

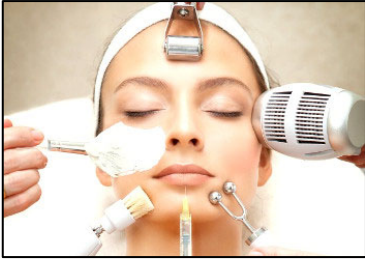


12832 W Sunset Highway Airway Heights WA 99001

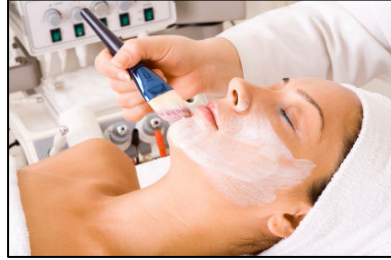
WWW.IBEC.EDU

CATALOG

Master Esthetics



Esthetics



Manicuring



Hair Design



Barber



Instructor



Financial Assistance Available To Those Who Qualify

- Financial Aid
- MyCAA Scholarship
- Worker Retraining Tuition Assistance

509-475-2951

Non Discrimination Statement

International Beauty Education Center prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, ethnic origin, age, disability, sexual orientation, or any other legally protected characteristic.

Revised & Effective On 09/01/2023
Certified as true and correct in content and policy

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MISSION STATEMENT

International Beauty Education Center is a private for profit postsecondary beauty school, specializing in vocational training and preparing students to graduate for successful employment in Esthetics, Master Esthetics, Hair Design, Barber, Manicuring, Cosmetology and Instructor.

THE INSTITUTION

Licensing Body:

International Beauty Education Center is licensed for providing training in Master Esthetics, Esthetics, Hair Design, Barber, Cosmetology, Manicuring, and Instructor programs by:

Washington State Department of Licensing
PO Box 3856
Seattle, WA 98124-3856
360-664-6626

Accreditation:

International Beauty Education Center is accredited by **The National Accrediting Commission of Career Arts & Sciences** (NACCAS).

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

Hours of Operation

International Beauty Education Center is open:

Monday – Saturday: 9:00 a.m. – 5:30 p.m.
Sunday: Closed or special arrangement

International Beauty Education Center observes of the following holidays:

- New Year's Day
- Spring break is to be determine
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Christmas Day
- Winter break is to be determine
- If an emergency arises or if it is deemed necessary to close for special or weather reasons, student will be notified or school will post announcement on school's face book.

Instructional Space & Facilities

International Beauty Education Center holds its classes at a 2000 foot facility in Airway Heights, WA.

School facility is equipped with televisions and DVD players.

A library is available with books and videos for both instructors and students.

International Beauty Education Center is a smoke free facility.

Esthetics/Master Esthetics classroom:

The esthetics and master esthetics classroom are equipped with a waxing station for facial waxing and 5 or more of facial beds & television.

Manicuring classroom:

The manicuring classroom is equipped with 4 contemporary styled nail tables, a ventilation system, three massaging pedicure chairs and television.

Cosmetology/Hair Design/Barber classroom:

The Cosmetology/Hair Design/Barber are equipped with 8 hair stations, a separate shampoo area, a washer/dryer for towels.

Business Office Staff

Thy Nguyen:	Financial Aid Officer and Instructor BA – Business Management - Eastern Washington University, WA Licensed Manicurist, Esthetician, Master Esthetician, Cosmetologist and Instructor, WA. School Owner/ Instructor
Vu Duong:	CEO & Instructor BA – Workforce Education and Development - Southern Illinois University, IL Licensed Manicurist and Instructor, WA. School Owner/ Instructor
Hang Nguyen:	Clinic Floor Operation Manager and Instructor Licensed Cosmetologist, Manicurist, Esthetician, and Instructor, WA.
Krista Cooper:	Instructor Licensed Cosmetologist and Instructor, WA
Kylee King:	Instructor Licensed Esthetician and Instructor, WA
Dianna Kilgore	Admission & Financial Aid Officer and Instructor Licensed Esthetician, Manicurist and Instructor, WA
Rochelle Allbee	Admission & Financial Aid Officer
Shaun Keays	Admission & Financial Aid Officer

Average Student to Teacher Ratio: 20 students per teacher.
Maximum class size is 40 per class schedule per program.

Parking & Transportation

- International Beauty Education center maintains parking lot available to patrons.
- The institution is also located on the bus route. Regular daily bus service is every one-half hour.
- There are public car parks located within one block of the school.

PROGRAMS OFFER

HYBRID PROGRAMS (NACCAS APPROVED)

For hybrid classes, student can do theory classes from home and does 2 days on campus for practical classes and practicing.

ESTHETICS (PO)	24 weeks Student will learn: facials treatments, eyelash extensions, microdermabrasion, skin care, make up, waxing, chemical peel and etc.
MASTER ESTHETICS (PO)	38 weeks Student will learn: facials treatments, advance facial treatments, dermaplaning, microneedling, skin tag removal, ultrasonic advanced facial treatment, radio frequency advanced facial treatment, hydra-dermabrasion advanced facial treatment, micro-current advanced facial treatment, laser treatment, skin care and etc.
MANICURING (PO)	19 weeks Student will learn: manicure, pedicure, UV gel nails, sculpture nails, acrylic nails, nail arts and etc.
HAIR DESIGN (PO)	44 weeks Student will learn: hair cutting, hair coloring, hair permanent waving, relaxer, hair styling, hair designing, hair extensions and etc..
BARBER (PO)	32 weeks Student will learn: hair cutting, hair designing, hair shampooing, hair shaving and etc.
COSMETOLOGY	52 weeks Student will learn: hair cutting, hair coloring, hair permanent waving, relaxer, hair styling, hair designing, and hair extension, manicure, pedicure, basic facial, waxing and etc.
INSTRUCTOR	16 weeks Student will learn: lesson plan making, teaching methods, grading, student counseling, clinic floor supervising and etc.

CAMPUS BASE PROGRAMS (NACCAS APPROVED)

For Campus base classes: student will do 100% of the program hours at the school's campus

ESTHETICS	25 weeks Student will learn: facials treatments, eyelash extensions, microdermabrasion, skin care, make up, waxing, chemical peel and etc.
MANICURING	22 weeks Student will learn: manicure, pedicure, UV gel nails, sculpture nails, acrylic nails, nail arts and etc
HAIR DESIGN	44 weeks Student will learn: hair cutting, hair coloring, hair permanent waving, relaxer, hair styling, hair designing, hair extensions and etc.

BARBER

32 weeks

Student will learn: hair cutting, hair designing, hair shampooing, hair shaving and etc.

CLASS SCHEDULE

All classes at International Beauty Education Center are ongoing; student may start on any Monday, Wednesday or Friday weekly (if seat is available) or special arrangement.

Full time: 32 hours/ week.

$\frac{3}{4}$ time: 24 hours/week.

Haft time: 20 hours/ week.

Hybrid Class Schedule: are designed to fit students with busy life style in which:

- ✓ Student does theory classes from home
- ✓ Student does 2 days on campus per week for practical classes and practicing.
- ✓ Student can choose one of these 2 days schedule * on campus:

Monday-Tuesday:	9am-5:30pm
Wednesday-Thursday:	9am-5:30pm
Friday-Saturday	9am-5:30pm

Flexible Schedule: must be approved by school director

*For selected programs & must be approved by school director

GENERAL ADMISSION & ENROLLMENT REQUIREMENTS

ENROLLMENT:

International Beauty Education Center offer:

- Open enrollment
- Enrollment takes place during school business hours or special arrangement
- All courses are ongoing at International Beauty Education Center
- Student may start on any Monday, Wednesday, Friday (if seat is available) or special arrangement.

ADMISSIONS REQUIREMENTS

For Esthetics, Manicuring, Barber, Hair Design, Cosmetology, Esthetics (PO) Master Esthetics (PO), Manicuring (PO), Hair Design (PO) & Barber (PO) programs, International Beauty Education Center admits as students, persons having:

- Pass Entrance Interview.
- Must be a minimum of 18 years of age
- Proof of Government-Issued Identification
- Proof of social security number or Alien Registration Card or legal residence
- Proof of High school diploma or equivalent or a transcript showing high school completion, or if home schooled, have a state-issued credential for secondary school completion.
- For a foreign high school diploma, the translation and evaluation of the credential must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

For Instructor program, International Beauty Education Center admits as students, persons having:

- Pass Entrance Interview.
- Must be a minimum of 18 years of age
- Proof of Government-Issued Identification
- Proof of social security number or Alien Registration Card or legal residence

- Proof of High school diploma or equivalent or a transcript showing high school completion, or if home schooled, have a state-issued credential for secondary school completion.
- For a foreign high school diploma, the translation and evaluation of the credential must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- Proof of current and valid Washington State Cosmetology, Manicuring, Esthetics, Master Esthetics, Barber or Hair Design license depending upon the course of study in which the student is enrolled.

Re-Entry within 180 days:

- Pass Entrance Interview.
- Students who withdraw prior to completion of the course of study and wish to re-enter within 180 days of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal.

Re-Entry after withdrawal after 180 days

- After withdrawal from International Beauty Education Center, a student can be re-admitted under the following conditions and rules:
 - Pass Entrance Interview.
- Student will sign a new enrollment agreement/contract starting with re-enrollment date. Student will pay the registration fee of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who withdraw or being terminated and re-enroll more than 180 days after the formal withdrawal date unless mitigating circumstances apply. The student is to re-register when signing the new contract.

TRANSFER OR PREVIOUS TRAINING POLICY

- The International Beauty Education Center recognizes any previous cosmetology training approved by the Washington State Department of Licensing
- Students must have documentation from previous training institute showing total hours attended and meet admission requirements of International Beauty Education Center.
- School administrators have the right to make the final decision on how many hours will be accepted.
- School MAY charge for the state exam preparation (if applicable) of \$450 for transfer student.

ORIENTATION:

- Students are required to have an orientation before or on the first day of class.
- The orientation will cover the minimum of the following information:
 - Instructional program
 - Program objectives
 - School rules and policies
 - Support services available to student

GRADUATION REQUIREMENTS

International Beauty Education Center will grant a Certificate of Completion and/or Official Transcript for the applicable course when the student has successfully:

- Complete the designated course hours:
 - Hybrid courses: Esthetics (PO)-750, Manicuring (PO)-600, Master Esthetics (PO)-1200,
Hair Design (PO)-1400, Cosmetology- 1650, Instructor-500 & Barber (PO)-1000.

Campus base courses: Manicuring-700, Esthetics- 800, Barber-1000, Hair Design-1400.

- Pass all the written and practical examinations and a final examination with a 75% or above.
- Completed all the exit interview and paperwork.
- All fees are paid in full including over contract charges or made satisfactory arrangements for payment of all debts owed to the school.

WASHINGTON STATE LICENSURE REQUIREMENT:

- To obtain a license as a cosmetologist, barber, manicurist, esthetician, or master esthetician you must:
 - Be at least 17 years of age.

- Graduate from a school approved and licensed by the Department of Licensing with the minimum required state hours which are:
 - Cosmetologist—1,600 hours
 - Manicurist—600 hours
 - Esthetician—750 hours
 - Master Esthetician-1200 hours
 - Barber---1000 hours
 - Hair Design----1400 hours
 - Instructor Training – 500 hours
- Pass Washington written and practical exam with a minimum of 75% or above.
- Pay for license order fee

STATE EXAM & LICENSE FEES

Always check for fees and update at <http://www.dol.wa.gov/business/cosmetology/fees.html>

EXTRA-INSTRUCTIONAL CHARGES POLICY

Each course/program has been scheduled for completion within an allotted time frame.

The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training may be billed at the rate of \$10 per hour past the Scheduled Graduation Date. In the case of disabling illness or injury, death in the student's immediate family or other mitigating circumstances the school may make a settlement, which is reasonable to both parties for this fee.

OTHER FEES:

- The school will charge a registration fee for students enrolling, re-enrolling or transferring to the school of \$100.00.
- The School may charge Transfer Students a State Board Exam Preparation Fee of \$450.00 (if applicable).
- For student who re-entry within 180 days: The tuition rates will stay the same.
- For student who re-entry after 180 days: The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who withdraw or have been terminated and re-enroll more than 180 days after the formal withdrawal date unless mitigating circumstances apply.
- A \$150.00 withdrawal fee will be charged to any student that withdraws prior to course completion.
- The school will charge a \$5.00 transcript fee for transcript requests (for the subsequence copies)
- Student will be charge \$25 for returned check

FEE WAIVER POLICY

- Fee waivers are limited to a doctor's excuse, (statement) outlining extenuating circumstances or upon approval of school owner.

FINANCIAL AID (Available to Those Who Qualify)

Financial Aid (available to those who qualify)

International Beauty Education Center is approved by the U.S. Department of Education to participate in several federal aid programs. Additional information may be found in the Student Guide published by the Department of Education. In order to qualify for financial assistance all applicants must complete a Free Application for Federal Student Aid (FAFSA). The application can be completed online at <https://studentaid.gov/h/apply-for-aid/fafsa> or by contacting a financial aid officer.

The Academy's school code is

042529

To be eligible for student aid an applicant must:

- Have a high school diploma, a General Education Development (GED) or the equivalent
- Be enrolled as a regular student working toward a degree or certificate in an eligible program
- Be a U.S. citizen or an eligible non-citizen
- Have a valid Social Security Number (SSN)
- Not owe a refund on a federal grant or be in default on a federal student loan

Note: Student assistance funds are intended for educational purposes only. All students must meet the eligibility requirements at all times. Not all aid programs are available for students in all educational courses/programs.

How to apply:

- Go to <https://studentaid.gov/h/apply-for-aid/fafsa>
- Click on **Start a New FAFSA** and follow the instruction on the screen
- Choose the appropriate year for **FAFSA APPLICATION** to fill out
- Enter **School Code 042529** on your application so school can process your financial aid.

Types of Federal Financial Aid

International Beauty Education Center participates in the following student aid programs (additional descriptions for these programs may be found in the *Student Guide* published by the U.S. Department of Education.

- **Federal Pell Grant:** A Federal Pell Grant, unlike a federal loan, does not have to be repaid. This is a grant to assist undergraduates who have not earned a bachelor's or a professional degree. For current maximum Federal Pell Award amounts, visit <https://studentaid.gov/understand-aid/types/grants/pell>
- **Federal Direct Subsidized Loan:** Direct Subsidized loans are available to undergraduate students who demonstrate financial need. The school determines the amount a student can borrow and the amount may not exceed the student's financial need. The U.S. Department of Education pays the interest on Subsidized loans while the student is in school, and during periods of deferment. Subsidized loans must be repaid. For maximum loan amounts and current interest rates, visit: <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>
- **Federal Direct Unsubsidized Loan:** Direct Unsubsidized loans are available to undergraduate and graduate students; there is no requirement to demonstrate financial need. The school determines the amount a student can borrow by considering the cost of attendance and other financial aid received. Unsubsidized loans must be repaid. Students are responsible for paying the interest on Unsubsidized loans during all periods. Students can choose not to pay the interest on Unsubsidized loans while in school and during grace periods or forbearance periods; however, interest will accrue (accumulate) and be capitalized (that is, interest will be added to the principle amount of the loan when the student goes into repayment). For maximum loan amounts and current interest rates, visit: <https://studentaid.gov/understand-aid/types/loans/subsidized-unsubsidized>

Title IV Credit Balances Policy

A Title IV credit balance occurs whenever the institution credits Title IV program funds to a student's account and those funds exceed the student's charges.

Title IV funds consist of federal student aid awarded from programs administered by the U.S. Department of Education. Title IV funds include:

- Pell grant
- Direct Subsidized loan
- Direct Unsubsidized loan
- Parent Plus loan
- Direct Graduate PLUS Loan.

The institution pays by check the excess Title IV program funds (the credit balance) directly to the student as soon as possible, but no later than 14 calendar days after the date the balance occurred on the student's account, if the balance occurred after the first day of class of a payment period; or the first day of classes of the payment period if the credit balance occurred on or before the first day of class of that payment period.

OTHER TUITION ASSISTANCE PROGRAMS

MyCAA SCHOLARSHIP:

Overview:

The My Career Advancement Account (MyCAA) Scholarship Program is a workforce development program that provides up to \$4,000 of financial assistance to eligible military spouses who are pursuing a license, certification or Associate's degree in a portable career field and occupation.

How to apply:

Contact Financial Aid office to obtain Educational Training Plan and instruction on how to apply for MyCAA grant or visit <https://mycaa.militaryonesource.mil/mycaa/get-started> for more information about MyCAA grant

WORKER RETRAINING TUITION ASSISTANCE (WRT)

Overview:

The Washington Worker Retraining (WRT) program plays a major role in Washington State’s economic development by providing tuition assistance funding for eligible dislocated and unemployed workers in training or retraining that will assist them in regaining employment.

How to apply:

Contact Financial Aid office to apply for Worker Retraining grant or visit <https://www.sbctc.edu/paying-for-college/worker-retraining-student> for more information about Worker Retraining grant

INSTITUTIONAL REFUND POLICY

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement regardless of whether or not the student has actually started training. In this case all monies collected by the school shall be refunded.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee of \$100.

ATTENDANCE TIME IS DEFINED AS TIME ELAPSED BETWEEN THE START DATE AND THE DATE OF WHICH THE STUDENT FORMALLY TERMINATES ENROLLMENT, AS HEREIN PROVIDED.

4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days or 14 days for title IV students)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF COURSE AND/OR PROGRAM PER CONTRACT	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.01% to 4.9%	20%
5.0% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%

25% to 49.9%
50% and over

70%
100%

Other refund policies are Pro Rata Refund, Federal Refund, State Refund, Examples of these refund policies may be obtained in the financial aid office.

All refunds will be calculated based on the students last date of attendance.

Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially.

Student who withdraw or terminate prior to course completion are charged a withdrawal fee of \$150.

If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school will provide a full refund of all monies paid OR Provide completion of the course and/or program at a later time.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school will 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 and/or program at a later time.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school will provide a pro rata refund or Participate in a Teach-Out Agreement.

This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Kit, book and uniform are non-refundable after being issued.

In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement can be made OR the school may make a settlement, which is reasonable and fair to both parties if student has an outstanding balance.

REFUND POLICY FOR NON-LICENSE CLASSES

There will be no refunds for Non-License classes after the scheduled class start date.

RETURN OF TITLE IV FUNDS

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Director/Owner in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency.

The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment. 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the students last date of attendance as provided by the students attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement.

The calculation for the percent of completion of the payment period is as follows:

School will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was schedule to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the students eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty five (45) days allotted, the school will report this to NSLDS.

Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment.

The R2T4 does not dictate the schools refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance.

Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans
4. Federal Pell Grants for which a return of funds is required

If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew.

- If the schools Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full or satisfactory arrangements for payment of all debts owed to the school is made before the release of transcripts (unless your state law indicated otherwise).

The schools responsibility in regard to the Return to Title IV funds are as follows:

- To provide students with the information contained in the R2T4 Policy.
- Identifying student who have withdrawn and will be affected by the R2T4 Policy.
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.
- The student's responsibilities in regard to the Return to Title IV funds are as follows:
 - Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
 - If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the schools financial aid office.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy is consistently applied to all students who enrolled in a NACCAS approved programs and is printed in the catalog to ensure all students receive a copy prior to enrollment. This policy complies with the guidelines established by the National Accrediting Commission of Career Arts & Sciences and the federal regulations established by the United States Department of Education.

Requirements for Maintaining Satisfactory Progress

- **Maintain a 67% Cumulative Attendance Rate.**
- **Maintain an 75% Cumulative Grade Point Average (GPA)**

Satisfactory Progress: is the qualitative (academic performance) and quantitative (attendance) measure used by the school to determine the extent to which a student is making adequate progress towards the completion of their program within the maximum time frame allowed.

Academic Year: is 900 clock hours

Evaluation Periods: Students are evaluated for Satisfactory Academic Progress as follows:

Hybrid programs:

Esthetics (PO)	375 clocked (actual) hours-12 academic weeks
Master Esthetics (PO)	450 clocked (actual) hours-14 academic weeks 900 clocked (actual) hours-28 academic weeks 1050 clocked (actual) hours-33 academic weeks.
Manicuring (PO)	300 clocked (actual) hours-9.5 academic weeks
Hair Design (PO)	450 clocked (actual) hours-14 academic weeks 900 clocked (actual) hours-28 academic weeks 1150 clocked (actual) hours-36 academic weeks.
Barber (PO)	450 clocked (actual) hours-14 academic weeks 900 clocked (actual) hours-28 academic weeks
Cosmetology	450 clocked (actual) hours-14 academic weeks 900 clocked (actual) hours-28 academic weeks 1275 clocked (actual) hours-40 academic weeks
Instructor	250 clocked (actual) hours-8 academic weeks

Campus base programs:

Esthetics	400 clocked (actual) hours-12.5 academic weeks
Manicuring	350 clocked (actual) hours-11 academic weeks
Barber	450 clocked (actual) hours-14 academic weeks 900 clocked (actual) hours-28 academic weeks
Hair Design	450 clocked (actual) hours-14 academic weeks 900 clocked (actual) hours-28 academic weeks 1150 clocked (actual) hours-36 academic weeks

*Transfer Students are evaluated for SAP at Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

Attendance:

Course Hours: the amount of time (number of hours) required to complete your program of study without any absences.

Scheduled Hours: the hours stated on the student’s enrollment contract and are the hours a student is expected to be in class. For example if you enrolled for 30 hours per week your scheduled hours are 30 hours per week.

Actual Hours: the hours the student was actually in class.

Maximum Time Frame: is the amount of time allowed to complete the course. Failure to complete your program hours within that time may result in additional charge and or termination from the program. The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

HYBRID COURSES	MAXIMUM WEEKS	TIME ALLOWED SCHEDULED HOURS
Esthetics (PO) (Full time, 32 hrs/wk) – 750 Hours	35 Weeks	1125
Master Esthetics (PO) (Full time, 32 hrs/wk) – 1200 Hours	56 Weeks	1800
Manicuring (PO) (Full time, 32 hrs/wk) –600 Hours	28 Weeks	900
Hair Design (PO) (Full time, 32 hrs/wk) –1400 Hours	66 Weeks	2100
Barber (PO) (Full time, 32 hrs/wk) –1000 Hours	47 Weeks	1500
Cosmetology (Full time, 32 hrs/wk) - 1650 Hours	77 Weeks	2475
Instructor (Full time, 32 hrs/wk) – 500 Hours	24 Weeks	750

CAMPUS BASE COURSES	MAXIMUM WEEKS	TIME ALLOWED SCHEDULED HOURS
Esthetics (Full time, 32 hrs/wk) – 800 Hours	38 Weeks	1200
Manicuring (Full time, 32 hrs/wk) –700 Hours	33 Weeks	1050
Barber (Full time, 32 hrs/wk) –1000 Hours	47 Weeks	1500
Hair Design (Full time, 32 hrs/wk) –1400 Hours	66 Weeks	2100

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 150% of the scheduled contracted hours.

Attendance Progress: students are required to attend a minimum of 67% of the hours scheduled in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. Attendance progress is determined by dividing the student’s number of actual hours by their number of scheduled hours. For example, the student is scheduled to attend class 6 hours per day, 5 days per week. At the conclusion of 2 weeks (10 school days) the student will have accumulated 60 scheduled hours. The student missed 1 day of school and only accumulated 54 actual hours. The student’s attendance ratio is 54/60 giving them an attendance average of 90%. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Academic Progress: a student must maintain an 75% grade point average in order to be considered to be maintaining satisfactory academic progress. The student’s GPA will be determined at specific intervals during your program as stated above and is determined as follows: practical exam average + theory exam average divided by 2 = GPA. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

Non-credit and extra-credit work: all work that helps a student to be successful in completing and passing each lesson is encourage, however they are not graded and have no effect on a student’s GPA.

Determination of Progress Status: Students meeting the minimum requirements for attendance and academics at the evaluation point are considered to be making satisfactory progress until the next scheduled evaluation. The completed evaluation will be reviewed with the student and a hard-copy given upon request. Student who does not achieve the minimum standards will no longer eligible for Title IV unless the student is on warning or has prevailed upon appeal of the determination that has resulted in the status of probation.

Warning: students who, at the time of evaluation, fail to meet the minimum requirements for attendance and academic progress are placed on warning and are considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period the student has still not met both the attendance and academic requirements, he/she may be placed on probation, and if applicable, deemed ineligible to receive Title IV funds.

Probation: students that are not achieving satisfactory progress at the end of the warning period can appeal the negative status determination. Only students who prevail upon appeal will be placed on probation and they will be considered to be making satisfactory progress while on probation.

Additionally, only students who have the ability to meet the satisfactory academic progress policy standards by the end of the subsequent evaluation period may be placed on probation. Students placed on an academic plan must be able to meet the requirements within the plan by the end of the next subsequent evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. If at the end of the probationary period, the student has still not met both the attendance and academic requirements they will be determined as NOT making satisfactory academic progress and, if applicable, deemed ineligible to receive Title IV funds.

Re-establishment of Satisfactory Academic Progress: Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. In other words, students would be able to re-establish SAP by attending school as schedule, making up any missed time allowed, and by achieving higher scores on their exams.

Course Interruptions, Incompletes and Withdrawal

Leave of Absence:

- Leave of absence (LOA) is a temporary interruption in a student's program of study at the request of the student for personal reasons. If a student finds it necessary to be out of school for an extended period of time, a Leave of Absence should be requested by the student.
- The request of the student must be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
- The school reserves the right to accept or deny a Leave of Absence. The determination is made by School director. Documentation and/or a consultation with the student's co-singer MAY be necessary in the determination process.
- The student must have the expectation that they will return from the LOA to finish their program.
- In the case of unforeseen circumstances such as injury, the request can be made verbally. The student must then fill out the proper form as soon as they are able. The leave of absence will be dated for the first day the student was unable to attend.
- LOA must be a minimum of 10 calendar days. The leave of absence together with any additional Leaves of Absence must not exceed a total of 180 calendar days in any 12 months period.
- 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.
- The student's contract period and maximum time frame will be extended by the same number of calendar days taken in the LOA and will not be included in the student's cumulative attendance percentage calculation.
- Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.
- A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- If a student does not return to the institution at the expiration of an approved LOA (or a student takes an unapproved LOA), the student's withdrawal date is student's last day of attendance .
- The institution may not assess the student any additional institutional charges as a result of the LOA
- If the student is a Title IV loan recipient, and a withdrawal should occur, the Title IV grace period for a Direct Loan recipient may be exhausted.

Re-Entry within 180 days:

- Pass Entrance Interview.
- Students who withdraw prior to completion of the course of study and wish to re-enter within 180 days of the original formal withdrawal date will re-enter at the same progress status as applicable at the time of withdrawal.

Re-Entry after withdrawal after 180 days

- After withdrawal from International Beauty Education Center, a student can be re-admitted under the following conditions and rules:
 - Pass Entrance Interview.
 - Student will sign a new enrollment agreement/contract starting with re-enrollment date. Student will pay the registration fee of \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who withdraw or being terminated and re-enroll more than 180 days after the formal withdrawal date unless mitigating circumstances apply. The student is to re-register when signing the new contract.

Appeal Procedure: If a student is determined to not be making satisfactory progress, the student may appeal that negative status determination within ten (10) calendar days. Reasons for which students may appeal a negative progress determination include the death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

Course Incompletes, withdrawals, Noncredit Remedial Courses, and Repetitions: do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

Transfer Hours: With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. Transfer Students are evaluated for SAP at Midpoint of the actual contracted hours or the established evaluation periods, whichever comes first

OTHER POLICIES

Internal Grievance Policy & Procedure

Nothing in this policy prevents the student from contacting the Department of Licensing at any time with a concern or complaint.

In accordance with the institution's mission statement, the institution will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation 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.

- The student should register the complaint in writing on the designated form provided by the institution upon student request within 5 days of the date that the act which is the subject of the grievance occurred.
- The complaint form will be given to the school Director.
- 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.
- If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
- 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.
- 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. School owner shall consider the report and either accept, reject, or modify the recommendations of the committee.

Record Retention

Record retention for former students (withdrawals or graduates) is maintained according to state and federal requirements.

All student files are maintained in a secure location/office that is available to authorized personnel only and is locked when not occupied/in use.

Release of Information

- International Beauty Education Center distributes to the student body the FERPA privacy and release of information policy in the catalog.
- The school follows policies that provide our students with the opportunity to review his or her education records within 45 days of the receipt of the request. This must be done between the school business hours at the school campus, where the records are maintained. Copies of the educational records are provided at no cost. A student must provide each time written consent before an education agency or the school may disclose personally identifiable information from the student's education records. If the student is out of state, a notarized written request must be sent to the school.
- The written consent must:
 - State the purpose of disclosure
 - Specify the records that may be disclosed
 - Identify the party to whom the disclosure may be made
 - Be signed and dated
- The above rights and transfer to parents or guardians of dependent minors, who is considered to be defendant per IRS law. In addition, the school maintains a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information.
- The school may disclose educational records to the appropriate government agencies as required by state and federal law. This includes, but is not limited to our accrediting body NACCAS, for whom we are a candidate.

Family Educational Rights and Privacy Act of 1974

- The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of is left to the discretion of each school. If you wish to see your records, you should contact the school for the procedure to follow. Any questions under this act should be the office at 202-401-2057.

Transcripts

- International Beauty Education Center will issue an Official Transcript to students who withdraw prior to program completion upon receipt of :

- All fees are paid in full including over contract charges or made satisfactory arrangements for payment of all debts owed to the school.
- A written and signed request form which can be obtained at the school financial aid office,
- Student successfully completion of exit paperwork
- The first copy of an official transcript will be provided at no charge upon graduation. Subsequent copies are available upon request and there is a \$5 fee per copy.

Collection Policy

- Student is responsible to pay for the outstanding balance after student's withdrawal or termination.
- There is no interest applied to the outstanding balance within the first 6 months from student's withdrawal or termination date.
- A 5% interest will be charged to the outstanding balance after 6 months.
- International Beauty Education Center's financial department MAY refer the account to a collection service after the period of 6 months after the student drops from the program, or is terminated.
- In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, the school may make a settlement, which is reasonable and fair to both parties for student's outstanding balance.

Health & Accident Insurance:

International Beauty Education Center does not provide health or accident insurance to enrolled or prospective students. It is student's responsibility to obtain and maintain insurance while student is attending at International Beauty Education Center.

Externship Policy: International Beauty Education Center offers externship for all programs. Student can earn up to 10% of the total program hour from externship. Student must complete the Externship package prior to starting the externship.

ESTHETICS (PO) PROGRAM



Required Hours: Esthetics (PO) course of study is consisting of 750 clock hours.

Course Curriculum:

Each of the subjects listed below will be covered in theory and practical work.

- Theory in the practice of esthetics services, business practices and basic human anatomy and physiology -180 Hrs (Distance hours)
 - Additional Theory in the practice of Care of The Skin Compresses, Massage, Facials, Wraps, Masks, Hair Removal, Disease and Disorder, Safety and First Aid and Chemical Compounds - 195 hours (Distance hours)
 - Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compound -100 Hrs
- Make up & Eyelash Extensions-100 hrs
 - Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances-80 Hrs
 - Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens -60 Hrs
 - Diseases and disorders of the skin -15 Hrs
 - Safety including proper use and storage of chemicals, implements and electrical appliances -15 Hrs
 - First aid as it relates to esthetics -5 Hrs
 - Not all training may be on mannequins.

Description: The Esthetics (PO) Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of in skin care, facials, temporary removal of superfluous hair, salon (business) management, sanitation, and salesmanship.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Esthetics Written and Practical Exam.

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 fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities.

The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Esthetics Fundamental

Externship

International Beauty Education Center offers externship for Esthetics (PO) program.
Student can earn up to 10% of the total program hour from externship.

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Esthetician, Manufacturing Representative, etc. or visit the following link and enter esthetician as an occupational in the search box to explore the career outlook in the local labor market:

<http://www.onetonline.org/link/summary/39-5094.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link:

<http://www.onetonline.org/link/summary/39-5094.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

MASTER ESTHETICS (PO) PROGRAM



Required Hours: Master Esthetics (PO) course of study is consisting of 1200 clock hours.

Course Curriculum:

Each of the subjects listed below will be covered in theory and practical work.

- Theory in the practice of esthetics services, business practices and basic human anatomy and physiology -180 Hrs.(Distance hours)
- Additional Theory in the practice of Care of The Skin Compresses, Massage, Facials, Wraps, Masks, Hair Removal, Disease and Disorder, Safety and First Aid and Chemical Compounds - 195 hours. (Distance hours)
- Theory in the practice of master esthetics, business practices, and basic human anatomy and physiology 108 Hrs (Distance hours)
- Additional Theory in the practice of Laser, light frequency, radio frequency, ultrasound, client assessment, documentation, indications/contraindication, Pretreatment and post-treatment procedures- 117 Hrs (Distance hours)
- Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compound -100 Hrs
- Make up & Eyelash Extensions-100 hrs
- Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances-80 Hrs
- Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens -60 Hrs
- Diseases and disorders of the skin -15 Hrs
- Safety including proper use and storage of chemicals, implements and electrical appliances -15 Hrs
- First aid as it relates to esthetics -5 Hrs
- Laser, light frequency, radio frequency, ultrasound, and plasma practices; (25 Hrs)
- Medium depth chemical peels; (25 Hrs)
- Advanced client assessment, documentation, and indications/contraindications; (25Hrs)
- Pretreatment and post-treatment procedures; (25 Hrs)
- Lymphatic drainage and advanced facial massage; (33 Hrs)
- Advanced diseases and disorders of the skin; and (50 Hrs)
- Advanced theories; alternative, touch, and spa body treatments. (42 Hrs)
- Not all training may be on mannequins.

Description: The Master Esthetics (PO) Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics and/ or Master Esthetics or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of in skin care, facials, temporary removal of superfluous hair, salon (business) management, sanitation, and salesmanship.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Master Esthetics Written and Practical Exam.

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 Master Esthetics and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Esthetics Advanced

Externship

International Beauty Education Center offers externship for Master Esthetics (PO) program. Student can earn up to 10% of the total program hour from externship.

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Master Esthetician, Manufacturing Representative, etc. or visit the following link and enter esthetician as an occupational in the search box to explore the career outlook in the local labor market:

<http://www.onetonline.org/link/summary/39-5094.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link:

<http://www.onetonline.org/link/summary/39-5094.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

MANICURING (PO) PROGRAM



Required Hours: The Manicuring (PO) course of study is consisting of 600 clock hours.

Course Curriculum:

Each of the subjects listed below will be covered in theory and practical work.

- Theory in the practice of manicuring and pedicuring services, business practices and basic human anatomy and physiology -144 Hrs.(Distance hours)
- Additional Theory in The Practice of Cleaning, Shaping, Artificial Nails, Disease and Disorder – 156 hrs (distance hours)
- Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and

sculpting, preparation, application, finish and removal -100 Hrs

- Cleaning, shaping and polishing of nails of the hands and feet and treatment of cuticles -140 Hrs
- Cleaning and disinfecting of individual work station, individual equipment and tools and proper use and storage of linens -35 Hrs
- Diseases and disorders of the nails of the hands and feet -10 Hrs
- Safety including proper use and storage of chemicals, implements and electrical appliances -10 Hrs
- First aid as it relates to manicuring and pedicuring -5 Hrs
- Not all training may be on mannequins.

Description: The Manicuring (PO) Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Manicuring or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of manicuring, pedicuring, artificial nails; nail care, salon (business) management, sanitation, and salesmanship.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Manicuring Written and Practical Exam.

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 manicuring and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Nail Technology

Externship

International Beauty Education Center offers externship for Manicuring (PO) program
Student can earn up to 10% of the total program hour from externship.

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Manicurist, Manufacturing Representative, etc. or visit the following link and enter manicurist as an occupational in the search box to explore the career outlook in the local labor market:
<http://www.onetonline.org/link/summary/39-5092.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link:
<http://www.onetonline.org/link/summary/39-5092.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

BARBER (PO) PROGRAM



REQUIRED HOURS: The Barber (PO) course of study is consisting of 1000 clock hours.

COURSE CURRICULUM:

Each of the subjects listed below will be covered in theory and practical work.

- Theory of the practice of hair & barbering services including Hair Analysis, Hair Cutting, Hair Styling, Facial Massage - 500 hrs (Distance hours)
 - Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing – 50 Hrs
 - Scalp and hair analysis – 5 Hrs
- Hair cutting and trimming including scissors, razor, thinning shears and clippers– 195 Hrs
 - Shaving – 5 Hrs
 - Hair styling, wet, dry and thermal styling and styling aids – 145 Hrs
 - Cutting and trimming of facial hair, beard and mustache design and eyebrow, ear and nose hair trimming – 35 Hrs
 - Artificial hair – 5 Hrs
 - Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens – 35 Hrs
 - Diseases and disorders of the skin, scalp and hair – 10 Hrs
 - Safety including proper use of implements and electrical appliances – 10 Hrs
 - First aid as it relates to barbering – 5 Hrs
 - Not all training may be on mannequins.

DESCRIPTION: The Barber (PO) Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair cutting, hair styling, hair shaving, hair shaping, texture services, scalp and hair conditioning, salon (business) management, sanitation, and salesmanship.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Barbering Written and Practical Exam.

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 barbering and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by

means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Barbering

Externship

International Beauty Education Center offers externship for Barbering (PO) program. Student can earn up to 10% of the total program hour from externship

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Stylist, Manufacturing Representative or visit the following link and enter Barber as an occupational in the search box to explore the career outlook in the local labor market: <https://www.onetonline.org/link/summary/39-5011.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link: <https://www.onetonline.org/link/summary/39-5011.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/Cosmetology/lawsrules.html>

HAIR DESIGN (PO) PROGRAM



REQUIRED HOURS: The Hair Design (PO) course of study is consisting of 1400 clock hours.

COURSE CURRICULUM:

Each of the subjects listed below will be covered in theory and practical work.

- Theory of the practice of hair & barbering services including Hair Analysis, Hair Cutting, Hair Styling, Facial Massage - 500 hrs (Distance hours)
- Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing – 50 Hrs
- Scalp and hair analysis – 5 Hrs
 - Hair cutting and trimming including scissors, razor, thinning shears and clippers– 195 Hrs
 - Hair styling, wet, dry and thermal styling and styling aids – 145 Hrs
 - Cutting and trimming of facial hair, beard and mustache design and eyebrow, ear and nose hair trimming – 35 Hrs
 - Artificial hair – 5 Hrs
 - Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens – 35 Hrs
 - Diseases and disorders of the skin, scalp and hair – 10 Hrs
 - Safety including proper use of implements and electrical appliances – 10 Hrs
 - First aid as it relates to barbering – 5 Hrs
 - Additional Theory of the Hair design including hair coloring and chemical services - 200 hrs.(Distance hours)
 - Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals – 21 Hrs
 - Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals – 14 Hrs
 - Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals – 170 Hrs
 - Not all training may be on mannequins.

DESCRIPTION: The Hair Design (PO) Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in hair design or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair cutting, hair shaping, hair coloring, texture services, scalp and hair conditioning, salon (business) management, sanitation, and salesmanship.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Hair Design Written and Practical Exam.

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 hair design and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Cosmetology

Externship

International Beauty Education Center offers externship for Hair Design (PO) program. Student can earn up to 10% of the total program hour from externship

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Stylist, Manufacturing Representative or visit the following link and enter hair stylist as an occupational in the search box to explore the career outlook in the local labor market: <http://www.onetonline.org/link/summary/39-5012.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link: <http://www.onetonline.org/link/summary/39-5012.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

COSMETOLOGY PROGRAM



Required Hours: The Cosmetology course of study is consisting of 1650 clock hours.

Course Curriculum:

Each of the subjects listed below will be covered in theory and practical work.

- Theory of the practice of hair & barbering services including Hair Analysis, Hair Cutting, Hair Styling, Facial Massage - 500 hrs (Distance hours)
- Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing – 50 Hrs
- Scalp and hair analysis – 5 Hrs
- Hair cutting and trimming including scissors, razor, thinning shears and clippers– 195 Hrs
 - Hair styling, wet, dry and thermal styling and styling aids – 145 Hrs
 - Cutting and trimming of facial hair, beard and mustache design and eyebrow, ear and nose hair trimming – 35 Hrs
 - Artificial hair – 5 Hrs
 - Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens – 35 Hrs
 - Diseases and disorders of the skin, scalp and hair – 10 Hrs
 - Safety including proper use of implements and electrical appliances – 10 Hrs
 - First aid as it relates to barbering – 5 Hrs
 - Additional Theory of the Hair design including hair coloring and chemical services - 200 hrs.(Distance hours)
 - Permanent waving including sectioning, wrapping, pre-perm test curl, solution application, processing test curl, neutralizing and removal of chemicals – 21 Hrs
 - Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals – 14 Hrs
 - Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals – 170 Hrs
 - Additional theory of manicuring & pedicuring services -50 hours (Distance hours)
 - Application of manicuring & pedicuring services -50 hours
 - Additional theory of Esthetics services -50 hours (Distance hours)
 - Application of Esthetics services -50 hours
 - Front desk, tanning services & business management- 25 Hrs (Distance hours)
 - Expanding business with tanning services -25 hours
 - Not all training may be on mannequins.

Description: The Cosmetology Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair cutting, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin care, makeup, nail care, salon (business) management, sanitation, and salesmanship.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.

- Be prepared for Washington State Cosmetology Written and Practical Exam.

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.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Cosmetology

Externship

International Beauty Education Center offers externship for Cosmetology program. Student can earn up to 10% of the total program hour from externship

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Stylist, Manufacturing Representative or visit the following link and enter hair stylist as an occupational in the search box to explore the career outlook in the local labor market: <http://www.onetonline.org/link/summary/39-5012.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link: <http://www.onetonline.org/link/summary/39-5012.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

Benefits of Additional Hours:

International Beauty Education Center requires additional hours to the Washington State Curriculum requirements to ensure that student will learn other important business aspect of salon business. The additional hours and benefits are described below:

50 hours: Expanding business with tanning services, front desk reception and business management. Student will learn how to manage front desk, learn how to use Point of Sale System which is used by many salons and how to expand salon business with tanning services which is one of the fast growing beauty business.

INSTRUCTOR PROGRAM



Required Hours: The Instructor course of study is consisting of 500 clock hours.

Course Curriculum:

Each of the subjects listed below will be covered in Theory and Practical Work.

Theory of Educator practices including lesson planning, classroom management and teaching methods- (250 hours) (Distance hours)

Preparation for classroom including (50 hours)

- (a) Choice of teaching methods
- (b) Classroom setup
- (c) Topic/subject matter
- (d) Written lesson plan
- (e) Student assignments
- (f) Materials and supplies
- (g) Recordkeeping.

Presentation of information including (50 hours)

- (a) Lectures (oral and written)
- (b) Demonstrations
- (c) Questions and answers
- (d) Project methods
- (e) Discussions

Application of practice including (125 hours)

- (a) Clinic supervision
- (b) Classroom management
- (c) Client relations

Evaluation by the instructor-trainee of the student's understanding and Performance including (25 hours)

- (a) Written/practical assessment
- (b) Communication skills.

Description: The Instructor course introduces and prepares the student for a career in instructional methods in the Cosmetology, Manicuring, Esthetics, Barber, Hair Design or Instructor Training field as mandated by the Washington State Department of Licensing.

Objectives At the completion of this course, the student will;

- Have knowledge an understanding of the basic principles of teaching,
- Be able to perform all the tasks taught in this course, following proper procedures, be capable of advancing to the clinical supervision level of a Cosmetology, Manicuring, Barbering School,
- Be prepared for Washington State Instructor Written and Practical Exam.

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 instructor and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: Instructor course is taught mainly through demonstration and practice. Students begin with observation of classroom theory and practical sessions. Upon satisfactorily completing all of the beginning practical competencies (beginning educational theory and observation time), the student will progress to the salon floor to begin teaching students in all phases of salon services.

Grading Procedures: Student will be evaluating for both theory and practical. For theory, student will be tested with a multiple choice written tests after each unit of study or after each phase 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 evaluations will be conducted during the course of study. Practical skills are evaluated according to criteria adopted by the school. Students must maintain a written and practical grade average of 75% and pass a FINAL written exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady Mindtap Master Educator

Externship

International Beauty Education Center offers externship for Instructor program. Student can earn up to 10% of the total program hour from externship.

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Manufacturing Representative, Trainer, School Owner, etc. or visit the following link and enter instructor as an occupational in the search box to explore the career outlook in the local labor market:
<http://www.onetonline.org/link/summary/25-1194.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link:
<http://www.onetonline.org/link/summary/25-1194.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

ESTHETICS PROGRAM



Required Hours: The Esthetics course of study is consisting of 800 clock hours.

Course Curriculum:

Each of the subjects listed below will be covered in theory and practical work.

- Theory in the practice of esthetics services, business practices and basic human anatomy and physiology -260 Hrs
- Care of the skin compresses, massage, facials, wraps, masks, exfoliation, use of electrical or mechanical appliances or chemical compound -200 Hrs
- Temporary removal of superfluous hair of the skin by means including tweezing, waxing, tape, chemicals, lotions, creams, sugaring, threading, mechanical or electrical apparatus and appliances-195 Hrs
- Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens -60 Hrs
- Diseases and disorders of the skin -15 Hrs
- Safety including proper use and storage of chemicals, implements and electrical appliances -15 Hrs
- First aid as it relates to esthetics -5 Hrs
- Business expanding with tanning services- 25 Hrs
- Reception and management -25 Hrs
- Not all training may be on mannequins.

Description: The Esthetics Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Esthetics or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of in skin care, facials, temporary removal of superfluous hair, salon (business) management, sanitation, and salesmanship.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Esthetics Written and Practical Exam.

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 fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods.

Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Esthetics Fundamental

Externship

International Beauty Education Center offers externship for Esthetics program.
Student can earn up to 10% of the total program hour from externship.

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Master Esthetician, Manufacturing Representative, etc. or visit the following link and enter esthetician as an occupational in the search box to explore the career outlook in the local labor market:
<http://www.onetonline.org/link/summary/39-5094.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link:
<http://www.onetonline.org/link/summary/39-5094.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

Benefits of Additional Hours:

International Beauty Education Center requires additional hours to the Washington State Curriculum requirements to ensure that student will learn other important business aspect of salon business. The additional hours and benefits are described below:

- 25 hours: Reception and management. Student will learn how to manage front desk, learn how to use Point of Sale System which is used by many salons.
- 25 hours: Business expanding with tanning services. Student will learn how to expand salon business with tanning services which is one of the fast growing beauty businesses.

MANICURING PROGRAM



Required Hours: The manicuring course of study is consisting of 700 clock hours.

Course Curriculum:

Each of the subjects listed below will be covered in theory and practical work.

- Theory in the practice of manicuring and pedicuring services, business practices and basic human anatomy and physiology -210 Hrs
- Artificial nails including silk, linen, fiberglass, acrylic, gel, powder, extensions and sculpting, preparation, application, finish and removal -180 Hrs
- Cleaning, shaping and polishing of nails of the hands and feet and treatment of cuticles -200 Hrs
- Cleaning and disinfecting of individual work station, individual equipment and tools and proper use and storage of linens -35 Hrs
- Diseases and disorders of the nails of the hands and feet -10 Hrs
- Safety including proper use and storage of chemicals, implements and electrical appliances -10 Hrs
- First aid as it relates to manicuring and pedicuring -5 Hrs
- Business expanding with tanning services- 25 Hrs
- Reception and management -25 Hrs
- Not all training may be on mannequins.

Description: The Manicuring Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Manicuring or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of manicuring, pedicuring, artificial nails; nail care and salon (business) management, sanitation, and salesmanship.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Manicuring Written and Practical Exam.

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 manicuring and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Nail Technology

Externship

International Beauty Education Center offers externship for Manicuring program
Student can earn up to 10% of the total program hour from externship.

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Manicurist, Manufacturing Representative, etc. or visit the following link and enter manicurist as an occupational in the search box to explore the career outlook in the local labor market:
<http://www.onetonline.org/link/summary/39-5092.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link:
<http://www.onetonline.org/link/summary/39-5092.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

Benefits of Additional Hours:

International Beauty Education Center requires additional hours to the Washington State Curriculum requirements to ensure that student will learn other important business aspect of salon business. The additional hours and benefits are described below:

- 25 hours: Reception and management. Student will learn how to manage front desk, learn how to use Point of Sale System which is used by many salons.
- 25 hours: Business expanding with tanning services. Student will learn how to expand salon business with tanning services which is one of the fast growing beauty businesses.
- 50 hours: Pedicure service is demandable, more practice on Pedicure service will help build confident for student.

BARBER PROGRAM



REQUIRED HOURS: The Barber course of study is consisting of 1000 clock hours.

COURSE CURRICULUM:

Each of the subjects listed below will be covered in theory and practical work.

- Theory of the practice of barbering services and business practices and basic human anatomy and physiology – 240 Hrs
 - Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing – 100 Hrs
 - Scalp and hair analysis – 5 Hrs
 - Hair cutting and trimming including scissors, razor, thinning shears and clippers– 395 Hrs
- Hair styling, wet, dry and thermal styling and styling aids – 145 Hrs
 - Cutting and trimming of facial hair including shaving, beard and mustache design and eyebrow, ear and nose hair trimming – 50 Hrs
 - Artificial hair – 5 Hrs
 - Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens – 35 Hrs
 - Diseases and disorders of the skin, scalp and hair – 10 Hrs
 - Safety including proper use of implements and electrical appliances – 10 Hrs
 - First aid as it relates to barbering – 5 Hrs
 - Not all training may be on mannequins.

DESCRIPTION: The Barber Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Barbering or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair cutting, hair styling, hair shaping, texture services, scalp and hair conditioning.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Barbering Written and Practical Exam.

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 barbering and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student

participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Barbering

Externship

International Beauty Education Center offers externship for Barber program. Student can earn up to 10% of the total program hour from externship

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Stylist, Manufacturing Representative or visit the following link and enter Barber as an occupational in the search box to explore the career outlook in the local labor market: <https://www.onetonline.org/link/summary/39-5011.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link: <https://www.onetonline.org/link/summary/39-5011.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/Cosmetology/lawsrules.html>

HAIR DESIGN PROGRAM



REQUIRED HOURS: The Hair Design course of study is consisting of 1400 clock hours.

COURSE CURRICULUM:

Each of the subjects listed below will be covered in theory and practical work.

- Theory of the practice of hair design including business practices and basic human anatomy and physiology- 336 Hrs
- Shampooing including draping, brushing, scalp manipulations, conditioning and rinsing – 100 Hrs
- Scalp and hair analysis – 5 Hrs
- Hair cutting and trimming including scissors, razor, thinning shears and clippers– 424 Hrs
- Hair styling including wet, dry and thermal styling, braiding and styling aids – 145 Hrs
- Cutting and trimming of facial hair including beard and mustache design and eyebrow, ear and nose hair trimming – 50 Hrs
- Artificial hair – 5 Hrs
- Permanent waving including sectioning, wrapping, preperm test curl, solution application, processing test curl, neutralizing and removal of chemicals – 45 Hrs
- Chemical relaxing including sectioning, strand test, relaxer application, and removal of chemicals – 15 Hrs
- Hair coloring and bleaching including predisposition test and strand test, and measurement, mixing, application and removal of chemicals – 215 Hrs
- Cleaning and disinfecting of individual work stations, individual equipment and tools and proper use and storage of linens – 35 Hrs
- Diseases and disorders of the scalp and hair – 10 Hrs
- Safety including proper use and storage of chemicals, implements and electrical appliances – 10 Hrs
- First aid as it relates to hair design – 5 Hrs
- Not all training may be on mannequins.

DESCRIPTION: The Hair Design Course is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in hair design or a related career field.

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.
- Project professionalism, visual poise and proper grooming.
- Communicate effectively and interact appropriately colleagues, supervisors and clients.
- Respect the need to deliver worthy service for value received in an employment environment.
- Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning.
- Perform the basic analytical skills to advise clients in the total look concept.
- Apply academic learning, technical information and related matter to assure sound judgments, decisions, and procedures.
- Be prepared for Washington State Hair Design Written and Practical Exam.

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 hair design and related fields.

References: A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

Teaching and Learning Methods: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career oriented activities. The course is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the course.

Grading Procedures: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study or after each phase of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	EXCELLENT
85 - 92	VERY GOOD
75 - 84	SATISFACTORY
74 and BELOW	UNSATISFACTORY

E-Book/Textbook:

Milady MindTap Standard Cosmetology

Externship

International Beauty Education Center offers externship for Hair Design program. Student can earn up to 10% of the total program hour from externship

Career Opportunities:

The acquired knowledge and skills will prepare students for work as a Salon Manager, Salon Owner, Stylist, Manufacturing Representative or visit the following link and enter hair stylist as an occupational in the search box to explore the career outlook in the local labor market: <http://www.onetonline.org/link/summary/39-5012.00>

Prerequisites For Employment:

For more information on career overview or prerequisites for employment, visit the following link: <http://www.onetonline.org/link/summary/39-5012.00>

Laws and Regulations:

<http://www.dol.wa.gov/business/cosmetology/lawsrules.html>

STUDENT SUPPORT SERVICES

Advising/Counseling & Professional Assistance:

The Academy staff will provide advising or counseling on an academic, attendance, non-academic or non-attendance nature as needed or requested by the student. Students needing such services should see the institution Management during regular business hours. International Beauty Education Center does not employ a professional counselor nor does the Academy assert responsibility for professional counseling services. However, the institution can provide students list of government agency hotline and contact information for professional assistance upon request.

Employment Assistance

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting job openings in the school job page called "Beauty Career & Jobs Connection" for all students to review. Students also receive training in professionalism and job search skills. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

Advising on Available Financial Assistance:

Information and advising on available financial assistance are available to student upon student request

Student housing

International Beauty Education Center does not provide housing.

School Library

International Beauty Education Center has a library of supplementary instructional videos and books that available to students and instructors at any time.

Campus Security

Campus is monitored by a surveillance system.

School Certifying Official Contact: Thy Nguyen at 509-475-2951 or ibecenterquestions@hotmail.com

Standards, Rules & Policies

Attendees of International Beauty Education Center are preparing for a career in the professional beauty industry. Certain professional standards are to be adhered to at all times. In addition to the basic standards of professionalism, the institution must maintain policies that are necessary for the efficient operation of the institution and for the benefit and safety of students and staff. Therefore, inappropriate behavior and/or negative conduct that interferes with operations, discredits the institution, and/or is offensive or harmful to customers, students, or staff will not be tolerated and may be grounds for suspension or termination from the institution.

Rules and regulations are subject to change without notice as deemed appropriate or as guided by the above goals, changes in company standards and/or in order to comply with laws, rules and/or regulations of any outside governing body.

ATTENDANCE POLICY

Attendance

- Student is required to attend school according to the student's contracted schedule.
- Absence or tardiness has a great impact on student graduation. Any education missed due to absence is the responsibility of the student. In the event of extended absence, see the Leave of Absence policy.
- According to state requirements, students are required to complete all hours/credits as mandated for the program/course or as required by the institution, whichever is higher therefore students who are absent must make up the hours missed.
- A student who leaves school without permission and without clocking out will be clocked out at the time they were last seen by their instructor.
- Student with a multiple absence or tardiness may be grounds for suspension or termination from the Academy.

Tardiness

- Student is required to notify school prior to class start if student will be late or absence.

Early Departure

- A student who leaves the Academy prior to regular dismissal time is considered to be an early departure. If a student must leave the Academy earlier than his or her scheduled dismissal time, student must notify instructor.

Absence & Tardy Notification Policy

- **All notification or messages must send to 509-768-7325 otherwise it will not be valid.** Notifying another student or send messages to instructor personal phone other than the **509-768-7325** number will NOT be considered notification.
- NO SHOW AND NO CALL may result in disciplinary action

Time Card

- Students must Clock In and Out on the computer at the front desk using our palm scan device.
- Any discrepancy or miscalculation must be brought and discussed within 48 hours to instructor.

Make Up, Extra Hours & Lunch Correction

Make up/Extra hours:

- Student may sign up for make up hours or extra hours.

Hour correction:

- Student is required to fill out Timecard Correction Form if student would like his/her hour to be corrected.

Dress Code

Hair and Makeup:

- Hair & make up should look presentable.

Clothing:

- All clothes MUST be cleaned , neat and look presentable.

Pants:

- Leggings are acceptable when used in combination with long, loose-fitting tops that cover the buttocks.

Dresses and Skirts:

- Dresses and skirts must not shorter than 5 inches above your knee

Shoes:

- Close toes shoes are required
- Slippers, and flip flops are NOT approved.

Piercing:

- Facial piecing must be approved by school director.

Unapproved Clothing:

- Hats
- Ripped jeans or clothing
- Any torn, frayed or soiled garments
- Slippers or flip-flops of any kind or bare feet are NOT approved
- If students are wearing any unapproved clothing student will be advised by instructor or and/or be sent home to change. If the same clothing problem continues disciplinary action will take place.
- Overexposed skin regions, gym wear, pajama wear, gang related attire or attire related to drug or alcohol is NOT allowed.
- The Director of International Beauty Education Center reserves the right to consider attire inappropriate or offensive.

Student Conduct

- Student agrees to perform client services or other program requirements.
- Student agrees to maintain a positive attitude.
- Foul language of any kind is not allowed.
- Students should not bring their personal problems to school; such personal problems can disturb other students.
- If students are consistently complaining or coming to school with a negative attitude, they may be asked to leave.
- Fighting, physical conflicts or other forms of harassment will not be tolerated and may result in immediately terminate contract.
- Students may not clock in for school unless they are dressed according to policy, have their books, supplies and are ready to perform services.
- Students must stay with their clients during chemical or steaming services.
- Students must practice or doing bookwork while in school.
- No student shall verbalize disparaging or disrespectful other students, client, staffs or faculty members.
- Each student shall respectfully request acknowledgment by the instructor should they have a question or concern. Refrain from interrupting the progress of the lecture until recognized. This promotes the concentrated atmosphere necessary for student comprehension.
- No student shall cheat on an examination or provide false information.
- No student shall engage in any behavior that is legally defined by the government as sexual harassment.
- A student will be dismissed for any action or conduct, which, in the opinion of the management, disrupts the school course or reflects in any unfavorable way upon the institution.

Professionalism

- This is a part of our institution's training to prepare you for your future career
- Students are required to maintain the below professional image
- No smoking inside school premise is allowed, even E-cigarettes
- No swearing
- No fooling around such as pushing or shoving
- **Absolutely no bringing personal problems to clients**
- No negative talking about other students, instructors, school, clients, or any other people

Customer Service

- Students are required to be polite to clients.
- No negative comments in clinic floor.
- Subjects such as sex, religion or politics must not be discussed with clients. This shows a lack of professionalism, and may cause feelings to be hurt.
- Students should not discuss their inexperience with a client, as this can make the client nervous and cause them to question whether the student will do a good job.
- Be polite when answering the phone. Make sure to use “thank you, please, and goodbye” during your calls with clients.

Social Media

- Rules of conduct as outlined in the catalog apply to social networking activities. Students are expected to conduct themselves in a professional manner, to respect the views and opinions of others, and to demonstrate respect for the school, students, employees, its ownership, clients, guests.
- Behavior and content that may be deemed disrespectful, dishonest, offensive, harassing or damaging to the schools interests or reputation is not permitted.
- The school maintains the right to monitor company-related student activity in social networks.
- Violation of this policy may result in termination of the program

Lunch & Breaks**Lunch**

- 30 minutes non-creditable lunch will be deducted for student who attends more than 5 hours/day.

Breaks

- A student who attends a full day class (from 9am-5:30pm) is permitted to take up to two 10-minute educational breaks.
- Students are not required to clock out for educational breaks.
- A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.

Classroom Policy

- All classes will be taught in assigned room.
- Students must be prepared and ready with daily assignments and tasks given by instructor.

Sanitation

- Students are responsible for the cleanliness and sanitation of their tools and equipment throughout the day.
- All students are required to participate in general sanitation and patron protection before, during, and following each service.
- At the end of the class/day all students are required to participate in the general sanitation of the Academy/classroom.
- No personal service, breaks or lunch are allowed during clean up time.

Personal Belonging

- Any personal items such as clothing, make up and lunch dishes/supplies must go home with student EVERY DAY.

Back Door

- Back door will be open at 8:50am so instructor can do morning meeting and prepare classes for the day.

School Supplies

- Students are not allowed to take school supplies home.

Personal Use of Products

- School will provide supplies for practicing and school’s assignments and/or for use on salon’s clients.

Student’s Health

- There are certain physical demands for each training program. The student should discuss with their instructor and school administration if they have any concerns regarding meeting these demands/requirements.
- If student has any physical challenges that prevent student from performing certain services in student curriculum for a period of time, student must have doctor note to be excused.

- Student who has, or is suspected of having, a communicable disease with adverse effects on the school atmosphere, possibly endangering the school population, staff, students, or clients will be dismissed until a determination is made by a licensed physician and school management that the student is not a social or health menace.

Health and Welfare of Others

- All students are expected to conduct themselves in a manner that will limit the potential for harm, damage or injury of another and/or to property.
- Gross negligence, abuse, or endangering the health and welfare of another is prohibited. This would include but is not limited to the use of verbal or written (including electronic/Internet) threats, intimidation, coercion, verbal or nonverbal abuse or harassment, discriminatory behavior, inappropriate physical conduct, contact or behavior and/or other behavior deemed inappropriate by Academy Management.
- Students participating or displaying these behaviors or actions are subject to disciplinary action up to and or including termination and subsequent legal action.

Tools & Equipment

Students are required:

- To have student kit at school to ensure student has tools/equipment to perform services.
- To Initial and lock his/her equipment to eliminate problems of losing equipment.
- It is student's responsibility to secure your kit during learning hours and at the end of every day.
- **Each student is allowed to occupy ONE locker (if student decides to use the locker).**
- **School is not responsible for replacement any lost or stolen equipment!!!!!!**
- Student is responsible for any damage or loss if borrowing other student's equipment.
- If student withdraws, drops out or not showing up to school as scheduled, student's equipment will be kept at school for 15 calendar days. After 15 calendar days, student's tools and equipment will be removed from school premises and may be donated.

Lockers

- Lockers can be used by student based on availability. School does not guaranteed a locker space for each student.
- For students who withdrew, student has 15 calendar days to remove his/her belonging from his/her locker. After 15 calendar days, school reserves the right to cut off any personal locks & donate items inside locker.

Smoking Area

- Smoking must be done in the designated smoking areas only.
- E-cigarettes are not allowed inside school building.
- This area must be kept free of smoking-related debris at all times. Please use available ashtray to discard cigarette butts, not the ground.
- If this rule is not respected smoking privileges will be banned.

School's Computer

- Student is not allowed to use school computer for any purpose unless approved by instructor.
- Student understands that providing or infecting the network with a virus, Trojan horse, or program designed to damage, alter, destroy, or provide access to unauthorized data or information is in violation of policy and will result in disciplinary actions.
- Student understand that processing or accessing information on school property related to "hacking," altering, or by passing network security policies is in violation of policy and will result in disciplinary actions.
- Student will be responsible for any replacement costs or data lost for unauthorized use on school computer

Space Heater or fan

- Personal space heaters or fans are not allowed on school premise.

Recording without Permission

- Recording other students and staff's conversations, images, or taking pictures without their knowledge/permission is a violation and is prohibited at International Beauty Education Center.
- Violation of this policy may result in termination from the program and/or legal charges

Visiting Policy

- Family and friend visitations are discouraged due to the students' educational requirements. However a quick visit by the front desk, not more than 3 -5 minutes, to exchange a note, etc, is allowable. All visits must be in the front area or outside of school premise.

Problems or Concerns

- If students have any problem(s) or concern(s) with other students, instructors, staffs or school, students should discuss with school director to try to solve problem(s) PROFESSIONALLY instead of going around starting drama, rumors and/or gossiping.
- Negativity and drama WILL NOT be tolerated.
- Violation of this policy may result in disciplinary action.

School Parking

- Student is not allowed to occupy more than 1 parking spot on school's parking lot.

School Address

- Student is not allowed to use school address as shipping address for personal use.

Conflict of Interest & Client Information

To avoid the conflict of interest, students are NOT allowed to:

- Take or exchange school client's personal information including contact information, client records.
- To sell beauty/personal enhancing products to school clients on the school premise other than products carried by the school.
- Violation of this policy may result in disciplinary action.

First Aid Station

- The institution has a first aid station in the back room

Educational Environment Needs

- International Beauty Education Center is an institution of higher education and cultivates an environment that is conducive to learning.
- Disruptive conversation, excessive noise and other disturbances that may hinder the learning process will not be allowed.
- Abusive language and conversational topics that may be deemed by another as offensive may not be expressed. This would include topics of a sexual, religious, ethnic and/or racial nature.

Educational Honesty

- Cheating or allowing cheating is not acceptable at any time, nor is theft of International Beauty Education Center test data or materials related to the preservation of academic quality and/or integrity.
- Alteration of academic records or data will not be tolerated and will be subject to disciplinary action including and up to termination.

Search Procedure

- In an effort to protect the students, guests, and/or staff and faculty of the Academy, International Beauty Education Center reserves the right to perform routine inspection of student property while on Academy property.
- In general, personal property on Academy premises in student lockers, bags and/or locked drawers is considered the student's private domain. However, when there is reasonable cause to believe that the student is violating local, state, or federal regulations or laws, International Beauty Education Center reserves the right to inspect student property or locker.

Theft and Misuse of Property

- International Beauty Education Center is not responsible for lost, damaged or stolen property.
- Theft of, destruction or misuse of another's property may result in disciplinary action up to and including termination. Destruction of or defacing Academy property will result in disciplinary action including charges for the full replacement cost of the item(s) in addition and up to termination.
- Equipment or supplies that are not returned by students shall be the financial responsibility of the student who last checked the item(s) out and full replacement is expected.

Weapons

- The use or possession of any item(s) that is, or bears resemblance to a weapon, firearm or explosive, is prohibited and may result in immediate termination. This policy applies to all persons on Academy property or at Academy-sponsored events and activities (including off-site educational events/field trips).

- Any person threatening (verbally or otherwise) the use of a weapon against any person related to the Academy is subject to disciplinary action up to and including expulsion from the program. Violators of this policy are also subject to prosecution under the law.
- Any person with knowledge of weapons on Academy property shall inform an appropriate authority immediately.

Other Conduct-Related Issues

Academy management reserves the right to amend or establish additional policies in order to maintain and facilitate an educational environment and/or to meet the goals and mission of the Academy and its programs. Students are required to maintain compliance with all conduct standards, rules and regulations as stated in a catalog, memorandum(s), and other notice(s) currently in existence and/or as adopted during their enrollment period.

Drug -Alcohol Policy

International Beauty Education Center Academy's policy requires the maintenance of a drug and alcohol-free educational/workplace environment. The unlawful possession, use, sale, distribution, or manufacture of controlled substances or alcohol is prohibited at or on the properties related to Academy operations or as part of Academy activities. Students are required to abide to this policy. A complete copy of International Beauty Education Center Drug and Alcohol Policy is available at www.ibec.edu

WITHDRAWAL, TERMINATION / EXPULSION POLICY

Unofficial Withdrawals

Students who do not officially withdraw will be subject to termination. This policy does not apply to students who are on an approved leave of absence.

Termination/Expulsion Policy

International Beauty Education Center may terminate a student's enrollment for noncompliance with General Policies, Enrollment Agreement, 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; any tuition that is not paid per contracted arrangements.

DISCLOSURES

Reserved Rights

- International Beauty Education Center reserves the right to make changes in the school standards, rules, policies, procedures, schedules, kits and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will be given notification of any policy change.
- *Tuition and fees are subject to change without notice for new enrollment periods (not for existing students)*

Licensing Body: This School is licensed under chapter 18.16 RCW. Inquiries, concerns, or complaints regarding this school can be made to the Department of Licensing, PO Box 9026, Olympia, WA 98507-9026, plssunit@dol.wa.gov, or by (360) 664-6626.

Book, Kit & Uniform Purchase Policy & Disclosures

Student will be provided with a list of all items, book and uniform that are required for the program register. Student has a right to choose to purchase the kit, book and uniform directly from International Beauty Education Center or from other supplier.

Book, Kit & Uniform Return Policy

All book, kit and uniform that are purchased from International Beauty Education Center are non-returnable after they are issued.

International Beauty Education Center provides more disclosures on the institution's website at www.ibec.edu to ensure all students have access to these disclosure at anytime. The academy will provide a paper copy upon request:

Helpful Links

College Navigator Website

O*Net (Occupational Information Network) Website

Washington State Voter Registration

Financial Aid Disclosures

Obtaining-Financial-Aid
Copyright Infringement
Financial Aid Conduct Code
NSLDS Disclosure
Financial Aid Information
Student_FA-Rights-Responsibilities
Terms and Conditions of Title IV & HEA Loans

Occupation Overview

Cosmetologist Occupation Overview
Hair Stylists Occupation Overview
Barber Occupation Overview
Manicurist Occupation Overview
Esthetician Occupation Overview
Master Esthetician Occupation Overview
Instructor Occupation Overview

Student's Right to Know – Disclosures

Net Price Calculator

Net Price Calculator

Campus Security Disclosures

Campus Safety & Security Report
Fire Inspection Report

Completion-Placement and Licensure Disclosures

Completion-Placement-and-Licensure-Disclosure

Cost of Attendance

Hybrid Programs:

Esthetics (PO) Cost of Attendance
Master Esthetics (PO) Cost of Attendance-1st Year
Master Esthetics (PO) Cost of Attendance-2nd Year
Manicuring (PO) Cost of Attendance
Hair Design (PO) Cost of Attendance-1st Year
Hair Design (PO) Cost of Attendance-2nd Year
Barber (PO) Cost of Attendance-1st Year
Barber (PO) Cost of Attendance-2nd Year
Cosmetology Cost of Attendance-1st Year
Cosmetology Cost of Attendance-2nd Year
Instructor Cost of Attendance

Campus Base Programs:

Esthetics Cost of Attendance
Manicuring Cost of Attendance
Barber Cost of Attendance-1st Year
Barber Cost of Attendance-2nd Year
Hair Design Cost of Attendance-1st Year
Hair Design Cost of Attendance-2nd Year

Online Distance Learning Policy & Disclosure

Other Disclosures

Textbook ISBN & Costs
Drug-Alcohol-Policy
Emergency Handbook

Title IX-Sexual-Harassment-Discrimination-Sexual-Violence-Prohibition-Policy
Availability of Employees for Information Dissemination Purposes
FERPA
Method of Disclosure
Misrepresentation Policy
Constitution Day Awareness
Health and Safety Exemption Requirement

CATALOG ADDENDUM

TUITION & FEES

HYBRID PROGRAM TUITION & FEES (PROGRAMS APPROVED BY NACCAS)

Esthetics (PO) 750 hours	Registration Fee\$100 Book\$338 Kit.....\$907 Uniform.....\$30 Tuition..... <u>\$10540</u> Total \$11915
Master Esthetics(PO) 1200 hours	Registration Fee\$100 Book\$338 Kit.....\$2377 Uniform.....\$30 Tuition..... <u>\$16800</u> Total \$19645
Manicuring (PO) 600 hours	Registration Fee\$100 Book\$195 Kit.....\$945 Uniform.....\$30 Tuition..... <u>\$7200</u> Total \$8470
Hair Design (PO) 1400 hours	Registration Fee\$100 Book\$194 Kit.....\$1457 Uniform.....\$30 Tuition..... <u>\$16100</u> Total \$17881
Barber (PO) 1000 hours	Registration Fee\$100 Book\$192 Kit.....\$1349 Uniform.....\$30 Tuition..... <u>\$13000</u> Total \$14671
Cosmetology 1650 hours	Registration Fee\$100 Book\$184 Kit.....\$1557 Uniform.....\$30 Tuition..... <u>\$16500</u> Total \$18371
Instructor 500 hours	Registration Fee\$100 Book\$299 Uniform.....\$30 Tuition..... <u>\$6000</u> Total \$6429

Transfer Student:

- The School may charge Transfer Students a State Board Exam Preparation Fee of \$450.00.

CAMPUS BASE PROGRAM TUITION & FEES (PROGRAMS APPROVED BY NACCAS)

Manicuring 700 hours	Registration Fee	\$100
	Book	\$138
	Kit.....	\$945
	Uniform.....	\$30
	Tuition.....	<u>\$7700</u>
	Total	\$8913
Esthetics 800 hours	Registration Fee	\$100
	Book	\$173
	Kit.....	\$907
	Uniform.....	\$30
	Tuition.....	<u>\$11200</u>
	Total	\$12410
Barber 1000 hours	Registration Fee	\$100
	Book	\$184
	Kit.....	\$1349
	Uniform.....	\$30
	Tuition.....	<u>\$11000</u>
	Total	\$12663
Hair Design 1400 hours	Registration Fee	\$100
	Book	\$184
	Kit.....	\$1457
	Uniform.....	\$30
	Tuition.....	<u>\$14000</u>
	Total	\$15771

QUICK CLASS TUITION & FEES

Microblading 16 hours	Tuition.....	\$3500
	Kit	Included
Eyelash Extensions 8 hours	Tuition.....	\$850
	Kit	Included
State Exam Training 16 hours	Tuition.....	\$650

Transfer Student: The School may charge Transfer Students a State Board Exam Preparation Fee of \$450.00.

PAYMENT SCHEDULE:

Registration Fee.....	Due according to payment arrangements
Kit, Book & Uniform	Due according to payment arrangements
Balance.....	Due according to payment arrangements

The school may require an adult guarantor with good established credit with each Student Enrollment Agreement

Payment Types: International Beauty Education Center accepts cash, credit card, personal check, cashier check, money order, payments from government agencies, financial aid for those that qualify.

Student receiving aid: Students receiving aid, grants or scholarship or other financial assistant programs will have their tuition and fees arranged between the agency and the school. All balances unpaid by

approved agencies must be paid in full or made satisfactory arrangements for payment of all debts owed to the school by the student prior to graduation.