

STUDENT CATALOG



**INSTITUTO DE BELLEZA Y
ARTE BARBERING**

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Instituto de Belleza y Arte Barbering, otherwise known as Instituto de Belleza y Arte or Instituto de Belleza and may also be referred to by the shortened reference “IBA” within this document. The use of “IBA” is for convenience only and is not intended to represent an alternative or additional institutional name, nor does it replace the institution’s officially recognized names as approved by NACCAS.

The terms “School” and “Institution” are also used throughout this catalog and are interchangeable with *Instituto de Belleza y Arte Barbering*. The pronouns “he,” “she,” and “they” are used interchangeably throughout this document without implying any gender of students, faculty, or staff.

This catalog is a guide of what Instituto de Belleza y Arte Barbering expects of its students. Instituto de Belleza y Arte Barbering reserves the right to modify its policies based on changes in accreditation requirements, state, or federal laws, or for any other reason at the discretion of Instituto de Belleza y Arte.

HISTORY

Instituto de Belleza y Arte was established in September 2016. In 2020 the name of Instituto de Belleza y Arte was changed to Instituto de Belleza y Arte Barbering.

MISSION STATEMENT 4

The mission of Instituto de Belleza y Arte Barbering is to prepare committed students for fulfilling careers in the beauty industry. Only through high quality education we will be able to provide graduates of all courses to be successful. The course of studies are directed to provide a solid foundation for our students, to increase their knowledge and gain many opportunities available in the beauty industry. Our Mission establishes our shared accountability with our students for completion, licensure and placement in a desirable job and we strive for beyond superior performance in each.

OWNERSHIP 17

Instituto de Belleza y Arte Barbering is owned by Leticia Clavijo.

LOCATION AND LICENSING 2

Instituto de Belleza y Arte Barbering

505 S. 12TH ST.

McAllen, TX 78501

(956) 533-2341 (956) 627-2862

LICENSED BY **22**

TEXAS DEPARTMENT OF LICENSING AND REGULATION

P.O. BOX 12157

AUSTIN, TEXAS 78711

512-463-6599



NATIONALLY ACCREDITED BY NACCAS **22**

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street, Alexandria, VA 22314

(703) 600-7600



The National Accrediting Commission of

Career Arts & Sciences is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and departments of cosmetology arts and sciences, and massage therapy, including those offered via Distance Education.

HOURS OF OPERATION

Monday – Thursday: 8:30 a.m.to 4:30pm, 4:30pm to 9:30 pm

FACILITY 10

Instituto de Belleza includes demonstration and lecture classrooms, a fully equipped student salon floor, dispensary, a small retail store, student lounge, and faculty and administration offices to assist students in becoming quality professionals capable of meeting the demands of the salon and spa industry. Instituto de Belleza y Arte Barbering meets the requirements established by our state licensing authorities.

FACULTY 25

17 SCHOOL DIRECTOR & OWNER: Leticia Clavijo

ADMINISTRATION & REGISTRATION MANAGER: Angelica Martinez

ADMINISTRATIVE ASSISTANT(S): Jael Zapata

RECEPTIONIST(S): María de los Ángeles Maldonado

EDUCATORS	LICENSE#
Maria Isabel Olivares	1213522
Perla Vargas	1849758
Rebecca Saenz	1849757
Maria S Reyna	670511
Lizeth Lopez Coss	1895112
Noemi Moya	1864485

SCHOOL'S RIGHTS 24f

The school reserves the right to limit the enrollment of any program and make any changes in the provisions of this catalog when such action is deemed to be in the best interest of the student or the institution. These provisions may include, but are not limited to, organizations, fees, program offerings, curriculum, courses and requirements, program providing training.

Instituto de Belleza y Arte Barbering School reserves the right to deny admissions to any applicant who the institute, on the basis of background, record and statements and conduct during the admissions process, determines to not be qualified to succeed in or benefit from an academic program offered by Instituto de Belleza y Arte Barbering.

Note: This institution does not solicit or encourage the transfer of students already enrolled at another postsecondary institution.

NON-DISCRIMINATION POLICY 16

The school is an equal opportunity educator and does not discriminate against persons due to age, race, color, creed, sex, religion, disability, or ethnic origin. The school is committed to equal educational opportunity and does not discriminate on the basis of sex, age, physical handicap, race, color, creed, ethnic region or sexual orientation in admissions, career services, or any other activities. Applicants will not be denied admission on the basis of any of the foregoing factors, but applicants must meet all requirements specified for admission.

GRADUATION REQUIREMENTS 11

The student will be considered a graduate for any program after completing the following requirements:

- Complete required hours of training
- Complete curriculum requirements
- Meet all financial obligations to the school
- A diploma will be awarded to the student once it meets all the financial obligations

and requirements mentioned above. **12**

**Upon completion of all course requirements and financial obligations, successful completion of the State Board of Cosmetology exam is required to obtain a license to practice that is required by the Texas Department of Licensing & Regulation.*

**Instituto de Belleza y Arte has one (1) graduation ceremony a year. Students may walk for a graduation ceremony, but not receive a diploma, as long as 90% of overall graduation requirements are met. 90 percent completion in clocked hours, in academic requirements, and financial requirements. Once students have met to completion (100%) all graduation requirements a diploma will be awarded, and student will be counted as a graduate.*

LICENSING REQUIREMENTS

In order to obtain licensure, students must meet the following requirements:

- Meet the requirements set forth by the institution and Texas Department of Licensing and Regulation which are as follows:

- Applicants for an operator license must complete one of the following beauty school training requirements:
 - Complete 1,000 hours of instruction in a beauty school
 - Complete 1,000 hours of instruction in a beauty school and 500 hours of related high-school courses as part of a vocational cosmetology program in a public school
 - You hold a Class A Barber Certificate and have completed 300 hours of instruction in cosmetology through an approved training program in a beauty school
- Applicants for an esthetician license must complete the following beauty school training requirements:
 - Complete 750 hours of instruction in a beauty school
- Applicants for a manicurist license must complete the following beauty school training requirements:
 - Complete 600 hours of instruction in a beauty school
- Applicants for an esthetician/manicurist license must complete one of the following beauty school training requirements:
 - Complete 800 hours of esthetician/manicure specialty instruction or
 - Complete 750 hours of esthetician instruction and 600 hours of manicure instruction
- Applicants for an eyelash extension license must complete the following beauty school training requirements:
 - Completed 320 hours of instruction in an approved eyelash extension training program
- Applicants for a barber license must complete one of the following barber school training requirements:
 - Applicants must complete 1,000 hours in an approved barber school
 - You hold an Operator Certificate and have completed 300 hours of instruction in barber through an approved training program in a barber school
- Must apply to take state licensing examinations and pass both written and practical exams:
 - After completing the required hours, your school will notify TDLR of your eligibility to take the written licensing exam. Once TDLR has verified your eligibility to take the exam, our third-party vendor (PSI) will send you an email confirmation with instructions for scheduling an appointment to take the written examination
 - After you have successfully completed all hours of your beauty school training program, you will be notified of your eligibility to take the practical exam
- Once you have passed both the written and practical exams, you may apply for your license (Apply Online or Apply by Mail). There is a non-refundable application fee of \$50:
 - You must be at least 17 years old to apply
 - licenses are valid for two years from the date of issue

Texas Department of Licensing and Regulation (TDLR) Complaints

To Report Complaints Regarding Licenses, Sterilization, or Sanitation, contact:

Texas Department of Licensing & Regulation

P.O. Box 12157

Austin, Texas 78711

(800) 803-9202

www.license.state.tx.us/complaints/

ACADEMIC CALENDAR AND HOURS 15

Instituto de Belleza y Arte allows a student to start class the following Monday after completing the admissions process upon availability, and academic orientation is done every Friday before class begins. The student will be notified on the day of enrollment when their starting date will be.

- Full time student: Monday through Thursday 8:30 a.m. to 4:00 p.m.
- Part time student: Monday through Thursday 8:30 a.m. - 1:30 p.m. or 4:30 - 9:30 p.m.

** From time to time, the School Director may authorize a temporary class schedule adjustment or promotion. These temporary schedules remain within the school's approved instructional hours and do **not** alter the official published academic calendar. Students enrolled under such promotions will be informed in writing at enrollment.*

ACADEMIC YEAR DEFINITION

Instituto de Belleza y Arte School academic year is defined as 900 clocked hours and 30 weeks. The student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress.

HOLIDAYS/ SCHOOL CLOSURES 15

Spring Break- 3RD WEEK OF MARCH

Summer Break- LAST WEEK OF JULY & 1ST WEEK OF AUGUST

Labor Day- FIRST MONDAY OF SEPTEMBER

Columbus/Indigenous Day- 2ND MONDAY IN OCTOBER

Thanksgiving- 3RD WEEK OF NOVEMBER

Christmas- LAST WEEK OF DECEMBER

New Year's- FIRST WEEK OF JANUARY

ADMISSIONS PROCEDURES

ADMISSION REQUIREMENTS

Before accepting an applicant for admission, the institution provides the applicant access to the institution's catalog at www.institutodebellezayarte.com or provides the applicant with a hard copy of the school's catalog as requested (the catalog as well as the courses is available in English and Spanish for students to have a copy and instruction in preferred language). **1** The applicant is provided with a pre-enrollment checklist where they find a regulatory oversight of the school catalog, graduation, licensure, and job placement rates. In the pre-enrollment checklist, they also find an oversight of the licensure requirements, state required information, pre-requisites for employment, and information regarding the Satisfactory Academic Progress Policy. To be eligible for an operator license with the state of Texas, the applicant must be at least 17 years of age.

The Institution's admission policies require that each student meet the following requirements: **5**

- Be at least 16 years of age to be admitted into the school
- Provide documentation of secondary school completion by meeting one (1) of the following:
 - A high school diploma or official transcript showing high school completion; or
 - A General Educational Development (GED) certificate or equivalent; or
 - A state-recognized online high school diploma; or
 - A foreign high school diploma that has been:
 - Translated into English, and
 - Evaluated by a qualified outside agency to verify equivalency to a U.S. high school diploma; or
 - A state-issued credential verifying secondary school completion for home-schooled or private-school students, in accordance with state requirements.
- Have the ability-to-benefit from the training (*If Applicable*)

Individuals with criminal history please refer to [TDLR's website](#) for more information on oversight restrictions.

ADMISSION PROCEDURES FOR STUDENTS WITH THE ABILITY TO BENEFIT

1. Definition of a Qualifying Student - A student who is beyond the age of compulsory education, lacks a high school diploma or its equivalent, and has the ability to benefit from education or training offered at an institution.
2. Admissions of Eligible Students – To be admitted on the basis of their ability to benefit, a student must complete:

- Prior to admission, complete a nationally recognized, standardized, or industry-developed test that measures the applicant's aptitude to successfully complete the program or course to which they have applied, and pass with the acceptable passing score a student may have. A passing score will depend on the ATB "Ability-to-Benefit" exam taken. A list of acceptable ATB exams and their passing scores can be found on [the Federal Register's official website, under "List of Approved "Ability to Benefit" \(ATB\) Tests and Passing Scores"](#) published by the Department of Education.
- For courses and/or programs of 600 hours or more, upon enrollment, the student must satisfactorily complete **6 credit hours or 225 clock hours**, as applicable, before becoming eligible for Title IV financial aid disbursement.

Instituto de Belleza y Arte is approved to offer the **CELSA (Combined English Language Skills Assessment)** exam as an ATB-approved test at the institution. Students who seek admission under this policy will take the CELSA exam administered on-site by a qualified proctor in accordance with federal guidelines.

Current Institutional Status:

At this time, *Instituto de Belleza y Arte* is **not offering Title IV financial aid disbursements**. Students enrolled under the Ability-to-Benefit policy may still complete the CELSA exam and be admitted to their chosen program under the school's standard payment plan options.

TRANSFER STUDENTS 6

The school may recognize credit for all of the applicant's previous hours of training provided it is recognized by the Texas Department of Licensing and Regulation (TDLR). The institution utilizes the SHEARS reporting system for hours that may be transferred. A transfer student that wishes to have written and practical grades accepted by the institution may provide it to the admission office at any time during or after the enrollment process a document outlining the grades obtained at another institution.

This School does not recruit students already attending or admitted to another school offering similar program study.

PROOF OF AGE

The Institution requests proof of age by various means:

- Birth Certificate
- Naturalization Certificate
- Permanent Resident Card
- C33 Visa
- Valid Driver's License or Valid State Issued I.D. or Other Valid Picture ID

RE-ENTRY OR RE-ENROLLMENT STUDENTS 7

Students wishing to be readmitted after withdrawing need to consult with and must have the approval of the school director prior to readmission. Students accepted for re-enrollment will be charged a registration fee. Students who have been terminated or withdrew from school may re-enroll (if determined eligible)

within 180 days, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and are accepted to re-enroll (if determined eligible), after more than 10 days but before 180 days will pay a \$125.00 application fee, however if after 180 days will pay a \$250.00 application fee and will be charged for contracted hours at the current tuition rate.

All re-enrolling students will observe the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

PAYMENT METHODS 26e

Instituto de Belleza y Arte accepts cash, credit/debit cards, checks, money orders and through non- federal agencies or loan programs.

PAYMENT PLANS 26e

Students are required to make their monthly payment by the 10th of each month. If paid after, a \$25 late fee will be charged on the 11th, plus \$5 for each additional day it's late—even if it falls on a weekend or holiday. There is a \$500 minimum monthly payment requirement, if tuition isn't fully paid by the end of the course the student can make arrangements with the school administration to consider payment plans.

IMPORTANT NOTICE

- The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied.
- **The signed contract will end on either the date when the student completes all required instructional hours or the specified contract end date, whichever comes first. The remaining contract balance must be paid in full 10 days before the end of the contract.**
- **School will charge additional tuition for hours remaining after the contract ending date at the rate of \$7.50 per hour, or any part thereof, payable in advance until graduation.**
- The school will charge a registration fee for students enrolling or transferring to the school of \$125. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter 10 days after termination but before 180 days, of \$125. If more than 180 days the fee will be of \$250.
- Instituto de Belleza y Arte accepts cash, credit/debit cards, checks, money orders and through non- federal agency or loan programs.
- Students are responsible for paying the total tuition and fees before graduating or have made arrangements with the school (Instituto de Belleza). If by any student is not finished paying tuition and fees, they will be charged a 10% additional fee for every missed monthly payment after completing course.
- The course/program should be completed to be able to graduate. Instituto de Belleza will assist you in the preparation of your resume and techniques for your employment interview.
- Instituto de Belleza reserves the right to end the signed contract at any time during the enrolled course if necessary.

- For any changes such as Course/Program or Schedule Change asked by the student will have an administration fee of \$80.00 which will be non-refundable.
- Students will be considered Graduates once all financial obligations have been met; the student will be issued a diploma after graduating.

20 * **SCHOLARSHIP AND FEE WAIVER:** Instituto de Belleza y Arte offers scholarships to waive fees for qualifying students for school tuition. The amount of scholarship granted varies by case and course.

**Instituto de Belleza y Arte is not currently participating with Title IV Financial Aid Programs, nor distance education learning*

ADDITIONAL CHARGES

Additional charges (overtime charges) will be applied to the student for each hour beyond the students contracted program length, unless arranged differently by the school. Payment will need to be made directly by the student. “Currently hourly rate” is \$7.50/hour.

GENERAL ADMINISTRATIVE ORIENTATION

The school conducts a general administrative orientation on or before the first day of class. The general administrative orientation provides information about the instructional program, the goals of each course, any policies affecting students, and services available to students.

ENROLLMENT AGREEMENT

The Institution must obtain signed agreement for the purpose of maintaining contract for a specific course prior to the first day of class. The enrollment agreement clearly outlines the obligations of the institution and the student, including details of the institution’s policy, and the institution provides a copy of the agreement to the applicant before any payment is made. Any changes to the terms of the enrollment agreement must be acknowledged by both parties by signature or initialing the changes. A copy is issued to the applicant.

HANDICAPPED SERVICES 21

The institution extends training to the physically disabled, however, suitable employment is considered when reviewing students prior to admission. The school will provide handicap parking to accommodate the physically disabled.

HOUSING 21

No institutional housing or boarding assistance is formally maintained on campus. However, if an applicant needs assistance in finding local housing, the school will refer the applicant to an appropriate agency.

COUNSELING 21

The school provides the student with vocational guidance throughout the course of study. The staff helps with the achievement of goals, aptitude of evaluation, and assistance in financial arrangements. Advising regarding licensing regulations, reciprocity, employment, and continuing education opportunities is available to students as needed.

Referral to Professional Assistance Students have access to advisement from members of the school's staff.

ADVISING 21

This institution considers cultivation of self-discipline by its students to be of great importance in the development of responsible citizens. Therefore, the school expects its students to maintain standards of personal discipline that are in harmony with the educational goals and purpose of the institution. The school's primary concern is for the student. The faculty and staff attempt to provide an environment that is conducive to learning, social growth, and individual responsibility. Disciplinary action, including expulsion or suspension, may result from violating the student code of conduct notwithstanding any action taken by civil authorities as a result of the violation.

MEDIA RECORDING

The Institution has the right to allow its agents or employees to photograph, videotape, or digital record students and students' work exclusively for advertising or marketing. Authorization signature from the student shall be requested.

LOST & FOUND

The school is not responsible for any personal items, books, kits left behind or if the items are lost or stolen. Items turned in to the Executive Director's office may be claimed within 3 days. Unclaimed items become property of the school.

OSHA

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in Operator and related training. During Orientation the Student will learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in Operator or related training. During each unit of study Students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

SUBSTITUTES

Instituto de Belleza y Arte will employ external substitute teachers at the recommendation of currently employed instructors. Instituto de Belleza y Arte will use the regular teaching staff to cover for a missing teacher, however in extreme cases where a currently employed instructor is expected to be absent for longer periods of time, Instituto de Belleza y Arte will use an externally employed substitute to cover for the instructor. By way of explanation, our regular teaching staff are also considered substitute teachers and will take in an absent teacher's students when a regularly employed instructor is unable to attend for the day.

EMERGENCY PROCEDURES

Instituto de Belleza y Arte has fire extinguishers located throughout our school that can be accessed easily by the nearest person. Exit doors are located in the front and back of Instituto de Belleza y Arte School in the event of an evacuation. Students and Employees are shown all exits during their initial tour of the campus. Students are advised to evacuate the premises in an orderly fashion and not to return until directed by Instituto de Belleza y Arte personnel. In the event of an emergency, call 911 immediately. Evacuation maps are posted in the school found in every classroom and offices.

FERPA (PRIVACY POLICY)

STUDENT'S RIGHTS / STUDENT FILE ACCESS POLICY 18

19 FERPA, the Family Educational Rights and Privacy Act of 1974, is a federal law that pertains to the release of and access to Student educational records. FERPA rights apply to Students and guardians of a dependent minor Student; a student is a person who is, or has been, in attendance at Instituto de Belleza y Arte, regardless of the person's age. Under FERPA, a student has a right to:

- Inspect and review his or her educational records.
- Request to amend his or her educational records.
- Have some control over the disclosure of information from his or her educational records.

The directory information made available Instituto de Belleza y Arte is:

- Name (maiden, other, preferred, primary)
- Address (all known)
- Telephone (all known)
- Date of Birth
- Programs
- Dates of Attendance
- Degrees & Awards Received
- Most Recent Previous Educational Institution Attended

FERPA also authorizes disclosure of this information without the student's consent under certain circumstances. Directory information will be provided to the public upon request unless the student files a request with Instituto de Belleza y Arte by asking to be excluded from the directory or from any other requests for open directory information from outside entities. A Student may update access to their information by contacting a Instituto de Belleza y Arte employee and filing a request to be excluded from the directory or from any other requests for open directory information.

According to FERPA, some non-directory Student records may not be released without prior written consent from the student. A record is any information recorded in any way, including but not limited to handwriting, print, tape, film, microfilm, microfiche, and digital image. Educational records are all records that contain information that is directly related to a student and that are maintained by an educational agency or institution or by a party acting on its behalf. Educational records do not include the following:

- Sole possession records (those records kept in the sole possession of the maker which are used only as a personal memory aid and are not accessible or reviewed by any other person except a temporary substitute for the maker of the record.
- Medical or psychological treatment records that include but are not limited to records maintained by physicians, psychiatrists, and psychologists.
- Employment records, provides that employment is not contingent upon being a Student.
- Law enforcement records.

Instituto de Belleza y Arte will disclose information from a student's education record without the written consent of the Student to Staff members who require access to educational records in order to perform their legitimate educational duties; officials of other Colleges in which the student seeks or intends to enroll; and in connection with a student's application for, or receipt of, financial aid; and State, Federal, and accrediting agencies as required.

Under FERPA, Students have a right to see, inspect and request changes to their educational records. Upon request, Instituto de Belleza y Arte shall provide a Student access to his or her educational records except for financial records of the student's parents or guardian; and confidential letters of recommendation where the student has signed a waiver of right of access. Educational records covered by FERPA normally will be made available within ten (10) days of the request. All records are to be reviewed by Students in the presence of a Staff member. The contents of a student's educational records may be challenged by the student on the grounds that they are inaccurate, misleading, or otherwise in violation of the privacy rights of the student by submitting a written statement to Instituto de Belleza y Arte.

It is the policy of Instituto de Belleza y Arte School that it will maintain the FERPA disclosure code in effect at the time of a student's last term of enrollment for former Students. Furthermore, Instituto de Belleza y Arte School will honor a request from a former Student, not re-enrolled, to add or delete a non-disclosure request.

FERPA rights cease upon death. However, it is the policy of Instituto de Belleza y Arte School that no records of deceased Students be released for a period of five (5) years after the date of the student's death, unless specifically authorized by the executor of the deceased's estate or by next of kin.

If a student believes that their FERPA rights have been violated, they may contact the Family Policy Compliance Office at the Department of Education, 400 Maryland Ave SW, Washington DC 2002-4605. Additional information is available at: www.ed.gov/policy/gen/guid/fpco/

PARENT RIGHTS UNDER FERPA

At the post-secondary level, parents have no inherent right to access or inspect their son's or daughter's educational records, including final grades, grades on exams, and other information about academic progress. This information is protected under FERPA and parents do not have access to it unless the student has provided express written authorization, or unless the student is a dependent as defined in Section 152 of the Internal Revenue code of 1954.

Students can give express written permission of access to their educational record by completing the Privacy Release Authorization Form and remitting it to Instituto de Belleza y Arte.

In emergency or crisis situations, Instituto de Belleza y Arte may release non-directory information if the institution determines that the information is necessary to protect the health or safety of the student or other individuals.

ATTENDANCE POLICY 24, 24A, 24C

- The school records attendance in clock hours and gives appropriate attendance credit for all hours attended. The school does not add or deduct attendance hours as a penalty. Attendance is calculated using a computerized time clock. In order to ensure proper clock hours are credited, full-time students are required to clock in/out 4 times a day: when they arrive to school, when they leave for lunch, when they return from lunch, and when they leave at the end of the day. Part-time students are required to clock in/out 2 times a day: when they arrive to school and when they leave at the end of the day
- According to the Texas Department of Licensing and Regulation (TDLR), Instituto de Belleza y Arte cannot adjust a student's time clock activity. Students will only receive credit for written in adjustments if there is a time clock failure or other situation approved by the TDLR
- The school is open from 8:30 AM to 4:00 PM for day students
- All courses require continuous attendance
- The prescribed attendance schedule must be maintained each week
- Night students may not miss Thursdays
- Students must be on time, as tardiness inhibits the learning process. Students who are late for theory class may not enter the classroom and will not receive theory credit
- Please note that if a student misses more than 10 or more school days, the student will be terminated from the program
- Students who are late or cannot attend school must contact the school and talk to the school service desk immediately
- Students are required to be in attendance a minimum of seven (7.5) hours per day, 30 hours per week for the full-time schedule; 20 hours per week for part-time students. Holidays such as Thanksgiving, Christmas, and New Year's Day will be set according to the calendar each year
- Students (Regular Student) can attend more than 30 but not over 40 hours per week to make up for missing hours
- Lunches and breaks are scheduled for all students. Day students will take 15-20 minutes for lunch according to their booking.
- Full Day students must clock out on the time clock for lunch for 15 minutes every day. Students will not receive credit for the hour if they fail to clock in/out for lunch
- Students may not clock in or out for another student
- Students must keep a record of all services each day on the "service tracking sheet," which must be completed daily and turned in every month

TARDY POLICY 24A

Students are considered tardy if they clock in and/ or report to class 15 minutes past their scheduled time. Students considered tardy may not be allowed in theory class and may not clock in until theory class is over.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations

are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 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.

MAKE-UP HOURS/WORK POLICY AND PROCEDURE 24C

Students can attend more than 20 but not over 40 hours per week to make up for missing hours and work, with office or director approval.

For students to be able to make up hours, they must be considered a “**REGULAR STUDENT**”.

A **regular student** is defined as being constantly present in theory, not refusing to perform services on clients, uphold good conduct and professionalism, and be current in their student tuition payments. IF a student has more than 3 refusals of services filed in their student file, or does not regularly attend theory, or does not qualify for any of the previously mentioned, they will not be considered a *regular* student as defined by the school. As a result, a student may not qualify to make up hours for missing work.

If a student has an excused absence upon administration’s approval, a regular student may be qualified to make up hours outside of their regularly scheduled hours.

2 Tardies a week = Disqualifies students to be eligible to make up hours

MORE THAN 4 TARDIES PER MONTH = Disqualifies students to be eligible to make up hours.

IT IS NOT SCHOOL RESPONSIBILITY OR DUTY TO ALLOW STUDENTS TO MAKE UP HOURS FOR MISSING DAYS, OR WORK. THE SCHOOL GRANTS THIS PRIVILEGE TO THOSE WHO QUALIFY.

CHANGE OF SCHEDULE POLICY

For any change of schedule asked by the student, it will have an administration fee of \$80.00 which will be non-refundable.

LEAVE OF ABSENCE POLICY AND PROCEDURE 24B 1

The school's policy for a Leave of Absence requires a student to submit a request in writing, the dates and the reason for the request, supporting documentation if needed, and have reasonable expectation to return from the leave.**3** The school Director may grant or deny a leave of absence. The student has the right to appeal the denial within five (5) business days. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 calendar days in any 12- month period.**7** A student will not be assessed any additional charges as a result of a requested LOA; however, the student is responsible for continuing to pay their minimum monthly payment of \$300.00.**6** The school's policy requires a student to apply in advance for an LOA in written and with the student's signature for reasons such as a scheduled surgery, scheduled appointments out of the city, medical reasons and other valid reasons unless unforeseen circumstances (emergency) prevent the student from doing so. The LOA request must include the student's reason for the LOA.**2.4.4A.4B.4C** For example, if a student were injured in a car accident and needed a few weeks to recover before returning to school, the student would not have been able to request the LOA in advance. The school may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the school documents the reason for its decision and collects the request from the student at a later date either via mail, email, fax, an authorized individual or in person. **5.5A.5B** In this example, the beginning date of the approved LOA would be determined by the school Executive Director to be the date the student was unable to attend school because of the accident. **5C** The request for Leave of Absence Form is made available at Instituto de Belleza y Arte. A student granted an LOA in accordance with the institutions policy is not considered to have withdrawn and that no refund is required **8**; however, the student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration date of the approved LOA.**10** If a student fails to return from a Leave of Absence, the last date of attendance will be used to calculate a refund, if necessary. **10A** The school Executive Director will provide counseling to the student on the consequences that can occur with extended graduation date, curriculum interruption, etc.

Quantitative Requirements = Maximum Time Frame (150% process):

The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of Absences (LOA) will not be considered in the maximum time frame evaluation. You need to be aware that an LOA will extend the student's contract period and max time frame by the same number of calendar days taken in the LOA. **9** The school will make the needed adjustments to the student requesting a Leave of Absence to reflect on their graduation end date, by adding separate addendum to their file. The addendum must be signed by all parties. **9A.9B**

TRANSFER HOURS EVALUATING MAXIMUM TIME FRAME

All transfer hours are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation points are based on actual contracted hours at the institution. The maximum time allowed for transfer students who need less than

the full course requirements or part-time students will be determined based on actual contracted hours at the institution.

WITHDRAWAL AND TRANSFER 24E

WITHDRAWAL FROM SCHOOL

A student may withdraw any time by notifying the school of the intended withdrawal. If the student does not notify the school, the date of determination would be 14 days after the student's last day of attendance unless the student is on an approved Leave of Absence.

Student Official Withdrawal

1. Notify the administration office of withdrawing and give a reason.
2. Fill out a Student Notification of Withdrawal form.*
3. Upon withdrawal and provided that the agreed tuition and fees have been tendered, the student is entitled to an official transcript of hours.
4. The school will utilize the date that the notification is hand delivered to the school official as the official cancellation date.

* If a student notifies the school via phone call, the school official must fill out a Student Notification of Withdrawal form.

Unofficial Withdrawal

If the student does not notify the school, the date of determination would be no later than 14 days after the student's last day of attendance unless the student is on an approved Leave of Absence.

STAFF MEETING POLICY

Instituto de Belleza y Arte requires all employees to attend at least two staff meetings per year. Instituto de Belleza y Arte holds staff meetings as needed. Topics discussed in Staff Meetings are relevant to leading students to career success and development.

SATISFACTORY ACADEMIC PROGRESS POLICY 1

Satisfactory Academic Progress in attendance and academic work is a requirement. The Satisfactory Academic Progress Policy is applied consistently to all students enrolled in an approved program; therefore, applicants prior to enrollment are notified of the Satisfactory Academic Progress Policy used within the school. **2.3.4** The SAP policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS), as well as regulations established by the Texas Department of Licensing and Regulation (TDLR). To determine SAP, all students are evaluated in academics (qualitative) and attendance (quantitative) at the evaluation points listed below. Each student must maintain SAP of a minimum of 67% for the cumulative attendance average. Academic work is evaluated on a cumulative basis a 70% minimum for the cumulative academic average (a minimum of 70% in theory). **5** Students have a maximum time frame of 150% in which they must complete the educational program, however should a student exceed their maximum time frame the student will be terminated from the program and re- enroll in the program as cash pay students. **6,7** The following scale is provided throughout this document for quick reference. Instituto de Belleza y Arte School academic year is defined as, 900 clock hours and 30 weeks. **11**

Numerical grades are considered according to the following scale: 10

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

ACADEMIC PROGRESS EVALUATIONS 9

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

SAP EVALUATION POINTS **11, 12, 12A, 12B, 13**

SAP evaluation periods are evaluated on scheduled hours and they are done at the conclusion of each evaluation period. **14** Students will be notified of all SAP Evaluation results at the end of each evaluating period. All SAP evaluation results will be filed in their respective student file. Should a student request a copy of their results, they will receive a hard copy. **21,27**

Program	Clock Hours	Weeks 4
1000 Operator (Cos)	450 hours, 900 hours, 1000 hours	Full time: 15 weeks, 30 weeks, 34 weeks Part time: 22.5 weeks, 45 weeks, 50 weeks
750 Esthetician	375 hours, 750 hours	Full time: 12.5 weeks, 25 weeks Part time: 18.75 weeks, 37.5 weeks
600 Manicure	300 hours, 600 hours	Full time: 10 weeks, 20 weeks Part time: 15 weeks, 30 weeks
800 Esthetician/ Manicure	400 hours, 800 hours	Full time: 13.3 weeks, 26.6 weeks Part time: 20 weeks, 40 weeks
320 Eyelash Extension	160 hours, 320 hours	Full time: 5.5 weeks, 11 weeks Part Time: 8 weeks, 16 weeks
1000 Class A Barber	450 hours, 900 hours, 1000 hours 12bi	Full time: 15 weeks, 30 weeks, 34 weeks Part time: 22.5 weeks, 45 weeks, 50 weeks
300 Class A Barber to Cos Op	150 hours, 300 hours	Full time: 5 weeks, 10 weeks Part time: 7.5 weeks, 15 weeks
300 Operator to Class A Barber	150 hours, 300 hours	Full time: 5 weeks, 10 weeks Part time: 7.5 weeks, 15 weeks

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

Course		Maximum Weeks	Maximum Clock Hours
Operator (Cos) 1000 Hours	Full time, 30 hrs./wk	50	1500 Hours
	Part time, 20 hrs./wk	75	1500 Hours
Esthetician 750 Hours	Full time, 30 hrs./wk	37.5	1125 Hours
	Part time, 20 hrs./wk	56	1125 Hours
Manicure 600 Hours	Full time, 30 hrs./wk	30	900 Hours
	Part time, 20 hrs./wk	45	900 Hours
Esthetician/ Manicure 800 Hours	Full time, 30 hrs./wk	40	1200 Hours
	Part time, 20 hrs./wk	60	1200 Hours
Eyelash Extension 320 Hours	Full time 30 hrs./wk	16	480 Hours
	Part time, 20 hrs./wk	24	480 Hours
Class A Barber 1000 Hours	Full time, 30 hrs./wk	50	1500 Hours
	Part time, 20 hrs./wk	75	1500 Hours
Class A Barber to Cos Op 300	Full time, 30 hrs./wk	15	450 Hours
	Part time, 20 hrs./wk	22.5	450 Hours
Operator to Class A Barber 300	Full time, 30 hrs./wk	15	450 Hours
	Part time, 20 hrs./wk	22.5	450 Hours

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. **15** Students will be notified of all SAP Evaluation results at the end of each evaluating period. All SAP evaluation results will be filed in their respective student file. Should a student request a copy of their results, they will receive a hard copy. Students who fail to meet minimum requirements for attendance or academic progress at an evaluation period are placed on warning and considered to not be making satisfactory academic progress during the warning period. **16**

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS 17

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the evaluation period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS 22,24,25

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. **8** Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. **23** Students have a maximum time frame of 150% in which they must complete the educational program, however should a student exceed their maximum time frame the student will be terminated from the program and re-enroll in the program as cash pay students. **7**

NONCREDIT, REMEDIAL COURSES, REPETITIONS 24

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards. **25**

TRANSFER HOURS SAP REQUIRMENTS 26

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

REENTRY STUDENTS/INTERRUPTIONS 7

Students wishing to be readmitted after withdrawing need to consult with and must have the approval of the school director prior to readmission. Students accepted for re-enrollment will be charged a registration fee. Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrew from school and are accepted to re-enroll (if determined eligible), after more than 10 days but before 180 days will pay a \$125.00 application fee, however if after

180 days will pay a \$250.00 application fee and will be charged for contracted hours at the current tuition rate.

All re-enrolling students will observe the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy within ten calendar days. **19** Reasons as to why a student may appeal a negative progress include an injury, an illness, a death of a relative or any other allowable circumstance. **19b** The student appealing their negative SAP must submit a written designated appeal form with documentation for the reasons of why their SAP determination should be reversed. The support documentation should include the reasons why the student fails to make satisfactory academic progress and what has changed that they will now be able to make a positive SAP by the next evaluation period. The appealing documentation will be reviewed and a decision will be made within 30 days and the student will be notified of the decision. **19c** Appealing form and documentation will be retained in the student's file. **19d** Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal.

CAREER OPPORTUNITIES

Here are some of the careers available to our graduates:

SALON

- Nail Artist/Manicurist Hairstylist
- Makeup Artist
- Hair Color/Perm Specialist
- Esthetician
- Salon Manager
- Salon Owner

SPA

Esthetician in:

- Day spas
- Destination spas
- Cruise Ships
- Day Spa manager

- Day Spa Owner

PRODUCT

- Product Distributor
- Sales Consultant
- Manufacturer's Sales Representative
- Salon Sales Consultant

INDUSTRY

- School Educator School Owner
- Freelance Makeup Artist
- Image Consultant
- Photo Movie Stylist

CAREER PLACEMENT ASSISTANCE 14

Instituto de Belleza y Arte strives to assist every graduate in obtaining a career related position suited to his/her needs and desires. Employment is not guaranteed. However, a board of locally available positions in the Operator industry is maintained in our location for student reference.

CAREER CONSIDERATIONS 23

The school feels that Students interested in pursuing a career in Operator or a related field should consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest fashions and beauty techniques
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

In addition, applicants and Students should be aware that:

- The work can be arduous and physically demanding because of long hours standing with hands at shoulder level or sitting over a manicurist station or esthetician's chair.
- A personal investment may be required for advertising and promotions such as printing of business cards.

- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly
- The practice of safety and infection control is essential for effective and successful performance within the industry
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon)

GENERAL RULES OF APPEARANCE 24D

Students will not be allowed to clock in unless dressed appropriately professionally and in assigned uniform.

- Students must arrive at School properly groomed and display current or trendy hairstyle
- Female Student must wear appropriate day-time makeup
- Shoes must be polished and free of scuff marks with a heel height of no more than 2 inches
- Clothing must be clean and free of tears and stains
- Students must practice good hygiene at all times
- Sleeveless tops, tank tops, and T-shirts are not allowed
- Shirts that show the underarms are not allowed
- Denim or parachute style pants are not allowed
- Students must dress in the gender listed on their birth certificate

Play days: A dress play day may be declared for special occasions such as Halloween, Mardi Gras, etc. Rules established by the administration must be adhered to and aprons must be worn while performing guest services.

SCHOOL UNIFORM POLICY 24D

Students must be in uniform prescribed by the school at all times unless told differently by the school director for special days such as interviews etc. Shoes must always be closed, no flip flops, sandals, no heels or any open toed shoes are available to wear.

DRESS CODE 24D

- Assigned uniform with Instituto de Belleza y Arte logo
- Name tag and required identification.
- Appropriate closed toe footwear (NO CROCS)

DAILY DUTIES AS ASSIGNED 24D

All Students will be assigned daily duties. Please be thorough and take pride in fulfilling these tasks. Students will not clock out until all duties have been completed. Styling stations and mirrors need to be cleaned and sanitized each day. Items should not be left out or left overnight. Personal items need to be secured. The break room, classrooms and the clinic floor should be cleaned daily. Additionally, all areas where clients are serviced should be maintained properly per State regulations. These areas include the shampoo area, rest rooms, styling stations, etc.

STANDARDS OF PROFESSIONALISM REGULATIONS FOR CONDUCT 24D

Students are expected to conduct themselves in a professional manner befitting the industry. High standards of integrity and character are expected. A Student will be asked to leave if their conduct is unbecoming or in discord with any rules of Instituto de Belleza y Arte. Students must treat each other, Staff, and the customers with respect. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and trouble-making will not be tolerated.

- Cell phones are not allowed while a student is clocked in.
- Students may not disrupt class.
- No children are allowed in the classroom.
- Vulgar or profane language (spoken or written in any form) is not tolerated.
- Students are responsible for clocking in and out on time and correctly.
- Students are responsible for the work station they are assigned and its upkeep.
- No smoking is allowed in Instituto de Belleza y Arte or within 10 feet of any entrance.
- Instituto de Belleza y Arte is not responsible for lost or stolen items.
- Students must be respectful and treat every customer as an important class assignment.
- It is the responsibility of the student to ask for an instructor when needed.
- Students are permitted to keep tips but may not solicit them from customers.
- Students refusing to do work that is assigned to them will be clocked out and sent home.
- Students will wear a uniform of teal (or dark grey for Class A Barber) scrubs.
- Students cannot wear shorts or skirts
- Sleeveless tops and tube tops are not permitted.
- Sandals, flip-flops, or open toe shoes are not to be worn
- Hair is to be neat and clean; no caps or rags may be worn.

Additionally, students are expected to:

- Attend all classes according to the assigned schedule including theory classes even if all required tests are completed. Students will take morning and afternoon breaks in accordance with policy. Students will be advised on attendance monthly.

- Arrive for all classes on time. If more than 15 minutes late, a student is considered tardy unless determined otherwise by an appropriate authorized School representative. Students may not be allowed to attend class or to clock in until the scheduled class is dismissed. The determination will be made based on the circumstances causing the tardiness. Excessive tardiness could result in suspension.
- Complete all assigned theory, practical and clinic assignments in the designated time frames including any assignments required to establish eligibility to retake failed exams or take missed exams. It is the student's responsibility to contact the instructor regarding makeup exams.
- Notify a Staff member at least 30 minutes before an absenteeism or tardiness so that proper arrangements can be made to service clients that may be scheduled.
- Follow time clock procedures by clocking in and out to accurately reflect hours in attendance. No Student may clock in/out for others.
- Obtain permission from a Staff member to leave the facility for any reason other than lunch time and closing.
- Comply with the published dress code with name tag and practice proper hygiene and grooming at all times. Students not in compliance with dress code will not be allowed to clock in until coming into compliance.
- NOT smoke, chew gum, eat or drink except in the designated areas. Do not smoke, congregate, or loiter anywhere at the front of the building. Students must clock out for lunch at a time approved by an instructor.
- Comply with scheduled lunch breaks. The time for the lunch break will depend on the classes scheduled and the clinic floor services that are assigned. As a consideration to fellow Students, clients, and Instructors, please notify the school if you are not returning from lunch.
- NOT perform any services on clients until successful completion of a Phase I (10% Training) training.
- Practice courtesy and professionalism at all times when dealing with other Students, clients, visitors to the School and Staff.
- Follow all State laws and regulations at all times during School hours.
- Understand that training involves sanitation, cleanliness and care of equipment. Students are responsible for personal work stations and work area. Daily assigned sanitation duties must be evaluated before clocking out each day. State Board regulation requires all Students to follow Sanitation rules and practices at all times.
- Discuss only ethical and professional subject matter during School hours and refrain from using profanity.
- Be fair, honest, and never steal; refrain from the willful destruction of property.
- Refrain from having personal visitors to the school. Guests will be asked to leave unless they are scheduled for a clinic service.
- Be involved in curriculum related activities at all times when clocked in. Excessive time in the student lounge is not allowed. Students who are not clocked in may not linger in the facility and distract other Students from training responsibilities.
- Power off all cell phones while in School at all times. They may not be used in any capacity (voice or text message) within the facility. All calls or messages must be made outside of the building (off

of the clock) or in the student break room while clocked out for lunch. In addition to standard disciplinary policies, phones may be confiscated and held until classes end for the day. Please notify family members of the school's phone for use in case of emergency.

- Park only in the designated areas for Student parking. Front of the building parking is ALWAYS reserved for client use. Students may park only in designated areas.
- Students may not bring personal products into the school without permission.
- Know all pricing and service policies of the school and the name, purpose, benefits, procedures and cost of products used.
- Keep all client analysis and service records up to date.
- Recommend and prescribe appropriate services and retail products to each client assigned in order to develop professional skills.
- Strive to continually upgrade abilities through education and practice.

STUDENT CONDUCT POLICY 24D

The following facts result in disciplinary action taken by the instructors/administration of the school in the form of a warning or suspension for one day for the first offense, two to three days for the second. If any of the faults are made during the process of another disciplinary action, the next course of action will be immediate expulsion.

- (1) Use of cell phones, texting, or unauthorized use of the internet during class
- (2) Lack of personal hygiene (dirty or stained uniforms)
- (3) Use of all kinds of audio and video players
- (4) The use of any school property without permission
- (5) Smoke anywhere near the building doors or inside (includes vapes)
- (6) Chew gum in the classroom
- (7) Disrespect of their classmates, instructors, or administrators using obscene or abusive language, addressing themselves with profanity, or obscene gestures
- (8) Refusing to serve a customer
- (9) Commit fraud or cheating of any kind – (copying, or stealing exams and/or stealing hours from the clock, such as coming to check and leave the building or leaving the building for any activity while inside the clock)
- (10) Argue with your peers, instructors, or school staff
- (11) Lack of notification of absences or delays
- (12) Five consecutive tardies
- (13) Eat or drink in work areas
- (14) Congregate in the areas where customers are present (talk about any personal problems or in general in front of the customers they are serving)
- (15) students with late payments due will not be allowed to attend class until their account balance is up to date

Suspension- An immediate out of School suspension from Instituto de Belleza y Arte can be given in the event that a student causes extreme disruption during School hours. An out of School suspension will be for a period of up to three (3) days not to exceed two suspensions. A violation of School policy or conduct after a second suspension period may result in the student's termination from the course.

The following incidents will result in disciplinary action taken by school administrators in the form of **TEMPORARY SUSPENSION**

- (1) Sexual Abuse of any kind
- (2) Talk bad of other students, clients, instructors, office staff and/or management

GROUND FORS FOR EXPULSION 24D 24E

The following incidents will result in disciplinary action taken by school administrators in the form of **IMMEDIATE EXPULSION**. Any student who has been expelled from Instituto de Belleza will not be able to re-register

Sign on or off the clock by another student or sign inside and not be inside the institution
Make derogatory statements about the school or any staff member
Reasons of theft

Possession, use, or distribution of drugs or alcohol by students at school or school-related activities or events

Sexual behavior

ACADEMIC ADVISEMENT

A Student may be advised by Instituto de Belleza y Arte administration regarding attendance, academic grades or conduct by any of the following actions:

Student Report- A Student will be given written notification, from the instructor or administrative Staff member of a violation by record on the Advisement Report

Students who are finding it difficult to understand a subject are advised to seek help from their instructor. If the Instructor is unable to help the student during class time, administrators will arrange for special one-on-one instruction.

GRIEVANCE POLICY AND PROCEDURE 24F

In accordance with the institution's mission Statement, the School will make every attempt to resolve any Student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in School files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 10 days of the date that the act which is the subject of the complaint occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by the School Director and Office and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not

provide for a final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the school and/or Home Office it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate Staff and other Students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the school will appoint a Hearing Committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a Corporate Officer, another member who may not be related to the student filing the complaint or another Student in the School, and another member who may not be employed by the school or related to the school Owners. The hearing will occur within 30 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The Hearing Committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. The Corporate Office shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the School's Student Complaint Procedure before submitting the complaint to the State or School's accrediting agency.

TEXAS DEPARTMENT OF LICENSING AND REGULATION LAWS FOR COSMETOLOGY AND BARBER SCHOOLS 3

Texas Department of Licensing and Regulation Laws (TDLR) Requirements for Time Clocks 24F

83.72. Responsibilities of Beauty Culture Schools:

Schools must use a time clock to track student hours and maintain a daily record of attendance with each student personally punching the time clock.

- (1) Each student must clock in/out for himself/herself.
- (2) No credit shall be given for any times written in, except in a documented case of time clock failure or other situations approved by the department.
- (3) If a student is in or out of the facility for lunch, he/she must clock out.
- (4) Students leaving the facility for any reason, including smoke breaks, must clock out, except when an instructional area on a campus is located outside the approved facility, that area is approved by the department and students are under the supervision of a licensed instructor.

Note: Problems in clocking in/out report to the school Director.

A. 1602.455 TRANSFER OF HOURS OF INSTRUCTION

(a) A student of a private beauty culture school or a vocational Operator program in a public school may transfer completed hours of instruction to a private beauty culture school or a vocational Operator program in a public school in this state.

(b) In order for the hours of instruction to be transferred, a transcript showing the completed courses and number of hours certified by the school in which the instruction was given must be submitted to the executive director.

(c) In evaluating a student's transcript, the executive director shall determine whether the agreed tuition has been paid. If the tuition has not been paid, the executive director shall notify the student that the student's transcript cannot be certified to the school to which the student seeks a transfer until proof is provided that the tuition has been paid.

(d) On evaluation and approval, the executive director shall certify in writing to the student and to the school to which the student seeks a transfer that:

(1) the stated courses and hours have been successfully completed; and

(2) the student is not required to repeat the hours of instruction.

(e) If a private beauty culture school license has been expired for more than 30 days, a student of that school may not transfer hours of instruction the student completed at that school.

**B. 83.74. RESPONSIBILITIES--WITHDRAWAL, TERMINATION, TRANSFER,
SCHOOL CLOSURE. 24E**

(New section adopted effective August 1, 2006, 31 TexReg 5952; amended February 17, 2012; 37 TexReg 681)

(a) A student desiring to transfer from one school to another must withdraw from the first school prior to the transfer. Enrollment in two or more schools of Operator at the same time is prohibited.

(b) A student transferring to a school who desires to claim credit earned must inform the school transferred to prior to enrollment of his/her prior attendance and must furnish to that school and the department a record of credit claimed. This record may be in the form of a transcript from the prior school or an extract

(c) Upon withdrawal, and provided that the agreed tuition and fees have been tendered, a student is entitled to an official transcript of credit earned at the school withdrawn from. The transcript must be ready for pickup or, if mailed, postmarked within ten calendar days of the school's receipt of notice of withdrawal. A copy of the transcript must be kept in the student's file for 48 months and the copy must be made available at the request of the department.

(d) A student who withdraws from a Operator school is entitled to a refund in accordance with Texas Occupations Code, Chapter 1603.

(e) Withdrawal or termination shall be defined by the number of hours scheduled according to the enrollment agreement or contract the student has signed with the school or other documents acceptable to the department and not the clock hours the student has earned during class attendance.

(f) If a school closes or ceases operation before the class credit is earned, the student is entitled to a tuition refund in accordance with Texas Occupations Code, Chapter 1603.

(g) Any student of an out-of-state private or public Operator school may submit a request to the department to transfer the completed credit to a Texas school. A transcript must be submitted on the prescribed form and certified by the school in which the instruction was given. Portions of the curricula of the department not taught in another state must be taken in an approved Texas school prior to taking the Texas examination.

(k) A student enrolled for a specialty course may withdraw and transfer hours acquired to the operator course not to exceed the number of hours of that subject in the operator curriculum. Students enrolled in the operator course may withdraw and transfer up to the maximum specialty hours within the operator curriculum for that course. Once a license is obtained, hours may not be transferred to another course.

C. 1603.3601. CANCELLATION AND SETTLEMENT POLICY 1,2

The holder of a private beauty culture school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

- (1) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays;
or
- (2) entered into the enrollment agreement or contract because of a misrepresentation made:
 - (A) in the advertising or promotional materials of the school; or
 - (B) by an owner or representative of the school.

D. 1603.3602. REFUND POLICY 13 4

(a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1603.3601 (Cancellation and Settlement Policy):

- (1) fails to enter the course of training;
 - (2) withdraws from the course of training; or
 - (3) is terminated from the course of training before completion of the course.
- (b) The refund policy must provide that:
- (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
 - (2) the effective date of the termination for refund purposes is the earliest of:
 - (A) the last date of attendance, if the student is terminated by the school;
 - (B) the date the license holder receives the student's written notice of withdrawal; or
 - (C) 10 school days after the last date of attendance; and
 - (3) the school may retain not more than \$100 if:
 - (A) tuition is collected before the course of training begins; and
 - (B) the student fails to withdraw from the course of training before the cancellation period expires.

E. 1603.3603. WITHDRAWAL OR TERMINATION OF STUDENT 24E

(a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

(1) may retain 100 percent of the tuition and fees paid by the student; and

(2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

(1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;

(2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or after the first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;

(3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and

(4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

(c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

F. 1603.3604. INTEREST ON REFUND

(a) If tuition is not refunded within the period required by Section 1603.3603, the school shall pay interest on the amount of the refund for the period beginning the first day after the date the refund period expires and ending the day preceding the date the refund is made.

(b) If tuition is refunded to a lending institution, the interest shall be paid to that institution and applied against the student's loan.

(c) The commissioner of education shall annually set the interest rate at a rate sufficient to deter a school from retaining money paid by a student.

(d) The department may exempt a school from the payment of interest if the school makes a good faith effort to refund the tuition but is unable to locate the student. The school shall provide to the department on request documentation of the effort to locate the student.

G. 1603.3605. RE-ENTRY OF STUDENT AFTER WITHDRAWAL OR TERMINATION

If a student voluntarily withdraws or is terminated after completing 50 percent of the course at a private beauty culture school, the school shall allow the student to reenter at any time during the 48-month period following the date of withdrawal or termination.

H. 1603.3606. EFFECT OF STUDENT WITHDRAWAL

(a) A private beauty culture school shall record a grade of incomplete for a student who withdraws but is not entitled to a refund under Section 1603.3603(a) if the student:

- (1) requests the grade at the time the student withdraws; and
- (2) withdraws for an appropriate reason unrelated to the student's academic status.

(b) A student who receives a grade of incomplete may reenroll in the program during the 48-month period following the date the student withdraws and complete the subjects without payment of additional tuition.

I. 1603.3607 EFFECT OF SCHOOL CLOSURE 24F

(a) If a private beauty culture school closes, the department shall attempt to arrange for students enrolled in the closed school to attend another private beauty culture school.

(b) If a student from a closed school is placed in a private beauty culture school, the expense incurred by the school in providing training directly related to educating the student, including the applicable tuition for the period for which the student paid tuition, shall be paid from the private beauty culture school tuition protection account.

(c) If a student from a closed school cannot be placed in another school, the student's tuition and fees shall be refunded as provided by Section 1603.3602. If a student from a closed school does not accept a place that is available and reasonable in another school, the student's tuition and fees shall be refunded under the refund policy maintained by the closed school under Section 1603.3603. A refund under this subsection shall be paid from the private beauty culture school tuition protection account. The amount of the refund may not exceed \$35,000.

(d) If another school assumes responsibility for the closed school's students and there are no significant changes in the quality of the training, the student from the closed school is not entitled to a refund under Subsection (c).

TUITION ADJUSTMENT SETTLEMENT FORMULA:

For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

SCHEDULED TIME ELAPSED IN TOTAL PROGRAM*	TOTAL TUITION SCHOOL SHALL HAVE EARNED
0.01% to 9.99% or first week	10%
10.0% to 14.9% or within the first three weeks	20%
15.0% to 24.9% or after the first three weeks	25%
25.0% to 49.9%	50%
50.0% and over	100%

*Whichever period is shorter

* Collection correspondence regarding cancellation and settlement from Instituto de Belleza y Arte, or any third parties representing the institution clearly acknowledges the existence of the Withdrawal and Settlement Policy that Instituto de Belleza y Arte holds.

Teach-Out Plan (without Teach-Out Agreement)

This plan has been developed in accordance with the requirements of **Instituto de Belleza y Arte Barbering** accrediting agency, the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS), in order to ensure that all enrolled students shall have an equitable opportunity to complete their educational program in the event that **Instituto de Belleza y Arte Barbering** should cease operations and no longer offer instruction.

In the event that a decision is made that it should cease operations, **Instituto de Belleza y Arte Barbering** shall immediately:

1. Satisfy any outstanding financial obligations to Local, State, or federal providers of financial aid.
2. Place all relevant information regarding the closure on the **Instituto de Belleza y Arte Barbering** website and all social media customarily used by the institution.
3. Comply with applicable State and Federal laws regarding record maintenance.
4. Provide the following information to all enrolled students:
 - a. Pro-rata refunds of tuition received, as it has been determined that there are no accredited institutions within fifty (50) miles of **Instituto de Belleza y Arte Barbering** or with which it would otherwise be practicable to enter into a Teach-Out Agreement.
 - b. Contact information of the custodian of **Instituto de Belleza y Arte Barbering's** files and the address where those files will be kept.
 - c. A copy of the NACCAS "How to Locate an Accredited Institution Within Your Field of Study" document.

No later than (a) thirty (30) days prior to a planned closure, or (b) fifteen (15) days following an unplanned closure or other Teach-Out Event (as defined by NACCAS), **Instituto de Belleza y Arte Barbering** shall provide the following information to NACCAS:

1. A list of all currently enrolled students to include the arrangements made for each student on the list.
2. Contact information of the custodian of **Instituto de Belleza y Arte Barbering's** files and the address where those files will be kept
3. Copies of all notifications from the Institution to its students related to the institution's closure or teach-out options to ensure the information accurately represents students' ability to transfer credits and/or clock hours.

SCHOOL CURRICULUM 9

Courses Offered

Instituto de Belleza y Arte offers professional courses to complement your career choice. Courses are available in English and Spanish.

Operator (Cos).....	1000 clock hours
Esthetician	750 clock hours
Esthetician/ Manicure	800 clock hours
Manicure.....	600 clock hours
Eyelash Extension.....	320 clock hours
Class A Barber	1000 clock hours
Class A Barber to Cos Op	300 clock hours
Operator to Class A Barber.....	300 clock hours

Operator (Cos) (1000 hours)				
Program covers hair, skin, and nails.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	34 weeks	M-Thurs	8:30 am – 4:00 pm	7.5 hours / day
Part-time	50 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Esthetician (750 hours)				
Program covers facials, hair removal and makeup.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	25 weeks	M-Thurs	8:30 am – 4:00 pm	7.5 hours / day
Part-time	38 weeks	M- Thurs	8:30 am – 1:30 pm	5 hours / day

Manicure (600 hours)				
Program covers manicuring, pedicures, and latest nail design techniques.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	20 weeks	M-Thurs	8:30 am – 4:00 pm	7.5 hours / day
Part-time	30 weeks	M- Thurs	8:30 am – 1:30 pm	5 hours / day

Esthetician/ Manicure(800 HRS)				
Program covers manicuring, pedicures, latest nail design techniques. Program covers facials, hair removal and makeup.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	26.6 weeks	M-Thurs	8:30 am – 4:00 pm	7.5 hours / day
Part-time	40 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day
Eyelash Extension (320 hours)				
Program covers eyelash application, eyelash isolation and separation as well as professional image and salon management.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	11 weeks	M-Thurs	8:30 am – 4:00 pm	7.5 hours / day
Part-time	16 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Class A Barber (1000 Hours)				
Program covers hair, shaving and barbering techniques.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	34 weeks	M-Thurs	8:30 am – 4:00 pm	7.5 hours / day
Part-time	50 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Class A Barber to Cos Op (300 Hours)				
Program covers hair, shaving and barbering techniques.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	10 weeks	M-Thurs	8:30 am – 4:00 pm	7.5 hours / day
Part-time	15 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

Operator to Class A Barber (300 Hours)				
Program covers hair, shaving and barbering techniques.				
Schedule	Normal time to complete	Days	Times	Instructional credit
Full-time	10 weeks	M-Thurs	8:30 am – 4:00 pm	7.5 hours / day
Part-time	15 weeks	M-Thurs	8:30 am – 1:30 pm	5 hours / day

**PROGRAM TUITION FOR COURSES OFFERED 23, 26, 26A,
26B, 26C, 26D**

OPERATOR (COS) (1000 HOURS)	
Tuition	\$13,550
Registration Fee*	\$100
Kit and Books	\$360
Uniform and Student ID	\$65
Student Permit	\$25
Total	\$14,100

ESTHETICIAN (750 HOURS)	
Tuition	\$9,700
Registration Fee*	\$100
Kit and Books	\$310
Uniform and Student ID	\$65
Student Permit	\$25
Total	\$10,200

MANICURE (600 HOURS)	
Tuition	\$7,800
Registration Fee*	\$100
Kit and Books	\$310
Uniform and Student ID	\$65
Student Permit	\$25
Total	\$8,300

ESTHETICIAN/ MANICURE (800 HOURS)	
Tuition	\$16,200
Registration Fee*	\$100
Kit and Books	\$310
Uniform and Student ID	\$65
Student Permit	\$25
Total	\$16,700

EYELASH EXTENSION (320 HOURS)	
Tuition	\$3,200
Registration Fee*	\$100
Kit and Books	\$210
Uniform and Student ID	\$65
Student Permit	\$25
Total	\$3,600

CLASS A BARBER (1000 Hours)	
Tuition	\$13,500
Registration Fee*	\$100
Kit and Books	\$310
Uniform and Student ID	\$65
Student Permit	\$25
Total	\$14,000

Class A Barber to Cos Op (300 HOURS)	
Tuition	\$3,200
Registration Fee*	\$100
Books	\$235
Uniform and Student ID	\$65
Student Permit	\$0
Total	\$3,600

Operator to Class A Barber (300 HOURS)	
Tuition	\$3,200
Registration Fee*	\$100
Books	\$235
Uniform and Student ID	\$65
Student Permit	\$0
Total	\$3,600

*Registration Fee of \$100.00 is payable at the time of enrollment. This fee is non-refundable.

LOA for Courses Offered

LOA Examples and Maximum Time Frame

Quantitative Requirements = Maximum Time Frame (150% process):

Examples:

- Operator (Cos) program would be 1000 + 500 clock hours = 1500 scheduled hours
- Esthetician program would be 750 + 375 clock hours = 1125 scheduled hours
- Manicure program would be 600 + 300 clock hours = 900 scheduled hours
- Esthetician/ Manicure program would be 800 + 400 clock hours = 1200 scheduled hours
- Eyelash Extension program would be 320 + 160 clock hours = 480 scheduled hours
- Class A Barber program would be 1000 + 500 clock hours = 1500 scheduled hours
- Class A Barber to Cos Op would be 300 clock hours +150 clock hours= 450 scheduled hours
- Operator to Class A Barber would be 300 clock hours +150 clock hours= 450 scheduled hours

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Course		Maximum Weeks	Maximum Clock Hours
Operator (Cos) 1000 Hours	Full time, 30 hrs./wk	50	1500 Hours
	Part time, 20 hrs./wk	75	1500 Hours
Esthetician 750 Hours	Full time, 30 hrs./wk	37.5	1125 Hours
	Part time, 20 hrs./wk	56	1125 Hours
Manicure 600 Hours	Full time, 30 hrs./wk	30	900 Hours
	Part time, 20 hrs./wk	45	900 Hours
Esthetician/ Manicure 800 Hours	Full time, 30 hrs./wk	40	1200 Hours
	Part time, 20 hrs./wk	60	1200 Hours
Eyelash Extension 320 Hours	Full time 30 hrs./wk	16	480 Hours
	Part time, 20 hrs./wk	24	480 Hours
Class A Barber 1000 Hours	Full time, 30 hrs./wk	50	1500 Hours
	Part time, 20 hrs./wk	75	1500 Hours
Class A Barber to Cos Op 300	Full time, 30 hrs./wk	15	450 Hours
	Part time, 20 hrs./wk	22.5	450 Hours

Operator to Class A Barber 300	Full time, 30 hrs./wk	15	450 Hours
	Part time, 20 hrs./wk	22.5	450 Hours

STUDENT EVALUATION FOR COURSES OFFERED

Students will be evaluated periodically on academic and practical skill development. The Institution utilizes assessment tools with specific criteria for grading or scoring practical skills and evaluation results are provided to students.

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

SAP EVALUATION POINTS FOR COURSES OFFERED

Program	Clock Hours	Weeks
1000 Operator (Cos)	450 hours, 900 hours, 1000 hours	Full time: 15 weeks, 30 weeks, 34 weeks Part time: 22.5 weeks, 45 weeks, 50 weeks
750 Esthetician	375 hours, 750 hours	Full time: 12.5 weeks, 25 weeks Part time: 18.75 weeks, 37.5 weeks
600 Manicure	300 hours, 600 hours	Full time: 10 weeks, 20 weeks Part time: 15 weeks, 30 weeks
800 Esthetician/ Manicure	400 hours, 800 hours	Full time: 13.3 weeks, 26.6 weeks Part time: 20 weeks, 40 weeks
320 Eyelash Extension	160 hours, 320 hours	Full time: 5.5 weeks, 11 weeks Part Time: 8 weeks, 16 weeks
1000 Class A Barber	450 hours, 900 hours, 1000 hours	Full time: 15 weeks, 30 weeks, 34 weeks Part time: 22.5 weeks, 45 weeks, 50 weeks
300 Class A Barber to Cos Op	150 hours, 300 hours	Full time: 5 weeks, 10 weeks Part time: 7.5 weeks, 15 weeks
300 Operator to Class A Barber	150 hours, 300 hours	Full time: 5 weeks, 10 weeks Part time: 7.5 weeks, 15 weeks

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students' who **withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment** at the School. It is separate and distinct from the School refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for Clock Hour Schools is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. For schools that are required to take attendance, the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for schools required to take attendance is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

Post-withdraw disbursements will occur within 90 days of the date that the student withdrew.

WITHDRAWAL POLICY

"Official" Voluntary Withdrawal

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.
- Or
2. The date the student began the withdrawal from the School's records.

A student will be permitted to rescind his notification in writing and continue the program, if so chosen. However, if the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information the School will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record, and
2. Perform two calculations
 - a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the school's refund requirement (see school refund calculation).
3. The student's grade record will be updated to reflect his/her final grade.
4. The School will return the amount for any unearned portion of the Title IV, HEA funds for which the school is responsible within 45 days of the date the official notice was provided.
5. If applicable, the School will provide the student with a letter explaining the Title IV, HEA requirements. To include,
 - a. The amount of Title IV, HEA assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of unearned Federal funds and tuition and fees that the student must return, if applicable.
6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the School contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place.

1. The education office will make three attempts to notify the student regarding his/her enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. The School calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation).
7. The School's Controller will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
8. If applicable, the School will provide the student with a refund letter explaining Title IV requirements:
 - a. The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
 - b. Advise the student in writing of the amount of unearned Title IV, HEA aid and tuition and fees that he/she must return, if applicable.
9. Supply the student with final student ledger card showing outstanding balance due the school and available methods of repayment.
10. A copy of the completed worksheet, check, letter, and final ledger card will be kept in the student's file.

Withdraw Before 60%

The institution must perform a R2T4 to determine the amount of earned aid through the 60% point in each payment period. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

Withdraw After 60%

After the 60% point in the payment period, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

The School measures progress in clock hours, and uses the payment period for the period of calculation.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED (rounded to one Significant digit to the right of the decimal point, ex.4493 = 44.9 %)

- b) If this percentage is greater than 60%, the student earns 100%.
c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The School will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to the School
OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The School is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans

- Federal Pell Grants for which a Return is required
- Federal Supplemental Educational Opportunity Grant
- Iraq and Afghanistan Service Grant for which a Return is required
- Other Title IV assistance
- State Tuition Assistance Grants (if applicable)
- Private and institutional aid
- The Student

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The School may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with the School). For all other school charges, the School needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school. For student loans that will be disbursed as a post withdrawal disbursement, you must have the student's permission to disburse the loans.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

Institution Responsibilities

The School's responsibilities in regards to Title IV, HEA funds follow:

- Providing students information with information in this policy;
- Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV,HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the School or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regards to return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdraw should be in writing and addressed to the appropriate institutional

- official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personal at your school.

Refund vs. Return to Title IV

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that The School may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The School may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.

If you do not already know what the School refund policy is, you may ask your Schools Financial Planner for a copy.

Return to Title IV questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov.

Instituto de Belleza y Arte Barbering is currently in the process of seeking approval to participate in Title IV. While the following Return to Title IV Funds Policy is included to demonstrate institutional compliance readiness, it will only apply once the school becomes officially approved and eligible to disburse Title IV Federal Student Aid funds. Until that time, no Title IV aid is being awarded or administered by the institution.

Secondary Student Admission Policy

Instituto de Belleza y Arte (IBA) may accept a limited number of secondary (high school) students who wish to enroll in an eligible program while still attending high school. Enrollment of secondary students is allowed only under the following conditions:

Eligibility

1. The applicant must be currently enrolled in a recognized secondary school.
2. The applicant must meet all state admission requirements established by the Texas Department of Licensing & Regulation (TDLR) for the program they wish to enter.

Secondary applicants must provide **written authorization from their high school** stating that the school is aware of and approves the student's participation in a cosmetology, barbering, esthetics, manicure, or eyelash program while still enrolled in high school. All secondary applicants must complete a **pre-enrollment evaluation** established by IBA. This evaluation includes a brief interview, interest assessment, and review of the student's ability to manage school and program responsibilities. Admission is not guaranteed and is based on the applicant's readiness and commitment. In alignment with NACCAS requirements, IBA may admit **no more than 10% of its total currently enrolled student population** as secondary students at any given time. Enrollment is accepted on a space-available basis. Secondary students are admitted following IBA's existing admissions procedures.

To be officially admitted, secondary students must provide:

- High school permission letter
- Proof of identity and any state-required documents
- Enrollment fee

Secondary students are responsible for all tuition, fees, and kit costs associated with their chosen program, unless otherwise covered by a separate funding source.

Secondary students are held to the same academic, attendance, conduct, and professional standards as all other students enrolled at IBA.

COURSES 8

OPERATOR (COS) -1000 HOURS 8A

8C DESCRIPTION: The primary purpose of the Operator (Cos) Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level positions in operator (Cos) or related career path. **8B**

8D OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer - employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills including hair styling, shaping, bleaching, tinting, chemical reformation, scalp/hair conditioning, facials, manicures, pedicures and nail extensions.
5. Perform the basic analytical skills to determine proper makeup, hairstyle, and color application for the client's best overall look.
6. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Operator (Cos) and related fields.

8F Instructional methods include the use of visual aids, group assignments, reading, interactive lectures, individualized instruction and student salon demonstrations.

8E HOURS SUBJECT – UNIT

- 30 ORIENTATION:** New Student Orientation; laws and regulations including health, sanitation, infection control, products, tools, equipment use and safety, anatomy, bacteriology, biology. OSHA regulations concerning hazardous materials communications. Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
- 50 SALON MANAGEMENT AND PRACTICES:** Professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. OSHA regulations concerning hazardous materials communications. Types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents.
- 50 CHEMISTRY AS APPLIED TO COSMETOLOGY:** Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; the pH scale; FDA laws governing hair care products; Product safety.
- 50 HAIR AND SCALP TREATMENT AND RELATED THEORY:** Structure, Growth patterns, Texture; Porosity and elasticity; Dandruff; Alopecia; Fungal infections; Infestations; Infections.

- 100 SHAMPOOS, RINSES, CONDITIONERS, TREATMENTS AND RELATED THEORY:** Client preparation, analysis, and consultation; Hair analysis instruments and equipment; Shampooing products, composition, and procedures; Rinsing products, composition, and procedures; Conditioning products, composition, and procedures; Procedures for hair and scalp disorders; Scalp manipulations.
- 100 NAIL CARE AND PROCEDURES AND RELATED THEORY:** Nail structure; Nail disorders and diseases; Nail shape and color analysis; Basic manicuring and pedicuring; Manipulations of the hand, arm, leg, and foot; Nail tip application (adhesives, fitting, design, and application); Nail wrap application (silk, fiberglass and linen procedures, surface wrapping natural nail and mending; tip overlay wrapping, repair, maintenance and removal); Liquid and powder nail extension (application procedures for tips with overlays, natural nails and sculptured nails; repair, maintenance and removal; chemical reactions to liquid and powder).
- 100 SKIN CARE PROCEDURES AND RELATED THEORY:** Structure and Function of the Skin; Skin conditions and disorders; Facial and body procedures (client preparation, skin analysis and consultation); Wet and dry exfoliations and applications; Use of products to enhance skin appearance (seaweed, salt, paraffin, mud, ampoules, creams); Discussion on advanced techniques such as aromatherapy and water therapies; Temporary methods of hair removal (manual tweezing, depilatory lotion, waxing, bleaching); Make-Up application (color analysis, morphology of the face, product knowledge, chemistry and related composition, eyebrow contouring, corrections and contouring, false eyelashes, further training required for advanced techniques).
- 300 HAIRCUTTING, STYLING AND RELATED THEORY:** Fundamentals, principles and concepts of design; Scissor haircutting (terms and care of scissors, techniques and procedures); Razor haircutting (terms and care of razor, techniques and procedures); Clipper haircutting (terms and care of tools, techniques and procedures); Removal/Trimming of superfluous hair; Contemporary and specialized haircutting (female styles, male styles, children styles); Mustache and beard shaping (shaving, dexterity of the hands and razor, preparation and procedures).
- 50 CHEMICAL HAIR RELAXING AND RELATED THEORY:** Chemistry; Chemical relaxing products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of chemical relaxing; Corrective chemical restructuring.
- 100 HAIR COLORING AND RELATED THEORY:** Color theory; Chemistry; Preliminary procedures of hair coloring; Client consultation; Hair Coloring procedures; Hair lightening; Special effects; Corrective procedures.
- 70 CHEMICAL REFORMATION, COLD WAVING, AND RELATED THEORY:** Chemistry; Chemical restructuring products; Client consultation; Preliminary procedure of chemical restructuring; Procedure of cold waving and chemical restructuring; Corrective chemical restructuring.
- 1000 TOTAL HOURS**

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

OPERATOR (COS) PROGRAM PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT – UNIT

- 75 SHAMPOO/CONDITIONING** - Hair service to include shampooing methods and conditioning.
- 25 HAIR SET/FINGER WAVE** - Hair service to include finger waving.
- 45 COMB OUT** - Hair service to include comb out.
- 30 HAIR PRESSING/BLOW DRY** - Hair service to include hair pressing and blow drying.
- 40 CURLING IRON** - Hair service to include the use of curling iron to form different hair curls.
- 50 HAIR SCULPTURE** -- Hair service to include hair sculpting.
- 355 PATRON PROTECTION** – Services with the act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
- 710 SANITATIONS** - Services to prevent the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 5 FACIAL / SKIN ANALYSIS** – Facial services to include the skin analysis and care and plain facials.
- 5 MASK / MANIPULATION / MASSAGE** - Facial services to include mask facials, facial manipulations and massage and exfoliation methods.
- 10 WAXING / ARCHING** – Service to include brow arching, and hair waxing.
- 5 MAKE – UP** - Service to include makeup application of the latest trends, techniques, and methods.
- 15 MANICURES** - Service to include plain manicures and latest trends, techniques and methods.
- 15 PEDICURES** - Service to include pedicures and latest trends, techniques and methods.

- 15 **ACRYLIC APPLICATION-** Hand Services to include acrylic application over tips, as overlays, and sculptured nails.
- 5 **TEMPORARY DYE/TINT-** Hair Coloring Service to include temporary coloring or dyeing of the hair.
- 10 **SEMI-PERMANENT DYE/TINT-** Hair Coloring Service to include semi-permanent coloring or dyeing of the hair.
- 20 **PERMANENT TINT-** Hair Coloring Service to include permanent coloring or dyeing of the hair.
- 15 **BLEACHING & DIMENSIONAL-** Hair Service to include bleaching such as bleaches, tipping, highlighting, and dimensional hair coloring.
- 20 **COLORING-** Hair service to include methods and forms of creative hair coloring.
- 5 **COLOR MIXING-** Hair Service to include other forms of creative hair coloring and mixing.
- 5 **PERMANENT WAVING-** Hair Service to include forms of chemically reforming the hair including restructuring and permanent waving.
- 5 **STRAIGHTENER / RELAXER-** Hair Service to include chemically reforming the hair such as chemically relaxing/straightening the hair.
- 1485 **TOTAL: PRACTICAL EXPERIENCES**

8G GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but the school acknowledges that the student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests

taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

10% Outline

***Students Must complete 10% of the total hours before being eligible to perform client services.**

TOPIC	HOURS
Orientation, rules, laws and preparation care of client, hygiene and grooming, sanitation, safety and first aid professional attitudes.	26
Bacteriology, sanitation and safety definitions, importance, rules, laws, methods, safety measures, hazardous chemicals, ventilation odor in salons and related theory.	36
Shampoo and related theory	7
Hair and scalp treatment and related theory	5
Hair cutting, styling and related theory	26

MANICURE -600 HOURS 8A

8C DESCRIPTION: The primary purpose of the Manicure Course is to train the student in the basic technical skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as a manicure or related career path. **8B**

8D OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for manicuring, pedicuring, and various methods of nail extensions.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development as a Manicure, Manicurist or related position. **8F** Instructional methods include the use of visual aids, group assignments, reading, interactive lectures, individualized instruction and student salon demonstrations

8E HOURS SUBJECT - UNIT

- 15 ORIENTATION:** New Student Orientation; Laws and regulations, Licensing and certification requirements.
- 100 BACTERIOLOGY, SANITATION, AND SAFETY:** Biology, health, infection control, definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation, chemistry.
- 80 PROFESSIONAL PRACTICES:** Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations. Career and employment information, professional ethics, effective communications and human relations, compensation packages, and payroll deductions.

- 70 ANATOMY AND PHYSIOLOGY OF THE ARM AND HAND:** Major bones and function, major muscles and functions, major nerves and functions, skin structure, functions appendages, conditions and lesions, nail structure, composition, growth, regeneration, irregularities and diseases.
- 320 MANICURE PROCEDURES:** Principles and techniques of basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish, application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products.
- 15 EQUIPMENT, IMPLEMENTS, AND SUPPLIES:** Use and maintenance. Products, tools, equipment, use and safety.
- 600 TOTAL HOURS**

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

MANICURE PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT – UNIT

- 550 SANITATION –** Services for students to perform sanitation and preparation on client nails focusing on hygiene to be able to perform services.
- 275 TABLE PREPARATION –** Services for students to perform table preparation for services.
- 50 ACRYLIC NAILS –** Nail services to include the application of artificial nails, application of cosmetic fingernails, preparation to build new nails with acrylic, and application of nail extensions using acrylic.
- 15 SCULPTURAL / FORMS –** Nail services to include sculptured nails, tips, and wraps.
- 5 ACRYLIC BATH / GEL –** Nail services to include acrylic methods and gel methods.
- 30 NAILS GEL / POLISH –** Nail services to include basic application of polish and gel polish.
- 15 ACRYLIC / POLI GEL –** Nail services to include the application of fiberglass/gels, and odorless products.
- 20 POLISH APPLICATION AND REMOVAL –** Nail services to include the removal of nail polish.

- 10 REMOVE ACRYLIC / GEL** – Nail services to include the removal of gel polish and acrylic removal of the nail.
- 50 NAIL DECORATION** – Nail services to include appropriate décor using the latest techniques and methods for nail decoration.
- 20 WATER MANICURE** – Nail and hand services to include water manicure.
- 15 DIPPING NAIL APPLICATION** – Nail services to include dipping nail application and methods.
- 5 PARAFFIN WAX** — Nail and hand services to include paraffin wax..
- 40 DRY MANICURE** – Nail and hand services to include dry manicure.
- 20 PEDICURE** – Foot services to include performing the basic techniques of pedicures.
- 300 DISINFECTION OF IMPLEMENTS** – Services to prevent the growth of germs and bacteria or destroying them. Students must perform daily disinfection of tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 1395 TOTAL PRACTICAL EXPERIENCES**

8G GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a **FINAL** written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but the school acknowledges that the student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

10% Outline

***Students Must complete 10% of the total hours before being eligible to perform client services.**

TOPIC	HOURS
Bacteriology Health and Safety Safety Cleaning Measures/Disinfection/Manicure Table/Pedicure Bowl/Surfaces Cleaning Disinfection and Sterilization / Multipurpose Implements Hazardous chemical precautions	8
Basic manicure Table Preparation/Chair/Work Area/Implements Full-Service Procedure / Hand/Arm Massage Techniques	12
Basic pedicure Pre-pedicure procedure Full Service Criteria / Foot and Leg Massage Technique Regular polishing application Post-service procedure	12
Gel polishing service Preparation and pre-service procedure 4-Step Thin Layer Applications/ UV Light Equipment Post-service procedure	10
Application of coated nail extensions Pre-service preparation / Natural nail preparation / Nail extension application / Pearl practice and product control	18

ESTHETICIAN-750 HOURS 8A

8C DESCRIPTION: The primary purpose of the Esthetician Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician or related career path

8B.

8D OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Esthetician and related career positions. **8F** Instructional methods include the use of visual aids, group assignments, reading, interactive lectures, individualized instruction and student salon demonstrations

8E HOURS SUBJECT - UNIT

- 50 ORIENTATION:** New Student Orientation; laws and regulations; licensing and certification requirements.
- 40 INFECTION CONTROL:** Health and sanitation, types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents, bacteriology, products, tools, equipment, use and safety.

- 35 SALON MANAGEMENT AND PRACTICES:** Fundamentals of business management, professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. Effective communications and human relations. Compensation packages and payroll deductions. OSHA regulations concerning hazardous materials communications.
- 90 ANATOMY AND PHYSIOLOGY:** Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
- 75 ELECTRICITY, MACHINES, AND RELATED EQUIPMENT:** Nature of electricity, two types of electricity, electrotherapy and their uses; electromagnetic radiation; five types of light therapy and their benefits; high-frequency.
- 50 CHEMISTRY AND RELATED THEORY:** Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; The pH scale; FDA laws governing hair care products; Product safety.
- 50 CLIENT CARE:** Developing excellent skills in client consultation, client care, and customer service.
- 10 NUTRITION:** Nutritional guidelines, general health and fitness.
- 10 COLOR PSYCHOLOGY:** Color theory and how color affects attitude, personality and image.
- 15 AROMA THERAPY:** The use of essential oils; purposes, cautions, common uses.
- 25 SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY:** Tweezing, Depilatory lotions; Waving; Bleaching of facial hair
- 225 SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY:** Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, hair removal, brow arching, waxing, lash/brow tinting.
- 75 MAKEUP AND RELATED THEORY:** Makeup application: daytime, evening, corrective makeup techniques
- 750 TOTAL HOURS**

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

ESTHETICIAN PROGRAM PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT – UNIT

- 574 SANITATION & DISINFECTION** – Services for preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 287 PROTECTIONS** - Services with the act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
- 35 FACIAL TREATMENTS / THERAPY** – Services performed with plain facials, mask facials, facial manipulations, and exfoliation.
- 35 ELECTRICITY MACHINES & RELATED EQUIPMENT** – Services performed with the use of machinery and related equipment.
- 14 MAKE-UP** – Services to include makeup application and latest techniques and methods.
- 35 SKIN ANALYSIS** – Services including Skin analysis and proper care.
- 35 CARE OF CLIENT** – Services performed with procedures of caring for the client.
- 14 EYELASHES** – Services to include various application methods for eyelash and eyelash applications.
- 35 TREATMENT ROOM** – Services with various treatment techniques.
- 35 CLIENT FORM** – Services to include ability to interact with the client, build client retention, and proper client treatment.
- 35 AFTER CARE ADVICE** – Services to include ability to offer client advice for after care.
- 14 WAX** – Services to include hair removal, brow arching, waxing, lash/brow tinting.
- 1,148 TOTAL PRACTICAL EXPERIENCES**

8G GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students

must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but THE SCHOOL acknowledges that the student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

10% Outline

***Students must complete 10% of the total hours before being eligible to perform client services**

TOPIC	HOURS
DISINFECTION	10
BASIC FACE	5
EXTRACTION FACIAL	5
MICRODERM ABR FACIAL	5
GALVANIC FACIAL	5
ELECTRICITY OF MACHINES	10
WAX / THREAD DEPILATION	10
EYELASHES	10
MAKE-UP	10
CONSULTATION WITH THE CLIENT	5

ESTHETICIAN/ MANICURE – 800 HOURS 8A

8C DESCRIPTION: The primary purpose of the Esthetician/ Manicure Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Esthetician/ Manicure or related career path. **8B**

8D OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for facial massage, effective use of required implements and equipment, proper application of corrective makeup, unwanted hair removal, and lash/brow tinting.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in Esthetician/ Manicure and related career positions. **8F** Instructional methods include the use of visual aids, group assignments, reading, interactive lectures, individualized instruction and student salon demonstrations

8E HOURS SUBJECT - UNIT

- 20 ORIENTATION:** New Student Orientation; laws and regulations; licensing and certification requirements.
- 20 ELECTRICITY, MACHINES, AND RELATED EQUIPMENT:** Nature of electricity, two types of electricity, electrotherapy and their uses; electromagnetic radiation; five types of light therapy and their benefits; high-frequency.
- 215 SKIN CARE, FACIAL TREATMENTS AND RELATED THEORY:** Skin analysis and care, plain facials, mask facials, facial manipulations, exfoliation, hair removal, brow arching, waxing, lash/brow tinting.
- 220 MANICURE PROCEDURES:** Principles and techniques of basic manicure and pedicure, oil manicure, removal of stains, repair work, hand and arm massage, buffing, application of polish,

- application of artificial nails, application of cosmetic fingernails, preparation to build new nail, and application of nail extensions, sculptured nails, tips, wraps, fiberglass/gels and odorless products.
- 20 ANATOMY AND PHYSIOLOGY:** Cells, tissues, and organs; Body systems; Basic principles of nutrition; Overview of bones and muscles of the head, face, and neck.
- 20 ANATOMY AND PHYSIOLOGY OF THE ARM AND HAND:** Major bones and function, major muscles and functions, major nerves and functions, skin structure, functions appendages, conditions and lesions, nail structure, composition, growth, regeneration, irregularities and diseases
- 20 MAKEUP AND RELATED THEORY:** Makeup application: daytime, evening, corrective makeup techniques
- 20 CHEMISTRY AND RELATED THEORY:** Forms and properties of matter; Elements, compounds, and mixtures; Chemical reactions and solutions; The pH scale; FDA laws governing hair care products; Product safety.
- 20 INFECTION CONTROL:** Health and sanitation, types and classifications of infectious organisms (bacteria, viruses, molds, fungus); Growth and reproduction of infectious organisms; Infections and their prevention; Immunity and body defenses; Decontamination and infection control; Physical and chemical agents, bacteriology, products, tools, equipment, use and safety.
- 20 CLIENT CARE:** Developing excellent skills in client consultation, client care, and customer service.
- 40 SALON MANAGEMENT AND PRACTICES:** Fundamentals of business management, professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; State sales tax requirements; Career opportunities and placement. Effective communications and human relations. Compensation packages and payroll deductions. OSHA regulations concerning hazardous materials communications.
- 30 SUPERFLUOUS HAIR REMOVAL AND RELATED THEORY:** Tweezing, Depilatory lotions; Waving; Bleaching of facial hair
- 15 AROMA THERAPY:** The use of essential oils; purposes, cautions, common uses.
- 5 NUTRITION:** Nutritional guidelines, general health and fitness.
- 10 COLOR PSYCHOLOGY:** Color theory and how color affects attitude, personality and image.
- 80 BACTERIOLOGY, SANITATION, AND SAFETY:** Biology, health, infection control, definitions, importance, rules, laws, methods, safety measures, hazardous chemicals and ventilation, chemistry.
- 25 PROFESSIONAL PRACTICES:** Manicuring as a profession, vocabulary, ethics, salon procedures, hygiene and grooming, professional attitudes, salesmanship and public relations.

Career and employment information, professional ethics, effective communications and human relations, compensation packages, and payroll deductions.

800 TOTAL HOURS

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

ESTHETICIAN/MANICURE PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT – UNIT

- 287 SANITATION & DISINFECTION** – Services for preventing the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 100 PROTECTIONS** - Services with the act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
- 35 FACIAL TREATMENTS / THERAPY** – Services performed with plain facials, mask facials, facial manipulations, and exfoliation.
- 35 ELECTRICITY MACHINES & RELATED EQUIPMENT** – Services performed with the use of machinery and related equipment.
- 14 MAKE-UP** – Services to include makeup application and latest techniques and methods.
- 35 SKIN ANALYSIS** – Services including Skin analysis and proper care.
- 35 CARE OF CLIENT** – Services performed with procedures of caring for the client.
- 14 EYELASHES** – Services to include various application methods for eyelash and eyelash applications.
- 35 TREATMENT ROOM** – Services with various treatment techniques.
- 35 CLIENT FORM** – Services to include ability to interact with the client, build client retention, and proper client treatment.
- 35 AFTER CARE ADVICE** – Services to include ability to offer client advice for after care.
- 14 WAX** – Services to include hair removal, brow arching, waxing, lash/brow tinting.
- 600 SANITATION** – Services for students to perform sanitation and preparation on client nails focusing on hygiene to be able to perform services.

- 300 **TABLE PREPARATION** – Services for students to perform table preparation for services.
- 40 **ACRYLIC NAILS** – Nail services to include the application of artificial nails, application of cosmetic fingernails, preparation to build new nails with acrylic, and application of nail extensions using acrylic.
- 10 **SCULPTURAL / FORMS** – Nail services to include sculptured nails, tips, and wraps.
- 5 **ACRYLIC BATH / GEL** – Nail services to include acrylic methods and gel methods.
- 30 **NAILS GEL / POLISH** – Nail services to include basic application of polish and gel polish.
- 5 **ACRYLIC / POLI GEL** – Nail services to include the application of fiberglass/gels, and odorless products.
- 20 **POLISH APPLICATION AND REMOVAL** – Nail services to include the removal of nail polish.
- 10 **REMOVE ACRYLIC / GEL** – Nail services to include the removal of gel polish and acrylic removal of the nail.
- 50 **NAIL DECORATION** – Nail services to include appropriate décor using the latest techniques and methods for nail decoration.
- 20 **WATER MANICURE** – Nail and hand services to include water manicure.
- 5 **DIPPING NAIL APPLICATION** – Nail services to include dipping nail application and methods.
- 5 **PARAFFIN WAX** — Nail and hand services to include paraffin wax.
- 20 **HAND MASSAGE** – Hand services to include performing hand massages using the appropriate techniques.
- 40 **DRY MANICURE** – Nail and hand services to include dry manicure.
- 20 **PEDICURE** – Foot services to include performing the basic techniques of pedicures.
- 20 **FOOT MASSAGE** – Foot services to include performing foot massages and proper techniques.
- 300 **DISINFECTION OF IMPLEMENTS** – Services to prevent the growth of germs and bacteria or destroying them. Students must perform daily disinfection of tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 2.174 **TOTAL PRACTICAL EXPERIENCES**

8G GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but THE SCHOOL acknowledges that the student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

10% Outline

***Students Must complete 10% of the total hours before being eligible to perform client services.**

TOPIC	HOURS
DISINFECTION	5
BASIC FACE	5
EXTRACTION FACIAL	5
MICRODERMO ABR FACIAL	5
GALVANIC FACIAL	5
ELECTRICITY OF MACHINES	2
WAX / THREAD DEPILATION	5
EYELASHES	5
MAKE-UP	2
CONSULTATION WITH THE CLIENT	1

(ESTHETICIAN/ MANICURE students must complete either Esthetician or Manicure 10% Outline portion first to be eligible to perform services for that course.)

Bacteriology Health and Safety Safety Cleaning Measures/Disinfection/Manicure Table/Pedicure Bowl/Surfaces Cleaning Disinfection and Sterilization / Multipurpose Implements Hazardous chemical precautions	8
Basic manicure Table Preparation/Chair/Work Area/Implements Full-Service Procedure / Hand/Arm Massage Techniques	8
Basic pedicure Pre-pedicure procedure Full Service Criteria / Foot and Leg Massage Technique Regular polishing application Post-service procedure	8
Gel polishing service Preparation and pre-service procedure 4-Step Thin Layer Applications/ UV Light Equipment Post-service procedure	8
Application of coated nail extensions Pre-service preparation / Natural nail preparation / Nail extension application / Pearl practice and product control	8

EYELASH EXTENSION – 320 HOURS **8A**

8C DESCRIPTION: The primary purpose of the Eyelash Extension Course is to train the student in the basic manipulative skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as an Eyelash Extension professional or related career path. **8B**

8D OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for applying false lash extensions, separating and isolating lashes, and handling correct products when applying lashes.
5. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in eyelash extension and related career positions. **8F** Instructional methods include the use of visual aids, group assignments, reading, interactive lectures, individualized instruction, and student salon demonstrations.

8E HOURS SUBJECT - UNIT

- | | |
|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | ORIENTATION: New Student Orientation; laws and regulations; licensing and certification requirements. |
| 45 | SAFETY AND CLIENT PROTECTION: Safety, sanitation and contagious diseases, first aid and adverse reactions, client protection and decontamination and infection control; Physical and chemical agents, products, tools, equipment, use and safety. |
| 10 | SALON MANAGEMENT AND PRACTICES: Fundamentals of business management, professional ethics, conduct and attitude; Professional organizations; trade shows, and publications; |

State sales tax requirements; Career opportunities and placement. Effective communications and human relations. Compensation packages and payroll deductions. OSHA regulations concerning hazardous materials communications.

- 15 ANATOMY AND PHYSIOLOGY:** Overview of Eyes and basic structure of eye shapes.
- 240 CLIENT CARE AND APPLICATION OF EYELASHES:** Developing excellent skills in client consultation, client care, and customer service. Chemistry of products, supplies, materials and related equipment, eyelash extension application, eyelash extension isolation and reparation.
- 320 TOTAL HOURS**

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

EYELASH EXTENSION PROGRAM PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT – UNIT

- 150 SANITATIONS & DISINFECTIONS** - Services to prevent the growth of germs and bacteria or destroying them. Students must perform daily disinfection of tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 75 PROTECTIONS** - Services with purpose of protecting the safety and welfare of the client.
- 15 EYELASH ROOM** – Services with various eyelash application techniques.
- 15 CLASSIC EYELASH** - Services with classic eyelash application techniques.
- 15 HYBRID EYELASH** - Services with hybrid eyelash application techniques.
- 15 VOLUME EYELASH** - Services with volume eyelash application techniques.
- 15 MEGA VOLUME EYELASH** - Services with mega volume eyelash application techniques.
- 300 TOTAL PRACTICAL EXPERIENCES**

8G GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of

study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but THE SCHOOL acknowledges that the student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

10% Outline

***Students Must complete 10% of the total hours before being eligible to perform client services.**

TOPIC	HOURS
SANITIZATION	10
EYELASH APPLICATION	10
REMOVAL OF EYELASHES	5
LASH INSULATION	5
MAP OF EYES	5

BARBER COURSES 8

CLASS A BARBER -1000 HOURS 8A

8C DESCRIPTION: The primary purpose of Class A Barber course is to train the student in the basic technical skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as a barber or related career path. **8B**

8D OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for haircutting, shaving, and other various methods of hairstyling.
5. Apply the theory, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in barbering and related career positions. **8F** Instructional methods include the use of visual aids, group assignments, reading, interactive lectures, individualized instruction, and student salon demonstrations.

8E HOURS SUBJECT - UNIT

- 50 ORIENTATION:** New Student Orientation; Laws and regulations, Licensing and certification requirements.
- 50 BASIC BARBERING PRACTICES AND PROCEDURES:** Anatomy and physiology; disorders of the skin, scalp, hair and nails; and history of barbering
- 50 CHEMICAL HAIR RELAXING AND RELATED THEORY:** chemistry (haircoloring, chemical waving, and relaxing); bacteriology, sterilization and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment and related theory.
- 250 HAIRCUTTING, HAIR REMOVAL AND RELATED THEORY:** Practice: shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage.

- 250 FACE AND NECK MASSAGE TREATMENTS AND RELATED THEORY:** safety, first aid, and sanitation; hairweaving, extensions, and wigs; face and neck massage and treatments; facial hair removal.
- 150 MANICURING PROCEDURES AND RELATED THEORY:** manicuring; chemistry (haircoloring, chemical waving, and relaxing); and razor techniques
- 100 SAFETY PROCEDURES AND RELATED THEORY:** safety, first aid, and sanitation.
- 100 THE BARBERING BUSINESS, LAWS AND PROCEDURES:** Business: Texas barber laws and rules; customer service; barber shop management; professional ethics and image; safety, sanitation, related practices and theory; and hygiene and good grooming.
- 1000 TOTAL HOURS**

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

CLASS A BARBER PROGRAM PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT – UNIT

- 100 SHAMPOO/CONDITIONING** – Hair service to include shampooing methods and conditioning.
- 30 HAIR PRESSING/ BLOW DRY**– Hair service to include hair pressing and blow drying.
- 30 CURLING IRON**– Hair service to include the use of curling iron to form different hair curls.
- 45 HAIR CUT**– Hair service to include hair cutting.
- 385 PATRON PROTECTION**– Services with the act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
- 770 SANITATIONS**– Services to prevent the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 20 SCALP AND HAIR TREATMENTS**– Hair service to include hair scalp and various treatments.
- 5 FACIAL / SKIN ANALYSIS**– Facial services to include the skin analysis and care and plain facials.
- 5 MASK / MANIPULATION / MASSAGE**– Facial services to include mask facials, facial manipulations and massage and exfoliation methods.
- 5 SKIN CARE**– Facial services to include the skin analysis and care.
- 15 MANICURES**– Service to include plain manicures and latest trends, techniques, and methods.

- 5 **TEMPORARY COLORING**– Hair Coloring Service to include temporary coloring or dyeing of the hair.
- 5 **SEMI – PERMANENT**– Hair Coloring Service to include semi-permanent coloring or dyeing of the hair.
- 20 **TINT - PERMANENT**– Hair Coloring Service to include permanent coloring or dyeing of the hair.
- 15 **BLEACHING & DIMENSIONAL** – Hair Service to include bleaching such as bleaches, tipping, highlighting, and dimensional hair coloring.
- 5 **COLORING**– Hair service to include methods and forms of creative hair coloring.
- 5 **COLOR MIXING**– Hair Service to include other forms of creative hair coloring and mixing.
- 5 **PERMANENT WAVING**– Hair Service to include forms of chemically reforming the hair including restructuring and permanent waving.
- 33 **STRAIGHTENER / RELAXER**– Hair Service to include chemically reforming the hair such as chemically relaxing/straightening the hair.
- 45 **SHAVING**- Facial services to include shaving.
- 1530 **TOTAL PRACTICAL EXPERIENCES**

8G GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion ONLY when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but the school acknowledges that the student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

10% Outline

***Students Must complete 10% of the total hours before being eligible to perform client services**

TOPIC	HOURS
Guidance on standards, laws and preparation, customer care, hygiene and grooming, sanitation, professional safety attitudes and first aid	26
Bacteriology, sanitation, definition of safety, importance of standards, laws, methods, safety measures, hazardous chemicals, room ventilation and odor and related theory	36
History of Barbering and their importance in society	7
Hair and scalp treatment and related theory	5
Implements and Tools of the barbering	26

CLASS A BARBER TO COS OP - 300 HOURS 8A

8C DESCRIPTION: The primary purpose of the course is to train the student in the basic Class A Barber to Cos Op skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as a barber or cosmetologist or related career path. **8B**

8D OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for haircutting, shaving, and other various methods of hairstyling.
2. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in barber or operator and related career positions. **8F** Instructional methods include the use of visual aids, group assignments, reading, interactive lectures, individualized instruction, and student salon demonstrations.

8E HOURS SUBJECT/ UNIT

25 INSTRUCTION IN THEORY: History of barbering, barber laws and Rules Review, Implements, Shaving, Men's Haircutting and tapering, Beard and Mustache Trimming and Design, Hair Color Review, Permanent Waving and Relaxing Review, Manicuring and Nail Care Review, Facial Treatments and Skin Care Review, Anatomy and Physiology Review, Blow-dry Styling Review, Shampooing and Conditioning Review.

275 INSTRUCTION IN PRACTICAL WORK: Men's Haircutting and tapering, Shaving, Mustache and Beard Trimming, Hair coloring, Permanent Waving and Relaxing, Facial Treatments, Shampooing, and Conditioning and Blow-dry Styling.

300 TOTAL HOURS

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

CLASS A BARBER TO COS OP PROGRAM PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT – UNIT

- 180** **HYGIENE-** Services to prevent the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 90** **PROTECTIONS-** Services with the act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
- 30** **WOMEN’S HAIRCUT-** Hair service to include women’s haircuts, methods styles and latest trends.
- 15** **STRAIGHTENING / BLOW DRY-** Hair service to include hair straightening and blow drying.
- 10** **EYELASHES-** Services to include various application methods for eyelash and eyelash applications.
- 15** **MANICURES-** Service to include plain manicures and latest trends, techniques, and methods.
- 5** **FACIAL MASK / MASSAGE MANIPULATION-** Facial services to include mask facials, facial manipulations and massage and exfoliation methods.
- 5** **PERMANENT DYE-** Hair Coloring Service to include permanent coloring or dyeing of the hair.
- 10** **COLORATION-** Hair Coloring Service to include various coloring methods.
- 360** **TOTAL PRACTICAL EXPERIENCES**

8G GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a **FINAL** written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain

a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but THE SCHOOL acknowledges that the student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

10% Outline

***Students Must complete 10% of the total hours before being eligible to perform client services**

TOPIC	HOURS
Guidance on standards, laws and preparation, customer care, hygiene and grooming, sanitation, professional safety attitudes and first aid	5
Bacteriology, sanitation, definition of safety, importance of standards, laws, methods, safety measures, hazardous chemicals, room ventilation and odor and related theory	5
Hair and scalp treatment and related theory	10
Shampoos, rinses, conditioners, treatments, and related theory	5
Haircut, styling and related theory	5

OPERATOR TO CLASS A BARBER - 300 HOURS 8A

8C DESCRIPTION: The primary purpose of the Crossover Course “Operator to Class A Barber” is to train the student in the basic Operator to Class A Barber skills, educational judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry level employment as a cosmetologist or barber or related career path. **8B**

8D OBJECTIVES: Upon completion of the course requirements, the determined Graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Practice proper grooming and effective communications skills and visual poise.
3. Understand employer/employee relationships and respect the need to deliver worthy service for value received.
4. Perform the basic manipulative skills required for haircutting, shaving, and other various methods of hairstyling.
3. Apply the theory, technical information and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the Graduate will continue to learn new and current information related to techniques, trends, fashions, and methods for career development in barber or operator and related career positions. **8F** Instructional methods include the use of visual aids, group assignments, reading, interactive lectures, individualized instruction, and student salon demonstrations.

8E HOURS SUBJECT/ UNIT

25 INSTRUCTION IN THEORY: History of Class barbering, barber Laws and Rules Review, Implements, Shaving, Men’s Haircutting and tapering, Beard and Mustache Trimming and Design, Hair Color Review, Permanent Waving and Relaxing Review, Manicuring and Nail Care Review, Facial Treatments and Skin Care Review, Anatomy and Physiology Review, Blow-dry Styling Review, Shampooing and Conditioning Review.

275 INSTRUCTION IN PRACTICAL WORK: Men’s Haircutting and tapering, Shaving, Mustache and Beard Trimming, Hair coloring, Permanent Waving and Relaxing, Facial Treatments, Shampooing, and Conditioning and Blow-dry Styling.

300 TOTAL HOURS

The above hour requirements must be met by each Student in each category in order for the earned hours to be accepted by the State Licensing Board for examination. The generous portion of miscellaneous hours is to be applied as needed in curriculum related areas or if a student desires to specialize in a specific area.

OPERATOR TO CLASS A BARBER PROGRAM PRACTICAL EXPERIENCES

REQUIREMENTS/SUBJECT – UNIT

- 180** **HYGIENE-** Services to prevent the growth of germs and bacteria or destroying them. Students must perform daily sanitation tasks on implements, equipment, and facilities to prevent the spread of disease and bacteria.
- 90** **PROTECTION-** Services with the act of properly draping clients for the applicable service and other procedures for the purpose of protecting the safety and welfare of the client.
- 30** **MEN’S HAIRCUT-** Services to include men’s haircutting styles, techniques, and latest trends.
- 30** **SHAVING-** Services to include men’s shaving techniques and various methods.
- 5** **FACIAL-** Facial services to include skin analysis and care and plain facials.
- 15** **MANICURE-** Service to include plain manicures and latest trends, techniques, and methods.
- 180** **TOTAL PRACTICAL EXPERIENCES**

8G GRADING POLICY AND PROCEDURES: Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward program completion **ONLY** when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures, performance standards established by the State licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a theory grade average of 70% and pass a **FINAL** written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Students who do not obtain a satisfactory score are required to re-take the test on another version of the test for that subject before the end of the month (or within the first five days of the following month) to obtain a satisfactory or better score. Students who miss a test due to absence are encouraged to make the test up within the same month it was missed, but **THE SCHOOL** acknowledges that the student does have until course completion to ensure that all requirements are met. The monthly theory test averages are based on tests taken throughout the month. Cumulative theory averages are based on tests taken from the beginning of the course through the month being evaluated.

Although Instructors and assignments may vary based on Program requirements, numerical grades are considered according to the following scale:

WRITTEN and PRACTICAL

Grading Scale:

91 - 100	EXCELLENT
81 - 90	VERY GOOD
70 - 80	SATISFACTORY
69 and BELOW	UNSATISFACTORY

10% Outline

***Students Must complete 10% of the total hours before being eligible to perform client services**

TOPIC	HOURS
Guidance on standards, laws and preparation, customer care, hygiene and grooming, sanitation, professional safety attitudes and first aid	5
Bacteriology, sanitation, definition of safety, importance of standards, laws, methods, safety measures, hazardous chemicals, room ventilation and odor and related theory	5
History of Barbering and their importance in society	10
Hair and scalp treatment and related theory	5
Implements and Tools of the barbering	5

Instituto De Belleza Y Arte Barbering

Annual Outcome Rates for 2020

Consumer Information **23**

Class A Barber

Graduation Rate	Item 2 / Item 1 = Graduation Rate	0 / 0 = 0.00	0.00%
Placement Rate	Item 4 / Item 3 = Placement Rate	0 / 0 = 0.00	0.00%
Licensure Rate	Item 6 / Item 5 = Licensure Rate	0 / 0 = 0.00	0.00%

* Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

Operator (Cos)

Graduation Rate	Item 2 / Item 1 = Graduation Rate	11 / 28 =	39.28%
Placement Rate	Item 4 / Item 3 = Placement Rate	6 / 10 = 0.00	60.00%
Licensure Rate	Item 6 / Item 5 = Licensure Rate	6 / 6 = 0.00	100.00%

* Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

Instructor

Graduation Rate	Item 2 / Item 1 = Graduation Rate	0 / 1 = 0.00	0.00%
Placement Rate	Item 4 / Item 3 = Placement Rate	0 / 0 = 0.00	0.00%
Licensure Rate	Item 6 / Item 5 = Licensure Rate	0 / 0 = 0.00	0.00%

* Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

**Instructor w/ 1
year Experience**

Graduation Rate	Item 2 / Item 1 = Graduation Rate	0 / 0 = 0.00	0.00%
Placement Rate	Item 4 / Item 3 = Placement Rate	0 / 0 = 0.00	0.00%
Licensure Rate	Item 6 / Item 5 = Licensure Rate	0 / 0 = 0.00	0.00%

* Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

**Esthetician/
Manicure**

Graduation Rate	Item 2 / Item 1 = Graduation Rate	0 / 0 = 0.00	0.00%
Placement Rate	Item 4 / Item 3 = Placement Rate	0 / 0 = 0.00	0.00%
Licensure Rate	Item 6 / Item 5 = Licensure Rate	0 / 0 = 0.00	0.00%

* Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

Esthetician

Graduation Rate	Item 2 / Item 1 = Graduation Rate	1 / 2 = 0.50	50.00%
Placement Rate	Item 4 / Item 3 = Placement Rate	0 / 0 = 0.00	0.00%
Licensure Rate	Item 6 / Item 5 = Licensure Rate	1 / 1 = 1.00	100.00%

* Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

Eyelash Extension

Graduation Rate	Item 2 / Item 1 = Graduation Rate	9 / 9 = 0.00	100.00%
Placement Rate	Item 4 / Item 3 = Placement Rate	3 / 8 = 0.00	37.50%
Licensure Rate	Item 6 / Item 5 = Licensure Rate	5 / 5 = 0.00	100.00%

* Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

Manicure

Graduation Rate	Item 2 / Item 1 = Graduation Rate	$7 / 9 = 0.77$	77.77%
Placement Rate	Item 4 / Item 3 = Placement Rate	$3 / 7 = 0.42$	42.85%
Licensure Rate	Item 6 / Item 5 = Licensure Rate	$3 / 3 = 1.00$	100.00%

* Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

OVERALL 2020 Outcome Rates			
Overall Graduation Rate	Total of all Item 2 Results / Total of all Item 1 Results = Overall Graduation Rate	29 / 53 = 0.00	54.7%
Overall Placement Rate	Total of all Item 4 Results / Total of all Item 3 Results = Overall Placement Rate	12 / 25 = 0.00	48%
Overall Licensure Rate	Total of all Item 6 Results / Total of all Item 5 Results = Overall Licensure Rate	15 / 15 = 0.00	100%

The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

Instituto De Belleza Y Arte Barbering

Annual Outcome Rates for 2021

Consumer Information **23**

PROGRAM AND INSTITUTIONAL OUTCOME RATES FOR 2021 - SUMMARY

OPERATOR (COS) PROGRAM RATES 2021	MANICURE PROGRAM RATES 2021
Graduation Rate. 60%	Graduation Rate. 50%
Placement Rate 66%	Placement Rate 71%
Licensure Rate 91%	Licensure Rate 100%
EYELASH EXTENSION PROGRAM RATES 2021	ESTHETICIAN PROGRAM RATES 2021
Graduation Rate. 66%	Graduation Rate. 78%
Placement Rate 43%	Placement Rate 72%
Licensure Rate 100%	Licensure Rate 100%
OPERATOR (COS) TO CLASS A BARBER PROGRAM RATES 2021	CLASS A BARBER TO OPERATOR (COS) PROGRAM RATES 2021
Graduation Rate 40%	Graduation Rate 0%
Placement Rate 50%	Placement Rate 0%
Licensure Rate 0%	Licensure Rate 0%
CLASS A BARBER PROGRAM RATES 2021	INSTRUCTOR W/ 1 YEAR EXPERIENCE PROGRAM RATES 2021
Graduation Rate 33.3%	Graduation Rate 0%
Placement Rate 0%	Placement Rate 0%
Licensure Rate 100%	Licensure Rate 0%
INSTRUCTOR PROGRAM RATES 2021	ESTHETICIAN/ MANICURE PROGRAM RATES 2021
Graduation Rate 0%	Graduation Rate 0%
Placement Rate 0%	Placement Rate 0%
Licensure Rate 0%	Licensure Rate 0%

<i>INSTITUTION SUMMARY OUTCOME RATES 2021</i>
Graduation Rate: 59.7%
Placement Rate: 60.34%
Licensure Rate: 97.29%

The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19

INSTITUTO DE BELLEZA Y ARTE BARBERING

ANNUAL OUTCOME RATES FOR 2022

CONSUMER INFORMATION **23**

PROGRAM AND INSTITUTIONAL OUTCOME RATES FOR 2022 - SUMMARY

Class A Barber – Spanish PROGRAM RATES 2022	Operator to Class A Barber - Spanish PROGRAM RATES 2022
Graduation Rate 22.2%	Graduation Rate 0%
Placement rate: 100%	Placement rate: 0%
Licensure Rate 100%	Licensure Rate 0%
Esthetician - Spanish PROGRAM RATES 2022	Esthetician PROGRAM RATES 2022
Graduation Rate 33.3%	Graduation Rate 75%
Placement rate: 33.3%	Placement rate: 0%
Licensure Rate 100%	Licensure Rate 100%
Eyelash Extensions - Spanish PROGRAM RATES 2022	Eyelash Extension PROGRAM RATES 2022
Graduation Rate 58.3%	Graduation Rate 84.6%
Placement rate: 57.14%	Placement rate: 75%
Licensure Rate 87.5%	Licensure Rate 100%
Operator (Cos) - Spanish PROGRAM RATES 2022	Operator (Cos) PROGRAM RATES 2022
Graduation Rate 59%	Graduation Rate 33.3%
Placement rate: 50%	Placement rate: 0%
Licensure Rate 100%	Licensure Rate 0%
Manicure - Spanish PROGRAM RATES 2022	
Graduation Rate 76%	
Placement rate: 100%	
Licensure Rate 92.3%	

<i>INSTITUTION SUMMARY OUTCOME RATES 2022</i>
Graduation Rate 57.33%
Placement rate: 65.91%
Licensure Rate 93.6%

The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19

Instituto De Belleza Y Arte Barbering

Annual Outcome Rates for 2023

Consumer Information **23**

Enrollment Related Information

Program:	Operator (Cos)
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.	# Began Year 13
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).	2023 Starts 7
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).	2023-2024 Starts 7
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.	Item 1 20
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.	Item 2 6
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.	Item 3 3
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.	Item 4 3
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.	Item 5 3
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.	Item 6 3
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.	Item 7 50 weeks

Enrollment Related Information

Program:	Operator (Cos) - Spanish	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.	# Began Year	21
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).	2023 Starts	16
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).	2023-2024 Starts	10
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.	Item 1	20
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.	Item 2	13
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.	Item 3	10
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.	Item 4	7
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.	Item 5	10
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.	Item 6	10
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.	Item 7	50 weeks

Enrollment Related Information

Program:	Class A Barber	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 2
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 1
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 4
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 2
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 1
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 0
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 0
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 0
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 0
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 50 weeks

Enrollment Related Information

Program:	Class A Barber - Spanish	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 4
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 3
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 9
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 4
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 3
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 1
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 1
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 1
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 1
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 50 weeks

Enrollment Related Information

Program:	Esthetician	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 2
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 5
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 1
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 3
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 1
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 1
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 0
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 1
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 1
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 37.5 weeks

Enrollment Related Information

Program:	Esthetician - Spanish	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.	# Began Year	7
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).	2023 Starts	6
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).	2023-2024 Starts	4
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.	Item 1	11
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.	Item 2	6
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.	Item 3	3
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.	Item 4	2
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.	Item 5	3
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.	Item 6	3
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.	Item 7	37.5 weeks

Enrollment Related Information

Program:	Esthetician/ Manicure	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 0
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 1
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 8
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 0
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 0
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 0
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 0
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 0
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 0
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 40 weeks

Enrollment Related Information

Program:	Esthetician/Manicure – Spanish	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 0
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 5
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 10
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 1
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 1
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 1
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 1
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 1
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 1
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 40 weeks

Enrollment Related Information

Program:	Manicure	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 6
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 5
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 0
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 9
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 7
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 5
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 3
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 5
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 5
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 30 weeks

Enrollment Related Information

Program:	Manicure – Spanish	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 15
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 12
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 9
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 21
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 17
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 13
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 12
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 13
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 13
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 30 weeks

Enrollment Related Information

Program:	Eyelash Extension	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 6
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 15
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 15
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 17
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 12
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 5
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 3
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 5
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 5
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 16 weeks

Enrollment Related Information

Program:	Operator to Class A Barber	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.		# Began Year 1
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).		2023 Starts 0
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).		2023-2024 Starts 0
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.		Item 1 1
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.		Item 2 0
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.		Item 3 0
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.		Item 4 0
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.		Item 5 0
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.		Item 6 0
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.		Item 7 15 weeks

Enrollment Related Information

Program:	Operator to Class A Barber - Spanish	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.	# Began Year	3
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).	2023 Starts	1
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).	2023-2024 Starts	2
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.	Item 1	0
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.	Item 2	0
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.	Item 3	0
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.	Item 4	0
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.	Item 5	0
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.	Item 6	0
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.	Item 7	15 weeks

Enrollment Related Information

Program:	Class A Barber to Cos Op - Spanish	
# Began Year: Determine the number of students who were enrolled in this program as of January 1, 2023.	# Began Year	0
2023 Year Starts: Determine the number of students who started their training in this program between January 1, 2023 and December 31, 2023 (dates inclusive).	2023 Starts	1
2023-2024 Starts: Determine the number of students who started their training in this program between September 1, 2023 and August 31, 2024 (start and end dates inclusive).	2023-2024 Starts	2
Item 1: Count the number of students listed on your annual report cohort grid. This is the number of students scheduled to graduate in 2023.	Item 1	0
Item 2: Count the number of students on your annual report cohort grid who are marked with a “Y” in the 4th column. This is the number of students from Item 1 who graduated from the program by November 30, 2024.	Item 2	0
Item 3: Count the number of graduates on your annual report cohort grid who are marked with an “E” in the 8th column. This is the number of graduates from Item 2 who are eligible for employment.	Item 3	0
Item 4: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 9th column. This is the number of graduates from Item 3 who are working in a field for which their training prepared them by November 30, 2024.	Item 4	0
Item 5: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 6th column. This is the number of graduates from Item 2 who sat for all portions of their required licensure exam by November 30, 2024.	Item 5	0
Item 6: Count the number of graduates on your annual report cohort grid who are marked with a “Y” in the 7th column. This is the number of graduates from Item 5 who passed all portions of their required licensure exam by November 30, 2024.	Item 6	0
Item 7: Determine the length (in calendar weeks) of the longest version of this program that you taught in 2023 or 2024, as published by your institution.	Item 7	15 weeks

PROGRAM AND INSTITUTIONAL OUTCOME RATES FOR 2023 - SUMMARY **23**

OPERATOR (COS) PROGRAM RATES 2023	OPERATOR (COS) - Spanish RATES 2023
Graduation Rate 30%	Graduation Rate 65%
Placement Rate 100%	Placement Rate 70%
Licensure Rate 100%	Licensure Rate 100%
CLASS A BARBER – Spanish PROGRAM RATES 2023	ESTHETICIAN PROGRAM RATES 2023
Graduation Rate 75%	Graduation Rate 33.3%
Placement Rate 100%	Placement Rate 0%
Licensure Rate 100%	Licensure Rate 100%
ESTHETICIAN – Spanish PROGRAM RATES 2023	Esthetician/Manicure – Spanish PROGRAM RATES 2023
Graduation Rate 54%	Graduation Rate 100%
Placement Rate 66.6%	Placement Rate 100%
Licensure Rate 100%	Licensure Rate 100%
MANICURE PROGRAM RATES 2023	MANICURE – Spanish PROGRAM RATES 2023
Graduation Rate 77%	Graduation Rate 80%
Placement Rate 60%	Placement Rate 92%
Licensure Rate 100%	Licensure Rate 100%
EYELASH EXTENSION PROGRAM RATES 2023	
Graduation Rate 70%	
Placement Rate 60%	
Licensure Rate 100%	

<i>INSTITUTION SUMMARY OUTCOME RATES 2023</i>
Graduation Rate: 61.47%
Placement Rate: 76.19%
Licensure Rate: 100%