

STUDENT CATALOG

2022 - 2023



INSTITUTE OF
BEAUTY

HAIR
SKIN
LASH

your future
begins here

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Enroll@instituteofbeauty.org

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ABOUT US

Institute Of Beauty LLC is 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.

MISSION STATEMENT

We aim to become the leading provider of training and teaching for those committed to learn. We are revolutionizing the world of beauty with our exceptional curriculum and tutelage.

VALUES

Expertise in skill

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.

Artistic Expression

Make-up and beauty is a form of art and we aim to open this artform to a wide audience. When students learn the skills they require to excel, they are able to express their unique creativity.

VISION STATEMENT

The Institute of Beauty is a center of learning and excellence for students interested in beauty and make-up. We believe that accentuating your beauty is a skill everyone should possess.

LICENSURE

Institute Of Beauty is licensed and regulated by the:
Texas Department of Licensing and Regulation (TDLR)

P.O. Box 12157
Austin, Texas 78711
1-800-803-9202
www.tdlr.texas.gov

REQUIREMENTS FOR TDLR LICENSURE

To be eligible for a Cosmetology Esthetics Eyelash Extension Specialist license, an applicant must do the following:

1. Pass a written and practical examination
2. Submit a completed application on a TDLR approved form
3. Pay the TDLR fees required in section 83.80 in the rules and regulations book
4. Be at least 17 years of age
5. Have obtained a high Institute diploma, or high Institute diploma equivalent, or have passed a valid examination administered by a certified testing agency that measures the person's ability to benefit from training. (Institute Of Beauty does not admit ability-to-benefit students.)
6. Have completed the following hours of cosmetology curriculum in a beauty culture Institute:
 - a. Cosmetology license - 1000 hours of instruction
 - b. Esthetics specialty license - 750 hours of instruction
 - c. Eyelash Extension Specialist license - 320 hours of instruction



LICENSURE EXAM REQUIREMENTS

TDLR has contracted with PSI Licensure: certification (PSI) to deliver its examinations.

Once the student has been approved by TDLR for testing, the student is responsible for contacting PSI to register and schedule an appointment to take the examination.

CONTACT INFORMATION

The student's license application and documentation must be sent to:

Texas Department of Licensing and Regulation P. O. Box 12088
Austin, TX 78711-2157
(512) 463-6599 or (800) 803-9202 www.license.state.tx.us



Email: cosmetologists@license.state.tx.us

All questions and requests for information pertaining to the examination should be directed to PSI.

PSI licensure: certification
3210 E. Tropicana
Las Vegas, NV 89121
(800) 733-9267 Fax (702) 932-2666 www.psiexams.com

REQUIRED IDENTIFICATION AT EXAMINATION SITE

The student must provide one (1) form of identification. The identification must be a VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth. Identification provided must match the name provided by TDLR, as listed on your Student Permit, to PSI upon eligibility. Failure to provide the required identification may result in forfeiting the examination fee.

FACILITY

Our Institute features a small and intimate classroom setting, allowing for one-on-one instruction separate clinical areas that are avant-garde and chic. Sending electric salon girl boss vibes. Dispensary, retail, reception areas and offices for advisement. Equipped with audio-visual equipment, library containing basic and advanced materials, client waiting areas, shampoo facilities, student workstations and an outdoor lounge to host special beauty events or to take a break. Each student is provided with an ability to secure and hold the student's equipment and supplies.

TRAINING OVERVIEW

Institute Of Beauty makes comparisons between the content of our courses and the needs and demands of business and the cosmetology industry by monitoring feedback from regulatory agencies and our Advisory Committee.



TRAINING BREAKDOWN

Course training is broken down in 3 parts:

- 1. Discovery** - Basic training through classroom theory, mannequin & live model practice with emphasis on procedure, skill development, client relations, and sales and marketing techniques.
- 2. Skills** - Continuing education through clinic activities, classroom theory, mannequin & live model practice with the objective being skill development, client satisfaction, salon operations, time management, communication and people skills.
- 3. Creative** - Refining skills for job readiness & career placement focusing on client relations, technical competency, time efficiency & sales and marketing techniques.

PHYSICAL DEMANDS


Cosmetologists, Eyelash Extension Specialist, Estheticians and Instructors can expect to stand/sit for long periods. Since so many of their activities involve the use of arms and hands, professionals should take steps to ensure proper physical conditioning and rest periods. Further, career Cosmetologists, Estheticians and Instructors may find it necessary to work long hours, sometimes missing breaks and meals. It is not unusual for Cosmetologists, Estheticians, Eyelash Extension Specialist, and Instructors to work more than 8 hours a day and/or more than 5 days a week – although these are the exceptions rather than the rule.

SCHEDULES & CLASS START

Each date listed below denotes the start dates throughout 2022-2023 for all programs and schedules. The Institute reserves the right, at its discretion, to deliver education to students in person, via distance education, or in a combination of both methods in the case of a natural disaster, pandemic, cyber-attack, or other event wherein it is deemed necessary.

Cosmetology, Esthetics, Eyelash Extension specialist courses offered at Institute of Beauty is available in both a traditional on-campus format, as well as distance education (25%). Course length and schedules do not vary by delivery method. Schedules listed below are for both program versions. Students will attend distance education via Zoom on Thursdays and the remaining four days on-campus.

Students must register 2 weeks before start date



**Learn
Create
Express.**

Professional beauty classes for everyone!

CLASS DATE 2023

COSMETOLOGY, ESTHETICS,
EYELASH EXTENSION SPECIALIST

Jan. 10th
Feb. 7th
Mar. 7th
Apr. 4th
May. 9th
Jun. 6th
Jul. 11th
Aug. 8th
Sep. 5th
Oct. 3rd
Nov. 7th

CLASS DATE 2024

COSMETOLOGY, ESTHETICS,
EYELASH EXTENSION SPECIALIST

Jan. 9th
Feb. 6th
Mar. 5th
Apr. 9th
May. 7th
Jun. 4th
Jul. 9th
Aug. 6th
Sept. 10th
Oct. 8th
Nov. 5th

Eyelash Extension Specialist

Full Time / Day / 11 weeks, 30 hours
each week

Tuesday, Wednesday,

Thursday Distance Learning

Saturday 9:00 - 3:30 pm

Part Time / Evening / 13 weeks, 25
hours each week

Tuesday, Wednesday, 5:00 – 9:00 pm

Saturday 9:00 - 3:30 pm

Cosmetology

Full Time / Day / 34 weeks, 30 hours
each week

Tuesday, Wednesday,

Thursday Distance Learning

Saturday 9:00 am - 3:30 pm

Esthetics

Full Time / Day / 25 weeks, 30 hours
each week

Tuesday, Wednesday

Thursday Distance Learning

Friday, Saturday 9:00 am - 3:30 pm

Part Time / Evening / 42 weeks
18 hours each week

Tuesday, Wednesday, Friday

5:00 pm - 9:00 pm

Saturday 9:00 am - 3:30 pm



ACDEMIC CALENDAR

Tuesday, Wednesday, Friday 9:00 a.m. to 3:30 p.m. 5:00 p.m. to 9:00 p.m.
Thursday Distance Learning Zoom 9:00 a.m. to 3:30 p.m.
Saturday 9:00 a.m. to 3:30 p.m.

Institute Of Beauty operates year-round. Institute Of Beauty observes the following holidays and Institute closings:

INSTITUTE CLOSURE DATES	HOLIDAY/EVENT	INSTITUTE CLOSURE DATES	HOLIDAY/EVENT
Saturday, January 1, 2023	New Year's Day	Monday, January 1, 2024	New Year's Day
Monday, March 13 - 18 2023	Spring Break	Monday, March 11 -15 2024	Spring Break
Saturday, June 17, 2023	Juneteenth	Tuesday, June 17, 2024	Juneteenth
Tuesday July 4, 2023	Independence	Thursday July 4, 2024	Independence
Monday November 20 - 25, 2023	Thanksgiving	Monday November 25 - 29, 2024	Thanksgiving
Saturday December 17-31, 2023	Christmas	Monday December 22- January 4, 2024	Christmas

INSTITUTE DELAYS & CANCELLATIONS

In the event of inclement weather, information regarding Institute cancellation or a delayed opening will be broadcast on television station FOX Channel 4, NBC Channel 5 and on their website 2. Additionally, we will make every effort to communicate cancellations or delays digitally via our social media properties, and emails to students.

Decisions for day classes will be determined by 6:00 a.m. and evening classes by 3:00 p.m.

Scheduled time missed due to Institute delays and/or cancellations must be made up within 30 calendar days.

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 Materials

COURSE DESCRIPTIONS

Course Name: Cosmetology

Course Description: Student will receive training in the art and science of cosmetology.

Course Length: 1000 Clock Hours

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in cosmetology theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Distance Education Instructional Methods: Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) DVDs, if the, DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The institution will evaluate the student's qualitative academic performance for each 25% of the distance education component actually completed within the program at the institution by a qualified instructor.



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.

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%)

Course Goals: Train the student for entry-level employment as a Hair Stylist, Platform Artist, Colorist, Sales Representative, Salon Manager or Salon Owner.

COSMETOLOGY CONTENT (1000 CLOCK HOURS)		
(A)	Hair Care: Cutting, styling, coloring chemical textures and related theory and applications, business skills; professional development and salon management; health; safety; and laws	800 hours
(B)	Nail Care: Manicuring and related theory and applications, business skills; professional development and salon management; health; safety; and laws	100 hours
(C)	Skin Care: Facials, hair removal and related theory and application; business skills; professional development and salon management; health; safety; and laws	100 hours

*a portion of all subjects may be taught via distance education for Cosmetology Hybrid only

As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.

Course Reference Materials: Milady CIMA Pro Cosmetology Digital



COURSE DESCRIPTIONS

Course Name: Esthetician

Course Description: Student will receive training on skin care and makeup.

Course Length: 750 Clock Hours.

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in skin care theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Distance Education Instructional Methods: Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) DVDs if the DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The institution will evaluate the student's qualitative academic performance for each 25% of the distance education component actually completed within the program at the institution by a qualified instructor.

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.

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%)

Course Goals: Train the student for entry-level employment as a Hair Stylist, Platform Artist, Colorist, Sales Representative, Salon Manager or Salon Owner.

*a portion of all subjects may be taught via distance education for Esthetics as an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.

Course Reference Materials: Milady CIMA Pro: Esthetics Digital



ESTHETICIAN CONTENT (750 CLOCK HOURS)		
(A)	Facial treatment, cleansing, masking, therapy	225 hours
(B)	Anatomy and physiology	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

COURSE DESCRIPTIONS

Course Name: Eyelash Extension Specialist

Course Description: Student will receive training on eyelash application.

Course Length: 320 Clock Hours.

Instructional Method: The course will use lectures, demonstrations and student participation. Students will demonstrate their competency in eyelash theory and practice through mannequin repetitions and clinic activities. Instruction will be supplemented with visual aids, student exercises, student presentation and other instructional techniques.

Distance Education Instructional Methods: Distance education means education that uses one or more of the technologies listed in paragraphs (1) through (4) of this definition to deliver instruction to students who are separated from the instructor and to support regular and substantive interaction between the students and the instructor. The technologies may include - (1) The internet; (2) One-way and two-way transmissions through open broadcast, closed circuit, cable, broadband lines, fiber optics, satellite, or wireless communications devices; (3) Audio conferencing; or (4) DVDs if the DVDs are used in a course in conjunction with any of the technologies listed in paragraphs (1) through (3) of this definition. The institution will evaluate the student's qualitative academic performance for each 25% of the distance education component actually completed within the program at the institution by a qualified instructor.

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.

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%)

Course Goals: Train the student for entry-level employment as an Eyelash Extension Specialist, Sales Representative, Salon Manager or Salon Owner.

*a portion of all subjects may be taught via distance education for Eyelash Hybrid only

As an integral part of training in each domain, students will be taught the theory and practice the behaviors and people skill concepts such as: attitude, communication, salesmanship, success psychology, job readiness and professionalism.

The Essential Guide to Lash Extension Technology, Milady CIMA

EYELASH EXTENSION CONTENT (320 CLOCK 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

GRADES, TRANSCRIPTS & MORE

INSTRUCTOR SCHEDULING

In order to expose students to a variety of instruction, students will have multiple instructors throughout their course.

TUTORING

Faculty and staff are available for tutoring assistance. Arrangement for tutoring should be made with your instructor.

GRADING SYSTEM

As an integral part of the learning process, instructors are required to critique and/or grade the student's work.

The Institute Of Beauty Grading System is intended to assist instructors in motivating and evaluating students, determining progress and achievement in the mastery of knowledge and skills.

GRADE REPORTS

A Grade Report is a current record of a student's academic progress. Students are apprised of their grade every six (6) weeks during a student's course schedule. Other instances that a student may request Grade Reports might include notification to a current prospective employer of a student's academic progress or determination of grade point average. Students may request Grade Reports from the Instructor. Grade Reports can be requested verbally or in written format and will be processed within 24 hours of the request.

If a student believes there is a discrepancy with a grade he or she should see the instructor of the class in question within 10 days of the end of each 6-week period. If determined that a grade change is necessary, the instructor will forward a request for grade change to the Student Service Coordinator. The Student Service Coordinator will issue a corrected student Grade Report.



TRANSCRIPTS

A transcript is an official document on the educational work of a student which lists the student's subjects; grades received, enrollment date range, and status of the student. Official transcripts are issued by the Director. Transcript requests may be made for the following reasons:

1. Submission to other institutions of higher education for the purpose of transfer of clocked hours.
2. Certification to an employer summarizing a student's enrollment and academic progress.
3. Replacing a lost official transcript of the graduate.

Students/graduates must submit a request in writing to the Director. The student/graduate may submit a letter of request that includes the following information:

1. Student's name
2. A copy of their VALID form of government-issued identification (driver's license, state ID, passport), which bears their printed name, photograph, and date of birth.
3. Purpose of the transcript request.
4. Name and address of the recipient.
5. The student's signature and the date.

NAME CHANGES

All students who wish to make a name change in their Institute Of Beauty academic records must submit the request in writing and include copies showing the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the Student Service Coordinator. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

ADDRESS/TELEPHONE NUMBER CHANGES

Students are asked to notify the Director when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A student's recorded address will be automatically updated if correspondence is returned to Institute Of Beauty by the United States Postal Service with an address correction.



SCHEDULE CHANGES

Students wishing to change their schedule must make their request in writing to the Institute Director. The Appeals Board (Institute Director, Instructor) will determine if and when the change can be accommodated based on education, schedule and space availability. After consideration of the student's academic and financial files, the Appeals Board will review and render a ruling on the requested schedule change. If the student is dissatisfied with the ruling, the student has the right to escalate the requested schedule change to the Institute's Vice President of Education. If the student is dissatisfied with the ruling of the Vice President of Education, the student has the right to escalate the requested schedule change to the Institute's President. The President is the final authority on all requests for schedule changes.

The Institute reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

SCHEDULED & UNSCHEDULED HOURS

While scheduled hours represent planned instruction, instructors are available (faculty accessibility) for supervised instruction (academic or course advising) up to 30 minutes before and 45 minutes following scheduled hours throughout each program. Unscheduled hours are at Institution discretion for make-up work and completion of guest services. Instructors & students are required to be present and engaged in supervised instruction during unscheduled hours to receive credit. Students may not be clocked in without an instructor present & instruction occurring.

STUDENT'S RIGHT OF ACCESS/STUDENT RIGHT OF PRIVACY

In accordance with the **Family Educational Rights and Privacy Act of 1974 (FERPA)**, Institute Of Beauty has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law, and explains certain procedures for Institute Of Beauty full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to the Institute Director (or designate). Students or guardian of a dependent minor student should complete the Request to Review Records/Release of Student Information form each time the student or guardian needs to access personal student information, which is available in the Student Service Coordinator's office, identifying as precisely as possible the records they wish to inspect. The Institute Director (or designate) will arrange for access as promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.



Institute Of Beauty reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

1. The financial statement(s) of the student's parents.
2. Education records containing information about more than one student, in which case Institute Of Beauty will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
3. Those records which are excluded from the FERPA definition of education records.

Institute Of Beauty reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to Institute Of Beauty, or if there is an unresolved disciplinary or academic dishonesty action against the student.

Institute Of Beauty will disclose to third parties information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy rights may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a Institute official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student in advance, of the date, place, and the Institute official will make a decision in writing based on the evidence presented at the hearing including a summary of the evidence and the reasons for the decision.

If the Institute official supports the complaint, the education record will be amended accordingly, and the student or guardian of a dependent minor student will be so informed. If the Institute official decides not to amend the education record, a student or guardian of a dependent minor student has the right to place in the education records a statement commenting on the challenged information and/or stating the reasons for disagreeing with the decision. This statement will be maintained as part of the education record as long as the contested portion is maintained, and whenever a copy of the education record is sent to any party, the student's statement will be included.

Institute Of Beauty's policy statement implementing FERPA is maintained by, and available for review in the Student Service Coordinator's office. Students or guardian of a dependent minor student should address questions, concerns, or problems to the Student Service Coordinator's Service Office.

Students or guardian of a dependent minor student may file complaints regarding alleged failure of to comply with FERPA with

The Family Policy Compliance Office,

US Department of Education,

400 Maryland Avenue, SW, Washington, DC 20202-5920; (800) 872-5327.

STUDENT RESOURCES

STUDENT SERVICES

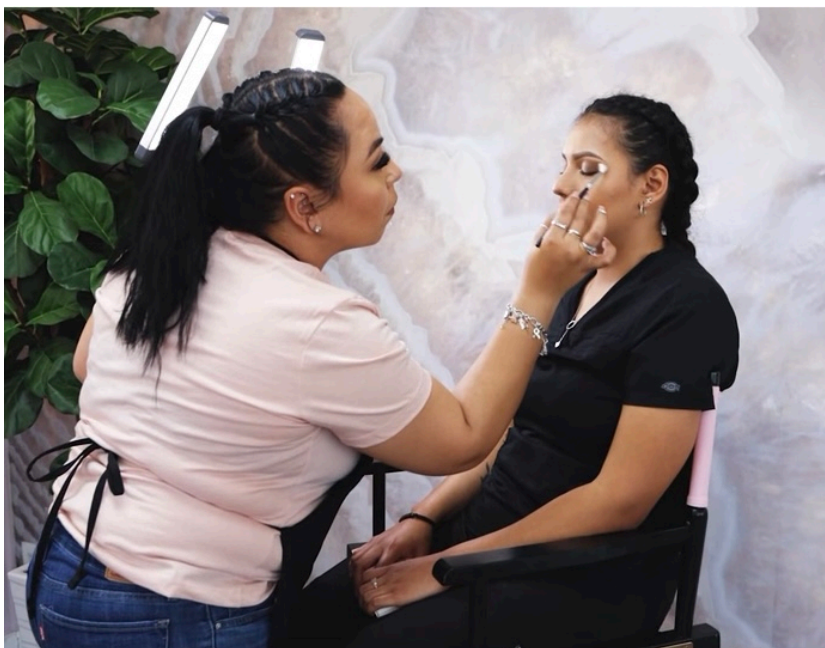
The Student Services Department offers support in areas related to transportation, day-care and other related areas to help student's complete their course. Student Services is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at Institute Of Beauty.

STUDENT ADVISING & GUIDANCE

Staff at Institute Of Beauty makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

Individual advising occurs periodically throughout the course. These sessions help instructors determine student progress and identify those students who may require additional assistance. Problems not resolved in instructor/student sessions may be referred to the Institute Director (or designate).

Student Advisement at Institute Of Beauty is available. Students are encouraged to seek help whenever it is needed. Formal academic advisement occurs when Grade Reports are issued. At any time, between Grade Reports, students may be formally advised; and all advisements are confidential. Whenever any staff member advises a student, the proceedings of that advisement are documented. All students will receive on-going, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride and professionalism. When a student's problems are beyond staff capability, the student will be referred to the appropriate professional.



PERSONAL COUNSELING SERVICES

Contact the following off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention and response. Institute Of Beauty does not offer on-campus counseling services.

Child & Family Guidance
Centers 8915 Harry
Hines Blvd.
Dallas, TX 75235
214-351-3490

Dallas Challenge
7777 Forest Lane #B-410
Dallas, TX 75230 972-
566-4680

Drug Prevention
Resources, Inc. 1200
Walnut Hill Lane #1500
Irving, TX, 75038 972-
518-1821

The Council on
Alcohol/Drug Abuse
1349 Empire Central
Drive, #800 Dallas, TX,
75247
214-522-8600

Housing Crisis Center,
Inc. 4210 Junius Street
Dallas, TX, 75246 214-
828-4244

Mental Health
Association of Tarrant
County
3136 4th Street
Ft. Worth, TX 76107 817-
335-5405

Center for Family
Relations 11818 San
Pedro Ave.
San Antonio, TX 78212
210-733-3349

Prevention Resource
Center 7500 Hwy. 90
West
San Antonio, TX 78227
210-354-3331

Palmer Drug Abuse
Program 10226 Ironside
Drive,
San Antonio, TX 78230
210-697-9766

Council on Alcohol and
Drugs Houston 303
Jackson Hill Street
Houston, TX 77007
713-942-4100

Crisis Intervention of
Houston 3701 Kirby
Drive
Houston, TX 77098 713-
533-4500

The Parenting Center
2928 West 5th Street,
Fort Worth, TX 76107
817-275-7576

Recovery Resource
Council 2700 Airport
Freeway
Ft. Worth, TX 76111 817-
332-6329

Tarrant County
Challenge, Inc. 226
Bailey Avenue, #105
Ft. Worth, TX 76107 817-
336-6617

The National Women's
Health Information

Center, U.S. Dept. of
Health and Human
Services Office on
Women's Health,
1-800-994-9662

The National Domestic
Violence Hotline 1-800-
799-SAFE (7233) or 1-
800-787-3224

National Sexual Assault
Hotline 1-800-656-HOPE
(4673)

San Antonio Housing
Authority 818 South
Flores
San Antonio, TX 78204
210-477-6262

Clarity Child Guidance
Center 8535 Tom Slick
San Antonio, TX 78229
210-616-0300

Elite Counseling
410 S Main Ave # 201
San Antonio, TX 78204
210-822-9493

Mental Health America of
Greater Houston 2211
Norfolk, Suite 810
Houston, TX 77098
713-523-8963

National Suicide
Prevention Lifeline 1-
800-273-8255
suicidepreventionlifeline.
org

STUDENT & ADMISSIONS POLICIES

CAREER SERVICES DEPARTMENT

The Career Services Department plays a key role in helping students achieve their goals by connecting with outstanding career opportunities. Institute Of Beauty Career Services Representatives engage with students, salons, licensed Cosmetologists and others in the beauty industry to build strong relationships and create career opportunities.

EMPLOYER RELATIONS

The primary function of the Career Services Department is to establish and build an employer relations program for Institute Of Beauty. This includes maintaining a working relationship with employers to promote and enhance the visibility and effectiveness of Institute Of Beauty which ultimately enhances employment opportunities for students.

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.

GRADUATION CEREMONIES

Graduation ceremonies are held twice a year March and September in which students and guests may be invited to attend. Graduation ceremonies are held for students who have met all graduation requirements.

SAFETY REQUIREMENTS

Safety (particularly in the areas of sanitation and sterilization) is important. Students are not only in physical contact with clients but do so in a manner which involves the use of sharp/ pointed tools and implements, chemical solutions, heat, light and electricity.

Students must be constantly aware of safety as it relates to the client. The use of proper sanitation is required to avoid the transmission of disease, and services involving chemicals and/or the application of heat demand constant vigilance.

STUDENT PARKING

While some student parking is provided, Institute Of Beauty cannot guarantee any student a parking space. Students must park in the back or along fence, backing in is preferred. Front parking is reserved for guests and clients. Institute Of Beauty reserves the right to designate student parking areas and to enforce parking regulations.

STUDENT DISCOUNTS

Actively enrolled students receive a 25% discount on products and services. Institute Of Beauty graduates receive a 20% professional discount on products.

RIGHTS RESERVED

Institute Of Beauty reserves the right to add or withdraw any course and to make changes in schedule, curriculum, tuition, regulation, or any other published information as conditions warrant.

Institute Of Beauty has no responsibility for loss or damage to student work, supplies or any other personal property. Students should keep personal items in car. Students are required to replace immediately any supplies or equipment that is lost, stolen or broken.



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 school graduate or its equivalent from an acceptable accredited high school.
- b) Completed General Education Development (GED) Certificate.
- c) Secondary Institute completion credential from an acceptable accredited home school program. Home school students must provide documentation stating learning outcomes and high school completion equivalency.
- d) Completion of an Associates, Bachelors, or higher degree from an acceptable accredited postsecondary institution showing high school 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 schools; see additional specific requirements for transfer of prior hours below.

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.

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.

TRANSFER OF PRIOR HOURS REQUIREMENTS

Institute Of Beauty accepts transfer students and may accept up to half of the hours required for licensure but reserves the right to deny transfer hours from another institution for any reason. An applicant may not transfer more hours into a course than listed below.

ADMISSIONS POLICIES

Cosmetology Courses:

No more than 500 hours from a prior Cosmetology course

Esthetics Courses:

No more than 375 hours from a prior Esthetics course

Eyelash Extension Specialist Courses:

No more than 150 hours from a prior Eyelash course

Out of state hours must be evaluated and accepted by TDLR prior to the Institute Director's review. The Institute Director (or designate) will review prior hours to determine their acceptance. Students will not receive credit for prior hours after course commencement.

Any hours an applicant accrued prior to the cancellation of an Enrollment Agreement, either by applicant or Institute, at any Institute Of Beauty location will not be recognized or accepted as transfer hours or prior hours earned as an Institute Of Beauty student.

We highly recommend you pay any balance for previously received cosmetology hours before class commencement. The Texas Department of Licensing and Regulation will not allow a student to become licensed if they owe tuition for hours transferred from a prior Institute.

Transfer hours are accepted on a limited basis at new locations.

TRANSFERABILITY OF HOURS

All higher institutions reserve the right to determine which hours they will accept from another institution. The transferability of hours you earn at Institute Of Beauty is at the complete discretion of an institution to which you may seek to transfer. If the hours that you earn at Institute Of Beauty are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work.



READMISSION FOR PRIOR INSTITUTE OF BEAUTY STUDENTS

To be eligible for readmission to the most recent Institute Of Beauty location the student attended, the student must meet the following readmission requirements.

1. Meet all admission requirements.
2. Be current on any outstanding debts with the Institute or make satisfactory payment arrangements with the Student Accounts Department. Previous balances owed may be applied to the new agreement balance.

Prior clocked hours may be evaluated prior to readmission and may or may not be approved.

Approval for readmission is determined by the Appeals Board and is based on education, schedule and space availability. Institute Of Beauty reserves the right to deny readmission following termination or withdrawal for any reason. If readmission approval is granted, the applicant will be required to sign a new Enrollment Agreement and may be required to pay additional tuition, books, supplies and equipment costs. If a student withdraws and has been charged 100% of their Agreement price, a student in good standing (financial, academic and behavioral) may be eligible to return to the course during the following forty-eight (48) month period without any additional tuition costs. If a student withdraws and has been charged less than 100% of their agreement, the student may be eligible to return to the course, and may incur additional tuition costs.

This policy does not apply to Institute Of Beauty students seeking a transfer to another Institute Of Beauty location or a change in enrolled course. In this case, student will be considered a new applicant requesting transfer of prior hours. The Student Accounts Department can explain the financial implications of transferring, based on your individual circumstances. Institute Of Beauty reserves the right to deny a transfer request for any reason including, but not limited to attendance, behavior or academic performance.

APPEALS BOARD

A student may appeal his or her dismissal and/or request readmission by completing a Request for Readmission form available from the Student Services Coordinator. After consideration of the student's academic and financial aid files, the Appeals Board comprised of the Institute Director, Student Service Coordinator, Admissions Representative and a Financial Planner will review and render a ruling on the Request for Readmission. If the student is dissatisfied with the Appeals Board's ruling, the student has the right to escalate the Request for Readmission to the Institute's Vice President of Education. If the student is dissatisfied with the ruling of the Vice President of Education, the student has the right to escalate the Request for Readmission to the Institute's President. The President is the final authority on all Requests for Readmission.

NON-DISCRIMINATION

Institute Of Beauty does not discriminate in admission or access to our courses on the basis of age, race, color, sex, disability, religion, sexual orientation, gender identity, gender expression, national or ethnic origin. Individuals with disabilities are entitled to a reasonable accommodation to ensure that they have full and equal access to Institute Of Beauty educational resources, consistent with Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794) ("Section 504") and the Americans with Disabilities Act (42 U.S.C. § 12182) ("ADA"), their related statutes and regulations, and corresponding state and local laws.

Section 504 prohibits discrimination on the basis of disability in any program or activity receiving federal financial assistance. The ADA prohibits a place of public accommodation from discriminating on the basis of disability. The applicable law and regulations may be examined in the office of the ADA Compliance Coordinator, or his/her trained designate who has been designated to coordinate the efforts of the Institute to comply with Section 504 and ADA.

Individuals with disabilities wishing to request an accommodation must contact the ADA Compliance Coordinator. A disclosure of a disability or a request for accommodation made to any staff, faculty, or personnel other than the ADA Compliance Coordinator will not be treated as a request for an accommodation. However, if a student discloses a disability to such an individual, he or she is required to direct the student to the ADA Compliance Coordinator. Upon request, the ADA Compliance Coordinator (or his/her trained designee) will provide a student or applicant with a **Request for Accommodations form**, Request-for-accommodations-form. To help ensure timely consideration and implementation, individuals making a request for an accommodation are asked to contact the ADA Compliance Coordinator and/or submit a Request for Accommodations format least two weeks prior to when the accommodation is needed.

FINANCIAL PLANNING POLICIES

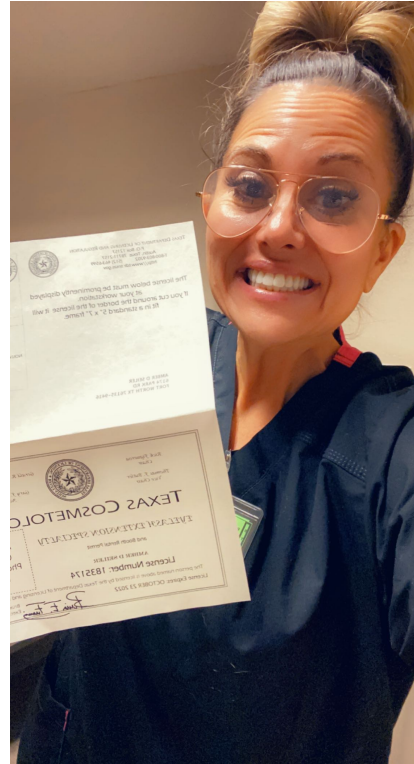
PAYMENT AGREEMENT

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.

SCHOLARSHIP & FEE WAIVERS

Institute Of Beauty reserves the right to offer scholarships and waive fees to eligible students.



FINANCIAL PLANNING POLICIES

CANCELLATION & SETTLEMENT 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. *Hours accumulated X program hourly rate Cima & Kit \$150 withdrawal fee

(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 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.

STUDENT POLICIES

ATTENDANCE POLICY FOR VA STUDENTS

For Department of Veterans Affairs (DVA) purposes, recording of attendance will be subject to the following policy:

Students using veterans' benefits to attend Institute Of Beauty will have attendance monitored until the time the student drops, graduates.

DEPARTMENT OF VETERANS AFFAIRS (DVA) STUDENT POLICIES

The Veterans Benefits and Transition Act of 2018 (Public Law 115- 407) signed into law on December 31, 2018, requires institutions to have a policy in place to allow students who are considered Covered Individuals a certain time-frame to attend courses until VA provides payment to the institution. A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits.



Institute Of Beauty will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to Institute Of Beauty a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (DVA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to Institute Of Beauty
2. 90 days after the date Institute Of Beauty certified tuition and fees following the receipt of the certificate of eligibility.

Institute Of Beauty will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five (5) consecutive days) will apply throughout the student's stay in Institute. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

DRESS CODE - FOR ALL COURSES

The Institute Of Beauty Student Dress Code is based on industry standards in the careers for which our students are preparing and is intended to promote consistency and uniformity within the Institute. The dress code is enforced at all times, including students attending via distance education.

Students are expected to use good taste and judgment in matters concerning dress and appearance. Neat, clean and appropriate attire creates the PROFESSIONAL IMAGE that Institute Of Beauty wishes to portray and at all times your attire must reflect professionalism.

In an effort to have all students present a consistent and professional appearance the following policy is to be followed:

- Solid Black Scrubs Top Bottom, Jacket
- A Face Mask or Face Shield must be worn at all times while clocked in and performing services on a client at the Institute Of Beauty.
- Saturday Demin Jeans & Institute Of Beauty logo-wear of appropriate length and fit with Institute Of Beauty-issued name tag attached and visible at all times.
- Shoes or boots with closed toe and closed heel any color.
- Permitted accessories include jewelry, belts, neck scarves and decorative hair accessories of any color.
- All hairstyling, makeup and facial hair must be professional and complete prior to arrival at Institute.
- Clothing must be neat and clean. Excessive wear (holes, frayed hems, stains, etc.), unprofessional language or images, logo- wear other than Institute Of Beauty logo-wear or other unprofessional clothing is prohibited.
- Sweat pants or shirts, bib overalls, hoodies or hoods, hats, visors, head-wraps, sweatbands, bandanas, scarves or any other article of clothing that covers the

hair is prohibited except on special occasions as determined by the Institute Director.

- No skin or undergarments may be visible between the shirt and pant or skirt. Abdomens, armpits, bottoms, shoulders, cleavage, lingerie and undergarments must be covered at all times.
- Hands and fingernails must be clean and manicured. Students shall maintain fingernail lengths and follow guidelines appropriate for the career they have chosen.
- Tattoos may be visible so long as they do not depict images of nudity, profanity, violence or are gang related.
- Students are required to dress professionally according to their gender identification/expression.
- Student Dress Code must be followed at all times during Institute hours, while on Institute premises or at Institute sponsored events.
- Students who do not adhere to the Student Dress Code must clock out and leave Institute Of Beauty premises or Institute sponsored event until they are in compliance with the Student Dress Code.

CONDUCT AND 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 so as 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:
 1. 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.

NON-FRATERNIZATION

Instructor course students are prohibited from fraternization with non-instructor students, either during regularly scheduled course hours or at any other time. Under no circumstances will students in the instructor course provide or accept transportation to/from non-instructor 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 faculty 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.

ALCOHOL AND DRUG PREVENTION

Institute Of Beauty in its policies supports and endorses the Federal Drug-Free Workplace Act of 1988 and the Drug-Free Institutes and Communities Act Amendments of 1989. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance or abuse of alcohol by anyone on Institute's property or as a part of any Institute activity is prohibited. Students taking prescribed or over-the-counter medication which may affect functioning should inform the Campus Security Authorities; Institute Director or Student Services Coordinator.

If a final determination is made that any student of Institute Of Beauty is found to be abusing alcohol or using, possessing, manufacturing or distributing controlled substances in violation of the law on Institute Of Beauty property or at Institute Of Beauty events, they shall be subject to, at a minimum, the referral to counseling and automatic and immediate suspension or dismissal from Institute. Institute Of Beauty imposed sanctions are additional to any legal actions taken by local, state or federal authorities.

SEXUAL MISCONDUCT PREVENTION AND RESPONSE

Institute Of Beauty is committed to complying with all laws that prohibit discrimination on the basis of sex in admission to, employment with, and otherwise in the operation of its educational program and activities. Among the applicable laws, Title IX of the Education Amendments of 1972 prohibits sex discrimination and sexual harassment in Institutes. In compliance with Title IX, Institute Of Beauty is committed to ensuring that all its students have equal opportunity to benefit from our program and activities, and that all its employees enjoy equal employment opportunity, free from sex discrimination and sexual harassment. The protections of Title IX also extend to third parties, to ensure that all complaints of sex discrimination and sexual harassment—whether brought by students, employees, or third parties—are promptly investigated and, where a violation is found, that Institute Of Beauty takes action to end the conduct, prevent its recurrence, and address its effects.

Sexual harassment is unwelcomed advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when submission to or rejection of this conduct explicitly or implicitly affects a person's employment or education,

unreasonably interfered with a person's work or educational performance, or creates an intimidating, hostile or offensive working or learning environment.

Individuals who believe they are victims of sexual harassment should make it clear that such behavior is offensive to them. If the behavior continues, document the matter and refer it to Campus Security Authorities.

STUDENT POLICIES

Responsible employees must promptly report sexual harassment that they observe or learn about. Students who are found to be participating in any form of sexual harassment will be subject to disciplinary action, including but not limited to suspension or dismissal from Institute.

Any student, employee or other person who believes that he or she has been subjected to any form of sex discrimination, sexual harassment, or sexual assault in violation of this policy should make a complaint. Institute Of Beauty takes all such complaints seriously.

Institute Of Beauty strongly encourages any person who wishes to make a complaint under this policy to bring that complaint directly to Institute Of Beauty's Student Service Coordinator. However, a student may also bring such a complaint to an Admission Representative, Instructor, Institute Director, or staff member with whom he or she is comfortable. Likewise, an employee may bring such a complaint to their immediate supervisor, another manager, or a human resources generalist. In each case, the complainant should understand that the complaint will be forwarded to the Institute Of Beauty's Student Service Coordinator.

If you believe you have been sexually assaulted, your first priority should be to get to a place of safety. Institute Of Beauty strongly advocates that a victim of sexual assault report the incident in a timely manner.

STUDENT CONDUCT

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police and/or Campus Security Authorities. Upon request, Campus Security Authorities will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. Institute Of Beauty seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be expected to maintain the confidentiality of the matter to the extent possible.

You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656-HOPE (4673) or their website: <http://www.rainn.org>. Institute Of Beauty does not offer on-campus counseling services.

In the event a student has been apprehended for the violation of a law in the community, state or nation, the Institute will not request nor agree to special consideration for that individual because of his or her status as a student. The Institute

will cooperate fully with law enforcement and other agencies in the enforcement of the law.

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.

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.

STUDENT BREAK AREAS

The Dispensary and Outdoor Lounge is designated student break areas. No eating or drinking is permitted anywhere in the Institute other than assigned break areas.

NON-SMOKING

While on Institute property students may smoke in designated student outdoor smoking areas only. Smoking is prohibited in the Institute.

BIOMETRIC DATA

Institute Of Beauty uses biometric scanners to capture student biometric data (fingerprints) for verification of identity. These scans are matched against the saved database to approve or deny access to the time clock system.

CLASSROOM AND CLINIC ASSIGNMENTS

Students are required to remain with their instructor in their classrooms or assigned work areas unless at scheduled lunch or break.

There will be a charge for all services and products provided to clients unless otherwise approved in advance by the Institute Director (or designate). Students cannot bring into the Institute any beauty product not sold or carried at Institute Of Beauty nor should students advise clients to do so. Stations are assigned at the beginning of each client service, for the duration of that service and may be reassigned at the discretion of Institute staff. All equipment and personal belongings must be stored in student's car.

Sanitation is a critical part of our students' learning process. Adhering to TDLR health and safety standards as outlined in the published rules and regulations is essential in maintaining a sanitary establishment. Students are required to maintain a clean and safe station; before, during and after performing client services or practical work. In order for cosmetology students to maintain a sanitary station they will be required to

wipe down the surface of their chair and station, clean the mirror, sanitize their implements before and after every use, place soiled towels in the appropriate receptacle and sweep/mop the area surrounding them (hair must be removed by sweeping prior to styling). Esthetic students must also maintain a sanitary work space and will be required to wipe down the surface of their spa bed, place soiled laundry in the appropriate receptacle, replace collar on wax pot, replace paper or bed sheets on



spa bed/chairs used for services and sanitize their implements before and after every use. Additional tasks may be required depending on the service being provided. Eyelash students must also maintain a sanitary work space and will be required to wipe down the surface of their bed, lamp, stool and sanitize their implements before and after every use.

EQUIPMENT & PERSONAL BELONGINGS

Each student is responsible for his or her own equipment, books and personal belongings. Purses, coats, bags, backpacks and other personal belongings must be kept in car at all times during Institute hours. Institute Of Beauty is not responsible for lost or stolen items and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense.

Students are required to have the equipment they need to complete services and assignments. It is the student's responsibility to bring them back to Institute. Students who do not come to Institute with their equipment will not be allowed to attend until they bring their equipment.

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.

The student withdrawal date for any student that withdraws or is dismissed from Institute Of Beauty will be the last date of attendance. Attendance Percentage is calculated by taking the total hours attended divided by the scheduled hours.

Examples:

Attended hrs = 97.88
Absent hrs = 12.12
Scheduled hrs = 110.00
Percentage = 88.98%
 $97.88/110.00=88.98\%$

Attended hrs = 505.57
Absent hrs = 14.43
Scheduled hrs = 520.00
Percentage= 97.23%
 $505.57/520.00=97.23\%$



STUDENT POLICIES

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

CHILD CARE RESOURCES

Students are prohibited from bringing their children to Institute during their scheduled course time and/or while earning clock hours. Please make appropriate arrangements for child care. The Student Services Department is available to assist you in finding child care resources.

TIME CLOCKS AND CLOCK HOURS

Students hours are recorded on a time clock. It is the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day. Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any reason. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by the Institute Director or designate.

Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. Any student found to be not engaging in a learning activity, in the break room or outside the facility while clocked-in or in violation of any part of 16 Texas Administrative Code, Chapter 83.72(i) (1-4), as posted at each time clock, may be subject to corrective action up to and including immediate dismissal from Institute Of Beauty.

Instructors and/or the Institute Director (or designate) will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with the Student Service Coordinator.

We, Institute Of Beauty, using time clocks shall, at least one time per month submit to the department an electric record of each student's accrued clock hours in a manner and format prescribed by the department. A school's initial submission of clock hours shall include all hours accrued at the school. Upon department approval, a school may submit data required under this subsection in an alternate manner and format as determined by the department, if the school demonstrates that the requirements of this subsection would cause a substantial hardship to the school.

Except for documented leave of absence, schools shall electronically submit a student's withdrawal or termination to the department within 10 calendar days after the withdrawal or termination. Except for documented leave of absence, a school shall terminate a student who does not attend class for 30 consecutive days.

We have the right to refuse a student/students' ability to clock in, if the student has not fulfilled their financial obligations and/or in violation of school policy or dress code.

BUSINESS TELEPHONES

Students are prohibited from using business telephones for personal telephone calls except for extreme emergencies as determined by the Institute Director (or designate).

ELECTRONIC DEVICES

Institute Of Beauty Institute encourages students to use electronic communication devices for educational purposes. These devices include but are not limited to the following: cell phones and other electronic devices. Students may utilize electronic communication devices at Institute and at Institute activities when the instructor deems appropriate for educational purposes. Personal, non-educational use of electronic devices is permitted during breaks or lunch only in designated break areas.

UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIAL

Institute Of Beauty does not condone and will not tolerate the unauthorized copying, downloading, publishing, distribution or use of copyrighted material. Students who engage in illegal downloading or unauthorized distribution of copyright materials using the Institute information systems will receive an advisement up to and including dismissal from Institute Of Beauty. Institute Of Beauty imposed sanctions are additional to any legal actions taken by local, state or federal authorities. 18 U.S.C. § 2319 provides for the following legal sanctions.

Offense	Penalty
Misdemeanor Infringement: Unauthorized duplication of a copyrighted work(s) with a retail value less than \$2,500	Up to 1 year in prison, up to \$100,000 fine or both
Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least \$2,500 (first offense)	Up to 5 years in prison, up to \$250,000 fine or both
Felony Infringement: At least 10 copies of a copyrighted work or copying multiple works with a retail value of at least \$2,500 (subsequent offense(s))	Up to 10 years in prison, up to \$250,000 fine or both

STUDENT POLICIES



SOCIAL MEDIA

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. "Social Media" refers to all forms of online publishing and discussion, including but not

limited to Facebook, Twitter, YouTube, Snapchat, Reddit, Instagram, Twitter, Pinterest, personal and public blogs, wikis, as well as any instance of a shared personal audio/video files. All students can be held accountable for the content posted on the internet. Institute Of Beauty does not permit obscenity, negative comments, personal attacks, cyber bullying or any conduct that is not in compliance with the institute's standards of conduct. All posts must respect the privacy of others and photographs of students, staff, or clients should not be posted or shared without their permission. For any content that is posted on an Institute Of Beauty social media outlet, the school reserves the right to remove content at its discretion and without notification. Please be aware that some actions on the Internet are not-reversible and may reflect negatively on an individual for an extended period of time. Practicing courtesy and professionalism in online environments is strongly encouraged and disciplinary action may be enforced for non-compliance.

MAKE-UP WORK

Students must attempt to make up failed or missed tests and incomplete assignments.

SATISFACTORY ACADEMIC PROGRESS POLICY

The intent of Institute Of Beauty's Satisfactory Academic Progress Policy is to be fair, reasonable and consistent in effectively evaluating the Student's measurable progress toward successful completion of their course instructing them to be successful in their chosen career.

The training will include attendance, dependability, organizational skills, professional image, conduct, teamwork and cooperation. Student training is measured and communicated by;

1) Attendance, and; 2) Academic Grades.

Satisfactory Academic Progress is a requirement for all students enrolled in Institute Of Beauty. All students must maintain an academic grade percentage of 80% and average cumulative attendance of 80% to be considered making satisfactory academic progress and to complete the scheduled course within the maximum time frame.

2. The maximum time a student has to complete is 143% of the course length. All minimum course lengths are determined by The Texas Department of Licensing and Regulation. Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis. However, at no time can a student exceed 150% of the program length regardless of payment method.

COURSE MAXIMUM TIME ALLOWED	WEEKS SCHEDULED	HOURS
Cosmetology (Full time, 30 hrs/wk) 1000 Hours	36	1430
Esthetics (Full time, 30 hrs/wk) 750 Hour	25	1072
Esthetics (Part time, 18 hrs/wk) 750 Hour	42	1072
Eyelash Extension (Full-time, 30 hrs/wk) 320 Hours	11	457
Eyelash Extension (Part time, 18 hrs/wk) 320 Hours	18	457

STUDENT POLICIES

3. The maximum time allowed for transfer students who need less than the full course requirements or part- time students will be determined based on 70% of the scheduled hours. Institute Of Beauty evaluation periods are based on actual hours completed. Students are evaluated for Satisfactory Academic Progress upon meeting both on- campus and hybrid program benchmarks as follows:

- a. Cosmetology 450 hrs, 900 hrs, 950 hrs
- b. Esthetics 375 hrs
- c. Eyelash 160 hrs

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Evaluation periods are based on actual hours completed.

4. Students will be sent a Satisfactory Academic Progress report upon reaching each benchmark. Students must sign this report in a timely manner. A copy of each signed Satisfactory Academic Progress report will kept in the student's file.

5. A student's academic grade percentage is determined by;

- a. Theory exams; b. Practical exams, and; c. Practice activities student completion sheet.

Students meeting the minimum requirements for academics (70%) and attendance (70%) at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted unless the student is on warning.

6. Attendance is evaluated on a cumulative basis. At each evaluation point, the attendance for the period will be added to the attendance from the preceding periods to determine whether the student will complete the course within the maximum time frame established in this policy. Total hours earned beginning the first day of course commencement and ending the last day of the completed period (phase) divided into the student's scheduled hours beginning the first day of course commencement and ending the last day of the completed period (phase).

Student's Actual Hours Attended ÷ Scheduled Hours = Cumulative % of Attendance

7. A student will be placed on warning but considered to be making satisfactory academic progress during the warning period, if the student's attendance falls below 70% or their academics fall below 70%. 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 the attendance and academic requirements, he/she will be dismissed from the program.

In the event the student withdraws, or other official interruption, the student, upon returning to Institute, maintains the status as of the time of departure.

8. Withdrawals and incompletes have no effect upon the Institute's qualitative Satisfactory Academic Progress standard. All hours attempted within a progress report period are used in assessing if the student meets quantitative Satisfactory Academic Progress standard. Institute Of Beauty does not allow students to repeat courses and does not offer remedial or English as a Second Language (ESL) courses.

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

RE-ESTABLISHING ELIGIBILITY

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The student whose financial aid has been terminated for unsatisfactory progress will not be paid any additional financial aid until she/he has completed the hours previously paid for with a 70% academic grade percentage and will be able to complete the program within the maximum time frame.

FINANCIAL PROGRESS

Students must meet or be current with all financial obligations to Institute Of Beauty as specified in their payment plan prior to graduation. It is expected that the student will comply by providing all necessary requested information and/or forms. Also, if monthly payments are budgeted, they are to be submitted on or before the statement due date to maintain satisfactory financial progress.

If a student fails to meet his or her financial obligation, he or she will receive a warning. If the financial situation is not satisfied, the student will be dismissed. The student may appeal his or her dismissal and/or request readmission per Institute Of Beauty's Appeals Board Policy.

GRADUATION REQUIREMENTS

In order to graduate from the course, 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.

ACADEMIC DISHONESTY

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

RELEASE

The student and/or legal guardian grant Institute Of Beauty the irrevocable permission to use his or her voice, image or likeness as part of any live or recorded video display, broadcast, production or other depiction in any media, now or hereafter existing of all or any part of the students participation in Institute including for the commercial purposes of Institute Of Beauty.

CLINICAL EDUCATION

Part of your education at Institute Of Beauty will be provided in our salon-modeled student clinic. The student clinic is designed to allow you to learn and practice your skills in a simulated salon environment. You will be learning by performing salon services on real, paying customers of the clinic. You will also learn how to sell professional-grade products to these customers. Learning in this environment and practicing on real clients is critical to your education. You will receive academic credit for the time you spend in the clinic. By enrolling in Institute Of Beauty, you are not an employee of the Institute, nor will you be paid a wage for the time spent learning in the student clinic.

As a requirement of regulatory standards, Institute Of Beauty does not permit students to practice on live models or paying clients outside of the Institute facility, unless during an approved pre- arranged instructor supervised field trip. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

STUDENT POLICIES

STUDENT CONCERNS/STUDENT COMPLAINT AND GRIEVANCE

Students are encouraged at all times to communicate their concerns to members of the faculty and administration. Suggestions, concerns or complaints should be registered privately, never with fellow students or clients. If a situation arises in which a student has a complaint or grievance regarding grades, instruction or other topics related to their course of study, the following procedure is in effect:

1. Make an appointment to discuss the matter informally with your instructor. If not resolved;
2. Make an appointment to discuss the matter informally with the Institute Director (or designate). If not resolved;
3. Request and complete a Student Complaint Form and submit it to the Institute Director (or designate). The Institute Director will verify that the student has made an attempt to resolve the concern informally and will call a meeting with all individuals whose participation is warranted by the circumstances of the particular concern to seek to resolve the concern. The minutes of the meeting and any agreed upon resolution will be documented on the Student Complaint Form and communicated to the student. If not resolved;
4. Student may submit a complaint to TDLR only after the student has exhausted the institution's internal complaint process.

ZOOM

Students must remain on mute and visible to the camera, If you are omitted from zoom you will not be able to clock remaining hours

Students must be engaged with classroom with no outside interferences. I.e.: (cooking, cleaning, childcare)

COMPLIANCE REPORTING HOTLINE

If you have concerns regarding the administration of Federal Student Aid Programs, possible violations of institutional accreditation standards; or violations of state regulatory requirements and choose to report anonymously call (800) 401- 8004. This is an anonymous and confidential reporting line that is not affiliated with Institute Of Beauty. It is accessible 24 hours a day, 7 days a week.

COURSE COSTS

Cosmetology Full-Time

Cima, E-Book Cosmetology Kit	\$1,695
Tuition	\$9,124.58
Tax	\$752.78
Total	\$11,572.36

Esthetician Full-Time

Cima, E-Book Esthetician Kit	\$1,260.00
Tuition	\$8,060.82
Tax	\$665.02
Total	\$9,985.84

Esthetician Part-Time

Cima, E-Book Esthetician Kit	\$1,260.00
Tuition	\$9,060.82
Tax	\$706.26
Total	\$10,527.08

Eyelash Extension Full-Time

Cima, E-Book Eyelash Kit	\$1,145.00
Tuition	\$3,396.08
Tax	\$280.18
Total	\$4,821.26

Eyelash Extension Part-Time

Cima, E-Book Eyelash Kit	\$1,145.00
Tuition	\$4,396.08
Tax	\$321.42
Total	\$5,362.50

Pricing effective for all classes starting on or after 10/01/2022

Prices for books, equipment and supplies include tax. These items will remain property of the student.

Students will have the option to include an iPad in their program for an additional \$415.00

INSTITUTE OF BEAUTY LLC

New Student Orientation Training Class

Student Handbook & Catalog Acknowledgment of Receipt

I _____, confirm that I have attended orientation & have viewed The Institute Of Beauty LLC Catalog & Student Handbook. I listened, read and understood the training, and understand that as a student it's my responsibility to abide by Institute Of Beauty LLC policy and procedures in accordance with the training.

If I have questions about the training, materials presented of Institute Of Beauty LLC procedures.

I understand it's my responsibility to seek clarification from the Director of Admissions.

Student Signature _____

Date of Attendance _____

Printed Name _____

Director of Admissions Signature _____

