FAQ PORTFOLIO





INSTITUTE OF BEAUTY

We are a private Institute and was established on October 23, 2019, in Richland Hills TX. Despite the popularization of make-up art and skill, people often don't understand the difference between professional training and other ways to learn. Professional courses and training are the easiest and smoothest path to build skills that you need to excel at make-up art - be it your hobby or a profession. That's what we do at the Institute of Beauty. We are simplifying the learning process. The entire staff is committed to make education the most enjoyable and successful learning experience for our students, to be able to enter into a new career in Esthetics, Eyelash Extension, Cosmetology and Instructor.

7600 Baker Blvd (213) 34C-LASS

CONTACT

enroll@instituteofbeauty.org

instituteofbeauty.org

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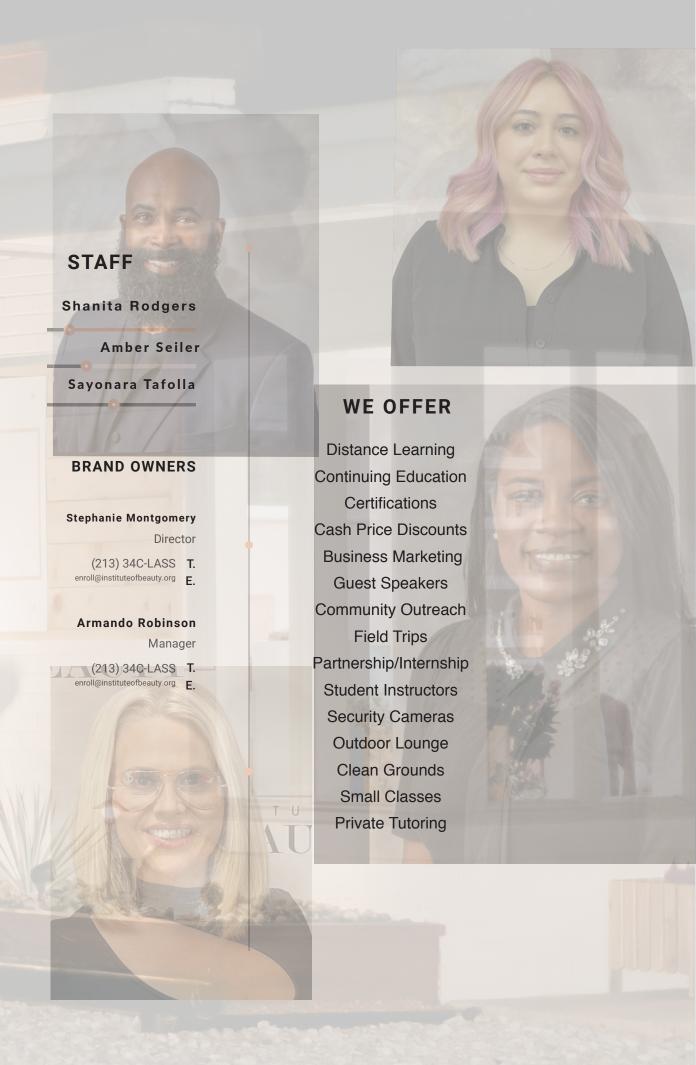


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Our trainings are designed by experienced beauticians and aestheticians to provide the most value to our students.

We believe in instilling skills that students can use to express themselves.



01. PROGRAM OUTLINE



EYELASH EXTENSION (320 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)

(A)	Orientation, rules and law	10	hours
(B)	First aid and adverse reactions	15	hours
(C)	Sanitation and contagious diseases	20	hours
(D)	Safety and client protection	10	hours
(E)	Eyelash growth cycles and selection	20	hours
(F)	Chemistry of products	5	hours
(G)	Supplies, materials and related equipment	10	hours
(H)	Eyelash extension application	190	hours
(I)	Eyelash extension isolation and separation	15	hours
(J)	Eye shapes	15	hours
(K)	Professional image/salon management	10	hours



(750 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)

(A) (B)	Facial treatment, cleansing, masking, therapy Anatomy and physiology	225 hours 90 hours
(C)	Electricity, machines, and related equipment	
		75 hours
(D)	Makeup	75 hours
(E)	Orientation, rules and laws	50 hours
(F)	Chemistry	50 hours
(G)	Care of client	50 hours
(H)	Sanitation, safety, and first aid	40 hours
(I)	Management	35 hours
(J)	Superfluous hair removal	25 hours
(K)	Aroma therapy	15 hours
(L)	Nutrition	10 hours
(M)	Color psychology	10 hours

COSMETOLOGY (1000 CLOCK HOURS OR EQUIVALENT CREDIT HOURS)

Hair care

Cutting, styling, coloring, chemical textures, and related theory and application; business skills; professional development and salon management; health; safety; and laws

Nail care

Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws 100 hours

Skin care

Facials, hair removal, and related theory and application; business skills; professional development and salon management; health; safety; and laws 100 hours



02. SCHEDULE OF TUITION AND OTHER FEES ASSESSED

We offer full and part-time classes for licensure.

Full -Time is 30 hours per week, classes are held in person Tuesday, Wednesday,

Thursday (Distance Learning Zoom) Friday, Saturday 9:00 - 3:30 pm.

Part - Time is 18 hours per week, classes are held in person Tuesday, Wednesday, Friday

5:00 - 9:00 pm and Saturdays 9:00 - 3:30 pm.

Specialty Certifications \$100 – 2K
Continued Education \$24.95
Eyelash Extension License Under 6K
Esthetician License Under 11K
Cosmetology License Under 12K

Payment Agreement

All payments are the responsibility of the student and are payable as stated on the Student Account Payment Contract.

Students may be required to make monthly/biweekly payments while attending Institute. Payment amounts are based upon the course in which the student is enrolled.

Any change in financial situations which may affect a student's ability to make scheduled payments must be discussed with the Financial Planner.

Billing - Tuition payments are due based on the schedule established through the financial planning process. Payment options accepted are MasterCard, Visa, Cashier's Check and Money Order.

Other Fees Assessed

ADDITIONAL COSTS NOT INCLUDED IN TUITION LICENSING AND EXAM FEES

State Written Licensure Exam fee - \$52.00 per attempt

State Practical Licensure Exam fee - \$74.00 per attempt

Cosmetology, Eyelash Extensions Specialist, Esthetics State Licensure Application fee \$50.00

Students must have access to highspeed internet and advice on which to attend scheduled hours via distance education



Consumable Items

Students are required to purchase additional consumable items while in Institute at an estimated cost of \$70.00. These supplies are necessary to ensure the student's success while in Institute and remain property of the student. Required items vary by course.

Supplies needed on the first day of course:

Laptop, Pen or Pencil, Highlighter, Notebook paper, PSI Material, Project Material

03. CANCELLATION & SETLEMENT POLICY REFUND POLICY

- (a) Termination Date: Termination date is determined by the postmark date on written notification or the date student notifies the Institute Director (or designate) in person of his/her intent to withdraw or the date of withdrawal specified in writing by student. Legal guardian/guarantor of students under eighteen (18) years of age must provide such notice of cancellation. A withdrawal does not relieve student and legal guardian/guarantor, if any, of financial responsibilities under the phases of Enrollment Agreement. For an unofficial withdrawal, the termination date is when Institute recognizes student is no longer in attendance.
- (b) Refund Calculations: For the purpose of refund calculations, a refund is based on the period of student's enrollment computed on the basis expressed in scheduled hours. The effective date for refund purposes is the earliest of: the last date of attendance (if student is withdrawn/dismissed by the Institute), or the date the license holder receives the notice of withdrawal or the date the Institute recognizes that the student is no longer in attendance. Refunds of tuition and fees will be paid not later than the 30th day after the date the student becomes eligible for the refund. Programs; 7) The Student. Refunds of Financial Aid funding will be made within forty-five (45) days of the date student withdraws, as defined in section (a).

- (f) Refund of Tuition and Fees:
- 1. For students who enroll and begin classes but withdraw, or are terminated, prior to program completion and during the last 50% of the scheduled course, the Institute:
- (a) May retain 100% of tuition and fees paid by the student; and
- (b) Is not obligated to refund any additional outstanding tuition
- 2. For students who enroll and begin classes but withdraw, or are terminated, prior to program completion and within the first 50% of the scheduled course, the Institute shall refund:
- (a) 90% of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
- (b) 80% of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course*
- (c) 75% percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and (d) 50% of any outstanding tuition for a withdrawal or termination
- (d) 50% of any outstanding fultion for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.

Books, equipment and supplies (kit) are distributed in two parts for both Cosmetology and Esthetic students. Portions of the kit, once received, are non-refundable.

(c) Rejection, Three-Day Cancellation, and Course Cancellation: If student is rejected by Institute or if student cancels the enrollment agreement no later than midnight of the third day after the date the agreement is signed by the student, excluding Saturdays, Sundays and legal holidays, portion of the deposit paid will be refunded. The refunded amount will subtract the books, tools, & equipment, TDLR enrollment fee, tuition hours clocked, and \$150 Administration fee.

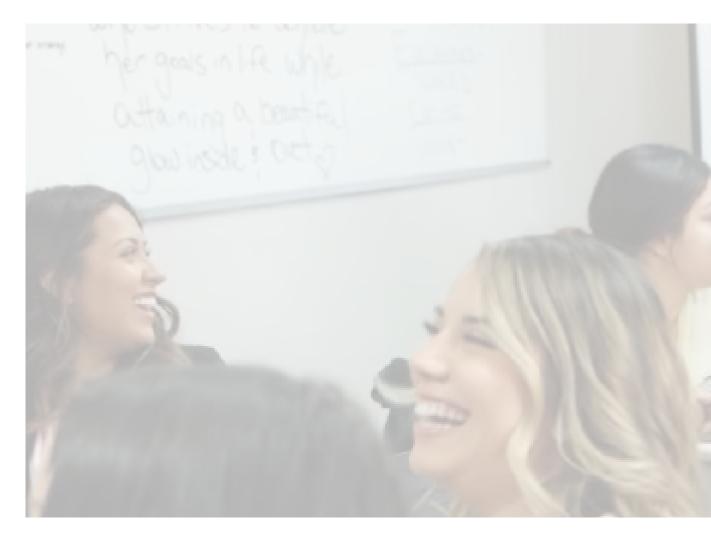


d) Other Cancellations:

- 1. If student reasonably demonstrates that they entered into the Enrollment Agreement because of a misrepresentation made in the advertising or promotional materials of the Institute; or by an owner or representative of the Institute, all amounts paid will be refunded, regardless of training or;
- 2. If Institute is permanently closed and is no longer offering instruction after course commences, Institute will refund the unused portion paid by student or;
- 3. If student or Institute cancels this Enrollment Agreement more than three (3) business days after signing Enrollment Agreement, but on or before the fifth (5th) scheduled course day, student is entitled to portion of the deposit (Adjustment of: TDLR Enrollment Fee, Admin Fee, & Books, Tools, Equipment).
- 4. In cases of cancellation of this Enrollment Agreement, either by student or Institute, after student has commenced the course and after the fifth (5th) scheduled course day, a percentage of the tuition is retained by Institute, with additional fees and the remainder will be refunded to student per Institute's tuition adjusted amount.



04. GRADING PROCEDURES



Class attendance and participation are mandatory.

Students are required to be prepared for class with laptop, textbook, notebook, pen or pencil, assignments and any additional items as assigned.

Students are graded in two areas: academic learning and practical learning experience.

Academic learning is assessed through quizzes, tests and assignments. Practical learning is assessed through hands-on completion of assigned work.

All areas are graded using the institution's grading system all assignments. An 80 and above is required for passing on quizzes, tests and assignments, grades below an 80 will have to be retaken.

Final Exams require 85 and above for passing. Make-up work Students must attempt to make up failed or missed tests and incomplete assignments.

Grading System

A = Excellent (90% -100%)

B = Good (80% - 89%)

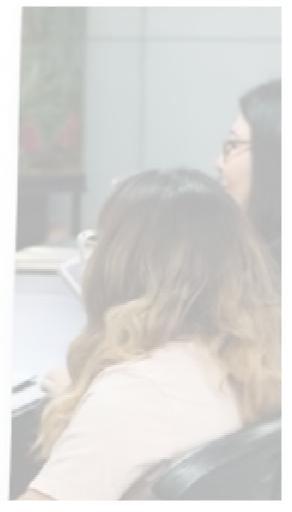
C = Average (70% - 79%)

D = Unsatisfactory - Failing (60% to 69%)

F = Failing (Less Than 60%ATTENDANCE)

Full-Time graduates must attend institute from a minimum of 25 hours to a maximum of 30 hours. Part-Time graduates must attend a minimum of 15 hours and up to 18 hours.







05. RULES OF OPERATION & CONDUCT EMPLOYABILITY STANDARDS

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

- 1. When a student's appearance and/or attitude is in opposition to the career education goals to which the Institute's academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
- 2. When a student's behavior interferes with the rights of others, disrupts and/ or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the Institute, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during probation period, the student may be dismissed.
- 3. When a student is guilty of negligent and/or careless acts and/or omissions in
- the learning process to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.
- 4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include, but are not limited to:
 - Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the Institute.
 - 2. Possession of weapons, firearms and knives while on Institute property or when involved in any Institute sponsored activity.
 - 3. Possessing, distributing or using alcohol and/or illegal drugs in or around the Institute.
 - 4. Vandalizing, stealing or being in possession of stolen property.
- 5. Falsifying personal information on Institute documents and/or presentation of forged documents.



- 6. Non-Fraternization Instructor course students are prohibited from frater nization with non-instructor students, either during regularly scheduled course hours or at any other time. Under no circumstances will students in the instruct or course provide or accept transportation to/from non-in structor students or provide their home and/or cell phone number(s) to non-instructor students. This policy includes the use of Institute facilities designated for non-educational use, such as designated break and smoking areas. Instructor students must use facilities designated for fa culty and staff. Fraternization with non-instructor students is considered unprofessional behavior and subject to corrective action up to and including dismissal from Institute Of Beauty.
- 7. Breaks Full-time students must clock out for a required lunch break daily, even if they remain inside the building. Students leaving the facility for any reason, including approved breaks, must clock out.
- 8. Constructive instruction Any student disrespect or lack of cooperation toward instructors as a result of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from Institute.

Attendance A student is considered to be absent during any unattended portion of their regular schedule. (See Course Schedule) Any absence will interfere with your learning process. Students must inform the Institute of any planned absence by completing a Student Absence Notice prior to the date of the planned absence. In cases of illness, emergency or other unforeseen absence, the student is required to call (213) 34C-LASS no later than thirty (30) minutes prior to their course's scheduled start to notify their instructor, Clinic Service Manager and clients of their absence.

- Students absent five (5) consecutive regularly scheduled course days without contact will be immediately dismissed from Institute Of Beauty on the 6th scheduled day of non- attendance.
- Students absent ten (10) consecutive regularly scheduled course days with contact will be immediately dismissed from Institute Of Beauty on the 11th scheduled day of nonattendance.

Unscheduled hours are at the institution's discretion for make- up work and completion of guest services. Any student falling below 90% attendance will face disciplinary action and could be in jeopardy of being withdrawn.

Absences We require graduates to maintain a 70% rate of attendance. We build time into the contract for personal issues, but once they exceed the contract end date, an extra-instructional fee will go into effect. Part-Time graduates must attend a minimum of 15 hours and up to 30 hours.

Tardiness Students must report to class on time. Late arrival for any reason must be communicated and explained to the Institute Administration, or your current instructor. If you are 15 minutes late for the start of theory class you will not be allowed to clock in until after theory concludes.

Full-Time -12:00 pm Part-Time - 6:00 pm

06. ADMISSION REQUIREMENTS

An applicant must meet the following admission requirements:

- 1. Be at least 17 years of age at scheduled class commencement.
- 2. Must meet one of the following requirements:
 - a) Be a high Institute graduate or its equivalent from an acceptable accredited high Institute.
 - b) Completed General Education Development (GED) Certificate
 - Secondary Institute completion credential from an acceptable accredited home Institute program. Home Institute students must provide documentation stating learning outcomes and high Institute completion equivalency.
 - d) Completion of an Associates, Bachelors, or higher degree from an acceptable accredited postsecondary institution showing high Institute attended. Foreign diplomas or transcripts must be translated and evaluated from a recognized agency. Institute Of Beauty does not admit ability-to-benefit students.
- 3. Successfully complete a personal interview with an Admissions Representative (or designate),
- 4. Sign an Enrollment Agreement
- 5. Applicants with transfer hours must submit transcripts from previously attended Institutes; see additional specific requirements for transfer of prior hours below,
- 6. Instructor course applicants must hold an active Cosmetology
- of Esthetic license for at least six months prior to enrollment.

Institute Of Beauty is a private beauty culture Institute and may refuse admission to an applicant for any reason not protected by state or federal law. We will not recruit students enrolled in another cosmetology course. A person registering at an Institute Of Beauty cannot be enrolled in any other cosmetology course.

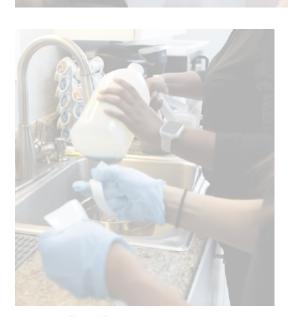
Institute Of Beauty does not require proof you have received any vaccinations as part of our admission requirements. However, we recommend you speak with your primary care physician regarding recommended vaccinations for persons working in close proximity to the general public.

06. GRADUATION REQUIREMENTS To graduate from the program, the student must:

- 1. Meet all tuition and fee requirements
- 2. Complete all required online Cima course work and final exams
- 3. Complete scheduled agreement course hours
- 4. Complete Hands On student Completion sheet
- 5. Maintain an acceptable level of compliance with all student policies
- 6. Complete required graduation paperwork and documents
- 7. Complete Exit Interview & Review

Student will be awarded an Institute Of Beauty Diploma.

Upon completion of the program of study and all graduation requirements, Institute Of Beauty LLC diploma for the applicable program of study will be awarded. After all graduation requirements have been met and the scheduled program has ended, the graduate will be eligible to pay the required examination fee and file an application for the state-licensing exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.





Institute Of Beauty

07. GRADUATE EMPLOYMENT ASSISTANCE

Institute Of Beauty offers academic and graduate employment services to students. Institute Of Beauty does not guarantee employment; the beauty industry has an on-going need for well-trained professionals. Institute Of Beauty is often contacted by salons, spas and manufacturers wishing to interview graduates regarding employment opportunities

08. BEGIN YOUR FUTURE HERE @ INSTITUTE OF BEAUTY

Let's Get Social

The use of social media can be extremely beneficial to the success of a salon, spa, or independent contractor. For this reason, Institute Of Beauty supports the rights of students to utilize social media platforms in ways that directly promote professional career development. Like Comment Share Subscribe to Instituteofbeautyllc. Start thinking of your business name and create a social media account.

Instituteofbeaulyllc

Tik Tok Instagram Facebook You Tube

To Begin Your Future Here @ Institute Of Beauty

Email: enroll@instituteofbeauty.org

Subject: New Student Enrollment

First & Last Name
Date of Tour
Licensed Program or Certification Enrolling
Class Start Date
Schedule Preferred: Full Time or Part Time
Tuition Preferred: Monthly or Biweekly



The Financial Planner will email your Payment Agreement & Invoice.

Program Tuition Down Payments are due 2- weeks prior to start date of class.

Once Program Tuition Down Payment has been made you will receive a Welcome email with information pertaining to New Student Orientation

All incoming students will receive an orientation either prior to the beginning of Institute or on their first day of Institute. This orientation is required for all incoming students and will discuss our mission, values, student policies, the curriculum, how you will progress through the program and introduce you to key personnel at the Institute. If you have any further questions regarding our programs, certifications, schedule, tuition, or provide feedback please email, call (213) 34C-LASS or text 24/7. We look forward to serving your beauty needs

Complaints

Can be filed by mail to: Texas Department of Licensing & Regulations www.tdlr.texas.gov/complaints. Toll-free (in Texas): (800) 803-9202.

Cosmetology

Student Instructor