, CPR/AED, salon and spa skills.

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

60

### MAXIMUM HOURS

*Note: Authority cited: Sections 7312, 7362 and 7364, Business and Professions Code.*

*Reference: Sections 7316(b), 7324(d)(l), 7362,*

## HAIRSTYLING CURRICULUM

(CIP CODE 12.0407, SOC CODE: 39-5012) 600 CLOCK HOURS

Business and Professions Code (B&P) Section 7363 (a) states: A course in hairstylist established by a school shall consist of not less than 600 hours of practical and technical instruction. Graduates are prepared to pursue careers as entry-level hairstylists.

**Pursuant to B&P 7363 © the curriculum for a hairstylist course shall, at a minimum, include technical and practical instruction in the following areas:**

### 100 Hours in Health and Safety

**Health and Safety:** including Instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.

**Board approved Health & Safety Course (B&P 7389 (a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

100 – Hours Technical Instruction (distance)

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control /

Microbiology

**100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation**

**Disinfection and Sanitation:**

Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

Disinfection & Sanitation      Practical Operations

20 – Hours Technical Instruction (distance)

80 – Sanitation / Disinfection

**250 Hours Technical Instruction & Practical Training in Hair Dressing Services:**

**Hairstyling Services:** including instruction on arranging, blow drying, cleansing, shampooing, nonmedical scalp care treatments, braiding, hair additions, nonsurgical hair replacement, wet & thermal curling, dressing, hair analysis, thermal waving, and nonchemical hair smoothing & straightening.

Technical Instruction (distance)

Practical Operations

40 Hours – Scalp Care /Hairstyling / Thermal Styling

100 – Scalp Care/

Hairstyling/Thermal

40 Hours – Hair Additions / Extensions  
Additions / Extensions

70 – Hair

**150 Hours Technical Instruction & Practical Training in Haircutting Services:**

**Haircutting Services:** Hair Cutting shall include, but is not limited to, the following: hair analysis, techniques, and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

50 Hours – Haircutting (distance/technical)

100 – Haircutting (practical)

**MANICURING CURRICULUM**

**(CIP CODE 12.0410, SOC CODE 39.5092.00) 600 CLOCK HOURS**

The curriculum for students enrolled in the Manicuring course shall consist of six hundred (600) clock hours of technical instruction and practical operations covering all practices of nail care. Technical instruction means instruction by demonstration, lecture classroom participation, or examination.

Practical operation means the actual performance by the student of a complete service on another person. All students are required to pass the college's final examination with a grade of not less than 85%. Such technical instruction and practical operations shall include:

**MINIMUM PRACTICAL OPERATIONS REQUIRED BY THIS INSTITUTION**

- |                                       |  |
|---------------------------------------|--|
| <b>10 Disinfection and Sanitation</b> | <b>50 Full Set</b>                     |
| <b>40 Water and Oil Manicure</b>      | <b>50 White Tips</b>                   |
| <b>20 Completer Pedicure</b>          | <b>100 Advance Acrylic</b>             |
| <b>80 Acrylic</b>                     | <b>100 Acrylic</b>                     |
| <b>60 Nail Tips</b>                   | <b>20 Reflexology and foot massage</b> |
| <b>40 Nail wraps and repairs</b>      |  |

**SUBJECT OF TECHNICAL INSTRUCTION      MINIMUM HOURS OF TECHNICAL INSTRUCTION**

The Board of Barbering and Cosmetology Act and the Program's Rules and Regulations	<b>10</b>
<b>Manicure and Pedicure</b> includes water and Oil manicures including hand and arm massage, complete pedicure including foot and ankle massage, Electric nail files, nail design, application of artificial nails including liquid, gel, and powder brush-on, nail tips, nail wraps and repairs, and nail analysis.	<b>15</b>
<b>Bacteriology, Anatomy, and Physiology</b> This includes but not limited to Bacteriology, anatomy, physiology, and nail analysis and conditions	<b>10</b>
<b>Disinfection and Sanitation</b> Disinfection includes but not limited to Procedures to protect the health and safety of the consumer as well as the technician	<b>15</b>
<b>Nail diseases disorders and podiatry</b>	<b>15</b>
<b>Reflexology and foot massage</b>	<b>20</b>
<b>Additional Training people skills</b>	<b>31</b>

## STUDENT CONSUMER INFORMATION and HEALTH AND SAFETY DISCLOSURE

### GAINFUL EMPLOYMENT DISCLOSURE

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

Program	CIP Code	SOC Code	O*Net	Occupational Title	Wages				Median Loan Debt	
					Median Hourly	Median Annual	On-Time Graduation	Job Placement	Title IV Loans	Private Loans
Cosmetology	12.0401	39-5012	39-5012.00	Hairdresser, Hairstylists, and Cosmetologists	\$11.12	\$23,140	100%	98%	0	0
Barbering	12.0402	39-5011	39-5011.00	Barber	\$12.03	\$25,010	100%	98%	0	0
Hairstyling	12.0407	39.5012	39.5012	Hairdresser, Hairstylist	N/A	N/A	N/A	N/A	N/A	N/A
Esthetician	12.0409	39-5094	39-5094.00	Skin Care	\$13.92	\$28,940	100%	100%	0	0
Manicuring	12.0410	39-5092	39-5092.00	Nail Care	\$9.30	\$19,340	100%	92%	0	0

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

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

[3] These survey data are from the 2013 Occupational Employment Statistics (OES) survey. The wages have all been updated to the first quarter of 2013 by applying the US Department of Labor's Employment Cost Index to the 2013 wages. Occupations classified using the Standard Occupational Classification (SOC) codes. For details of the methodology, see the Overview of the OES Survey at <http://www.labormarketinfo.edd.ca.gov>.

## OUTLOOK<sup>1</sup>

Overall employment of barbers, hairstylist, and cosmetologist is projected to grow 11 percent 2021 to 2031, much faster than average for all occupations.

About 93,800 openings for barbers, hairstylists, and cosmetologists are projected each year, on average, over the decade. Many of those openings are expected to result from the need to replace workers who transfer to different occupations or exit the labor force, such as to retire.

## WORK ENVIRONMENT<sup>1</sup>

### Physical Demand Summary

**Cosmetology, Barbering, and Hairstyling:** involves standing, working constantly with hands from the waist to chest level and frequently about shoulder level. Items lifted such as blow 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 approximately 45 minutes per client with the ability to sit between processing or customer appointments. Repetitive wrist, hand movement and finger dexterity are necessary for the detailed rolling of a perm and cutting or styling of hair.

**Manicuring:** involves constant sitting, working constantly with hands from waist to chest level. Repetitive motion of shoulders, arms and 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 and hands at waist to chest level while applying makeup or waxing. Constant sitting is necessary while performing actual skin care massage and treatments usually lasting 45 minutes with breaks in between appointments. Finer dexterity and wrist used in massage combining with shoulder movement.

### Work Schedules<sup>1</sup>

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.

---

<sup>1</sup> Information from Bureau of Labor Statistics

## **HEALTH, PHYSICAL and OTHER CONSIDERATIONS**

Generally, a student /employee must be in good physical health since they 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 their 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 their students (their parents or physician) believe they can fulfill the training demands.

## **ACCESSIBILITY FOR DISABLED STUDENTS**

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

## **PERSONAL PROPERTY**

International College of Beauty Arts and Sciences, assumes no responsibility for loss or damage to a student's personal property or vehicle (including contents of vehicle) while on, or adjacent to College 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 and Sciences requires students who attend field trips to sign liability release forms prior to attending. Field trips are not mandatory.

## **PREGNANCY**

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 the 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 and 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 and 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](http://www.benefits.va.gov/gibill).

## **STUDENT SERVICES CAMPUS HOUSING**

International College of Beauty Arts and Sciences does not have dormitory facilities under its control and we do not help students find housing. The availability of housing located reasonably near the institution's facilities 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. International College of Beauty Arts and Sciences has no responsibility to find or assist a student in finding housing.

## **STUDENTS ACTIVITIES**

While at International College of Beauty Arts and Sciences, you will 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 and 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 is 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 and 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 and 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. Returned all books, equipment, etc. belonging to the college.
4. Fulfilled all financial obligations to the College and attended a Financial Aid Exit Interview, if applicable.

## **ACADEMIC AND INDIVIDUAL COUNSELING**

International College of Beauty Arts and 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 and Sciences, and the State Board of Barbering and Cosmetology.

## **VOTER REGISTRATION**

International College of Beauty Arts and 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, the 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 17<sup>th</sup> falls on a weekend, the programs are to be held in the preceding or following week.

## **SCHOLARSHIPS AND FEE WAIVERS**

The college does not offer any institutional fee waiver, and scholarships are at the discretion of the College President.

## **DRUG ABUSE PREVENTION POLICY**

International College of Beauty Arts and 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

## **OFFICE OF STUDENT ASSISTANCE AND RELIEF**

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370 - 7589, option #5, or by visiting [osar.bppe.ca.gov](http://osar.bppe.ca.gov)."

## **COPYRIGHT PROTECTION POLICY**

It is the policy of International College of Beauty Arts and 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 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](http://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 College. 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 and 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 student 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 and Sciences member should bring the matter to the attention of the College 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 college officials. International College of Beauty Arts and 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 01/01/2019 and 12/31/2021. 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 19, 2022**

**Occurrences REPORTED within the 2019, 2020 and 2021 Calendar Years**

<b>Crimes Reported</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>Location: C=Campus N=Non-campus P=Public Area</b>	<b>* Hate Crime? (see note)</b>
(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 34 CFR 668.46(c)(1)(ii)(A) who were referred to campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possession	0	0	0		
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		
<b>New reporting as of 10/01/2017</b>					
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 college 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 college closes for the night, the college'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 college 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 college 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 college's official, unless that disclosure is prohibited by law or would endanger the confidentiality of the victim.
  8. This institution does not permit the sale, possession, or consumption of alcoholic beverages on college 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 emphasize 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 college 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 by 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 as much as possible to the benefit of the victimized person.
  - (vi) The institutional disciplinary actions in reference to an alleged sex offence 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 college, or termination of employment and in accordance with 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 offender's arrest.

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

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 college'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 college premises. Second violation the staff member may be terminated or the student may be expelled from college. This decision will be taken by the college 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 college'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
College Name	<b>International College of Beauty Arts and Sciences</b>
Street address	5225 West San Fernando Road.
City, State Zip	Los Angeles, California 90039

Phone No.	(818)280-4894
-----------	---------------

**FINANCIAL MATERIALS and SOURCES**  
**TUITION PAYMENT POLICY**

All tuition and fees are payable in advance, unless other arrangements have been made prior to those students who wish to pay their own way through the college, the financial officer will develop a payment program for each individual. For those students who are not receiving financial aid, payment schedules (weekly, monthly, and quarterly) are available. Accepted methods of payment include cash, personal check, money order, credit card, and Title IV Funding (including Federal Pell Grant, FSEOG, Direct Subsidized Loan, Direct Unsubsidized Loan, and PLUS Loan). **The schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program. ESTIMATED SCHEDULE OF TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM.** The STRF fee will not be charged if you do not meet the criteria explained above. *\*Course length based upon full- time and part- time schedule\**

COURSES Hours	Cost Per Hr.	Tuition	Registration Fee Non- Refundable	Books and Supplies Non-Refundable				Tax (Non- Ref)	Total	Course Length in weeks FT – Full-time PT- Part-time	STRF Non- Ref.
				Kit	Exam Review	Book and Online Access*	Uniform				
COSMETOLOGY 1500	\$13.69	\$21,900.00	\$100.00	\$820.00	\$42.95	\$344.95	\$44.00	\$118.93	\$23,428.33	FT-43 PT-64	00.00
COSMETOLOGY 1000	\$14.90	\$14,900.00	\$100.00	\$820.00	\$42.95	\$344.95	\$44.00	\$118.93	\$16,370.83	FT-27 PT-40	00.00
BARBERING 1500	\$14.60	\$21,900.00	\$100.00	\$820.00	\$50.95	\$344.95	\$44.00	\$119.69	\$23,437.09	FT-40 PT-60	00.00
BARBERING 1000	\$14.90	\$14,900.00	\$100.00	\$820.00	\$50.95	\$344.95	\$44.00	\$119.69	\$16,419.59	FT-27 PT-40	00.00
ESTHETICIAN 600	\$23.17	\$13,900.00	\$100.00	\$1240.00	\$55.95	\$344.95	\$44.00	\$160.07	\$15,884.97	FT-16 PT-24	00.00
HAIRSTYLING 600	\$14.60	\$8,760.00	\$100.00	\$820.00	\$42.95	\$344.95	\$44.00	\$118.93	\$10,255.83	FT-16 PT-24	00.00

MANICURING 600	\$18.17	\$10,900.00	\$100.00	\$690.00	\$48.95	\$344.95	\$44.00	\$107.15	\$12,265.05	FT-16 PT-24	00.00

Once used, kits are not returnable or refundable due to sanitary considerations. \*\*The college reserves the right to change the tuition fees or make changes, when deemed necessary, without prior notice. Such changes will not affect enrolled current attending students. Always check with the college personnel for the most current charges and scheduled class starts.

\*Books and Online Access include the course textbook and CIMA access code to online program, and 2020 Board of Barbering and Cosmetology Act and Regulations.

**SCHEDULE OF TOTAL CHARGES FOR A PERIOD OF ATTENDANCE (Payment Period Definition).**

Tuition charges are posted to the student tuition account on the basis of payment period by payment period. However, registration fee, books and supplies for the entire course, will be assessed and posted in the student’s tuition account within the first payment period. Subsequent charges will be posted as needed. Please refer to “Payment Period Definition.”

**COSMETOLOGY (1600 HOURS)**

<b>Itemized Charges By Payment Period</b>	<b>1<sup>st</sup> Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	5,475.00	5,475.00	5,475.00	5,475.00	21,900.00

**COSMETOLOGY (1000 HOURS)**

<b>Itemized Charges By Payment Period</b>	<b>1<sup>st</sup> Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	4,955.00	4,955.00	4,990.00		14,900.00

**ESTHETICIAN (600 HOURS)**

<b>Itemized Charges By Payment Period</b>	<b>1<sup>st</sup> Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	6,950.00	6,950.00	0.00	0.00	13,900.00

**HAIRSTYLING (600 HOURS)**

<b>Itemized Charges By Payment Period</b>	<b>1<sup>st</sup> Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	4,380.00	4380.00	0.00	0.00	8,760.00

**MANICURING (600 HOURS)**

<b>Itemized Charges By Payment Period</b>	<b>1st Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	5,450.00	5,450.00	0.00	0.00	10,900.00

**BARBERING (1500 HOURS)**

<b>Itemized Charges By Payment Period</b>	<b>1st Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	5,475.00	5,475.00	5,475.00	5,475.00	21,900.00

**BARBERING (1000 HOURS)**

<b>Itemized Charges By Payment Period</b>	<b>1st Payment Period</b>	<b>2<sup>nd</sup> Payment Period</b>	<b>3<sup>rd</sup> Payment Period</b>	<b>4<sup>th</sup> Payment Period</b>	<b>Total Charges for entire Course</b>
Tuition	4,955.00	4,955.00	4,990.00		14,900.00

**EXTRA INSTRUCTIONAL CHARGES**

Students are expected to complete their training within the maximum time allowed as specified in the Enrollment Agreement. The college has reserved space, equipment, and licensed instructors for each student and course/program. If a student exceeds the time frame outlined above, an extra instructional charge will be made for the balance of the hours required for the completion of course. Students will not be allowed to clock in until applicable daily payments are made. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows:

- Cosmetology: \$22.00 hourly
- Barber: \$22.00 hourly
- Esthetician: \$35.00 hourly
- Hairstyling: \$14.60 hourly
- Manicuring: \$27.00 hourly

## REFUND POLICY OUTLINE

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

### “NOTICE”

“You may assert against the holder of the promissory note you signed in order to finance the cost of the educational program all of the claims and defenses that you could assert against this institution, up to the amount you have already paid under the promissory note.”

## STUDENTS RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, whichever is later. The notice of cancellation shall be in writing and submitted directly to the Financial Aid Office, a withdrawal may be initiated by the student’s written notice or by the institution due to student’s academics or conduct, including, but not necessarily limited to, a student’s lack of attendance.

### **Cancellations, Withdrawals, and Refunds CEC 94919. Institution Participating in Federal Student Financial Aid Programs**

- a) An institution that participates in the federal student financial aid programs complies with this article by complying with applicable regulations of the federal student financial aid programs under Title IV of the federal Higher Education Act of 1965.
- b) The institution shall advise each student that a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student’s written notice or by the student’s conduct, including, but not necessarily limited to, a student’s lack of attendance.
- c) The institution shall also provide a pro rata refund of nonfederal student financial aid program moneys paid for institutional charges to **students who have completed 60 percent or less of the period of attendance.**
- d) Institutions shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later.

## REFUND POLICY:

After the cancellation period, the institution provides a pro rata refund of **ALL** funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance.

Once more than 60 percent of the period of attendance has elapsed (**including absences**), there will be no refund to the student. If the student has received federal student financial aid funds, the student may be entitled to a refund of funds not paid from federal student financial aid program funds. This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or college closure.

A registration fee of **\$100.00 is a non-refundable item**. Equipment, books, supplies, tools, uniforms, kits and other items **issued and received by the student** would not be returnable. **Once received by the student** it will belong to the student and will represent a liability to the student.

If the calculation shows that the student owes funds to the loan programs, the repayment of those funds will be in accordance with the terms on the promissory note of the respective loans.

If you cancel the agreement, the college will refund any money that you paid, less any deduction for registration fee and equipment received. If you withdraw from college after the cancellation period, the refund policy described above will apply. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See the Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the institution to pay the balance. Official withdrawal date is on the student's notification or college's determination.

## Determination of Withdrawal from College

The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from college on the earliest of:

The date you notify the <b>Financial Aid Office</b> of your intent to withdraw. Only the Financial Aid Office would be authorized to accept a notification of your intent to withdraw.
--

The date the college terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog. This is determined through monitoring of students of attendance and completion of activities and exams.
---

The date you fail to attend classes for a two-week period and fail to inform the college that you are not withdrawing.
--

The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from a LOA.

## **RETURN OF TITLE IV**

Special note to students receiving Unsubsidized/Subsidized/PLUS/, Pell/SEOG grants or other aid, if you withdraw from college prior to the completion of the equivalent to **60 percent** of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the college and/or the student. Student liability for loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received. Sample Calculation, completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

## **CCR 76215 Student Tuition Recovery Fund Disclosures**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and college catalog: “The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if 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. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.” (b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its college catalog: “It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the college. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589. To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau. 2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution or were enrolled in an educational program within the 120-day period before the program was discontinued.

3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so. 5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs. 6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution. 7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF. A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.”

## REFUNDS

If any refunds are due based on the RETURN OF Title IV calculations or based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from the determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is, 1) Unsubsidized Loans from FFELP or Direct Loan, 2) Subsidized Loans from FFELP or Direct Loan, 3) Perkins Loans, 4) PLUS (Graduate Students) FFELP or Direct Loan, 5) PLUS (Parent) FFELP or Direct Loan, 6) Pell Grant, 7) Academic Competitiveness Grant (ACG), 8) National SMART Grant, 9) Federal SEOG, 10) Other. This order would apply in accordance with the aid programs available at the institution.

**Course Cancellation:** if a course is cancelled subsequent to a student’s enrollment and before instruction in the course has begun, the college shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at colleges in the neighborhood.

**College Closure:** If the college closes subsequent to a student’s enrollment and before instruction in the course has begun, the college shall at its option: 1) Provide a full refund of all money paid; or 2) Provide for completion of the course at colleges in the neighborhood.

## **“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

The transferability of credits you earn at **(International College of Beauty Arts and Sciences)** is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the **(certificate)** you earn in **(Name of Educational Program)** is at the complete discretion of the institution to which you may seek to transfer. If the **(Certificate)** that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals.

This may include contacting an institution to which you may seek to transfer after attending **(International College of Beauty Arts and Sciences)** to determine if your **(Credits)** will transfer.”

**Placement:** This college does not guarantee placement, however, limited job placement assistance by providing referral to graduates is available.

## **COLLECTION POLICY**

International College of Beauty Arts and Sciences hires the services of a third-party collection agency, in the circumstance that a student fails to make their scheduled cash payments, despite the institution’s attempts to reach out to them via phone, email and U.S. Mail. After a payment delinquency of 30 days following the institution's last communication attempt with the student, the collection process will be transferred over to Partners Financial Services Inc. Collection correspondence regarding cancellation and settlement from the institution itself and collection agency clearly acknowledges the existence of the Withdrawal and Settlement Policy, which students review prior to enrollment. Partners Financial Services Inc. complies with the cancellation and settlement policy of the institution.

## **94927. INSTITUTIONS IN DEFAULT OF ENROLLMENT AGREEMENT**

**An institution shall be considered in default of the enrollment agreement when an educational program is discontinued or canceled or the institution closes prior to completion of the educational program. When an institution is in default, student institutional charges may be refunded on a pro rata basis if the bureau determines that the college 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.**

## **STUDENT ELIGIBILITY REQUIREMENTS (TITLE IV)**

International College of Beauty Arts and Sciences participates in U.S. Department of Education, Title IV program. To be eligible for financial aid, a student must

- be admitted as a regular student.
- be enrolled or accepted for enrollment in a eligible program.
- be a citizen or an eligible non-citizen.
- not owe a refund on a FPELL Grand or FSEOG at any college.
- have financial need.
- be making satisfactory progress (as defined by the college's policy) in the course of study.
- be registered for selective services (if a male between the age of 18-25).
- have signed a statement of educational purpose.
- have a High school diploma, (or its equivalent) a GED.
- agree to use any federal student aid received solely for educational purposes.
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any college.

## **FINANCIAL AID APPLICATIONS FOR THIS INSTITUTION CONSIST OF THE FOLLOWING:**

### **APPLICATION FOR AID, PROCEDURES AND FORMS (FAFSA)**

All prospective students at International College of Beauty Arts and Sciences are encouraged to schedule an appointment with the Financial Aid Officer prior to enrollment so that eligibility for financial assistance may be determined. This practice enables applicants to evaluate their options for tuition financing.

### **APPLICATION FOR FEDERAL STUDENT AID (FAFSA)**

This form needs to be completed as instructed on the form. Documentation to substantiate the data entered on the form may be required by the financial aid office. Forms and assistance in completing them are available at this college during college hours free of charge. In addition to the FAFSA, the institution requires a series of forms as they apply to the individual student aid program and to the student's individual family circumstances. Website: <https://studentaid.gov/>

### **FEDERAL PELL GRANT PROGRAM**

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

Deadline: FAFSA applications must be received by June 30 in the year in which the application is intended for.

SAR OR ISIR must be submitted to the financial aid office by September 29, of the award year for which aid is requested from, or your last day of enrollment in 2024-2025, whichever comes first. A valid ISIR requires signatures of student, spouse and / or parents, when the ISIR has been corrected.

### **RENEWAL PROCESS:**

A FPELL Grant award is received for one award year (July 1, 2023, to June 30, 2024), and is not automatically renewed for the next award year. Students must re-apply for the FPELL Grant and submit a Maximum Annual Award: \$6,895.00.

Disbursement: they are made based on per payment period via a check credit to the student's tuition account.

### **FEDERAL SUPPLEMENTAL EDUCATIONAL OPPORTUNITY GRANT (FSEOG)**

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

Deadline: you may apply during the enrollment process, using the FAFSA form; the college will provide you a letter listing the amount and types of financial aid you will be awarded, including the FSEOG award. **Maximum Annual Award: \$4,000**

### **DISBURSEMENT**

Checks are issued to the college and credited to the students' tuition account. Priority for FSEOG funds will be given to students eligible for Pell Grant. This institution has a year – round enrollment. Therefore, funds will be awarded in a manner that funds would be available to students enrolling throughout the entire year. If SEOG funds are still available, a second priority will be given to Non-Pell receiving students with the lowest Expected Family contributions enrolled during the last three months.

### **FEDERAL WILLIAM D. FORD (DIRECT LOAN PROGRAM)**

Funds received from either of the loan programs are subject to repayment from the student. Before a loan document is submitted to the USDE, students must be fully aware of the financial responsibility under these loan programs, the rights that the student has under the individual program conditions, and the consequences of falling to meet the repayment obligations.

## FEDERAL DIRECT STAFFORD (SUBSIDIZED LOAN)

Federal Direct Subsidized Loans are made directly to students from the U.S. Department of Education. Subsidized loans are need based. Students may borrow up to the amount of the student's cost of attendance less other expected financial assistance (not to exceed annual loan limits). The Federal Government pays interest subsidies while the student is enrolled or during periods of deferment. Student would pay a combined origination/guaranty fee of a variable percentage but not to exceed 3% rebated directly to the U.S. Department of Education. Students may receive both subsidized and Unsubsidized loans provided the combined amount borrowed does not exceed applicable loan limits and that the student's eligibility for a subsidized Federal Stafford Loan be determined prior to determining eligibility for the Unsubsidized loan. The law also stipulates that borrowers may apply for both subsidized and unsubsidized loans using a single application and that such borrowers must be given a single repayment schedule.

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

## FEDERAL DIRECT STAFFORD (UNSUBSIDIZED LOAN)

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

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

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

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

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

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

## ENTRANCE/EXIT COUNSELING INSTRUCTIONS

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

## NATIONAL STUDENT LOAN DATA SYSTEM (NSLDS)

Students and/or parents who elect to receive a Title IV loan (e.g., sub or unsubsidized Stafford loan or parent loan) at International College of Beauty Arts and Sciences will have that loan information submitted to NSLDS and it will be accessible by guaranty agencies, lenders and institutions who are authorized users of the data system. Students and/or parents may view their information at <https://studentaid.gov/>.

## COST OF ATTENDANCE BUDGET EXAMPLE

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

ALLOWANCE	WITH PARENTS	ON CAMPUS	OFF CAMPUS
TUITION and FEES	\$ 16,142.50	\$ 16,142.50	\$ 16,142.50
BOOKS and SUPPLIES	\$ 1,085.00	\$ 1,085.00	\$ 1,085.00
FOOD			
Per Month:	\$ 483 / MO	<i>INSTITUTION DOES NOT OFFER ON CAMPUS HOUSING</i>	\$ 389 / MO
Per Year:	\$ 4,347 / YR		\$ 3,501 / YR
HOUSING			
Per Month:	INCLUDED IN ABOVE	<i>INSTITUTION DOES NOT OFFER ON CAMPUS HOUSING</i>	\$ 818 / MO
Per Year:			\$ 7,362 / YR
TRANSPORTATION			
Per Month:	\$ 346 / MO	\$ 91 / MO	\$ 134 / MO
Per Year:	\$ 3,114 / YR	\$ 819 / YR	\$ 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:	\$ 1,132 / MO	\$ 528 / MO	\$ 1,842 / MO
Per Year:	\$ 10,188 / YR	\$ 4,752 / YR	\$ 16,578 / YR

1. Include all mandatory fees
2. Includes food, snacks, meals on campus, household supplies
3. If the 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 ensuring 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 their application, student and parent's income and assets data.

### **DEPENDENT**

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 student's parent(s), that individual would be a dependent of the parent(s) NOT a decedent of the student.

### **INDEPENDENT STUDENT**

An independent student is an individual whose criteria would answer "YES" to at 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 2023-2024 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 colleges to be sure of certain applicant reported data.

These regulations require college to develop written policies and procedures for verification. The college 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 college 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 college 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 college if all the following documents are provided from that college:
  - 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.

## REQUIRED VERIFICATION ITEMS

Examine the data items listed in 34 C.F.R 668.56. Different data items apply to different applicants depending 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 college shall resolve inconsistent application information for all applicants, in agreement with requirements of 34 C.F.R Part 688.16(f).

## DOCUMENTATION REQUIRED

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 college's Financial Aid Officer may require/provide other appropriate forms.

## TIME PERIOD FOR PROVIDING DOCUMENTATION

Applicants must provide the required documentation within 60 days from the last day of attendance or September 29, 2021, whichever is earlier.

Applicant responsibilities:

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

- Number of family members in the household.
- Number of family members in the household now enrolled as at least half-time students in postsecondary institutions.
- Change in dependency status.

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

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

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

## **CONSEQUENCES OF FAILURE TO PROVIDE DOCUMENTATION WITHIN THE SPECIFIED TIME PERIOD(S)**

If the student cannot provide all required documentation, the college cannot complete the verification process within 60 days from the date of the request.

The college must then advise applicants that they are not eligible for Financial Aid Funds. The college then gives the applicants the following options.

- The student may continue training on a cash payment basis.

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

## **INTERIM DISBURSMENTS:**

The college may not make any interim disbursements. The student must complete verification before disbursement of any Title IV Funds.

## **NOTIFICATION OF RESULTS OF VERIFICATION**

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

## **REFERRAL PROCEDURE**

The college shall forward to the Secretary of Education referral of Fraud cases.

## **NOTICE TO STUDENT OF LOAN REPAYMENT OBLIGATION**

- (A) If the student obtains a loan to pay for the course of instruction, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and if the student has received federal student financial aid funds, the student is entitled to a refund of the monies not paid from federal student financial aid program funds.
- (B) If the student is eligible for a loan guaranteed or reinsured by the state or federal government and the student defaults on the loan:
  - (i) The federal or state government or the loan guarantee agency can take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.

- (ii) The student may not be eligible for any other federal financial assistance for education at a different college or for government housing assistance until the loan is repaid.

### **ADMISSIONS DISCLOSURE FORM**

We are required by federal law to advise you that, except in the case of a loan made or originated by the institution, your dissatisfaction with or non-receipt of the educational services being offered by this institution does not excuse you (the borrower) from repayment of any Federal Student Loan made to you (the borrower) for enrollment at this institution.

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 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, <https://www.bppe.ca.gov/> , ph.: (888) 370-7589, fax: (916) 263-1897.

## Owner/ President – Biography

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

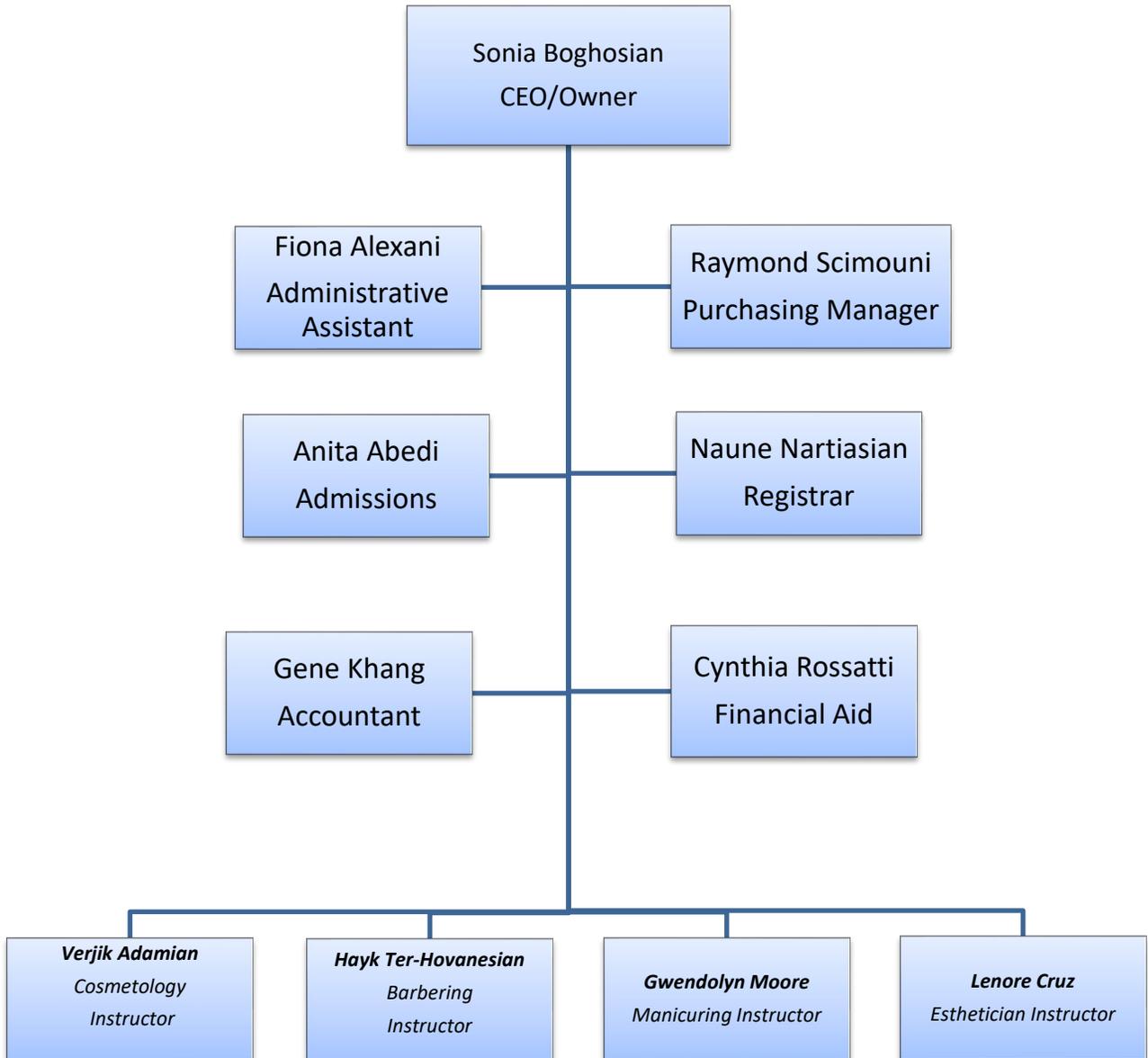
Sonia is a valuable speaker at the international and national beauty trade shows and a member of numerous spas, resorts, and cosmetology related associations where she shares her views and knowledge with beauticians, salon owners and individuals planning to open or upgrade their existing salons. Sonia 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 operations, the latest trends in the beauty industry, and most advanced marketing plans.

She also conducts post graduate seminars and workshops nationwide for multiple industry-leading tradeshow such as IBS (International Beauty Show, in New York and Los Angeles), (Day Spa Expo in Philadelphia) and ISSE (International/Salon Spa Expo). She is also active, contributing editor to industry magazines and co-editor of most information articles, American Salon, Nail Pro, Dermascope, Les Nouvelles Esthetiques 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 and Sciences**

**ORGANIZATIONAL CHART**



**NOTICE OF CANCELLATION**  
**(First Day of Class)**

**You may cancel this contract for college, 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 college's receipt of your cancellation notice.**

**But if the college 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 college 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 college is required to refund any amount over that as provided above, and you may keep the equipment.**

**To cancel the contract for college, 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 college \_\_\_\_\_ (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 college or by not coming in class.**

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

For additional information:

Call the Consumer Information Center at: (800) 952-5210

E-mail: [dca@dca.ca.gov](mailto: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 AND SCIENCES**

**Student:**

**Student ID #**

---

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

**I certify that I 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.
- College's assessment rates, Federal disclosures of completion, retention, and placement rates. If applicable, passing rates on State Board Exams
- A copy of the college's Catalog
- A copy of the College Performance Fact Sheet (Applicable to colleges operating in California)
- I confirm that prior to my enrollment, I physically visited the college, 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 equivalent.

---

**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 college 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 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