



## IBS School of Cosmetology and Massage

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# STUDENT CATALOG

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[www.ibs-hi.com](http://www.ibs-hi.com)

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## APPROVAL DISCLOSURE STATEMENT

The IBS School of Cosmetology and Massage, furthermore known in the document as "IBS", located at 110 East Kaahumanu Ave., Suite 201 Kahului, Maui 96732 was granted institutional approval from the Department of Commerce and Consumer Affairs ("**DCCA**") and the Hawaiian Department of Education ("**HDE**"). DCCA and HDE's approval to operate means compliance with minimum state standards and does not imply any endorsement or recommendations by the State. The following courses are approved:

Hairdressing (1250 hours)	Cosmetology (1800 hours)
Esthetics (600 hours)	Massage Therapy (600 hours)
Nail Technology (350 hours)	Instructor Training (600 hours)
Barbering (1500 hours)	

DCCA and HDE's contact details are as follows:

<b>DCCA:</b>	<b>HDE:</b>
Board of Barbering and Cosmetology	475 22nd Ave.,
DCCA, PVL, Licensing Branch	Room 124
335 Merchant St., Room 301	Honolulu, Hawaii 96816
Honolulu, Hawaii 96813	Tel: 808.586.3230
Tel: 808.586.3000	

The institution is Accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS).

NACCAS  
 3015 Colvin St  
 Alexandria, VA 22314  
 703-600-7600

## GENERAL INFORMATION

### **Mission Statement**

IBS strives to provide students a comprehensive program of instruction with the highest possible standards. One of the primary goals of IBS is to prepare individuals for the State certifying exams required to obtain a practitioner's certificates. Beyond the State testing, the focus of our efforts is to lay a foundation for a professional career in various practice areas of cosmetology.

### **Educational Objectives**

IBS has been preparing professional since 2003 and offers programs in Hairdressing, Nail Technology, Esthetics, Cosmetology, Massage Therapy, Barbering and Instructor Training. Our primary goal is to establish a solid base of education and experience to equip students with the essential tools needed to pass the Hawaii state exam and prepare students for a successful career in cosmetology, barbering and massage therapy. This will be just the beginning of the journey as we expect students to continue the learning process post-graduation. To succeed in today's workplace, it is more important than ever for individuals to take charge of their careers by investing time and energy into sharpening their professional skills and image. With our curriculum and our salon experience we will make sure our students will succeed in the salon and spa industry.

### **Career Paths**

Hair Dressing, Salon/Spa Manager, Beauty College Owner, Beauty Supply Representative, Specialty Stylist, Competitive Stylist, State Board Participant, Salon/Spa Director, Beauty College Manager, Beauty College Administration, Cruise Line/Resort Personnel, Nail Technician , Esthetician, Salon/Spa Owner, Film/Movie Set Stylist, Product Development, Fashion Shows, Makeup Artist, Theater Production, Platform Artist, Industry Blogger, Educator/Trainer, Product Representative, Department Store Product Buyer/Seller, State Salon/College Inspector, Stylist/Technician for Industry Publications, Guest Artist, Writer for Industry Publications, Television Stylist/Makeup Artist...and many more.

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## **Career Requirements**

Practitioners in the area of Cosmetology and Massage Therapy often stand for long hours during the day, they must possess good finger dexterity, good eye-hand coordination, adequate mobility to work around a client in the salon or spa setting, and maintain the physical strength to utilize proper tools and techniques employed within the industry. A practitioners' tasks may vary greatly depending on his or her specialty. Being flexible and a good listener are essential to succeeding in these fields of practice, and it is important to be able to work with different personalities, whether it is in a salon or with private clients. Practitioners in these fields not only complete the services on clients, but also do consultations on what they think is best for a client's skin, hair, nails, bodies, etc. It is important for practitioners to keep up with current trends within the industry so as to better serve their clients.

Practitioners are in constant contact with various products and sometimes use harsh chemicals. It is important for a professional in these fields to maintain safe working practices including the utilization of protective clothing and proper knowledge of product/chemical handling.

## **Hawaii Cosmetology Professional Licensure Requirements**

The Hawaiian Board of Barbering and Cosmetology defines the scope of services that a practitioner can perform on based on the fields of practice for which they are certified in. Hawaii issues a "segmented license" or in other words a separate certificate for Hair Dressing, Nail Technology, Esthetics, Cosmetology, Barbering, Massage Therapy and Beauty Instructor. IBS's curriculum is approved by DCCA and the Department of Education and is designed to prepare students to pass exams and work in their chosen occupation. The program of study for cosmetology, barbering and massage therapy licenses require the successful completion of technical education using a state approved curriculum that includes training in Hair Dressing, Esthetics, Nail Technology, Barbering, Massage Therapy, Cosmetology and Beauty Instructor Training. Hawaiian law allows students to study one or more of the fields of practice as prescribed in the Hawaiian cosmetology, barbering and massage therapy license requirements. In addition to the specific discipline requirements, students must complete the Theory and Shop Management programs, including a section covering Hawaii Cosmetology, Barbering and Massage Therapy laws and rules. Upon completion of the desired training, a graduate will be eligible to apply to take the licensing examinations for the respective practice areas. A professional license, in the relevant discipline, will be issued once a graduate has successfully passed the State exam(s).

## **Training Location**

The training for cosmetology, barbering and massage therapy courses at IBS shall take place at 110 East Kaahumanu Ave., Suite 201, Kahului, HI, 96732.

## **Facility**

IBS opened your first campus in Hawaii in 2013. The Maui school is a completely new facility designed specifically to accommodate a cosmetology, barber and massage therapy school with the look and feel of a contemporary salon. There is 5,000 square feet of space that houses dedicated areas for hair, esthetics, nail technology, cosmetology, barber and massage therapy. In addition, there is separate class rooms to support the instruction of the theory for these practice areas.

## **Student Parking**

There is limited permitted parking in the lot, please see the attached parking map for permitted areas. Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. IBS will not be responsible for parking violations and/or towing fees.

## **Hours of Operation**

The School administrative offices are open for business Mondays through Saturdays 8:30am to 5:00pm. For issues related to admissions, academics, financial aid, accounting and placement, please make an appointment or visit the offices within their business hours. All administrative offices may be reached at 808.214.5293 or e-mail at [maui@ibs-or.com](mailto:maui@ibs-or.com).

**Holiday Closure**

- **Holidays in 2020:** New Year’s Day (1/1/20); Presidents’ Day (02/17/20); Memorial Day (5/25/20); Independence Day (7/4/20); Labor Day (9/7/20); Veterans’ Day (11/11/20); Thanksgiving (11/26/20 to 11/28/20); and Christmas Eve through New Year’s Day (12/24/20 to 1/2/21).

Additional closures due to different holidays may be added at school’s discretion. IBS closes in instances of extreme weather conditions and as needed for staff training.

**Student Kits**

Students must bring required books and materials daily to ensure that they are prepared with the appropriate tools for class each day. If required materials are not at school with the student, the student will be sent home for the day. The Student Kit is disbursed at the beginning of the program, and each student is responsible for maintaining their kit and replacing any items that may break. Upon receiving and reviewing kit for malfunctions, the student must notify an IBS representative immediately about any malfunctioning items. IBS is not responsible and provides no warranty for kit items after receipt, review, and confirmation that kits are complete and unbroken. If an item does malfunction after receipt, the student will be responsible to contact the manufacturer to replace it. All other supplies and products are provided by IBS and are considered IBS property unless a specific agreement has been made to the contrary. Removal of any IBS supply or product without the Director’s approval is prohibited. IBS is not responsible for stolen property.

Textbooks: For veterans or eligible person, the cost of the “Textbook and Supplies” may not be paid by the VA; the Veteran or eligible person will be responsible for payment.

Below is the list of books used in our programs:

- Milady’s Standard Cosmetology 13th Ed. / Textbook (hardcover) ISBN-13: 9781285769417
- Milady’s Standard Cosmetology 13th Ed. Theory Workbook; ISBN-13: 9781285769455
- Milady’s Standard Cosmetology 13th Ed. Practical Workbook; ISBN-13: 9781285769479
- Milady’s Standard Cosmetology 13th Ed. Exam Review ISBN-13: 9781285769554
- Milady’s Master Educator Student Course Book, 2nd Edition ISBN-13: 9781133693697
- Milady Standard Foundations with Standard Esthetics: Fundamentals, 12th edition, ISBN 9780357263792
- Milady Standard Foundations Workbook: ISBN: 9781337095273
- Milady Standard Esthetics Workbook: ISBN: 9781337095044

**Staff**

Our instructors are certified and licensed in their field of practices by the State of Hawaii. Our instructors are required to meet the minimum of 12 hours of continuing education every year, making them very qualified to assist our students in classroom as well as clinic supervision.

Director/Owner.....	Ms. Lauanda Davis
Administrative Assistant.....	Ms. Kristin Kajtezovic
Financial Aid Administrator.....	Mrs. Trina Kuailani
Cosmetology Instructor.....	Ms. Beverlee Abe
Cosmetology Instructor.....	Ms. Diane Merriles
Esthetics Instructor.....	Ms. Elyssa Shimada
Massage Instructor.....	Mrs. Trina Kuailani

**Graduation, Licensure, and Placement Rates**

National Accrediting Commission of Career Arts and Sciences (NACCAS) and the U.S. Department of Education require schools to provide important information regarding outcome rates in the areas of completion, placement, and licensure.

Minimum Outcomes Thresholds: NACCAS requires an institution to meet or exceed the following measures of student success:

- 50% graduation; 60% placement; 70% licensure exam pass rate.

**Graduation Rate:** Based on all students scheduled to graduate from their program in 2018. Of those students scheduled to graduate in 2018, the percentage that actually graduated by November 30, 2019.

**Placement Rate:** Of those graduates from the graduation cohort who are eligible for placement, the percentage who were placed by November 30, 2019.

**Licensure Rate:** Of the graduates from the graduation cohort who sat for all parts of their required state/national licensure exam by November 30, 2019, the percentage that passed all required parts of the state/national exam by November 30, 2019.

These outcome rates are calculated for the institution as a whole; NACCAS does not measure outcome rates for individual programs, but we're still required to provide the information to prospective students. Below you will find outcome rates for the institution, as well as each program separately.

Outcome rates for the 2019 Annual Report (2018 Calendar Year):

Graduation rate –77.78%  
 Placement Rate – 71.43%  
 Licensure rate –100%

Program	Graduation Rate	Placement Rate	Licensure Rate
Cosmetology	66%	100%	100%
Hair Dressing	28%	50%	100%
Esthetics	92%	73%	100%
Massage Therapy	75%	33%	100%
Nail Technology	100%	50%	N/A
Beauty Instructor	100%	100%	100%
Barbering	N/A	N/A	N/A

### ADMISSIONS POLICIES

To enroll, a student must be at least 18 years of age. If an applicant is less than 18 years old, the applicant will need parental consent. Applicants must have two forms of identification evidencing proper immigration status and age requirement: 1) Social Security Card; 2) Government issued identification with photo; 3) if the student is an eligible non-citizen (a copy of the alien registration card).

Students will be required to provide proof of appropriate educational requirements (diploma, GED, or official high school transcript showing graduation date). Students who have acquired hours at another school and wish to transfer those hours to IBS School of Cosmetology and Massage will also need to provide certification of the transfer hours. The certification must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the school (See also “**Credit for prior training**”).

If an applicant is not from a high school where English was the primary language, an interview with IBS will need to be conducted to determine language proficiency. Admission to the School will depend on adequate comprehension and understanding of English. If the School has reservations regarding the applicant’s ability to complete a program taught in English, the School may request the applicant pass an internal English language assessment administered on line: <http://www.esl-languages.com/en/study-abroad/adults/online-tests/index.htm>. If the student does not pass the test the applicant may complete ESL (English as a second language) classes before applicant is accepted for admission.

The school does not recruit students already attending or admitted to another school offering similar programs of study.

### Enrollment Process

The enrollment process consists of the following steps:

Step 1: the student must be with an admission representative and:

- Complete a student intake form.
- Receive information with the institute's outcomes.

Step 2: complete and return all admissions requirements

- Photo identification i.e. State or government issued ID.
- Secondary identification i.e. social security card or permanent resident card.
- Provide a copy of a high school diploma or GED equivalent
- Completed application form.
- Submit a non-refundable \$25 application fee.

Step 3: Upon acceptance meet with a financial aid representative

- Complete a financial plan.
- Bring proof of Immunizations: Measles-Mumps-Rubella (MMR), Tetanus-diphtheria-pertussis (Tdap), Varicella vaccines, and Certificate of Tuberculosis Examination.
- Sign contract.
- Submit a \$150 registration fee (the registration fee is valid for one contract).

Step 4:

- Attend a mandatory orientation together with the copy of the school catalogue.

The Hawai'i Administrative Rules, Chapter 11-157 require all students to meet immunization requirements before they attend any post-secondary school in the state.

If you do not have the required immunizations by the first day of school, you must provide an appointment card from your doctor showing you are in the process of completing the missing immunizations.

A student who has not completed all of the immunizations or does not have an appointment card from their doctor by the 1st day of school WILL NOT BE ALLOWED TO ATTEND SCHOOL until these requirements are met.

Documents must be official and have a date of completion for the student it is regarding. If transcripts and GED's do not show proper integrity, the director of the school must approve them. Foreign transcripts and diplomas must be translated and validated by an outside agency to reflect the academic equivalence of a U.S. High School Diploma.

Once all application requirements have been received by the Admissions Department, students shall receive a written answer to the application within 10 business days. If enrollment is denied at that time, students can reapply once they are able to meet all the requirements.

It is advisable to apply for enrollment and pay the registration fee as soon as possible to ensure a place in class. Student payment schedules must be arranged with the financial office prior to beginning classes. In the event of a payment default, the school will, without notice, suspend the student until the account is brought to the proper status.

If a student is unable to start on their contracted start date, they may submit a written request to postpone their starting date to a future class. Placement is not guaranteed in the next class as the class may already be filled. The \$150 registration fee is good for 90 calendar days.

If a student wishes to change the programs for which they are have enrolled an amendment to their contract must be made and may require an amendment fee of \$35.

If you are interested in applying for federal student financial assistance, please schedule a time with our Financial Aid Advisor. You will need to bring a Completed Free Application for Federal Student Aid (FAFSA) form, or proof of online form completion to your appointment.

Students applying for federal student aid may be selected for random federal verification, if so, you will need to bring the following to the financial aid advisor:



- Your official IRS tax transcripts
- Your parents' official IRS tax transcripts, if you are under 24 years of age, have no legal dependents, are unmarried, have never been an orphan or ward of the court, are not a veteran, and are not studying beyond a bachelor's degree

### **Ability to Benefit**

The School does not accept ability to benefit students.

### **Reentry students**

If a student has been terminated or withdrawal from a program and wishes to re-enter the school, they must submit a written Petition to re-enroll along with a \$25.00 non-refundable fee. IBS also requires a personal interview with school administration. Once the petition is reviewed, the Director has 30 days to notify the student about the decision on allowing the student to re-enroll and any stipulations to be followed. The reentering student will be placed on 30-day evaluation. During the 30-day evaluation period the student must demonstrate for that period that they can meet the school's minimum attendance and academic requirements for Satisfactory Academic Progress. The student will then be evaluated for Satisfactory Academic Progress at the next scheduled evaluation period to determine their new status. Students who fail to meet the minimum attendance and academic requirements for that 30-day evaluation period may be terminated. Students who re-enter the program are placed in the same Satisfactory Academic Progress standing as when they left.

Other requirements are:

Students who re-enroll in the program **within** 180 days of withdrawal date must complete the following:

- Outstanding tuition, fees, and overtime expenses must be paid in advance, or the student must make satisfactory financial arrangements to clear previous balance.
- If any credits from previous program are accepted, previous tuition payments will be credited to the student's balance (if applicable).
- Because tuition fees and costs are subject to change, reentering students will be contracted according to the current tuition costs and will be required to pay any additional fees if applicable.
- Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
- Pay a \$150.00 reentry fee.

Students who re-enroll in the program **after** 180 days of withdrawal date must complete the following:

- Outstanding tuition, fees, and overtime expenses must be paid in advance, or the student must make satisfactory financial arrangements to clear previous balance.
- Students will be contracted at the current tuition hourly rate.
- Students are required to purchase a kit if their current kit is not complete. Any missing kit items must be purchased.
- Submit a new application and a \$150.00 reentry fee.

Readmission is reserved to the sole discretion of IBS and may require special conditions.

### **Credit for Prior Training**

Students with prior training who would like to transfer enrollment credits must first comply with all of the regular admission requirements.

Students with credits from an out-of-state or another Hawaiian based school must submit a written request to their former school for an official transcript. It is to be mailed or faxed directly to IBS from the previous school. Transcripts from previous schools must be free of all financial obligations. Upon receipt and evaluation of official transcripts from schools previously attended, the student may be awarded hours as detailed in the transcript. IBS will evaluate and determine how many hours will be eligible for transfer. Transfer hours accepted will reduce the amount of time and hours required to complete the course of enrollment, and will reduce the amount of tuition. The remaining hours to complete the course of enrollment will be pro-rated according the tuition cost of the program. Books and kit charges, if applicable, are additional expenses. The transfer student will be assessed on both academic and technical to

determine placement. Students with transfer hours from another institution will have those hours counted as both attempted and completed hours towards the student’s educational.

Former students of IBS who did not complete their training may re-enter provided they have paid any outstanding charges owed or the student must make satisfactory financial arrangements to clear previous balance, and make arrangements for the cost of the remaining training. A competency test will be given to assess the appropriate level the student may enter. The test will be a practical exam and will include safety and sanitation protocols. The results of the testing will allow the School to create a program of study to complete any areas that are not up to the standards of the School and the State of Hawaii.

**Tuition Fee for Re-Enrolled and Transfer Students**

The hourly tuition charges for transfer or re-enrolled students who have prior hours are charged the current hourly rate per course.

The School will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150.

**Tuition Fee for Additional Training**

If the student must attend additional training hours beyond their Graduation date due to attendance challenges or to complete academic graduation requirements, the student will be charged an additional \$250.00 per week for each week passed after the contract graduation.

Any student who finds it necessary to withdraw must notify the Admissions Office promptly, in person or in writing, of their intent to discontinue classes, stating their reasons in full. Students cannot be dismissed by an instructor. Such dismissals are to be sanctioned only by the Administrators of the School. Students must abide by all School rules and regulations concerning unexcused absences. Tardiness is counted as unexcused absence. In order to encourage good punctuality and attendance all students will be charged \$250 per week thereafter.

**Miscellaneous Fees**

The following fees shall apply:

- Payments made after the 15th of the month..... \$20.00 fee
- Accounts 30 days past due..... 5% on the amount(s) owed
- Accounts 60 days past due..... 10% on the amount(s) owed
- Transcript Fee..... \$15.00
- Returned/cancelled checks..... \$50.00
- Student ID replacement.....\$10.00
- Contract Addendum.....\$35.00
- Attendance Manual Entry.....\$2.00 each
- Extra Tuition.....\$250.00 per week
- Reentry fee.....\$150.00
- Withdrawal Fee.....\$150.00

If a student’s account is required to be turned over to a collection agency for collections due to delinquent payments such student shall be responsible for any fees or expenses charged by the collection’s agency in addition to the base tuition and fees.

**FINANCIAL AID**

**Internal Financing Option**

A great option for students who are able to pay for their tuition without applying for a Loan. It’s an inhouse plan in which IBS carries the tuition over the course of instruction. Students pay a flat \$1,675 for the first month of class. Beyond this, students must maintain a monthly fee, of a minimum of \$500 while attending classes and the balance of any unpaid amounts shall be due by the expected graduation date. Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

## Payment Methods

Whether a student is on the internal payment plan or not, students will be required to make their own down payments. These payments can be made by cash, check, or credit card. Please note there is a 2% service charge for credit card payments.

## Scholarship

There are some financial resources for ethnic Hawaiians. Alu Like has several scholarship possibilities and OHA has a loan program for up to \$19,999.00. Please feel free to contact us should you wish to obtain further information on these resources.

## Veterans Administration (VA) - Post-9/11 GI Bill

If you have at least 90 days of aggregate active duty service after Sept. 10, 2001, and are still on active duty, or if you are an honorably discharged Veteran or were discharged with a service-connected disability after 30 days, you may be eligible for this VA-administered program. If you have eligibility for the Post-9/11 GI Bill and any other GI Bill program you must make an irrevocable election of the Post-9/11 GI Bill before you can receive any benefits.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI Bill benefits to you.

The transferability option under the Post-9/11 GI Bill allows Service Members to transfer all or some unused benefits to their spouse or dependent children. The request to transfer unused GI Bill benefits to eligible dependents must be completed while serving as an active member of the Armed Forces. The Department of Defense (DoD) determines whether or not you can transfer benefits to your family.

We recommend you to check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

IBS will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 and ending on the earlier of the following dates:

1. The date on which the Department of Veterans Affairs provides payment for such course of education to such institution.
2. The date that is 90 days after the date on which the educational institution certifies for tuition and fees following receipt from the student such certificate of eligibility.

IBS will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement of funding from the Department of Veterans Affairs.

## Federal Financial Aid Programs

IBS also participates in federal financial aid programs for eligible students. Most of these programs are based on a student's financial need as determined by the federal government. Financial Need is the difference between the cost of attendance (COA) at a school and your Expected Family Contribution (EFC), in other words, how much you or your family can be expected to contribute toward your educational expenses. Students seeking financial aid assistance must complete the FAFSA, which is available online at <http://www.fafsa.ed.gov/>.

IBS currently participates in the Pell Grant and Direct Student Loan programs. Federal Pell Grant is a federal grant for undergraduate students with financial need, and don't have to be repaid. Direct Loan is a federal student loan, made through the William D. Ford Federal Direct Loan Program, for which eligible students and parents borrow directly from the U.S. Department of Education at participating schools. You must repay your student loans. Repayment starts six months after you graduate, you drop below half-time status, or you terminate your training.

There are 3 different types of Direct Loans:

### 1. Subsidized Loan

A loan based on financial need for which the federal government pays the interest that accrues while the borrower is in an in-school, grace, or deferment status.

## 2. Unsubsidized Loan

A loan for which the borrower is fully responsible for paying the interest regardless of the loan status. Interest on unsubsidized loans accrues from the date of disbursement and continues throughout the life of the loan.

More information of these programs can be found in The Guide to Federal Student Aid, available online at [www.studentaid.ed.gov](http://www.studentaid.ed.gov), on [studentloans.gov](http://studentloans.gov) and the "Free Application for Federal Student Aid" published by the U.S. Department of Education located at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Copies of the guide will be provided to you by the Financial Aid Office. Additional information may be obtained by calling the Federal Student Aid Information Center between 8:00 a.m. and 11:00 p.m. (Eastern Time), Monday through Friday or 11 a.m. and 5 p.m. (Eastern time) Saturday and Sunday at (800) 433-3243 and will also be provided during loan counseling sessions.

Students interested in receiving financial aid assistance must attend an entrance interview with the financial aid advisor prior to any disbursements being made. Students that have received federal financial aid must also participate in an exit counseling prior to graduation. The Exit counseling is completed online on the website [www.studentloans.gov](http://www.studentloans.gov).

### Student Eligibility Requirements

To be eligible for financial aid, a student must:

- be admitted as a regular student;
- be enrolled or accepted for enrollment in an eligible program on at least 12 hrs. per week;
- be a citizen or an eligible non-citizen;
- not owe a refund on a FPELL Grant or FSEOG at any school;
- not be in default on a Perkins Loan or Stafford Loan/SLS/PLUS/Direct Loan at any school;
- have financial need;
- be making satisfactory progress (as defined by the school's policy) in the course of study;
- be registered for selective service (if a male born on or after January 1, 1960);
- have signed a statement of educational purpose;
- have signed a statement of updated information;
- have a high school diploma, (or its equivalent), a GED;
- agree to any federal student aid received is solely for educational purposes.

### Application Procedures

Financial aid applications for this institution consist of the following: Free Application for Federal Student Aid (FAFSA). This form needs to be completed as instructed on the internet. This application is located at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). Documentation to substantiate the data entered on the form may be required by the financial aid office.

Applications need to be submitted at least 30 days before the end of the loan period for which the loan has been requested.

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

### Disbursement of Funds

All federal student financial aid is disbursed through the Financial Aid Office. You must be making satisfactory academic progress in your training and attendance to receive any financial aid disbursement. Tuition disbursements are credited directly to a student's account accounts within three days of receipt by IBS. Financial aid disbursements are not eligible for release until after a student completes the appropriate hours and reaches the scheduled release dates with satisfactory academic progress. To be considered making satisfactory academic progress students must have a minimum grade point average of 75% and must have 75% attendance of their scheduled hours. No disbursements will be made while a student is on a leave of absence.

### Determining Need

The information you report on the FAFSA form, when you apply for aid, is used in a formula established by US. Congress which calculates your Expected Family Contribution. Once this form is processed by the US Department of Education,

the results will be provided in the form of an Electronic Student Aid Report with the calculation of the Expected Family Contribution.

**Cost of Attendance**

The total amount it will cost a student to go to school. IBS uses the annual school administered student surveys per federal guidelines.

Allowance	With Parents	Without Parents
Tuition & Fees	Actual Institutional Charges	Actual Institutional Charges
Books and supplies	Actual Institutional Charges	Actual Institutional Charges
Rent	\$504/month	\$1,773/month
Transportation	\$332/month	\$343/month
Personal/misc.	\$175/month	\$527/month

**Loan Repayment**

I am responsible for repaying my loan according to my repayment schedule even if I do not complete my academic program, I am dissatisfied with the education I received, or I am unable to find employment after I graduate. Repayment is the process of satisfying your obligation to pay back the money you borrowed to help you pay for your education. For Direct Subsidized Loans and Direct Unsubsidized Loans, the repayment period begins when your grace period ends. Direct PLUS Loans enter repayment when they are fully disbursed (paid out), but you may defer (postpone) making payments while you are enrolled in school at least half-time and for an additional six months after you leave school or drop below half-time enrollment.

More information can be found on: <https://studentaid.ed.gov/sa/sites/default/files/loan-entrance-counseling.pdf>.

**Exit Counseling**

The student is responsible for completing exit counseling before he or she leave school or drop below half-time enrollment. More information can be requested at the Financial Office of the school or on the site <https://studentaid.ed.gov/sa/sites/default/files/loan-exit-counseling.pdf>.

**Definitions**

The following definitions correspond to some common terms used within the financial aid terminology:

**Academic Year:** This is the amount of the academic work you must complete each year, and the time period in which you are expected to complete it, as defined by your school. IBS uses 900 clock hours of instruction for a full-time student. The midpoint of the academic year shall be at least 450 clock hours.

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

**Dependent Student:** A student who does not meet any of the criteria for an independent student. This student is required to submit with his/her application, student and parents' income and assets data.

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

**Expected Family Contribution (EFC):** The calculated amount that a family contributes to offset the student's cost of attendance.

**Financial Aid Eligibility, Citizen & Eligible Non-Citizen:** You must be one of the following to receive federal student aid: U.S. Citizen, U.S. National, U.S. permanent resident who has an I-151 or I-551 (Alien Registration receipt

card). Departure Record (1-94) from the U.S. Immigration and Naturalization Service (INS) showing one of the following designations: Refugee, Asylum Granted, Indefinite Parole and/or Humanitarian Parole Cuban Haitian entrant.

**Independent Student:** An independent student is one of the following: at least 24 years old, married, a graduate or professional student, a veteran, a member of the armed forces, an orphan, a ward of the court, or someone with legal dependents other than a spouse, an emancipated minor or someone who is homeless or at risk of becoming homeless.

**Parent(S):** For the purposes of the financial aid programs, "a parent" is the mother and/or father or adoptive parents, stepparent or legal guardian - not foster parents.

**Payment Period:** 450 hours and 15 weeks for courses of 900 hours or more. It is the mid-point of the program for courses of less than 900 hours and 30 weeks.

**Need:** Financial need is the amount left over after subtracting the expected family contribution from your cost of attendance.

**Verification Process:** The process your school uses to confirm that the data reported on your FAFSA is accurate. Your school has the authority to contact you for documentation that supports income and other information that you reported.

**Withdrawals:** Students are officially withdrawn on date of notification, date terminated by the institution, or date when the student failed to return from an approved leave of absence.

Please feel free to schedule an appointment to discuss financing options.

### Compliance Statement

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

### School Records and Transcripts

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a Federal law designed to protect the privacy of a student's educational records

The FERPA gives certain rights to parents regarding their children's educational records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level. Students and former students to whom the rights have transferred are called eligible students. Parents or eligible students have the right to inspect and review all of the student's educational records maintained by the School. Parents or eligible students must send a written request to the School and identify the records requested. The School will notify the parents or eligible students about the date and time the records will be available. This will be done within 45 days of the receipt of the request. Original records cannot leave the office and the School is not required to provide copies of materials in education records.

Generally, the School must have written permission from the parent or eligible student before releasing any information from a student's records; the School has release forms available should a parent or eligible student wish to release information to a third party. The law allows schools to disclose records without consent to the following parties:

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Parents when a student over 18 is still dependent.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.

- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

Students may request to review their files at any time during enrollment. An appointment must be made with the admissions office to review the files in their presence. Files cannot leave the office.

Copies of transcripts may be requested from the administration of IBS in writing. IBS shall be permitted to receive all fees or outstanding amounts owed (whether in the nature of tuition, a fee or a penalty) by the student requesting the copy of the transcript prior to the release of the transcript. Note, there shall be a minimum of a 10-business day processing period before IBS shall dispatch the transcript. It may be possible to reduce the waiting period by submitting a cashier's check or cash to clear any outstanding amounts owed to IBS. Students shall be entitled to one free transcript however there will be a \$15 processing fee for any subsequent requests.

### **Privacy and File Access Policy**

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or guardian (if the student is a dependent minor) for each third-party request. The school form may be used for this purpose. It is the school's policy that no information is released without written authorization by the student. Please note that a completed written release form is required for each occurrence of release of information. The school will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of three years after graduation or termination.

### **Policy for Safeguarding Customer Information**

Non-public personal information is information that is not publicly available on:

- Your name, address, social security number;
- Name of your financial institution and account number;
- Information provided on your application to enroll at IBS;
- Information provided on your application for a grant or loan;
- Information provided on a consumer report; or
- Information obtained from a website.

IBS is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director and or owner/administration shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operation, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school shall be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice of this policy.

IBS shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

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## SCHOOL POLICIES

### **Job Placement**

There are several ways in which the School can assist with job placement. First, there are courses designed to prepare candidates with searching techniques, resume drafting and interviewing techniques. In addition, the School assists with a list of contacts as well as a job posting board and host guest speakers often. Finally, students should try to schedule an appointment with the assistant director in order to assess which salons may best suit that student's character.

Our Job Shadow Program allows senior students to spend a day in an actual salon watching and observing the various duties of the salon and also allows prospective employers to look at potential job applicants. Contacts established here will put students ahead of other new licensed graduates when it comes to securing that first job opportunity.

Please keep in mind that the School will do all that it can to place a student however there is no school that can guarantee employment.

### **Academic and Advising and Student Services**

Academic advising is available to students at any time during the course of their studies. Progress shall be discussed at SAP evaluation points for each student; however, the School maintains an "open door" policy and encourages students to speak with an instructor or administrator at any time if they have questions or are in need of additional information in any of the following areas:

- Academics
- Testing
- Course of study
- Career Opportunities
- Academic funding

If students have questions or needs of non-academic nature the School provides a listing of professional resources in the community. Resources include but are not limited to: mental health, housing, nutrition, legal aid, drug and alcohol assistance, and crisis assistance. A posting of this information can be located on campus bulletin boards or by request from an instructor or administrator.

### **Statement of Non-Discrimination**

The School will not discriminate or deny admissions to any person on the basis of race, color, ethnic origin, national origin, marital status, sex, religion, age or disability, nor is it a part of any policy, procedure and/or practice in accordance with Title VI and VII of the civil rights act of 1964 (including Title IX of the education amendments of 1972). The non-discrimination policy covers not only admissions and school access it extends to employment, student financial aid and educational services at IBS. Any student or employee found to be in violation of this policy will have disciplinary action taken against him or her, up to and including expulsion or termination. IBS's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found as having engaged in discriminating behavior. Any person who feels that they have been subject to discrimination may file a complaint with the Hawaii Department of Education.

### **Constitution Day**

IBS celebrates Constitution Day on or near September 17 of each year. Information can be found on the website [www.constitutionday.com](http://www.constitutionday.com).

### **Voter Registration**

Students are encouraged to register to vote in State and Federal Elections. Voter Registration and Election Date information for the state of Hawaii can be found at <http://www.hawaii.gov/elections>, and for Federal Elections visit [www.eac.gov/voter\\_resources](http://www.eac.gov/voter_resources).



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### **School Policy for the Handicapped**

IBS complies with the provisions of Section 504 of the Rehabilitation Act of 1973, and no qualified handicapped person is excluded from enrolling in a course of instruction by reason of their disability. IBS admits those impeded individuals whose disabilities would not create a safety hazard to themselves or their classmates, and would not interfere with their ability to benefit from the training offered through their classroom performance capabilities and have reasonable placement potential following graduation. All requests for accommodation will be considered and IBS will work with the student or applicant to identify the most suitable accommodation that will allow applicant or student to participate in educational programs. Applicants and students who believe they need a reasonable accommodation should contact the School Director as soon as possible. In some circumstances, IBS may request that written documentation from a medical provider be provided.

### **Drug and Alcohol Policy**

No drugs, controlled substances, or alcoholic beverages are permitted on School grounds or any related school's activities by students and school staff. Any student or employee found in violation will be sent home and subject to immediate suspension or expulsion depending on the severity.

Possession or use of any unlawful substance and/or possession of any containers of alcohol is strictly prohibited on our campuses. Students are considered to be in possession of prohibited substances if the substances are found in the student's personal belongings, work areas, assigned storage areas, as well as when they are found on the student's person. Any illegal drugs or related substance found in or on the school's property may be released to a law enforcement agency. Students found in violation of this policy will be subject to immediate action which may include but not be limited to suspension or expulsion and report to appropriate law enforcement officials.

The use, sale, possession, transfer, or purchase of illegal drugs on the school's property or while engaging in school activities in any other location is strictly prohibited.

Under no circumstances may a student conduct business at the school if impaired by alcohol or any other drug or substance.

There is no smoking anywhere inside the School.

The school makes available a list of professional services about drug and alcohol counseling, treatment, or rehabilitation or re-entry programs to students and employees;

### **Campus Security Policy**

All students and employees must report any criminal actions or other emergencies occurring on campus or at any off-campus college activities to the School Supervisor immediately after it occurs. Criminal activity includes, but is not limited to, the crimes listed below:

Criminal Homicide (Murder and non-negligent manslaughter; negligent manslaughter); Sex Offenses (Rape, Fondling, Incest, Statutory rape); Robbery; Aggravated Assault; Burglary; Motor Vehicle Theft; Arson; Arrest and Referrals for disciplinary actions (including: arrests for Liquor Law Violations, Drug Laws Violations, and illegal Weapons possession); Hate Crimes-Assault and bodily injury; Domestic Violence; Dating Violence; Stalking; Violence Against Women Offenses.

The Director will report to the local police agencies any criminal activity on campus or at off-campus student activities.

The school will distribute a yearly report with statistics concerning the number of arrests for the crimes listed above occurring on campus.

All faculty and students are encouraged to speak directly with the Director for directions and guidance pertaining to any of the information disseminated in this disclosure. The following agencies will provide information for students and faculty seeking counseling services in this area:

- Victim Witness Assistance Division  
2103 Wells Street, 2nd Floor  
Wailuku, HI 96793  
(808) 270-7695
- Domestic Violence Action Center -(808)531-3771
- Maui Sexual Assault Center  
392 North Market Street  
Wailuku, HI 96793  
(808) 877-6888
- Police Department  
55 Mahalani St.  
Wailuku, HI 96793  
Phone: (808) 244-6400 Emergency Phone: 911
- Comprehensive Counseling & Support  
Services - Maui County  
Maui Office Child & Family Service  
Wailuku, HI 96793  
(808) 877-6888
- Sexual Assault 24 Hour Hotline: 1-800- 656-HOPE  
(1-800-656-4673)
- National Domestic Violence 24 Hour Hotline: 1-  
800-799-SAFE (1-800-799-7233)
- Alcohol and drug help line: 1-800-923-4357

### **Copyright Laws Policy**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505. Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at: [www.copyright.gov](http://www.copyright.gov). HEA section 485(a).

## **STUDENT CONDUCT POLICIES AND SCHOOL RULES**

### **Discipline**

- Students are required to be courteous and respectful to fellow students, staff, and clients of the School. IBS prepares our students for a professional salon and spa environment. Late arrivals and absences have a significant effect on how you move through our programs and how you will behave in your work place.

IBS will not tolerate any type of disrespect in the institution. All students must conduct themselves in a professional manner and treat fellow students and staff in a courteous and respectful manner, refrain from disdainful language and discriminatory behavior. Students shouldn't criticize the work of another student in front of clients. Bullying is not acceptable. If there is an issue between students, students should try to resolve the issue in a respectful manner between themselves. If further intervention is necessary, please take the issue to your Instructor.

- The failure of any student to reasonably respond to a request intended to move the student through the program, by an instructor or administrative staff, shall result in a written warning or dismissal for the day.
- Students have minimum requirements assigned, but it doesn't mean that IBS students will be exempted from extra services once all the requirements are completed. IBS has high standards for our students, and we expect them to use all their time at school to learn and refine their skills to succeed in their professional life.
- Students must attend all classes and report for school on time; punctuality is critical to your future. Employers ask for grades and attendance records to evaluate a prospective employee from a school.
- Students are required to be present and working toward graduation during all time spent at the School, in order to do so students must bring all appropriate learning materials and remain on task throughout the course of the day.
- Students are not allowed, under any circumstances, to clock another student in or out.

- Students are not allowed to remain clocked in when there is more than a 15-minute absence from the campus.
- Students are not allowed to have visitors in the classroom areas without prior approval from the administration.
- Students are required to provide a 24-hour notice, by phone, prior to any absence. Failure to provide a 24 hours' notice shall result in a written warning and in the addition of the following service requirements to the minimum service requirements required by the School: any service(s) that has/have been scheduled for that student, during the 24 hours period prior to such absence, shall be multiplied by five (5) and added to the minimum service requirements.
- Any student guilty of willful destruction of school property will be dismissed immediately. If a student damages or breaks school property, due to accidents and/or careless he or she will be required to replace the damaged property or to pay for the damages.
- Students are not allowed to do beauty work outside of the school unless authorized by the school administration to do so. If a student is found performing unauthorized hair, nail or skin services outside of school he or she will be reported to the state board, and according to Hawaii Law, it might result in denial of receiving a professional license in the future.

### **Dress Code**

All students are expected to dress professionally at all times. The impression we make is vital to create a positive image to our guest and future employers. Students are to arrive at school groomed (hair must be clean and styled), in uniform and in compliance with all appearance standards.

Those students who do not comply with the dress code mentioned herein shall be asked to clock out and return to the School when appropriately attired. Any missed hours due to dress code infractions will be student responsibility, and the student need to make sure to make up those hours.

- Skin must be clean and free of offensive odors;
- Students must wear all SOLID BLACK. That means that any and all clothing should be solid black;
- Black dress pants, skirts or dresses are required. Skirt or dress lengths must fall no less than 3 inches above the knee and straps needs to be at least 3 inches wide;
- Sheer tights or leggings may only be worn in combination with a dress or skirt that complies with the minimum length requirements;
- Capri pants are permitted;
- Black jeans are permitted if it's not faded. Dark grey is not allowed;
- Clothing is expected to be free from holes, wrinkles, stripes, embroidery or prints;
- Solid black vest only;
- Lab Coats and Aprons are to be cleaned, pressed and worn at all times on the clinic floor.

The following is **NOT ACCEPTABLE** at school:

- Sweatpants, sweatshirts, workout attire, cutoff shirts, tank tops (worn alone) and shorts are not permitted.
- No spaghetti straps;
- Skin shall not be exposed on the belly, midriff, derriere, upper thighs, upper chest cleavage;
- Bare back is not allowed;
- Hats, visor, caps are not allowed (with the exception of religious purpose);
- Also, sheer garments or any manner of dress that exposes the student's undergarments are not permitted.

Non-slip and closed toe shoes are required.

Massage students, due to the training they are receiving, are allowed to wear black leggings. It still needs to be professional and not-sheer.

### **Front Desk**

- Students are not allowed at the front desk area, unless they have been assigned to help with assignments. Students are not allowed to handle payment transactions.
- Students are not allowed to book appointments or reschedule it. Receptionist and instructors should be notified in case it is necessary.

### **Cellular Telephone Policy**

- Cell phones are prohibited from the classroom and clinic areas and must be turned off during the course of the day. If a student needs to make or accept a call during school hours they may do so during break times and only in designated areas. Students must step outside to return calls and send text messages.
- If the instructor finds necessary, cell phone will be removed from the student and turned into to the Director/Administration. Student will be able to recover the phone at the end of the day.
- Emergency phone calls will be accepted through the School phone at the front desk.
- The use of any personal electronic device will not be allowed during testing and shall be considered cheating. Any student suspected of cheating will be disqualified from that days test and will be required to re-take the test at a later date under the supervision of an instructor or staff member.

### **Clinic requirements**

- Students should have their stations set up and be ready to take clients at the time of the scheduled appointment. Workstations are to be kept clean at all times. All implements shall be sanitized immediately after use. Students who fail to clean stations and sanitize implements may be denied clients the following day.
- In order to prepare you to succeed in this career, our clients expect and deserve your best Service. Greet every client in a timely manner and deliver outstanding Service until you have assisted them with checking-out. When you finish every client service, an instructor should sign off before you take the client ticket to the front desk.
- Students are not allowed to refuse a service with a client when reasonably asked. Refusing service to a client or trading tickets with another student will result in corrective action.
- Students should not leave a client unattended while chemicals are being used.
- All student's work must be checked by an instructor prior to, during, and after services are rendered.
- Food and beverages are not permitted on the clinic floor, only in designated areas.
- When not working on a client, students have the responsibility to fulfill service requirements during their hourly requirements.
- Due to Federal and State regulations, products not sold by the School and thus not having a Material Safety Data Sheet on file will not be allowed on premises or to be used on clients or students.
- Failure to maintain payment for more than three consecutive months is grounds for expulsion.
- Any student who possesses or uses a weapon while at School will be subject to termination.
- Students must supply their own pens, pencils, paper, notebooks and all other personal supplies.
- Students are required to inform the School of any changes of any personal details including but not limited to address, telephone number, name, etc. Any failed communication directed to a student based on information in the Schools records shall be the fault of the student.

- Students may receive personal services if they have no scheduled appointments. They are allowed one service per week on their scheduled hour, unless authorized by instructor and/or administration. However, students must sign in for their services with Reception. Students shall receive a 25% discount from any service in the School. Family and friends shall be permitted a 15% discount on all services.
- Students must be in good academic and financial standing in order to receive any personal service. No student who is in Probationary or Suspension status may receive a personal service.
- Anyone caught stealing shall be expelled immediately. An act of "stealing" shall include but not be limited to the removal of any School property from the School facility, the unauthorized use of School property and the unauthorized possession of any property belonging to the School or another person. It will be left up to the administration to determine whether the student will be allowed to petition for re-enrollment. No exceptions to this rule will be allowed. (NOTICE: surveillance cameras are located throughout the School). IBS reserves the right to conduct searches of all personal items that are carried onto or removed from our property. Searches may be conducted when we determine, in our discretion, that there is reasonable cause to believe that there has been a violation of this policy. This includes the right to search lockers, drawers, equipment, packages, bags, lunch boxes, and other items.
- Students are subject to random bag searches as they leave school property.
- IBS reserves the right to change any policies. In the event of a policy change, any new information is conveyed to students at general meetings or posted in memo form on the student bulletin board. It is the responsibility of each student to read posted messages on the bulletin board.
- All students must have their own personal health and /or accident insurance while enrolled in this School. IBS will not be liable for any injuries that occur while inside the School during part of any class or working with customers or on any field trips that occurs outside the School. By signing the enrollment agreement, you hereby release IBS of any and all liability.

Failure to comply with the above-mentioned rules shall result in the issuance of a written warning.

Hours missed by students for violation of Rules and Regulations will not be excused hours and will be charged as unexcused hours per contract amount.

## **SCHOOL RULES AND REGULATIONS**

### **Grading**

Students will receive a grade according to the following grade scale:

90% - 100%	Excellent
85% - 89%	Very Good
75% - 84%	Satisfactory
0% - 74%	Below Standards - Unsatisfactory

Students will be taking tests at the end of each subject, normally once a week. If a student misses a test or didn't reach the 75% passing grade, a make-up/retake test will be required. To make up/retake the test missed or not passed, the student must schedule with the instructor within two weeks of the missing/not passed test. The first two scored will be recorded on student's file and those scores will be reflected on the student GPA. Student should take tests as they move through the program, students shouldn't expect to be removed from the books at the end of the program due to failure to make up work on the requested schedule. Also, prior to their practical test for each level, students are required to have taken and passed all tests of that level.

### **Practical Testing**

Dates for Practical tests will be listed on a monthly basis or as needed. Students should be targeting to take practical test way before they reach their graduation date. Students who don't take the practical ahead of time will definitely run into the risk of not completing the program on time and be charged for extra tuition (\$250 per week).

To sign up for a test, you should be completed with all the requirements for that level. Sign-up sheet is first come first serve. The student should be responsible for making sure all the requirements have been completed and signed off.

If at any point instructors or administration finds out students are missing requirements to test, students won't be allowed to test until next available test date.

If you sign up and you don't make to the test, you will be scored as "0". Make sure you have enough coverage at home for daycare or any other issue that may come up. Also, it's wise to have model's backup. We have had issue with models cancelling in the last minute. Finding a reliable model that will be on time and stay throughout the WHOLE test is the student responsibility.

### **Attendance and Discipline Policy**

Attendance is very important in any higher learning setting because it determines how quickly a student may proceed through their education. Course lengths are calculated on perfect attendance. Timely attendance is critical as staff, students, and clients depend on it. Students must maintain satisfactory attendance in order to proceed through their program(s). The School expects attendance to be at a rate of no less than 75% on a monthly basis. This is the minimum percentage of time students must attend in order to remain in satisfactory progress. Keep in mind that to graduate on time, students must have 100% of attendance.

Daily attendance requirements are determined by program, for a list of required hours see the section titled "Schedule of Classes" of this catalog. Students are required to be present during all regularly scheduled hours.

Students who are scheduled for 8 hours will have a 30 minutes lunch break. They do not have to clock out for lunch while remaining on school premises, however if the student leaves the campus for any reason for more than 15 minutes, they are required to clock out and clock back in upon returning to school. At any time, the student remains on the clock, they might be called to take appointments.

### **Tardy Policy**

Students are required to attend classes based on the scheduled start time. Students are required to clock in upon arrival at the campus and the time that is clocked in shall be used to determine whether a student shall be permitted to attend classes for the day as well as for purposes of calculating attendance. Students are not permitted to clock in or out for other students. Students arriving after the scheduled start time shall not be allowed to attend class for the day. If a student is tardy (late) for more than ten minutes, the student may not be allowed to enter class until after the first break of class, and he will automatically lose the whole first hour. All classes missed will be required to be made up: the scheduling of the makeup class shall be arranged with the appropriate staff member. Students are charged according to their scheduled attendance. If a student does not show up to class or is late to class, extra tuition may be charged.

Students leaving by 1:30pm don't have a lunch break. Students are already restricted by the type of service they can have due to this schedule. To make the best use of the time at the school, the time between morning shift and clocking out should be use to work on mannequin heads/hand, workbooks and studying for tests.

### **Absence Policy**

Students are required to notify the School in the event of an absence. Please refer to the Satisfactory Academic Progress section concerning absences.

If the student knows of an anticipated absence from School, the student is required to notify the School at least 24 hours in advance of the absence. Please note that there is no difference whether the absence is excused or unexcused for purposes of calculating a student's attendance percentage, however, if the student fills out a request, they will not receive a written warning as disciplinary action for missing the day. The only instances which shall void a written warning given due to lack of 24-hour notice shall be upon the receipt of a written doctor's note or verifiable documentation of a severe family emergency.

A student is deemed to have dropped the program(s) after an absence of 14 consecutive calendar days without having made prior arrangements for a leave of absence with the School. Students are permitted to petition for re-enrollment based on the procedure outlined in this Student Catalog.

Absences leading to necessary makeup time past the contracted graduation date shall result in an extra charge of \$250 for each week or prorated portion thereof.

**Leave of Absence Policy**

In the event a student finds it necessary to be absent from School for an extended period of time, a minimum of 14 calendar days and a maximum of 180 calendar days, in any 12-month period, he/she may request a leave of absence from the School. The LOA together with any additional leaves of absence must not exceed a total of 180 days within a 12-month period. The request for a leave of absence shall be made prior to the leave, in writing, including the reason for the student's request, with the student's signature and delivered to the Assistant Director/Director for approval, unless unforeseen circumstances prevent the student from doing so. The school may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if the institution documents the reason for its decision and collects the request from the student at a later date. In this case the start date of approved LOA will be the first date the student was unable to attend. Once the leave is approved, an addendum to the student's original contract must be completed, signed and dated by all parties, which will extend the student's contract end date by the same number of days taken in the leave of absence. Students will not incur additional charges from the institution for any absences during an official leave of absence period however students are required to continue monthly minimum payments if applicable through the leave of absence. A student's leave of absence will not affect the student's attendance percentage rate. Student must return on the date he or she designate on the LOA form, or the contract will be terminated according to Federal Law. To authorize the LOA the school must have a reasonable expectation that the student will return from the LOA.

A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period.

Students granted a LOA is not considered to have withdrawn, and no refund calculation is required at this time. However, students who takes an unapproved LOA or fail to return to School as scheduled from an official leave will be considered as withdrawn as of the day they were scheduled to return to class. For the purpose of calculating a refund the withdrawal date will be the student's last day of attendance.

**Make Up Work Policy**

The "make up work policy" affords student the opportunity to make up work and tests that they have missed. All make-up tests must be scheduled with an instructor within two weeks of its original date. It is the responsibility of the student to schedule the make-up test. Missed tests will be posted as a ZERO until the time that they are made up. Missed and failed tests will adversely affect the student's Grade Point Average (GPA) and SAP.

**Schedule Change**

Schedule change really affects how the student moves through the program, and it is highly discouraged. If the student wishes to drop the number of hours they signed up for, students will be allowed only one scheduled change throughout their program. Such change can't be more than 25% less of the Original scheduled hours or at least 24 hours per week (with exception for Massage that should be at least 8 hours per week), whichever is greater.

Such change should be made prior to 75% mark of SCHEDULED HOURS. Changes won't be accepted once students reach this point.

**VIOLATION OF POLICY AND PROCEDURES****Written Warning**

A written warning shall be issued by the School, and confirmed by the student in writing, in instances where a staff member determines that the student has violated a School policy or procedure. A staff member shall explain the basis, terms and duration of the warning and the student shall confirm the same by signing off on the notification of warning. The written warning shall be recorded in a student's progress report. Written warnings are intended to clarify with the student how their conduct has deviated from the School's policies and procedures.

**Suspension**

Suspension is a temporary exclusion assigned to a student and depending on the severity of the violation, it can last anywhere from one to three days not allowing the student to attend class or, the student can be placed on an in-house suspension. On an in-house suspension the student shall be required to be in School during the normal hours of attendance, however the student will not be permitted to perform live services. The student will be required to be constructive with their time by completing work on mannequin requirements, homework requirements, retesting (if necessary), viewing of DVD's or other course related work that would move the student towards graduation. In-house

suspension shall last for up to 15 calendar days provided that the student has corrected their actions and are in compliance with the School's policies and procedures. In addition, a student who is on suspension shall be required to comply with all requests for assistance with regards to safety and sanitation. A staff member shall explain the basis, terms and duration for the suspension and the student shall confirm the same by signing off on the notification of suspension. Failure to correct action shall result in an extension of the suspension or possible expulsion. Suspensions that a student isn't allowed to attend school, are considered unexcused absences and the hours missed during suspension need to be made up outside of the student's scheduled hours.

Students shall be placed on suspension in two instances. The first instance relates to failure to comply with minimum attendance and to violations of policy and procedures: three written notices shall place a student on suspension in this instance. The second instance relates to failure to meet minimum payment requirements: two consecutive written notices shall place a student on suspension in this instance.

### **Expulsion**

Expulsion occurs as a measure of last resort and constitutes a formal termination of a student's ability to continue on in the program. Instances in which expulsion is used as a measure of last resort shall include but not be limited to instances where a student fails to maintain SAP, failure to fulfill financial obligations to the School, unexcused absences greater than that which is permitted herein, the accumulation of 3 suspensions, use of drugs on campus, theft on the premises of the School or the violation of School policies or procedures to an extent that there displays a complete disregard for the welfare of others or their property. The School also may terminate a student's enrollment for noncompliance with their contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the School; willful destruction of School property; and theft or any illegal act.

A staff member shall explain the basis for the expulsion and the student shall confirm the same by signing off on the notification of expulsion. This notice shall notify the student of the student's right to appeal the expulsion. Thereafter a student's calculations for institutional earnings/refund shall be calculated.

### **Appeal Process**

Students shall be permitted to appeal any decision made by the School by providing a written appeal submitted no later than 15 calendar days from the date of the decision. Appeal documents shall be reviewed and the School shall render its decision within 30 calendar days from the receipt of the appeal by the School.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

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

### **Attendance**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. 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 75% 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.

### **Academic**

The qualitative element used to determine academic progress is a grading system detailed below. 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 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90% - 100%	Excellent
85% - 89%	Very Good
75% - 84%	Satisfactory
0% - 74%	Below Standards - Unsatisfactory

Theory tests are weighted 75% of a student's cumulative grade point average and practical tests are weighted 25%. A student is required to obtain a minimum cumulative grade point average of 75%.

**Evaluation Periods: evaluations shall be based on actual hours.**  
 The Institution Academic Year for each program consist of 900 clock hours.

Cosmetology 1800 Hours	Evaluations will be conducted at 450 hrs., 900 hrs. and 1350 hrs.
Hairdressing 1250 Hours	Evaluations will be conducted at 450hrs. and 900 hrs.
Esthetics 600 Hours	Evaluations will be conducted at 300 hrs.
Nail Technology 350 Hours	Evaluations will be conducted at 150 hrs.
Massage Therapy 600 Hours	Evaluations will be conducted at 300 hrs.
Barbering 1500 Hours	Evaluations will be conducted at 450 hrs., 900hrs. and 1350 hrs.
Instructor Training 600 Hours	Evaluations will be conducted at 300 hrs.

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

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

**Determination of Progress**

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

**Warning**

Students who fail to meet SAP will receive written warning of non-compliance and will be advised of the action that is required to meet SAP until the next scheduled SAP evaluation ("Warning Period"). The Warning Period lasts until the next scheduled evaluation. During that time the student will be required to meet the minimum requirements of SAP in order to avoid further prescriptive action on the part of the student. If at the end of the Warning Period a student has not yet met the SAP requirements, the student may be placed on probation. If the student is not able to meet SAP requirements at the expiration of probation, the School will determine whether there are any alternatives to expulsion, however, the School reserves the right to expel a student at this time in the event that there are no alternatives.

**Probation**

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

be determined as NOT making SAP and, if applicable, students will not be deemed eligible to receive Title IV funds and or expelled from the School.

**Re-establishment of SAP**

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

**Interruptions, Course Incompletes, and Withdrawals**

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

**Appeal Procedure**

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

**Maximum Time Frame**

The maximum time, 133% of course length, allowed for students to complete each course at SAP is stated below:

Program	Normal Time	Maximum Time
Hairdressing	1250 hours	1663 hours
Esthetics	600 hours	798 hours
Nail Technology	350 hours	466 hours
Massage Therapy	600 hours	798 hours
Barbering	1500 hours	1995 hours
Instructor Training	600 hours	798 hours
Cosmetology	1800 hours	2394 hours

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

**Non-Credit, Remedial Courses, and Repetitions**

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school’s SAP standards. SAP evaluation periods are based on actual contracted hours at the institution.

**Transfer Hours**

With regard to SAP, 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.

**SCHOOL REFUND POLICY**

- An applicant not accepted by the school shall be entitled to a refund of all monies paid except for the \$25 application fee.
- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three (3) business days of the signing of the registration agreement of contract, all monies collected by the school shall be refunded except the non-refundable \$25 application fee, regardless of whether the student has actually started training.
- A student notifies the institution of his/her withdrawal in writing.

- A student is expelled by the school.
- For all official cancellations or withdrawals, the cancellation date will be determined by the date said information is postmarked or delivered to the school administrator in person. If a student starts the class and receives any portion of a kit or textbooks, that student is responsible for 100% of the charges for those items received after three (3) business days of the signing of the registration agreement or contract.
- If a student cancels his/her contract after three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the school less a registration fee of \$150.00 for all courses offered and the non-refundable \$25 application fee.
- For students who terminate prior to completion, a withdrawal fee in the amount of \$150.00 will be assessed.
- All refunds are based on scheduled hours.
- For students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

Percentage of Enrollment Time	Amount of Tuition and Fees Charged
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and Over	100%

- "Enrollment time" is defined as the time elapsed between the actual starting date and the last date of physical attendance. All refunds will be calculated based on the students last date of attendance. Any monies due to the applicant or student shall be refunded within 45 days of formal cancellation by the student or by formal termination by the school, which shall occur no more than 14 calendar days from the last day of physical attendance, or in the case of a leave of absence, the earlier of the scheduled date of return or the date that the student notifies the school that he/she will not be returning.
- The refund policy will apply to tuition and fees charged in the enrollment agreement. Other miscellaneous charges to the student for books, extra kit items, products, etc., or debts to the school incurred by the student will be calculated separately at the time of withdrawal. Kits that are deemed unacceptable for re-issue may not be returned to the school for refund upon termination of enrollment.
- If the school is permanently closed or is no longer offering instruction after a student has enrolled, the school will provide the student a reasonable opportunity to promptly resume and complete the cancelled course(s) of study or a substantially similar course of study at an institution (or institutions) in the same geographical area which offers similar educational programs. The school shall provide individual notice to students if a teach-out is necessary and the teach-out school shall not charge students more than the original school would have been entitled for the period covered by the teach-out, and for which the student has not paid. If a teach-out is not possible, the institution will provide students with a pro-rata refund. The school shall dispose of all school records in accordance with state laws. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- If the course is cancelled subsequent to a student's enrollment and before instruction in the course has begun, the school will provide a refund of all monies paid. The school reserves the right to reschedule, postpone, or cancel classes.
  - Hairdressing = 1250 hours
  - Esthetics = 600 hours
  - Nail Technology = 350 hours
  - Barbering = 1500 hours
  - Cosmetology= 1800 hours
  - Massage Therapy: 600 hours
  - Instructor Training = 600 hours
- Refund Time Limits: all refunds will be made within 45 days from the date of cancellation or determination of withdrawal. If a student does not return from an approved leave of absence period, refunds will be made within 45 days from the end of the leave of absence period. However, such leave of absence may never exceed the maximum time allowed (Please see section entitled "Leave of Absence"). Within ten days of any refund, the student will receive a Notice of Refund stating the amount of the refund and whom refund was made.

- **Withdrawal/Termination from Course:** students have the right to withdraw from a course of instruction at any time. If the student or School terminates training after commencement of classes, unless the School has discontinued the program of instruction, the student is financially obligated to the School according to the following formulas or maximum charges.

## **RETURN OF TITLE IV FUNDS POLICY**

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

**Official Withdrawal Process:** If a student wishes to withdraw from school, they must notify the Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. The Director must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, FSEOG, TEACH, and Iraq Afghanistan Service Grants (IASG) during the payment period. The percentage of Title IV aid earned is equal to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination. Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 (calculation was performed). The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant
5. Iraq Afghanistan Service Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

## **GRIEVANCE AND APPEALS POLICY**

Any student who feels that they have not been treated fairly shall submit a written complaint to the School director. The school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in the school catalog thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The 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 60 days of the date that the act, which is the subject of the grievance, occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management 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 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 the management cannot resolve it, 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, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 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. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Students aggrieved by action of the School should attempt to resolve these problems with the appropriate School officials. Should this procedure fail students may contact:

For cosmetology related issues the Department of Commerce and Consumer Affairs: DCCA-PVL ATT: BAR/COS P.O. Box 3469 Honolulu, HI 96801, [Tel:\(808\)586-3000](tel:(808)586-3000).

For barbering and massage therapy related issues the Hawaii Department of Education: Hawaii State Department of Education P.O. Box 2360 Honolulu, HI 96804, Tel: (808)586-3230.

A student who has been expelled may file a written appeal to the School director. Re-admittance is at the discretion of the School owner and/or director.

## **GRADUATION POLICIES**

Graduation Requirements and Diploma

- State requirements: State required hours

- All chapter tests and the final written test completed within the discipline with a score of 75% or better.
- All practical 100 level, 200 level and 300 level tests completed successfully with a score of 75% or better.
- All workbooks and Project Checklist will be turned in and reviewed by administration.
- All service sheets, beginning with the first month in attendance to the last month in attendance, shall be totaled.

Once all the requirements above are completed, the student is deemed Graduate.

IBS won't release a Diploma or Transcript prior to payment of all sums owed to the school. Upon completion of the program(s) and payment of all sums due the School are made, graduates should schedule an Exit interview and graduates shall be awarded a diploma and an official transcript. Thereafter, a student is required to submit to DCCA the official transcript, a completed application, payment of the relevant fees, and a copy of a high school or a GED equivalent.

### **LICENSING**

Hawaii does not reciprocate with any jurisdiction; therefore, a person shall apply, qualify, be tested, and pay the necessary fees to become licensed by the Board of Barbering and Cosmetology ("Board").

ALL APPLICANTS upon filing of a COMPLETE APPLICATION AND DOCUMENTS are required to take and pass the written examination to become licensed as a Beauty Operator or Massage Therapist in the appropriate licensure category. The applicant for license will need to comply with the requirements of the following agencies during the licensing process:

- 1) BOARD OF BARBERING AND COSMETOLOGY and BOARD OF MASSAGE THERAPY ("Board") is responsible for approval of applications for examination and temporary permits; and issues licenses.
- 2) The testing agency, Prometric administers the examination to applicants after the application has been approved. All inquiries regarding the exam should be directed to Prometric at (808) 261-8182.

Generally, the requirements and steps to obtain and maintain a massage therapist and beauty operator's license in Hawaii are:

- 1) Satisfy the qualification requirements for the appropriate beauty operator category;
- 2) Complete the beauty operator/massage therapy application form (required), and temporary permit application form (optional);
- 3) Upon approval, and receipt of exam information, register directly with Prometric to take the examination;
- 4) Take and pass the examination;
- 5) Apply for a license with the Board;
- 6) Renew license every two years.

### **AMENDMENTS**

The School reserves the right to make changes to the statements contained within this Catalog at any point as is necessary. Any changes shall be announced to the student body upon their implementation by means of a written posting on campus bulletin boards, or by verbal announcements during class sessions. Students may petition against said changes by following the protocol listed in the "Grievances and Appeals" section of this Catalog.

## PROGRAM INFORMATION

### Class Schedules, Program Outline, Course Description

IBS offers programs in Hairdressing, Nail Technology, Esthetics, Cosmetology, Barbering, Massage Therapy and Instructor Training. Our primary goal is to establish a solid base of education and experience to equip you with the essential tools needed to pass the Hawaii state exam and polish your presentation in dealing with the world at large. This will be just the beginning of your journey as we expect you to go on learning after graduation and throughout your career to be a success. To succeed in today's workplace, it's more important than ever for individuals to take charge of their careers by investing time and energy into sharpening their professional skills and image.

Below you will find the State of Hawaii's minimum requirements for each program and following it, IBS's program outline for each program.

The Instructional Program of IBS meets or exceeds the States Requirements.

State of Hawaii Requirements for Hair Dressing Program:

Subject	Hours	Subject	Hours
Scalp and Hair Treatments	50	Permanent Waving	175
Haircutting	150	Haircoloring and Bleaching	150
Hair Dressing and Shampooing	350	Hair Straightening	50
Theory	100	<b>SUBTOTAL</b>	<b>925</b>
Shop Management	50	Unassigned	175
		<b>TOTAL PROGRAM HOURS</b>	<b>1250</b>

State of Hawaii Requirements for Nail Technology:

Subject	Hours	Subject	Hours
Manicuring Pedicuring Nail Wrap Systems Nail Tip Application Acrylic Nail Forms Artificial Nail Removal		Artificial Nail Repairs Artificial Nail Fills Hand and Foot Massage Nail Disorders and Diseases Chemistry and Anatomy Electricity	
Theory	100	<b>SUBTOTAL</b>	<b>150</b>
Shop Management	50	Unassigned	50
		<b>TOTAL PROGRAM HOURS</b>	<b>350</b>

State of Hawaii Requirements for Esthetics:

Subject	Hours	Subject	Hours
Body Treatments Facial Massage Facials Treatments Facial Makeup		The Skin Sciences Hair Removal (Temporary) Electricity and Light Therapy Chemistry and Anatomy	
Theory	150	<b>SUBTOTAL</b>	<b>350</b>
Shop Management	50	Unassigned	50

		<b>TOTAL PROGRAM HOURS</b>	600
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State of Hawaii Requirements for Cosmetology:

Subject	Hours	Subject	Hours
Scalp and Hair Treatments	50	Permanent Waving	175
Haircutting	150	Haircoloring and Bleaching	150
Hair Dressing and Shampooing	350	Hair Straightening	50
Unassigned	250	Facials, Treatments, and Makeup	175
Theory	200	Manicuring and Pedicuring	150
Shop Management	100	<b>SUBTOTAL</b>	1250
		<b>TOTAL PROGRAM HOURS</b>	1800

State of Hawaii Requirements for Instructor Training Program:

SUBJECT	MINIMUM HOURS	SUBJECT	MINIMUM HOURS
Theory Development (About Teaching)	50	Learning (About Learning)	100
Practical Development (About Skills)	300	Professional Career Development	75
		Unassigned	75
		<b>TOTAL HOURS</b>	600

## IBS PROGRAMS OUTLINE

### HAIRDRESSING PROGRAM

Hairdressing is more than just cutting hair, it is considered art. Our program will cover a range of courses that include the various techniques of cutting, shaping, sculpting, coloring, perming and caring for hair. All courses taught at IBS are based on defined competency skill levels. The programs knowledge and performance skill task requirements are based on current industry services, standard performance techniques, and state regulations. Demonstration of consistent Senior Level performance is required for program completion. Theory and technical information will be taught through technical manuals, primarily the "Milady's Standard Textbook of Cosmetology". Additional instruction will be presented through guest instructors and their presentations, video instruction and instructor demonstration. It will be up to the student to proceed through the program as scheduled to achieve the required hours for graduation. Each individual area of concentration, if completed separately, must include coursework in Safety & Sanitation and Career Development.

The 1250 hours Hairdressing Program shall include 925 hours in Hairdressing and 325 hours in Theory and Shop Management.

### IBS HAIRDRESSING PROGRAM OUTLINE 1250 HOURS/ 40 HOURS PER WEEK

#### Program Description

Hairdressing is more than just cutting hair, it is considered art. Our program will cover a range of courses that include the various techniques of cutting, shaping, sculpting, coloring, permanent waving, and caring for hair.



**Instructional Methods**

All programs at IBS are taught using a combination of the lecture and Socratic methods of instruction. Lecture is the traditional form of instruction in which material is presented to students while the Socratic Method has been defined as “a form of inquiry and debate between individuals with opposing viewpoints based on asking and answering questions to stimulate critical thinking and to illuminate ideas. It is a dialectical method, often involving an oppositional discussion in which the defense of one point of view is pitted against the defense of another; one participant may lead another to contradict him in some way, strengthening the inquirer’s own point”.

IBS provides the instruction, the curriculum, the resources, the tools, the facility, and maps out the required steps for graduation. A student progresses through the system based on a commitment to practice, individual skills, and the ability to remain focused. Progress is determined by a series of written and practical tests that students must complete to move forward through the program.

**Educational Objectives**

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of hair care.
- Perform the basic analytical skills to determine appropriate hair care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

The programs knowledge and performance skill task requirements are based on current industry services, standard performance techniques, and state regulations. It is the goal of the School to prepare each student for a career as a Hair Stylist.

**Grading Procedures**

Testing can be divided into two general categories: 1) theory tests; and 2) practical tests. All students are required to pass a series of written theory tests and practical tests. Written tests are given in order to assess a student’s understanding of theory, while practical tests are given to assess a student’s application of acquired knowledge. A practical exam will be offered once a student has attended all of the related theories and passed the corresponding written exams.

Theory tests are offered to students once they have attended the relevant theory and have completed all related requirements.

Practical tests are offered provided that the student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for the practical tests.

Students will receive a grade according to the following grade scale:

90% - 100%	EXCELLENT
85% - 89%	VERY GOOD
75% - 84%	SATISFACTORY
0% - 74%	BELOW STANDARDS UNSATISFACTORY

**CONTENTS OF THE UNITS OF INSTRUCTION**

**HOURS | SUBJECT/UNIT**

(Please see your 100/200 level schedules for the sequence of units)

120 **ORIENTATION:** Basic theory in all subjects including Anatomy (Circulatory System, Skin, Hair and Nails), Physiology, Skeletal and Muscular Systems, Disorders of the skin, Scalp and Hair, Product Knowledge, Chemistry, Bacteriology, Sanitation and Sterilization. Written and Practical tests are administered.

50 **SHOP MANAGEMENT:** Hygiene and good grooming, Visual poise, Personality development, Professional Ethics, Resume Development, Interview Preparation, Seeking Employment, Bacteriology, Sterilization, Sanitation, State Laws, including labor and Sanitation (Chapter 439 – Beauty Culture / Chapter 436B – Professional and Vocational Licensing Act / Title 11 – Department of Health, Chapter 11 - sanitation/ Title 16 – DCCA Chapter 78 - Cosmetology, First Aid, Desk, Lab and dispensary duties, Inventory.

200 **HAIRCUTTING:** Sanitation and Sterilization, draping, Shampooing/Rinsing, Hair shaping. Patron Preparation, implements, sectioning, haircutting and thinning with shears and razors, clippers. Monitory duties and records, study, review and Specialization of haircutting techniques.

60 **SCALP AND HAIR TREATMENTS:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, scalp and hair care, Theory of massage therapy, Skin disorder, hair disorders, Anatomy, Electricity and Light Therapy. Patron Preparation, Brushing, Application of products, and Manipulations, Electrical equipment. Monitory duties and records, study, review and Specialization of scalp and hair treatments.

370 **HAIRDRESSING AND SHAMPOOING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Finger waving, Hairstyling, Care and Styling of wigs, Thermal Styling, Curling and Blow Dry Styling, Chemistry.

Thermal Styling and Blow drying, Rollers and rollers technique, Back combing and Back Brushing, braiding and the care, Setting and Styling of Wigs.

190 **PERMANENT WAVING (ALKALINE-ACID):** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Permanent Waving, Chemistry. Patron Preparation and Preparation, Sectioning and Blocking, Wrapping Techniques, Test Curls, Processing, Rinsing, Neutralizing, Record cards and Release statement. Monitory duties and records, study, review and Specialization of Perm techniques.

200 **HAIRCOLORING AND BLEACHING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Law of Color, Color selection, Chemistry. Patron Preparation and Preparation, Patch test, Safety Precautions, Procedures for mixture and Application of temporary Rinses, Semi permanent tints and lighteners. Application of Virgin tint, Retouch, Virgin Lighteners, Retouch lightener, Toners, Frosting, Tipping, Cap and Weave, color removal. Monitory duties and records, study, review and Specialization of haircoloring techniques.

60 **HAIR STRAIGHTENING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Chemical hair relaxing, Thermal Hair Straightening, Pressing, Reverse Reconstructive Curl (thio relaxer), Relaxer/Straightener (sodium Hydroxide). Patron Preparation and Protection, Application of Sodium Hydroxide, Retouch, Thio Relaxer and Retouch, Safety Precautions. Monitory duties and records, study, review and Specialization of hair straightening techniques.

**1250 TOTAL HOURS**

## 100 LEVEL

All 100 level students are required to attend the entire cycle of theory. Students are required to demonstrate the proper commitment to following a schedule as one would in an actual employment setting. Students will need to demonstrate their ability in this area by attending every class during the 100 level. This is part of the requirement to pass to the next level. If a student fails to meet progress standards, the student must repeat the 100 level.

All 100 level students are required to complete Workbook 100, which consists primarily of practical exercises that are required to be completed a minimum number of times (the criterion for each procedure are listed in the Workbook as well as where to find the information needed in the textbook or video). The 100 level Workbook is a list of components containing every step leading to the complete operation or procedure. An instructor will need to inspect and sign-off every component procedure completed.

## 200 LEVEL

All 200 level students receive instruction in theory as well as supervised practical time on the clinic floor. All students at this level are required to complete specific sections of Workbook 200-300, which they will receive upon successful completion of the 100 level. All procedures required in Workbook 100 will be repeated together with some new procedures. The margin of error and the time required for each will be reduced. Half of each set of procedures will be required to be performed on live models or on clients on the clinic floor. The School will have a limited number

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of clients available and will assign clients as fairly as can be accomplished. Students should not rely on the School to provide all of the opportunities required to gain the necessary experience for graduation. It will be necessary for the student to practice on the mannequin head or a live model brought in by the student to gain this experience.

In order to advance to the 300 level of the program a student must attend all units of 200 level theory and successfully complete all written tests associated with each unit as well as complete the required sections of Workbook 200-300, including a minimum number of services performed during clinic time. Students wishing to advance to the 300 level shall be required to pass the 200 level practical exam. This assessment is intended to bring focus to the areas which the student needs to focus on at the 300 level.

### **300 LEVEL**

The 300 level is designed to develop practical skills. Students may choose to review the theory and practical material by attending the 200 level classes or by reviewing the material and chapter tests on the computer. 300 level students will need to complete the procedures listed in Workbook 200-300 until they can be completed consistently under the allotted time and without error. This is the time to refine techniques and to become more comfortable in dealing with clients. Students will be encouraged to improve their communication skills and interaction each time services are performed on clients. The instructor may at any time retest a practical procedure to assure that the procedure is being completed consistently with a minimum number of errors and the magnitude of any error remains below the criterion for the 300 level.

A 300 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully met the following criteria: 1) the student has completed all assignments in both Workbook 100 and 200-300; 2) the student has maintained the required attendance rates; and 3) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

## **NAIL TECHNOLOGY PROGRAM**

Students will be provided instruction in every aspect of Nail Technology. Students will be expected to become proficient performing manicures, pedicures and the application of artificial nail products including acrylic, fiberglass and gel products. In addition, students will also be required to undergo all of the theory subjects that are covered in the State licensing examination.

Students will be guided to be professionals in every aspect of Nail Technology. Students will be expected to become proficient with manicures, pedicures and the application of artificial nail products including acrylic, silk and gel products. All courses taught at IBS are based on competency learning skill levels. The skills are based on practical current industry services and standard performance techniques required for graduation. Theory and technical information will be taught through technical manuals, primarily the "Milady's Standard Textbook of Cosmetology". Additional instruction will be presented through guest instructors and their presentations, video instruction and instructor demonstration. Each individual area of concentration, if completed separately, must include coursework in Safety & Sanitation and Career Development.

## **IBS NAIL TECHNOLOGY PROGRAM OUTLINE**

### **350 HOURS/ 8 HOURS PER WEEK**

#### **Program Description**

Students will be provided instruction in every aspect of Nail Technology. Students will be expected to become proficient performing manicures, pedicures and the application of artificial nail products including acrylic, fiberglass, and gel products. In addition, students will also be required to undergo all of the theory subjects that are covered in the State licensing examination.

## Instructional Methods

All programs at IBS are taught using a combination of the lecture and Socratic methods of instruction. Lecture is the traditional form of instruction in which material is presented to students while the Socratic Method has been defined as "a form of inquiry and debate between individuals with opposing viewpoints based on asking and answering questions to stimulate critical thinking and to illuminate ideas. It is a dialectical method, often involving an oppositional discussion in which the defense of one point of view is pitted against the defense of another; one participant may lead another to contradict him in some way, strengthening the inquirer's own point".

IBS provides the instruction, the curriculum, the resources, the tools, the facility, and maps out the required steps for graduation. A student progresses through the system based on a commitment to practice, individual skills, and the ability to remain focused. Progress is determined by a series of written and practical tests that students must complete to move forward through the program.

## Educational Objectives

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of nail care.
- Perform the basic analytical skills to determine appropriate nail care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

The programs knowledge and performance skill task requirements are based on current industry services, standard performance techniques, and state regulations. It is the goal of the School to prepare each student for a career in Nail Technology.

## Grading Procedures

Testing can be divided into two general categories: 1) theory tests; and 2) practical tests. All students are required to pass a series of written theory tests and practical tests. Written tests are given in order to assess a student's understanding of theory, while practical tests are given to assess a student's application of acquired knowledge. A practical exam will be offered once a student has attended all of the related theories and passed the corresponding written exams.

Theory tests are offered to students once they have attended the relevant theory and have completed all related requirements.

Practical tests are offered provided that the student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for the practical tests.

Students will receive a grade according to the following grade scale:

90% - 100%	EXCELLENT
85% - 89%	VERY GOOD
75% - 84%	SATISFACTORY
0% - 74%	BELOW STANDARDS UNSATISFACTORY

## CONTENTS OF THE UNITS OF INSTRUCTION

(Please see your 100/200 level schedules for the sequence of units)

**HOURS | SUBJECT/UNIT**

100 **ORIENTATION:** Basic theory in all subjects including Anatomy (Circulatory System, Skin, Hair and Nails), Physiology, Skeletal and Muscular Systems, Disorders of the skin, Scalp and Hair, Product Knowledge, Chemistry, Bacteriology, Sanitation and Sterilization,

50 **SHOP MANAGEMENT:** Hygiene and good grooming, Visual poise, Personality development, Professional Ethics, Resume Development, Interview Preparation, Seeking Employment, Bacteriology, Sterilization, Sanitation, State Laws, including labor and Sanitation (Chapter 439 – Beauty Culture / Chapter 436B – Professional and Vocational Licensing

Act / Title 11 – Department of Health, Chapter 11 - sanitation/Title 16 – DCCA Chapter 78 - Cosmetology, Bacteriology, Sterilization, Sanitation, First Aid, Desk, Lab and dispensary duties, Inventory.

200 **MANICURING AND PEDICURING:** Sanitation and Sterilization, Manicuring, The Nail and Disorders of the nail, Theory of massage therapy, The Skin and Disorders, Anatomy and Chemistry, Patron Protection and Precautions, Nail Repair, Artificial Nails (acrylic and gel application), Polish application, Tips and Wraps, Pedicuring. Monitory duties and records, study, review and Specialization.

350 **TOTAL HOURS**

**100 LEVEL**

The 100 level is a very brief period of time with the focus being primarily on the training of students to meet a minimum level of competency to perform various aspects of services. Students are required to demonstrate the proper commitment to following a schedule as one would in an actual employment setting and comply with the required attendance levels. Students at this level will attend both theory and guided practical classes as well as pass a series of written and practical tests. Written tests are given in order to assess a student’s understanding of theory, while practical tests are given to assess a student’s application of acquired knowledge.

Students at the 100 level will be issued Workbook 100 which consists primarily of practical exercises that are required to be completed a minimum number of times (the criterion required for each procedure is listed in the Workbook as well as where to find the information needed in the textbook or video). The Workbook is a list of components containing every step leading to the complete operation or procedure; an instructor will need to inspect and sign-off every component of procedures as they are completed. Students will need to complete the requirements of the Workbook until the required sets of procedures can be completed consistently under the allotted time and without error. A practical exam will be offered once a student has attended all required 100 level theories and passed the corresponding written exams as well as completing Workbook 100. Successful completion of the practical exam will certify that the student has met a minimum level of competence and enable them to perform services on customers.

**200 LEVEL**

Both theory and practical instruction will take place at the 200 level. 200 level students will be required to attend all theory classes and pass the corresponding written test. Students will also be required to complete Workbook 200, which will be issued upon entrance into the level. The School will have a limited number of customers available and will assign customers as fairly as can be accomplished. Students should not rely on the School to provide all of the opportunities required to gain the necessary experience for graduation. It will be necessary for the student to use a model brought in by the student or by using another student in the School to gain this experience. This is the time to refine techniques and to become more comfortable in dealing with clients. Students will be encouraged to improve their communication skills and interaction each time services are preformed on clients. The instructor may at anytime retest a practical procedure to assure that the procedure is being completed consistently with a minimum number of errors and the magnitude of any error meets the standard for the 200 level.

A 200 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully completed the following criteria: 1) the student has completed all assignments in Workbook 200; 2) the student has maintained the required attendance rates; and 3) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

**ESTHETICS PROGRAM**

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An esthetician is a professional who can bring out the beauty of the skin through treatment and cosmetics. The knowledge acquired will cover skin analysis and its related problems, recommend treatments. The student will perform skin care treatments (body and face), application of make-up and temporary hair removal. Students also learn the physiology of the skin and theory of facial massage as well as the theory subjects required by the State-licensing exam.

An esthetician describes a professional who can bring out the beauty of the skin through treatment and cosmetics. The knowledge acquired will cover the ability to analyze skin and its related problems, the ability to recommend treatment, skin care techniques, make-up and temporary hair removal. You will learn the physiology of the skin and theory of facial massage. All courses taught at IBS are based on competency learning skill levels. The skills are based on practical current industry services and standard performance techniques required for graduation. Theory and technical information will be taught through technical manuals, primarily the "Milady's Standard Textbook of Cosmetology". Additional instruction will be presented through guest instructors and their presentations, video instruction and instructor demonstration. Each individual area of concentration, if completed separately, must include coursework in Safety & Sanitation and Career Development.

### **IBS ESTHETICS PROGRAM OUTLINE**

#### **600 HOURS/40 HOURS PER WEEK**

#### **PROGRAM DESCRIPTION**

The knowledge acquired will cover skin analysis and its related problems, recommend treatments. The student will perform skin care treatments (body and face), application of make-up and temporary hair removal. Students also learn the physiology of the skin and theory of facial massage as well as the theory subjects required by the State licensing exam.

#### **INSTRUCTIONAL METHODS**

All programs at IBS are taught using a combination of the lecture and Socratic methods of instruction. Lecture is the traditional form of instruction in which material is presented to students while the Socratic Method has been defined as "a form of inquiry and debate between individuals with opposing viewpoints based on asking and answering questions to stimulate critical thinking and to illuminate ideas. It is a dialectical method, often involving an oppositional discussion in which the defense of one point of view is pitted against the defense of another; one participant may lead another to contradict him in some way, strengthening the inquirer's own point".

IBS provides the instruction, the curriculum, the resources, the tools, the facility, and maps out the required steps for graduation. A student progresses through the system based on a commitment to practice, individual skills, and the ability to remain focused. Progress is determined by a series of written and practical tests that students must complete to move forward through the program.

#### **EDUCATIONAL OBJECTIVES**

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of facial massage, effective use of implements and equipment, proper application of corrective makeup, and temporary hair removal.
- Perform the basic analytical skills to determine appropriate skin care and makeup services to achieve the best look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in esthetics and related career positions.

The programs knowledge and performance skill task requirements are based on current industry services, standard performance techniques, and state regulations. It is the goal of the School to prepare each student for a career as an Esthetician.

**GRADING PROCEDURES**

Testing can be divided into two general categories: 1) theory tests; and 2) practical tests. All students are required to pass a series of written theory tests and practical tests. Written tests are given in order to assess a student’s understanding of theory, while practical tests are given to assess a student’s application of acquired knowledge. A practical exam will be offered once a student has attended all of the related theories and passed the corresponding written exams.

Theory tests are offered to students once they have attended the relevant theory and have completed all related requirements.

Practical tests are offered provided that the student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for the practical tests.

Students will receive a grade according to the following grade scale:

- 90% - 100% EXCELLENT
- 85% - 89% VERY GOOD
- 75% - 84% SATISFACTORY
- 0% - 74% BELOW STANDARDS  
UNSATISFACTORY

**CONTENTS OF THE UNITS OF INSTRUCTION**

(Please see your 100/200 level schedules for the sequence of units)

**HOURS | SUBJECT/UNIT**

100 **ORIENTATION:** Basic theory in all subjects including Anatomy (Circulatory System, Skin, Hair and Nails), Physiology, Skeletal and Muscular Systems, Disorders of the skin, Scalp and Hair, Product Knowledge, Chemistry, Bacteriology, Sanitation and Sterilization,

50 **SHOP MANAGEMENT:** Hygiene and good grooming, Visual poise, Personality development, Professional Ethics, Resume Development, Interview Preparation, Seeking Employment, Bacteriology, Sterilization, Sanitation, State Laws, including labor and Sanitation (Chapter 439 – Beauty Culture / Chapter 436B – Professional and Vocational Licensing Act / Title 11 – Department of Health, Chapter 11 - sanitation/ Title16 – DCCA Chapter 78 - Cosmetology, First Aid, Desk, Lab and dispensary duties, Inventory.

250 **FACIAL :** Sanitation and Sterilization, draping, theory of massage, Cosmetic Chemistry, Product Ingredients & Safety, Product Selection, Facial

Treatment Benefits, Treatment and Client Preparation, Treatments for Different Skin Types and Conditions, Acne Facials, Exfoliation Treatments, Massage Treatments, Body Treatments. Monitory duties and records, study, review and Specialization

150 **HAIR REMOVAL:** Sanitation and Sterilization, draping, Morphology of the Hair, Hair Growth Cycle, Characteristics and Differences in Hair Growth, Methods of Hair Removal, Techniques, Products, Temporary Hair Removal Waxing/Tweezing. Monitory duties and records, study, review and Specialization

25 **ADVANCED TOPICS:** Sanitation and Sterilization, Chemical Exfoliation, Microdermabrasion, Laser Technology, Light Therapy, Microcurrent Machines, Ultrasound and Ultrasonic Technology, Spa Body Treatments. Monitory duties and records, study, review and Specialization

25 **FACIAL MAKEUP :** Sanitation and Sterilization, draping, Color Theory, Products and Formulations, Tools and Supplies, Application Techniques, Artificial Eyelashes. Monitory duties and records, study, review and Specialization

**600 TOTAL HOURS**

**100 Level**

The 100 level is a very brief period of time with the focus being primarily on the training of students to meet a minimum level of competency to perform various aspects of services. Students are required to demonstrate the proper commitment to following a schedule as one would in an actual employment setting and comply with the required attendance levels. Students at this level will attend both theory and guided practical classes as well as pass a series of written and practical tests. Written tests are given in order to assess a student's understanding of theory, while practical tests are given to assess a student's application of acquired knowledge.

Students at the 100 level will be issued Workbook 100 which consists primarily of practical exercises that are required to be completed a minimum number of times (the criterion required for each procedure is listed in the Workbook as well as where to find the information needed in the textbook or video). The Workbook is a list of components containing every step leading to the complete operation or procedure; an instructor will need to inspect and sign-off every component of procedures as they are completed. Students will need to complete the requirements of the Workbook until the required sets of procedures can be completed consistently under the allotted time and without error. A practical exam will be offered once a student has attended all required 100 level theories and passed the corresponding written exams as well as completing Workbook 100. Successful completion of the practical exam will certify that the student has met a minimum level of competence and enable them to perform services on customers.

### **200 Level**

Both theory and practical instruction will take place at the 200 level. 200 level students will be required to attend all theory classes and pass the corresponding written test. Students will also be required to complete Workbook 200, which will be issued upon entrance into the level. The School will have a limited number of customers available and will assign customers as fairly as can be accomplished. Students should not rely on the School to provide all of the opportunities required to gain the necessary experience for graduation. It will be necessary for the student to use a model brought in by the student or by using another student in the School to gain this experience. This is the time to refine techniques and to become more comfortable in dealing with clients. Students will be encouraged to improve their communication skills and interaction each time services are performed on clients. The instructor may at anytime retest a practical procedure to assure that the procedure is being completed consistently with a minimum number of errors and the magnitude of any error meets the standard for the 200 level.

A 200 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully completed the following criteria: 1) the student has completed all assignments in Workbook 200; 2) the student has maintained the required attendance rates; and 3) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

## **COSMETOLOGY PROGRAM**

This program covers the course content included in the Hair Dressing, Esthetics, and Nail Technology programs.

### **IBS COSMETOLOGY PROGRAM OUTLINE**

#### **1800 HOURS/40 HOURS PER WEEK**

#### **Program Description**

The cosmetology course is intended to provide the cosmetologist with both the theory and practical aspects of the various techniques of cutting, shaping, sculpting, coloring, permanent waving, and caring for hair, skin care treatments (body and face), application of make-up and temporary hair removal and performing manicures, pedicures and the application of artificial nail products including acrylic, fiberglass, and gel products. In addition, students will also be required to undergo all of the theory subjects that are covered in the State licensing examination.

#### **Instructional Methods**

All programs at the School are taught using a combination of the lecture and Socratic methods of instruction. Lecture is the traditional form of instruction in which material is presented to students while the Socratic Method has been defined as "a form of inquiry and debate between individuals with opposing viewpoints based on asking and



answering questions to stimulate critical thinking and to illuminate ideas. It is a dialectical method, often involving an oppositional discussion in which the defense of one point of view is pitted against the defense of another; one participant may lead another to contradict him in some way, strengthening the inquirer's own point".

The School provides the instruction, the curriculum, the resources, the tools, the facility, and maps out the required steps for graduation. A student progresses through the system based on a commitment to practice, individual skills, and the ability to remain focused. Progress is determined by a series of written and practical tests that students must complete to move forward through the program.

**Educational Objectives**

Upon completion of the course requirements, the determined graduate will be able to:

- Perform the advanced manipulative skills required for facial massage, effective use of required implements and equipment, proper techniques for hair removal, lash/brow tinting, and use of advanced facial devices, as well as chemical peels and enzymes, and application of eyelash extensions.
- Apply the underlying theory, technical information and related matter to assure sound judgments, decisions, and accurate advanced procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to techniques, tools, trends, and methods for career development in advanced esthetics and related career positions.

The programs knowledge and performance skill task requirements are based on current industry services, standard performance techniques, and state regulations. It is the goal of the School to prepare each student with advanced esthetics techniques to further their career as a Cosmetologist.

**Grading Procedures**

Testing can be divided into two general categories: 1) theory tests; and 2) practical tests. All students are required to pass a series of written theory tests and practical tests. Written tests are given in order to assess a student's understanding of theory, while practical tests are given to assess a student's application of acquired knowledge. A practical exam will be offered once a student has attended all of the related theories and passed the corresponding written exams.

Theory tests are offered to students once they have attended the relevant theory and have completed all related requirements.

Practical tests are offered provided that the student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for the practical tests.

Students will receive a grade according to the following grade scale:

- 90% - 100% EXCELLENT
- 85% - 89% VERY GOOD
- 75% - 84% SATISFACTORY
- 0% - 74% BELOW STANDARDS  
UNSATISFACTORY

**CONTENTS OF THE UNITS OF INSTRUCTION**

(Please see your 100/200 level schedules for the sequence of units)

**HOURS | SUBJECT/UNIT**

200 **ORIENTATION:** Basic theory in all subjects including Anatomy (Circulatory System, Skin, Hair and Nails), Physiology, Skeletal and Muscular Systems, Disorders of the skin, Scalp and Hair, Product

Knowledge, Chemistry, Bacteriology, Sanitation and Sterilization.

100 **SHOP MANAGEMENT:** Hygiene and good grooming, Visual poise, Personality development, Professional Ethics, Resume Development, Interview Preparation, Seeking Employment, Bacteriology, Sterilization, Sanitation, State Laws, including labor and Sanitation (Chapter 439 – Beauty Culture / Chapter 436B – Professional and Vocational Licensing

Act / Title 11 – Department of Health, Chapter 11 - sanitation/ Title 16 – DCCA Chapter 78 - Cosmetology., First Aid, Desk, Lab and dispensary duties, Inventory.

180 **HAIRCUTTING:** Sanitation and Sterilization, draping, Shampooing/Rinsing, Hair shaping. Patron Preparation, implements, sectioning, haircutting and thinning with shears and razors, clippers. Monitory duties and records, study, review and Specialization of haircutting techniques.

50 **SCALP AND HAIR TREATMENTS:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, scalp and hair care, Theory of massage, Skin disorder, hair disorders, Anatomy, Electricity and Light Therapy. Patron Preparation, Brushing, Application of products, and Manipulations, Electrical equipment. Monitory duties and records, study, review and Specialization of Scalp and hair treatments.

350 **HAIR DRESSING AND SHAMPOOING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Finger waving, Hairstyling, Care and Styling of wigs, Thermal Styling, Curling and Blow Dry Styling, Chemistry. Thermal Styling and Blow drying, Rollers and rollers technique, Back combing and Back Brushing, braiding and the care, Setting and Styling of Wigs.

175 **PERMANENT WAVING (ALKALINE-ACID):** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Permanent Waving, Chemistry. Patron Preparation and Preparation, Sectioning and Blocking, Wrapping Techniques, Test Curls, Processing, Rinsing, Neutralizing, Record cards and Release statement.

180 **HAIRCOLORING AND BLEACHING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Law of Color, Color selection, Chemistry. Patron reparation and Preparation, Patch test, Safety Precautions, Procedures for mixture and Application of temporary Rinses, Semi permanent tints and lighteners. Application of Virgin tint, Retouch, Virgin Lighteners, Retouch lightener, Toners, Frosting, Tipping, Cap and Weave, color removal. Monitory duties and records, study, review and Specialization of haircoloring techniques.

### 100 Level

There are several requirements that a 100 level student will have to satisfy before graduating to the 200 level.

50 **HAIR STRAIGHTENING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Chemical hair relaxing, Thermal Hair Straightening, Pressing, Reverse Reconstructive Curl (thio relaxer), Relaxer/Straightener (sodium Hydroxide). Patron Preparation and Protection, Application of Sodium Hydroxide, Retouch, Thio Relaxer and Retouch, Safety Precautions.

200 **FACIAL:** Sanitation and Sterilization, draping, theory of massage, Cosmetic Chemistry, Product Ingredients & Safety, Product Selection, Facial Treatment Benefits, Treatment and Client Preparation, Treatments for Different Skin Types and Conditions, Acne Facials, Exfoliation Treatments, Massage Treatments, Body Treatments.

115 **HAIR REMOVAL:** Sanitation and Sterilization, draping, Morphology of the Hair, Hair Growth Cycle, Characteristics and Differences in Hair Growth, Methods of Hair Removal, Techniques, Products, Temporary Hair Removal Waxing/Tweezing.

25 **ADVANCED TOPICS:** Sanitation and Sterilization, Chemical Exfoliation, Microdermabrasion, Laser Technology, Light Therapy, Microcurrent Machines, Ultrasound and Ultrasonic Technology, Spa Body Treatments

25 **FACIAL MAKEUP:** Sanitation and Sterilization, draping, Color Theory, Products and Formulations, Tools and Supplies, Application Techniques, Artificial Eyelashes

150 **MANICURING AND PEDICURING:** Sanitation and Sterilization, Manicuring, The Nail and Disorders of the nail, Theory of massage, The Skin and Disorders, Anatomy and Chemistry, Patron Protection and Precautions, Nail Repair, Artificial Nails (acrylic and gel application), Polish application, Tips and Wraps, Pedicuring. Monitory duties and records, study, review and Specialization

### 1800 TOTAL HOURS

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All 100 level students are required to attend the entire cycle of theory. Students are required to demonstrate the proper commitment to following a schedule as one would in an actual employment setting and maintain the required attendance rates.

All 100 level students are required to complete Workbook 100 which consists primarily of practical exercises that are required to be completed a minimum number of times (the criterion required for each procedure are listed in the Workbook as well as where to find the information needed in the textbook or video). Workbook 100 is a list of components containing every step leading to the complete operation or procedure. An instructor will need to inspect and sign-off every component procedure completed.

All 100 level students are required to pass a series of written and practical tests. Written tests are given in order to assess a student's understanding of theory, while practical tests are given to assess a student's application of acquired knowledge. A practical exam will be offered once a student has attended all of the 100 level theories and passed the corresponding written exams.

### **200 Level**

200 level students receive instruction in theory as well as supervised practical time on the clinic floor. All students at this level are required to complete Workbook 200, which they will receive upon successful completion of the 100 level. All of the procedures in Workbook 100 will be repeated together along with some new procedures. 200 level students will need to complete the procedures listed in Workbook 200 until they can be completed consistently under the allotted time and without error. Half of each set of procedures will be required to be performed on live models or on clients on the clinic floor. The School will have a limited number of clients available and will assign clients as fairly as can be accomplished. Students should not rely on the School to provide all of the opportunities required to gain the necessary experience for graduation. It will be necessary for the student to practice on the mannequin head or a live model brought in by the student to gain this experience. This level is designed to develop practical skills and is the time to refine techniques and to become more comfortable working with clients. Students will be encouraged to improve their communication skills and interaction each time services are performed on clients.

A 200 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully completed the following criteria: 1) the student has completed all assignments in both Workbook 100 and 200; 2) the student has maintained the required attendance rates; and 3) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

### **300 LEVEL**

The 300 level is designed to develop practical skills. Students may choose to review the theory and practical material by attending the 200 level classes or by reviewing the material and chapter tests on the computer. 300 level students will need to complete the procedures listed in Workbook 200-300 until they can be completed consistently under the allotted time and without error. This is the time to refine techniques and to become more comfortable in dealing with clients. Students will be encouraged to improve their communication skills and interaction each time services are performed on clients. The instructor may at any time retest a practical procedure to assure that the procedure is being completed consistently with a minimum number of errors and the magnitude of any error remains below the criterion for the 300 level.

A 300 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully met the following criteria: 1) the student has completed all assignments in both Workbook 100 and 200-300; 2) the student has maintained the required attendance rates; and 3) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

### **MASSAGE THERAPY PROGRAM**

The massage therapy program is structured to provide students with the core competencies essential to become successful massage therapists. The 600-hour program exceeds both Hawaii State (Hawaii requires 570 hours) as well as national certification requirements. The School feels that the additional 30 hours shall permit the School to better prepare students in the theory of massage therapy. Many states impose theory hourly requirements that generally

exceed 200 hours so the addition of 30 theory hours, bringing the total to 180 theory hours, better aligns the program with national standards. When completed, students will receive a certificate of completion and will be eligible to sit for the National Certification Examination for Therapeutic Massage (NCETM), Massage and Bodywork Licensing Exam (MBLEx), and the Hawaii Board of Massage Therapy Examination.

Subject	Hours	SUBJECT	HOURS
Theory and Demonstration: Massage Procedure Record Keeping Hygiene Theory Draping Assessment Pathology/Conditions/Contraindications Business and Ethics	120	Human Anatomy Physiology Structural Kinesiology	50
		Practical Massage Therapy Training	430
		<b>TOTAL PROGRAM HOURS</b>	<b>600</b>

**MASSAGE THERAPY PROGRAM OUTLINE**

**600 HOURS/ 13.5 HOURS PER WEEK**

**Program Description**

The Massage Therapy program is intended to introduce students to all facets of massage including Swedish massage, business, ethics and practice. The intention is to prepare a student for work in a professional clinic or spa.

**Instructional Methods**

All programs at IBS are taught using a combination of the lecture and Socratic methods of instruction. Lecture is the traditional form of instruction in which material is presented to students while the Socratic Method has been defined as “a form of inquiry and debate between individuals with opposing viewpoints based on asking and answering questions to stimulate critical thinking and to illuminate ideas. It is a [dialectical](#) method, often involving an oppositional discussion in which the defense of one point of view is pitted against the defense of another; one participant may lead another to contradict him in some way, strengthening the inquirer’s own point”.

IBS provides the instruction, the curriculum, the resources, the tools, the facility, and maps out the required steps for graduation. A student progresses through the system based on a commitment to practice, individual skills, and the ability to remain focused. Progress is determined by a series of written and practical tests that students must complete to move forward through the program.

**EDUCATIONAL OBJECTIVES**

The major goal of this course is to prepare students to administer a professional massage in a clinical environment. This implies a thorough understanding of the human body, its anatomy, and its physiology. In addition, you will be expected to practice various allied “modalities” that may enhance your ability to succeed in the field of massage therapy. To this end, you are encouraged from the outset to assume an extremely professional attitude in regard to the practice of therapeutic massage therapy. You will learn that the most important phase of any good massage happens before the practitioner’s hands ever touch the client. Clear communication is essential. High ethical standards are required, and, most of all, the desire to help others feel better via safe, nurturing touch.

**Program Outcomes**

- Administer therapeutic modalities
- Model professional and ethical behavior
- Perform client consultation and assessment
- Demonstrate therapeutic interpersonal skills
- Apply safety and sanitation techniques to client care

**General Education Outcomes**

- Provide client assessment, treatment planning, and documentation
- Administer therapeutic modalities
- Perform Swedish massage
- Apply safety and sanitation techniques to client care

The programs knowledge and performance skill task requirements are based on current industry services, standard performance techniques, and state regulations. It is the goal of the School to prepare each student for a career as a Massage Therapist.

**Grading Procedures**

Testing can be divided into two general categories: Testing can be divided into two general categories: 1) theory tests; and 2) practical tests. All students are required to pass a series of written theory tests and practical tests. Written tests are given in order to assess a student’s understanding of theory, while practical tests are given to assess a student’s application of acquired knowledge. A practical exam will be offered once a student has attended all of the related theories and passed the corresponding written exams.

Theory tests are offered to students once they have attended the relevant theory and have completed all related requirements.

Practical tests are offered provided that the student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for the practical tests.

Students will receive a grade according to the following grade scale:

- 90% - 100% EXCELLENT
- 85% - 89% VERY GOOD
- 75% - 84% SATISFACTORY
- 0% - 74% BELOW STANDARDS  
UNSATISFACTORY

**CONTENTS OF THE UNITS OF INSTRUCTION**

(Please see your 100/200 level schedules for the sequence of units)

for specific techniques according to conditions; Assessment of the client's condition and the general technique to be applied.

**HOURS | SUBJECT/UNIT**

- 50 Human anatomy, physiology and structural kinesiology;
- 20 **Business and Ethics:** Business Skills
- 100 **Coursework on the theory and demonstration of massage:** The proper procedure in massaging; Record keeping; Hygiene; Theory; Draping; Technique for specific conditions; Contraindications of massage

430 **Practical massage therapy:** Clinical operations (70 hrs: 30 hrs sanitation + 30 hrs office procedures + 10 hrs record keeping); Advanced Techniques (40 hrs: 20 hrs of observation of classroom-instructors + 20 hrs of consulting); Hands on supervised massage with record keeping (320 hrs).

**600 TOTAL HOURS**

The Massage Therapy program is intended to introduce students to all facets of massage including Swedish massage, business, ethics and practice. The intention is to prepare a student for work in a professional clinic or spa. In addition, the program is designed to prepare students to pass the Oregon State licensing examination, as well as the national exams (non-energy). The course is divided into a theory/practical application segment and a clinical practice segment. The 100 level classes of the program and covers theory as well as guided practical on various aspects of massage therapy. At the end of 100 level classes, qualified students shall be given the opportunity to undertake a practical test which shall qualify a student to participate in the clinic practice segment; this portion of the program will place the student into a spa setting in which they will be performing massage services on the public. Thereafter, students shall be required to complete the balance of the theory/practical application segment as well as the clinical

hours required to graduate. The School will assign clients as fairly as can be accomplished. Students should not rely on the School to provide all of the opportunities required to gain the necessary experience for graduation.

Students shall be required to complete both written exams and practical assessments. Students shall have weekly theory tests on the subjects offered during that week. In addition, there shall be one final theory that encompasses all theory subjects. There will be 2 preliminary and 1 final assessments offered. The first assessment exam is required to be able to participate in the student clinic. The second practical assessment is intended to test a students' understanding of anatomy, physiology and kinesiology through palpation. The final assessment is intended to prepare a student for the Oregon Board of Massage Therapy Therapist's licensing exam. A SAP compliant student who chooses to test out once all of the Schools requirements are met or may remain enrolled for the maximum time allowed as mentioned previously.

**BARBERING PROGRAM**

This Program covers haircuts and styling, hair coloring and perming, shaving and beard trimming, hair replacement techniques, and basic facials and facial treatments. In addition to the services, students acquire familiarity with the specialized tools that are used in this field.

SUBJECT	MINIMUM OPERATIONS	HOURS	SUBJECT	MINIMUM OPERATIONS	HOURS
Basic Theory		300	Haircoloring, Bleaching, and Relaxing	25 Color 10 Bleach 10 Relaxer	130
Permanent Waving	50	175		20 Shaves 20 mustache/ beard trims	50
Scalp Treatment	10	15	Haircutting and Styling	200 Style Cuts 80 Tapered Cuts 5 Razor Cuts 200 Hairstyles	
Shampooing and Conditioning	50	75			
Facials	15	20			
Sanitation and Sterilization		50			
Shop Management and Sales		65	<b>TOTAL PROGRAM HOURS</b>		<b>1500</b>

**BARBERING PROGRAM OUTLINE**

**1500 HOURS/ 40 HOURS PER WEEK**

**Program Description**

This program covers haircuts and styling, shaving and beard trimming, hair replacement techniques, and basic facials and facial treatments. In addition to the services, students acquire familiarity with the specialized tools that are used in this field. This program does not cover any of the chemical services such as perms and coloring.

**Instructional Methods**

All programs at IBS are taught using a combination of the lecture and Socratic methods of instruction. Lecture is the traditional form of instruction in which material is presented to students while the Socratic Method has been defined as “a form of inquiry and debate between individuals with opposing viewpoints based on asking and answering questions to stimulate critical thinking and to illuminate ideas. It is a dialectical method, often involving an oppositional discussion in which the defense of one point of view is pitted against the defense of another; one participant may lead another to contradict him in some way, strengthening the inquirer's own point”.

IBS provides the instruction, the curriculum, the resources, the tools, the facility, and maps out the required steps for graduation. A student progresses through the system based on a commitment to practice, individual skills, and the ability to remain focused. Progress is determined by a series of written and practical tests that students must complete to move forward through the program.

**Educational Objectives**

Upon completion of the course requirements, the determined graduate will be able to:

- Project a positive attitude and a sense of personal integrity and self-confidence.
- Practice effective communications skills, visual poise, and proper grooming.
- Respect the need to deliver worthy service for value received in an employer-employee relationship.
- Perform the basic manipulative skills in the areas of barbering.
- Perform the basic analytical skills to determine appropriate hair care services to achieve the best total look for each client.
- Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

### Grading Procedures

Testing can be divided into two general categories: 1) theory tests; and 2) practical tests. All students are required to pass a series of written theory tests and practical tests. Written tests are given in order to assess a student's understanding of theory, while practical tests are given to assess a student's application of acquired knowledge. A practical exam will be offered once a student has attended all of the related theories and passed the corresponding written exams.

Theory tests are offered to students once they have attended the relevant theory and have completed all related requirements.

Practical tests are offered provided that the student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for the practical tests.

Students will receive a grade according to the following grade scale:

90% - 100%	EXCELLENT
85% - 89%	VERY GOOD
75% - 84%	SATISFACTORY
0% - 74%	BELOW STANDARDS UNSATISFACTORY

### CONTENTS OF THE UNITS OF INSTRUCTION

(Please see your 100/200 level schedules for the sequence of units)

#### HOURS | SUBJECT/UNIT

200     **ORIENTATION:** Instruction in all subjects including the history of barbering, ethics, hygiene, bacteriology, sanitation, sterilization, safe work practices, trichology, dermatology, anatomy and chemistry (limited to their use in barbering), skin scalp and hair disorders and diseases, laws, rules and regulations governing the practice of barbering in Hawaii, and all practical services performed by a barber.

40       **SHOP MANAGEMENT:** Hygiene and good grooming, Visual poise, Personality development, Professional Ethics, Bacteriology, Sterilization, Sanitation, and State Laws (including labor and Sanitation). First Aid, Desk, Lab and dispensary duties, Inventory. Retailing.

800     **HAIRCUTTING AND STYLING:** Sanitation and Sterilization, draping, Shampooing/Rinsing, Hair shaping. Patron Preparation, implements, sectioning, haircutting and thinning with shears and razors, clippers. Thermal Styling, Curling and Blow Dry Styling. Tapered cuts, razor cuts, hairstyles

5        **SCALP TREATMENTS:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, scalp and hair care, Theory of massage, Skin disorder, hair disorders, Anatomy, Electricity and Light Therapy. Patron Preparation, Brushing, Application of products, and Manipulations, Electrical equipment.

50       **SHAMPOOING AND CONDITIONING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Chemistry. Hair and scalp analysis, application techniques.

100     **PERMANENT WAVING (ALKALINE-ACID):** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Permanent Waving, Chemistry.

Patron Preparation and Protection, Hair and scalp analysis, application techniques. Sectioning and Blocking, Wrapping Techniques, Test Curls, Processing, Rinsing, Neutralizing, Record cards and Release statement.

75 **HAIRCOLORING AND BLEACHING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Law of Color, Color selection, Chemistry. Patron Preparation and Preparation, Patch test, Safety Precautions, Procedures for mixture and Application of temporary Rinses, Semi permanent tints and lighteners. Application of Virgin tint, Retouch, Virgin Lighteners, Retouch lightener, Toners, Frosting, Tiping, Cap and Weave, color removal.

50 **HAIR RELAXING:** Sanitation and Sterilization, Draping, Shampooing/Rinsing, Chemical hair relaxing, Thermal Hair Straightening, Pressing, Reverse Reconstructive Curl (thio relaxer), Relaxer/Straightener (sodium Hydroxide). Patron Preparation and Protection, Application of Sodium

Hydroxide, Retouch, Thio Relaxer and Retouch, Safety Precautions.

30 **FACIAL:** Sanitation and Sterilization, draping, theory of massage, Cosmetic Chemistry, Product Ingredients & Safety, Product Selection, Facial Treatment Benefits, Treatment and Client Preparation.

50 **SHAVING, MOUSTACHES AND BEARDS:** Sanitation and Sterilization, draping, facial analysis, use and care of implements, steam, lather and astringent, patron protection, safety, material and supplies, techniques.

100 **SANITATION AND STERILIZATION:** Methods, preparation and agents used to kill or retard the growth of pathogenic bacteria, sanitary rules and measures. Continuous cleaning of station, chair, sink, mirror, and floors, sanitation and sterilization of implements, sanitary use of supplies, all responsibility necessary for managing a clean and safe shop.

**1500 TOTAL HOUR**

### 100 Level

There are several requirements that a 100 level student will have to satisfy before graduating to the 200 level.

All 100 level students are required to attend the entire cycle of theory. Students are required to demonstrate the proper commitment to following a schedule as one would in an actual employment setting and maintain the required attendance rates.

All 100 level students are required to complete Workbook 100 which consists primarily of practical exercises that are required to be completed a minimum number of times (the criterion required for each procedure are listed in the Workbook as well as where to find the information needed in the textbook or video). Workbook 100 is a list of components containing every step leading to the complete operation or procedure. An instructor will need to inspect and sign-off every component procedure completed.

All 100 level students are required to pass a series of written and practical tests. Written tests are given in order to assess a student's understanding of theory, while practical tests are given to assess a student's application of acquired knowledge. A practical exam will be offered once a student has attended all of the 100 level theories and passed the corresponding written exams.

### 200 Level

200 level students receive instruction in theory as well as supervised practical time on the clinic floor. All students at this level are required to complete Workbook 200, which they will receive upon successful completion of the 100 level. All of the procedures in Workbook 100 will be repeated together along with some new procedures. 200 level students will need to complete the procedures listed in Workbook 200 until they can be completed consistently under the allotted time and without error. Half of each set of procedures will be required to be performed on live models or on clients on the clinic floor. The School will have a limited number of clients available and will assign clients as fairly as can be accomplished. Students should not rely on the School to provide all of the opportunities required to gain the necessary experience for graduation. It will be necessary for the student to practice on the mannequin head or a



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live model brought in by the student to gain this experience. This level is designed to develop practical skills and is the time to refine techniques and to become more comfortable working with clients. Students will be encouraged to improve their communication skills and interaction each time services are performed on clients.

A 200 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully completed the following criteria: 1) the student has completed all assignments in both Workbook 100 and 200; 2) the student has maintained the required attendance rates; and 3) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

### **INSTRUCTOR TRAINING PROGRAM**

A beauty instructor will develop both the technical and career aspirations of individuals entering into the field of cosmetology. All aspects of the educational process will be covered ranging from course curriculum, preparation and delivery of lectures and the development of clinic skills.

The Instructor training program is a 600-hour program which shall prepare and qualify candidates to apply for their instructor's license. The program shall expose the student to all aspects of teaching from curriculum development, the preparation of lectures and the administration of the practical aspects of cosmetology classes.

Students shall follow a set curriculum. The curriculum shall set out the theory and practical tasks to be completed. In addition, students will be required to complete 600 clock hours in order to graduate from the program. An instructor shall, upon the completion of all of the required tasks and hourly requirements assign relevant grades to mark the level of accomplishment that that student has demonstrated throughout the program.

### **IBS INSTRUCTOR TRAINING PROGRAM OUTLINE**

#### **600 HOURS/ 40 HOURS PER WEEK**

#### **Program Description**

A cosmetology instructor will develop both the technical and career aspirations of individuals entering into the field of cosmetology. All aspects of the educational process will be covered ranging from course curriculum, preparation and delivery of lectures and the development of clinic skills. The instructor training program is a 600-hour program which shall prepare and qualify candidates to apply for their instructor's license. The program shall expose the student to all aspects of teaching from curriculum development, the preparation of lectures and the administration of the practical aspects of cosmetology classes.

Students shall follow a set curriculum. The curriculum shall set out the theory and practical tasks to be completed. In addition, students will be required to complete 600 clock hours in order to graduate from the program. An instructor shall, upon the completion of all of the required tasks and hourly requirements assign relevant grades to mark the level of accomplishment that that student has demonstrated throughout the program. A SAP compliant student who chooses to test out once all of the Schools requirements are met or may remain enrolled for the maximum time allowed as mentioned previously.

#### **Instructional Methods**

All programs at IBS are taught using a combination of the lecture and Socratic methods of instruction. Lecture is the traditional form of instruction in which material is presented to students while the Socratic Method has been defined as "a form of inquiry and debate between individuals with opposing viewpoints based on asking and answering questions to stimulate critical thinking and to illuminate ideas. It is a dialectical method, often involving an oppositional discussion in which the defense of one point of view is pitted against the defense of another; one participant may lead another to contradict him in some way, strengthening the inquirer's own point".

IBS provides the instruction, the curriculum, the resources, the tools, the facility, and maps out the required steps for graduation. A student progresses through the system based on a commitment to practice, individual skills, and the ability to remain focused. Progress is determined by a series of written and practical tests that students must complete to move forward through the program.

**Educational 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 skills necessary for teaching, including writing lesson plans, performing lectures and demonstrations, directing student projects, using library resources and audiovisual aids, conducting theory class instruction and measuring student achievement, supervising clinic operations, and maintaining required student records.
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, communication skills, and teaching methodologies to improve teaching skills.

The programs knowledge and performance skill task requirements are based on current industry services, standard performance techniques, and state regulations. It is the goal of the School to prepare each student for a career as an instructor in the cosmetology industry.

**Grading Procedures**

Testing can be divided into two general categories: 1) theory tests; and 2) practical tests. All students are required to pass a series of written theory tests and practical tests. Written tests are given in order to assess a student’s understanding of theory, while practical tests are given to assess a student’s application of acquired knowledge. A practical exam will be offered once a student has attended all of the related theories and passed the corresponding written exams.

Theory tests are offered to students once they have attended the relevant theory and have completed all related requirements.

Practical tests are offered provided that the student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for the practical tests.

Students will receive a grade according to the following grade scale:

- 90% - 100% EXCELLENT
- 85% - 89% VERY GOOD
- 75% - 84% SATISFACTORY
- 0% - 74% BELOW STANDARDS  
UNSATISFACTORY

**CONTENTS OF THE UNITS OF INSTRUCTION**

(Please see your 100/200 level schedules for the sequence of units)

**HOURS | SUBJECT/UNIT**

25 **ORIENTATION:** Regulations dealing with the practice of cosmetology, State Laws, including labor and Sanitation (Chapter 439 – Beauty Culture / Chapter 436B – Professional and Vocational Licensing Act / Title 11 – Department of Health, Chapter 11 - sanitation/ Title 16 – DCCA Chapter 78 -

Cosmetology, sanitation and labor. School Operations, First Aid

50 **THE PROFESSIONAL TEACHER:** Teacher personality, technical knowledge and characteristics. Teacher as professionals. Preparation for teaching (planning the course, preparing lesson plans and steps of teaching). Recordkeeping, time card, student record, appointment and school operation duties.

50 **STUDENT MOTIVATION AND LEARNING:** Laws governing learning processes. Student motivation, participation and personalities. Individual differences. Counseling.

50      **METHODS, MANAGEMENT AND MATERIALS:**  
 Methods, procedures and techniques of teaching (lectures, discussions, demonstrations, conducting practice activities, questioning techniques, and special situations). Classroom management (physical environment, administrative duties, discipline, class supervision, classroom routines and corrective measures). Teaching materials (audio visual aids, values of different teaching aids, correct usage, textbook, workbooks, reference books, creative aids.

50      **TESTING AND EVALUATION:** Testing (purpose of testing, performance tests, written test, written tests and standardize tests). Evaluation (student abilities and achievement, teacher evaluation).

375      **PRACTICE TEACHING:** Practical application of teaching techniques in clinic and theory class room.

**600      TOTAL HOURS 600**

A beauty instructor will develop both the technical and career aspirations of individuals entering into the field of cosmetology. All aspects of the educational process will be covered ranging from course curriculum, preparation and delivery of lectures and the development of clinic skills. The instructor training program is a 600-hour program which shall prepare and qualify candidates to apply for their instructor’s license. The program shall expose the student to all aspects of teaching from curriculum development, the preparation of lectures and the administration of the practical aspects of cosmetology classes.

Students shall follow a set curriculum. The curriculum shall set out the theory and practical tasks to be completed. In addition, students will be required to complete 600 clock hours in order to graduate from the program. An instructor shall, upon the completion of all of the required tasks and hourly requirements assign relevant grades to mark the level of accomplishment that that student has demonstrated throughout the program. A SAP compliant student who chooses to test out once all of the Schools requirements are met or may remain enrolled for the maximum time allowed as mentioned previously.

**ENROLLMENT CONTRACT OPTIONS**

(Published Class Schedule)

IBS operates between the hours of 8:30am to 5:00pm on Mondays through Saturdays, and offers students the following full-time contract options:

Full Time Classes	
Hairdressing	40 hours per week
Esthetics	40 hours per week
Nail Technology	40 hours per week
Cosmetology	40 hours per week
Massage Therapy	Part time only
Barbering	40 hours per week
Instructor Training	40 hours per week

**Schedule of Classes**

<b>Hairdressing</b>		
Full Time	Mon.– Fri.	8:30 am to 5:00 pm
<b>Esthetics</b>		
Full Time	Mon.– Fri.	8:30 am to 5:00 pm
Part Time (weekdays)	Mon. – Thurs.	Please inquire
<b>Nail Technology</b>		
Full Time	Mon.– Fri.	8:30 am to 5:00 pm
Part Time (weekdays)	Please Inquire	Please inquire
<b>Cosmetology</b>		
Full Time	Mon.– Fri.	8:30 am to 5:00 pm
<b>Instructor Training</b>		
Full Time	Mon.– Fri.	8:30 am to 5:00 pm
<b>Barbering</b>		
Full Time	Mon.– Fri.	8:30 am to 5:00 pm
<b>Massage Therapy</b>		
Part Time Weekday Class	Wed. – Fri.	12:30 pm to 5:00 pm
Part Time Saturday Class	Sat.	8:30 am to 5:00 pm
Clinic	Wed. - Sat.	12:30 pm to 5:00 pm

**Program Start Dates**

Cosmetology FT	Hair Dressing FT	Esthetics FT	Esthetics PT	Nail Technology PT and FT	Instructor Training	Massage Therapy Weekdays	Massage Therapy Saturdays	Barbering
11.25.19	11.25.19	12.16.19	12.16.19	Please Inquire	Please Inquire	Please Inquire	Please Inquire	Please Inquire
12.16.19	12.16.19	02.10.20	02.10.20					
01.20.20	01.20.20	03.23.20	03.23.20					
03.02.20	03.02.20	05.04.20	05.04.20					
04.13.20	04.13.20	06.15.20	06.15.20					
05.26.20	05.26.20	07.27.20	07.27.20					
07.06.20	07.06.20	09.07.20	09.07.20					
08.17.20	08.17.20	10.19.20	10.19.20					
09.28.20	09.28.20	11.30.20	11.30.20					
11.09.20	11.09.20							

Start Dates are Subjected to Changes. Barbering Classes are currently not available. Saturday Cosmetology, Hair Dressing, Nail Technology and Esthetics Classes are currently not available.

### Duration and Fee Schedule

Please note, that the prices below are cash prices and there will be a 2% fee applied to payment with a credit card.

Financial aid recipients understand that monies received on their behalf are applied first to tuition costs.

\*Tax: The State of Hawaii charges 4.166% General Excise Tax on all goods and services.

Course	Hours Required to Complete	Application Fee	Registration Fee	Tuition	Books	Kits	Sales Tax	Totals
Hair Dressing	1250 hrs.	\$25	\$150	\$11,700	\$290	\$1,600	\$566.15	\$14,331.15
Esthetics	600 hrs.	\$25	\$150	\$6,400	\$300	\$700	\$308.28	\$7,883.28
Nail Technology	350 hrs.	\$25	\$150	\$4,000	\$290	\$550	\$201.63	\$5,216.63
Barbering	1500 hrs.	\$25	\$150	\$12,500	\$260	\$1,600	\$598.24	\$15,133.24
Massage Therapy	600 hrs.	\$25	\$150	\$6,000	\$260	\$200	\$269.12	\$6,904.12
Cosmetology	1800 hrs.	\$25	\$150	\$17,680	\$460	\$2,850	\$874.44	\$22,039.44
Instructor Training	600 hrs.	\$25	\$150	\$4,500	\$250	n/a	\$197.89	\$5,122.89

## AKNOWLEDGEMENT

I hereby acknowledge that I have received and read the IBS's Student Catalog. I also have been given a copy of the catalog to use for future reference. In consideration of my enrollment, I agree to conform to the outlined rules and specific regulations communicated by the School. It is also understood that this Catalog provides general information on current guidelines covering educational related policies and procedures. By signing this form I am giving representatives of the School permission to contact you via regular mail, email, phone and/or text messaging. The School reserves the right to make changes to this catalog at any time by adding to, deleting, revising, or totally revoking any information as it deems necessary, without prior notice. Catalog addendums that affect the students' enrollment contract will be provided to the student for signature. The information contained in this Catalog overrides any and all prior or written representations or statements regarding personnel policies, practices, and procedures of the School. Final interpretation of any policy, practice, procedure, etc. is at the discretion of the administration. Violation of these policies may result in disciplinary action, which could include immediate expulsion. The information in this Student Catalog is supplemental to your contract or an addendum to your contract with IBS.

By signing below I agree that I have received IBS's Catalog which includes the following written information: the School's Completion, Licensure, and Job Placement Rates, Certification or Licensure Requirements, Pre-Requisites for Employment, and the SAP Policy.

<b>Printed Name of Student</b>	<b>Signature of Student</b>	<b>Date</b>
<b>Printed Name Parent Name (if under 18)</b>	<b>Signature of Parent</b>	<b>Date</b>

### Publication Release

*(Optional)*

YES: I hereby grant IBS, its representatives and those acting pursuant to its permission or upon its authority, the right to use, to publish, or to distribute pictures or other likenesses of me in which I may be included, in whole or in part (photographs, portraits, drawings, film footage, composite or otherwise), as well as my name for the advertising and promotion of the School for public relations purposes. I waive any right to inspect or approve any picture or likeness so used or the copy used in connection therewith, or the use to which it is applied. I release and discharge the School and those acting pursuant to their permission or upon their authority from any liability resulting from the production, reproduction or use hereunder of my picture, or likeness, including any liability for any distortion, optical illusion, alteration or other circumstance that may occur or be produced in connection therewith.

NO: I do not grant IBS, its representatives or those acting pursuant to its permission or upon its authority, the right to use, publish, or distribute pictures or other likenesses of me or my name in whole or in part (photographs, portraits, drawings, film footage, composite or otherwise), for the advertising and promotion of the School for public relations purposes.

I AM 18 YEARS OF AGE OR OVER (need parental/guardian signature if under 18).

<b>Printed Name of Student</b>	<b>Signature of Student</b>	<b>Date</b>
<b>Printed Name of Parent (if under 18)</b>	<b>Signature of Parent</b>	<b>Date</b>