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# School Catalog

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## **IBS School of Cosmetology and Massage**

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Eugene, Oregon 97401

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## ABOUT THE SCHOOL

### MISSION STATEMENT

The IBS School of Cosmetology and Massage strives to provide students a comprehensive program of instruction with the highest possible standards. The focus of our efforts is to prepare individuals for the professional environment and create the best possible foundation to develop a professional career.

### THE INDUSTRY

The IBS School of Cosmetology and Massage (hereafter referred to as "IBS" or "the School") offers programs in Hair Design, Barbering, Nail Technology, Esthetics, Massage Therapy, and Teacher Training. Programs can be taken concurrently or consecutively in a variety of combinations. Our primary goal is to establish a solid base of education and experience to equip students with the essential tools needed to pass the Oregon state certification exams and prepare students for successful careers in cosmetology, barbering, and massage. This will be just the beginning of the journey as we expect students to continue the learning process post-graduation. To succeed in today's workplace, it is more important than ever for individuals to take charge of their careers by investing time and energy into sharpening their professional skills and image. The School provides training to prepare its graduates for entry level positions as practitioners (Hair Stylists, Barbers, Nail Technicians, Estheticians, Massage Therapists, and/or Cosmetology Instructors) in any of the fields for which we offer programs.

### CAREER PATHS

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

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on cosmetology careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the beauty industry outstrips the supply. The NACCAS Survey results indicate that salons in Oregon plan to hire 3,003 new employees in the next twelve months. The average annual salary for a salon professional in Oregon is \$34,284. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is \$35,973. As of January 2007, there were 25,274 professionals employed at Oregon's 4,473 salons. 49% of salons in the state are employer-owned, and 26% are booth-rental salons. The other 25% are a combination of the two. 55% of Oregon salons are classified by their owners as full-service salons; 15% are listed as haircutting salons. Barbershops make up 11% of the total. Nationally, 58% of salons are listed as full-service, meaning that Washington has a higher percentage of specialized establishments.

The U.S. Department of Labor provides current (2016) job information at <http://www.careerinfonet.org>. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for cosmetology related positions are as follows:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Cosmetologists (Hairdressers) / 39-5012	\$11.66 / \$ 24,620	\$ 11.73 / \$ 24,390
Barbers / 39-5011	\$12.38 / \$ 25,760	\$ 14.26 / \$ 29,670
Estheticians (Skin Care Specialist) / 39-5094	\$14.55 / \$ 30,270	\$ 19.01 / \$ 39,540
Manicurists / Pedicurists / 39-5092	\$10.65 / \$ 22,150	\$ 10.68 / \$ 22,210
Massage Therapists / 31-9011	\$19.17 / \$ 39,860	\$ 27.93 / \$ 58,100
Instructors (Vocational Education) / 25-1194	\$ 24.36 / \$ 50,660	\$ 26.17 / \$ 54,440

### CAREER REQUIREMENTS

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

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

**COMPLETION, LICENSURE, AND PLACEMENT RATES (Applicable period 1.1.2015 to 12.31.15)**

PROGRAM	Completion Rates	Licensure Rates	Placement Rates
Hair Design	95%	89%	78%
Barbering	85%	58%	58%
Nail Technology	91%	90%	81%
Esthetics	83%	90%	65%
Advanced Esthetics	N/A	N/A	N/A
Massage Therapy	60%	83%	66%
Teacher Training	100%	0	0
Hair / Nails / Esthetics	75%	100%	100%
Hair / Esthetics	55%	100%	80%
Hair / Nails	0	0	0
Nails / Esthetics	100%	66%	66%

**FACILITY AND EQUIPMENT**

**Address**

388 West 7<sup>th</sup> Avenue  
 Eugene, OR 97401 | (541) 868-2020  
 Fax: (541) 868-2021  
 Email: eugene@ibs-or.com

The Eugene campus consists of 2 structures which comprise approximately 8,000 square feet. The hair and esthetics programs are housed in the western building which has 30 cutting stations, 4 shampoo stations, 4 esthetics beds, and 2 waxing tables. The massage area, nail technology area, and a portion of the hair program reside in the eastern building. Both facilities have been completely renovated in order to replicate the look and feel of a modern spa/salon. There is a digital library and all current students are allowed access to this library that is contained on the student computers.

**STAFF**

IBS has worked hard to accumulate and maintain a staff of educators who are professional in their approach to work, knowledgeable in their respective technical areas and courteous and respectful in their disposition with others. Staff members undergo annual training requirements at workshops, seminars and shows to stay current with industry practices and deepen their technical base of knowledge.

**Eugene Campus**

Director/Owner.....Lauanda Kobatake  
 Assistant Director .....Autum Loverin  
 Administrative Assistant .....Chelsea Granger

**Instructors**

Esthetics..... Nicole Ridings, Margaret Virde  
 Hair Design .....Jeffree Coon, Margaret Virde, John Ward  
 Barbering..... Margaret Virde  
 Massage Therapy .....Tracy Breedon, Tamia Treesong  
 Nail Technology .....Angela Miller, Margaret Virde

**HOURS OF OPERATION**

The campus is open Tuesday through Saturday from 8:30 am to 5:00 pm.

**HOLIDAY/WEATHER CLOSURES**

IBS shall be closed in observance of the following holidays: Easter (4/15/17); Memorial Day (5/27/17); Independence Day (7/4/17); Labor Day (9/2/17); Thanksgiving (11/23/17 to 11/27/17); and Christmas Eve through New Year's Day (12/24/17 to 1/1/18). IBS also closes in instances of extreme weather conditions based on the closure of the Eugene 4J School District, i.e. when the 4J system is closed for weather IBS will be closed as well. Saturday weather closures will be determined by IBS Administration and announced accordingly. Please follow our Facebook page for updates: <https://www.facebook.com/IBSSchoolofCosmetology>

**LICENSING/CERTIFICATION**

Oregon Higher Education Coordinating Commission 225 Capital St. NE Salem, OR 97301	Oregon Health Licensing Agency 700 Summer St. NE, Suite 320 Salem OR 97301	Oregon Board of Massage Therapists 728 Hawthorne Ave NE Salem, OR 97301
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## **ACCREDITATION**

IBS is not currently seeking accreditation.

## **INSTRUCTIONAL FORMATS**

### **COMPETENCY**

A school using a competency based format teaches the same curriculum content that is taught in a clock-hour program. Students attend theory and lab classes, and apply that knowledge to the performance of services in hair design, barbering, nail technology, esthetics and/or massage on clients. Theory provides the foundation to guide practical skills. Fundamental theory is provided to all 100 level students daily and is followed by written exams that help to gauge a student's comprehension of a given subject. Once students have attended the full cycle of theory classes they are allowed to move to the next level so long as the requisite theory and practical exams have been passed.

At the 200 and 300 levels, students are provided with more advanced theory and practical services are performed under the supervision of our instructors. In addition, there is a further series of written and practical tests that must be passed and competency demonstrated. The primary focus of the advanced levels is practical application. This is where the student works on refining skills and increasing speed. Students are able to accelerate in the program based on their abilities which are often determined by a student's focus and commitment.

With competency based instruction, graduation will not depend on the number of clock-hours in a program; rather, it will depend upon a student's ability to demonstrate competence. When the School informs a student that he/she is competent, the student may elect to leave the School with a diploma at that time or stay in school until he/she has been trained for the amount of time equal to that of a clock-hour program and no additional tuition may be charged. The student shall notify the School, in writing, of his/her decision within two weeks of notice of competency.

### **HOURLY**

An hourly based format is the traditional format of instruction and is applied to the massage and teacher training programs. Concerning the massage program, students will have to accumulate a total of 625 clock hours as a component of the graduation requirements. In the teacher training program a total of 1,000 clock hours must be completed as a component of graduation.

## **OREGON CERTIFICATION AND LICENSING REQUIREMENTS**

### **COSMETOLOGY AND BARBERING**

The Oregon Board of Cosmetology defines the scope of services that a practitioner can perform based on the fields of practice for which they have been certified. Oregon issues a "segmented certification" or in other words a separate certificate for Hair Design, Barbering, Nail Technology, and Esthetics. If a student wishes to perform all services, they must be certified in each "field of practice". IBS's curriculum is approved by the Oregon Department of Education (Oregon Higher Education Coordinating Commission) and is designed to prepare students to pass exams and work in their chosen occupation. The program of study for a "full cosmetology" certificate requires the successful completion of technical education using a state approved curriculum that includes training in Hair Design, Esthetics and Nail Technology. Oregon law allows students to study one or more of the fields of practice as prescribed in the Oregon cosmetology license requirements. In addition to the specific discipline requirements, students must complete the Safety/Sanitation & Infection Control and Career Development programs. Upon completion of the desired training, a graduate will be eligible to apply to take the Oregon Board of Cosmetology licensing examination. A professional certificate, in the relevant discipline, will be issued once a graduate has successfully completed the State Board Exam.

For additional information regarding the State Board Exam please refer to the following website:  
<http://www.oregon.gov/oha/hlo/Pages/index.aspx>

### **MASSAGE THERAPY**

The Massage Therapy curriculum is approved by the Higher Education Coordinating Commission and the Oregon Board of Massage Therapists and is designed to prepare students to pass the Massage & Bodywork Licensing Examination (MBLex) and be eligible for state licensure through the OBMT as well as preparing them to work in their chosen field. In addition to the specific discipline requirements, students must complete coursework in safety/sanitation & infection control and career development including Oregon Law.

For additional information regarding the MBLex please refer to the following website: <https://www.fsmtb.org/>  
For more information on the State of Oregon exams please see: <http://www.oregon.gov/obmt/Pages/index.aspx>.

## **ADMISSIONS POLICY AND REQUIREMENTS**

### **GENERAL**

An applicant must submit an Application for Admission along with a \$25.00 application fee and required admissions documents in order to apply as a student at IBS. There are several criteria that a student must be able to satisfy.

- Must be at least 16 years of age. If an applicant is less than 18 years old, the applicant will need parental consent and/or consent from the relevant high school should the applicant be at an age where high school is mandated and a pre-

enrollment evaluation must take place. Please note that an applicant will want to be 18 years of age by the time they graduate in order to qualify for the state licensing exam. Also note that the school limits underage enrollment to no more than 10% of overall enrollment.

- Have successfully completed high school or its equivalent as evidenced by any of the items on the non-exhaustive list: 1) diploma; 2) GED; or 3) official transcript evidencing high school completion. Alternatively, if a student does not have these documents they may enroll in any program 600 hours or longer in length under the caveat that a review of progress shall take place following 225 clocked hours, and if at that point they are not making satisfactory progress their contract will be terminated. This exception is related to the Ability-To-Benefit policy which can be found on page 7 of the School Catalog.
- Have a State issued credential for secondary school completion if home schooled.
- Have a form of photo identification proving identity and age (i.e. Oregon Driver's License or State issued id.)
- Have a secondary form of identification proving citizenship (i.e. social security card, or permanent resident card.)

If an applicant is not from a high school where English was the primary language, an interview with IBS will need to be conducted to determine language proficiency. Admission to the School will depend on adequate comprehension and understanding of English. If the School has reservations regarding the applicant's ability to complete a program taught in English, the School may request the applicant pass an internal English language assessment. If the student does not pass the assessment the applicant may be required to complete ESL (English as a second language) classes before applicant is accepted for admission.

The School will not knowingly recruit any student already attending or admitted to another school offering similar programs of study.

### **ABILITY TO BENEFIT**

The School does not accept the Ability-to-Benefit test. In lieu of the Ability-to-Benefit test, the applicant may enroll in and successfully complete 225 clock hours, at which point an assessment of progress/competence shall be made. If after the 225 clock hour review the student is not deemed to be making satisfactory academic progress the student's contract shall be terminated.

### **STATEMENT OF NON-DISCRIMINATION**

IBS will not discriminate or deny admissions to any person on the basis of race, color, national or ethnic origin, marital status, sex, religion, age or disability, nor is it a part of any policy, procedure and/or practice in accordance with Title VI and VII of the civil rights act of 1964 (including Title IX the education amendments of 1972). The non-discrimination policy covers not only admissions and school access it extends to employment, student financial aid and educational services provided by any employee of IBS. The School's policies governing employees will be enforced in situations where instructional staff or other school personnel have been found to have engaged in discriminatory behavior. Any person unlawfully discriminated against, as described in ORS 345.240, may file a complaint under ORS 659A.820 with the Commissioner of the Bureau of Labor and Industries.

### **TRANSFER/CREDIT FOR PRIOR TRAINING**

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

Students with credits from a previously attended school must submit a written request to their former school for an official transcript. It is to be mailed or faxed directly to IBS from the previous school. The transcript must be submitted and accepted prior to the completion of the Enrollment Agreement. Acceptance of transfer hours is at the discretion of the School. Transcripts from previous schools must be free of all financial obligations. Former students of IBS who did not complete their training may re-enter provided they have paid any outstanding charges owed and make arrangements for the cost of the remaining training.

Transcripts with hours over 10 years old will be dealt with as in accordance with OAR 715-045-0200(10) that states, "(a) School shall give full credit for hours earned within the last ten years: and (b) Schools may grant credit for hours earned prior to the last ten years, if approved by the Superintendent."

Upon receipt and acceptance of the transcript, a competency test will be given to assess the appropriate program placement level for the student. Testing will include both written and practical exams. The results of the testing will allow the School to design a program of study and calculate tuition fees for the purpose of completing the applicants training in compliance with the standards of the School and the State of Oregon; students shall be notified of the results no later than 14 calendar days from the date of testing. Please note it is possible that no credit will be given for previous training.

### **ENROLLMENT PROCESS**

There are several steps to the enrollment process:

- Attend an informational meeting with an admissions representative of the School
- Complete and return all admissions requirements
  - Completed application form
  - Application fee of \$25
  - Photo Identification
  - Secondary Identification (i.e. Social Security Card or Permanent Resident Card)
  - Documentation of high school diploma or equivalent
- Subsequent to acceptance:
  - Student must complete payment of the \$125 registration fee (the School does not guarantee availability of space in classes for any student until this fee has been paid)
  - Provide satisfactory arrangements for the payment of all remaining fees and expenses
  - Sign contract
- Attend General Orientation prior to the commencement of classes

Please Note:

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

If a student wishes to change the programs for which they have enrolled a new contract must be made and will require additional fees. Please refer to page 21 for schedule of fees.

If a student feels that there are any factors which might impact their ability to complete their course of study they are encouraged to let the School know.

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The School may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

The School shall make a determination within 10 business days and provide notification by way of email. Applicants who are not approved for admittance may re-apply upon a change of circumstance or 60 days following the date of the original application.

## STUDENT CONDUCT POLICIES

Students are required to be courteous and respectful to fellow students, staff, and clients of the School. The following rules shall apply:

- All students must conduct themselves in a professional manner, treat fellow students and staff in a courteous and respectful manner, and must refrain from disdainful language and discriminatory behavior.
- Students must attend all classes and report for school on time; punctuality is critical to your future. Courses move quickly and all time scheduled is crucial. Employers may ask for about general attendance habits to evaluate a prospective employee.
- **Dress Code:** Students are expected to dress professionally at all times. All garments are expected to be clean and in good repair, free from holes (intentional or otherwise), free from lewd or offensive printing, and are to adequately cover a student's body and undergarments (including boxer shorts and sports bras). Closed-toe and Non-slip shoes are required at all times.
  - Pants: Dress pants, slacks, dark jeans, or Capri style pants are acceptable. Shorts, workout attire, lounge wear, sweats, and sagging or overly baggy garments are not permitted. Leggings may only be worn under a skirt, dress, or shirt which completely covers the crotch and derriere at all times and material may not be sheer.
  - Skirts/Dresses: Must fall no higher than mid-thigh at all times (unless worn with leggings).
  - Tops/Dress tops: Tops are expected to have straps or sleeves on both shoulders. Straps are to be no less than 1" wide. Tops are to cover undergarments at all times (this includes sports bras). No low-cut or midriff/back/side baring tops shall be permitted.
  - **Students are expected to follow dress code during ALL time spent at the school, students not meeting these requirements may be sent home for the day resulting in the loss of attendance for the day.**
  - In addition, hair and makeup should be done prior to clocking in. Students should be ready when they arrive as all time spent at the school should be focused on learning and progressing toward graduation.
- Students are required to be present and working toward graduation during all time spent at the School, in order to do so students must bring all appropriate learning materials and remain on task throughout the course of the day. Students not working on working toward graduation while clocked in may be required to complete additional sanitation duties.
- The failure of any student to reasonably respond to a request intended to move the student through the program, by an instructor or administrative staff, shall result in a written warning.
- Students are not allowed, under any circumstances, to clock another student in or out.
- Students are not allowed to remain clocked in when there is more than a 10 minute absence from the campus. Students required to clock full day attendance will have 30 minute lunch break deducted automatically.
- Cell phones are prohibited from the classroom and clinic areas and must be turned off and put away during the course of the day. If a student needs to make or accept a call during school hours they may do so during break times and only in designated areas.
- Emergency phone calls will be accepted through the School phone at the front desk.
- Students are not allowed to have visitors in the classroom or clinic areas without prior written approval from the administration.
- Clinic requirements:
  - Students should have their stations set up and be ready to take clients at the time of the scheduled appointment.
  - Students should not leave a client unattended while chemicals are being used.
  - All student's work must be checked by an instructor prior to, during, and after services are rendered.
  - Students are not allowed to refuse a service with a client when reasonably asked.
  - Workstations are to be kept clean at all times. All implements shall be sanitized immediately after use. Students who fail to clean stations and sanitize implements may be denied clients the following day or receive a written warning.
  - Food and beverages are permitted in designated areas. Beverages be permitted in spill-proof/shatter-proof containers in classroom areas. Personal belonging should be put away or stored in lockers during the day.
  - When not working on a client, students have the responsibility to fulfill graduation requirements during their scheduled hours.



- o Due to Federal and State regulations, products not sold by the School and thus not having a Safety Data Sheet on file will not be allowed on premises or to be used on clients or students.
- No drugs, controlled substances, or alcoholic beverages are permitted on School grounds. Any student found in violation will be sent home and subject to immediate suspension or expulsion depending on the severity.
- There is to be no smoking, vaping, or use of smokeless tobacco anywhere inside the School or within 10 feet of any entrance.
- Failure to maintain payment for more than two consecutive months is grounds for expulsion.
- Students must provide a minimum of 24 hours notice prior to any absence.
- Any student who possesses or uses a weapon while at school will be subject to termination.
- Students must supply their own pens, pencils, paper, notebooks and all other personal supplies.
- Students are required to inform the School of any changes of any personal details including but not limited to address, telephone number, cell phone provider, name, etc. Any failed communication directed to a student based on information in the Schools records shall be the fault of the student.
- Students may receive personal services if they have no scheduled appointments. However, students must sign in for their services with Reception. Students shall receive a 25% discount and friends & family of the student shall receive a 10% discount from any services requiring the use of products, however, any work not involving products shall be permitted at no charge. (Note: This rule also applies to friends, family, & students receiving services as “Models”) (Also note: Students must be in good academic and financial standing in order to receive a personal service.)
- Anyone caught stealing shall be expelled immediately. An act of “stealing” shall include but not be limited to the removal of any School property from the School facility, the unauthorized use of School property and the unauthorized possession of any property belonging to the School or another person. It will be left up to the administration to determine whether the student will be allowed to petition for re-enrollment. No exceptions to this rule will be allowed. (NOTICE: surveillance cameras are located throughout the School).
- Any student suspected of cheating will be disqualified from that days test and will be required to re-take the test at a later date under the supervision of an instructor or staff member. The use of any personal electronic device will not be allowed during testing and shall be considered cheating.
- Students are subject to random bag searches as they leave school property.
- All students must have their own personal health and /or accident insurance while enrolled in this School. IBS will not be liable for any injuries that occur while inside the School during part of any class or working with customers or on any field trip that occurs outside the School. By signing the enrollment agreement you release IBS of any and all liability.
- Student parking is very limited and requires a parking pass, however students who park in the School’s parking lot without prior authorization are subject to a written warning and associated fees (\$10 per day).
- IBS reserves the right to change any policies. In the event of a policy change, any new information is conveyed to students at general meetings or posted in memo form on the student bulletin board. It is the responsibility of each student to read posted messages on the bulletin board.

Failure to comply with the above mentioned rules shall result in the issuance of a written warning. Hours missed by students for violation of Rules and Regulations will not be excused hours and will be charged as unexcused hours per contract amount.

## **STUDENT KIT**

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

## **STUDENT ATTENDANCE**

Attendance is very important in any higher learning setting because it determines how quickly a student may proceed through their education. Course lengths are calculated on perfect attendance. Timely attendance is critical as staff, students, and clients depend on it. Students must maintain satisfactory attendance in order to proceed through their program(s). The School expects attendance to be at a monthly rate of no less than 75%. This is the minimum percentage of time students must attend in order to remain in Satisfactory Academic Progress. The only excused absence for purposes of attendance calculation shall be upon receipt of a doctor’s note or verifiable documentation of a severe family emergency.

Daily attendance requirements are determined by program, for a list of required hours see the section titled “Required School Schedules” of this catalog. Students are required to be present during all regularly scheduled hours. Students missing class may be required to repeat the missed section prior to moving forward. Any additional time required to complete the program, and associated fees, shall be the responsibility of the student. Students will be scheduled and required to attend from their start date through the day prior to their graduation and exit interview.

## **TARDY POLICY**

Students are required to attend classes based on the scheduled start time. Students are required to clock in upon arrival at the campus and the time that is clocked in shall be used to determine whether a student shall be permitted to attend classes for the day as well as for purposes of calculating attendance. Students are not permitted to clock in or out for other students. It is at the instructor’s discretion if students arriving after the scheduled start time shall be permitted to attend classes for the day. It may be required to repeat the missed class at a later date prior to moving forward and any additional time required to complete the program, and associated fees, shall be the responsibility of the student.

## **ABSENCE POLICY**

Students are required to notify the School in the event of an absence. Please refer to the Satisfactory Academic Progress section concerning absences. All classes missed will be required to be made up: the scheduling of the makeup class shall be arranged with the instructor who has direct responsibility for the student.

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

A student is deemed to have dropped the program(s) after an absence of 30 consecutive calendar days without having made prior arrangements for a Leave of Absence with the School. Students are permitted to petition for re-enrollment based on the procedure outlined in this Student Catalog.

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

## **LEAVE OF ABSENCE**

In the event a student finds it necessary to be absent from school for an extended period of time a leave of absence may be taken. The minimum amount of time for a leave of absence is 14 calendar days and the maximum is 180 calendar days. The request for a leave of absence shall be made prior to the leave at least 24 hours in advance, in writing, and delivered to the Assistant Director for approval. Once the leave is approved, an addendum to the student's original contract must be completed and signed, which will extend the student's contract end date by the same number of days taken during the leave of absence. Students will not incur additional charges from the institution for any absences during an official leave of absence period, however students are required to continue monthly minimum payments if applicable through the leave of absence. A student's leave of absence will not affect the student's attendance percentage rate.

Students who fail to return to school as scheduled from an official leave will be considered as withdrawn as of the day they were scheduled to return to class.

# **VIOLATION OF POLICY AND PROCEDURES**

## **WRITTEN WARNING**

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

## **SUSPENSION**

When a student is placed on suspension the student shall be required to be in school during the normal hours of attendance, however the student will not be permitted to perform live services. The student will be required to be constructive with their time by completing work on mannequin requirements, homework requirements, retesting (if necessary), viewing of DVD's or other course related work that would move the student towards graduation. Suspension shall last for 14 calendar days provided that the student has corrected their actions and are in compliance with the School's policies and procedures. In addition, a student who is on suspension shall be required to comply with all requests for assistance with regards to safety and sanitation. A staff member shall explain the basis, terms and duration for the suspension and the student shall confirm the same by signing off on the notification of suspension. Failure to correct action shall result in an extension of the suspension or possible expulsion.

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

A maximum of 3 instances of suspension within a 6 month period is permitted; the third instance shall require a meeting with an appropriate staff member to determine whether the student shall be permitted to remain in school.

## **EXPULSION**

Expulsion occurs as a measure of last resort and constitutes a formal termination of a student's ability to continue on in the program. Instances in which expulsion is used as a measure of last resort shall include but not be limited to instances where a student fails to maintain SAP, failure to meet SAP requirements by ATB enrolled students by the 225 clock hour review, failure to fulfill financial obligations to the School, unexcused absences greater than that which is permitted herein, the accumulation of 3 suspensions, use of drugs on campus, theft on the premises of the School or the violation of School policies or procedures to an extent that there displays a complete disregard for the welfare of others or their property. A staff member shall explain the basis for the expulsion and the student shall confirm the same by signing off on the notification of expulsion. This notice shall inform the student of the student's right to appeal the expulsion. Thereafter a student's calculations for institutional earnings/refund shall be calculated.

## **APPEAL PROCESS**

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

## **SATISFACTORY ACADEMIC PROGRESS**

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

## **EVALUATION**

### **ATTENDANCE**

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining SAP. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed. Note, for purposes of determining a student's cumulative SAP an excused absence will credit the days of absence whereas an unexcused absence will not credit the days of absence for purposes of the attendance calculations.

### **ACADEMIC**

The qualitative element used to determine academic progress is a grading system detailed below. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

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

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

## **EVALUATION PERIODS (evaluations shall be based on actual hours.)**

<b>PROGRAM</b>	<b>Evaluation Interval</b>	<b>Evaluation Interval</b>
Hair Design	200 hours	400 hours
Barbering	200 hours	400 hours
Nail Technology	50 hours	
Esthetics	50 hours	
Massage Therapy	200 hours	400 hours
Teacher Training	200 hours	400 hours
Hair / Nails / Esthetics	200 hours	400 hours
Hair / Esthetics	200 hours	400 hours
Hair / Nails	200 hours	400 hours
Nails / Esthetics	200 hours	400 hours

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

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

## **MAXIMUM TIME FRAME**

The maximum time allowed for students to complete each course at SAP is stated below:

PROGRAM	Normal Time		Maximum Time Allowed	
	Hours	Hours per Week	Weeks	Scheduled Hours
Hair Design	513	32	54	1,700 hours
Barbering	521	32	42	1,350 hours
Nail Technology	n/a	24	25	600 hours
Esthetics	158	24	21	500 hours
Massage Therapy	625	32	25	625 hours
Teacher Training	1000	40	25	1,000 hours
Hair / Nails / Esthetics	660	32	72	2,300 hours
Hair / Esthetics	709	32	61	1,950 hours
Hair / Nails	929	32	64	2,050 hours
Nails / Esthetics	463	32	27	850 hours

### **DETERMINATION OF PROGRESS STATUS**

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

### **WARNING**

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

### **PROBATION**

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

### **RE-ESTABLISHMENT OF SAP**

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

### **INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

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

### **APPEAL PROCEDURE**

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

## **NONCREDIT AND REMEDIAL COURSES**

Noncredit and remedial courses do not apply to this institution. Therefore, these items have no effect upon the School's SAP standards.

## **TRANSFER HOURS**

With regard to SAP, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

# **PROGRAMS AND CURRICULUM**

## **HAIR DESIGN**

Hair design is more than just cutting hair, it is considered art. Our program will cover a range of courses that include the various techniques of cutting, shaping, sculpting, coloring, permanent waving, and caring for hair. All courses taught at our School are based on defined competency skill levels. The programs knowledge and performance skill task requirements are based on current industry services, standard performance techniques, and state regulations. Demonstration of consistent 300-level performance is required for program completion. Theory and technical information will be taught through technical manuals, primarily the "Milady's Standard Textbook of Cosmetology". Additional instruction will be presented through guest instructors and their presentations, video instruction, and instructor demonstration. With a competency-based program, testing will be the given method to evaluate the progress through the program. It will be up to the student to proceed through as fast as the program will allow. Each individual area of concentration, if completed separately, must include coursework in Safety & Sanitation and Career Development.

Although the competency format differs from the hourly format in that it is performance based rather than time based. IBS provides the instruction, the curriculum, the resources, the tools, the facility, and maps out the required steps for graduation. A student progresses through the system based on a commitment to practice, individual skills, and the ability to remain focused. Progress is determined by a series of written and practical tests that students must complete to move forward through the program. It is the goal of the School to prepare each student for a career in Hair Design. A SAP compliant student may choose to test out once all of the Schools requirements are met or alternatively may remain enrolled for the Maximum Time Frame allowed as mentioned previously.

### **Hair Design Units**

#### THEORY UNITS

- Professional Image
- Bacteriology
- Decontamination and Infection Control
- Properties of Hair and Scalp
- Shampoo and Conditioning Draping
- Hair Cutting
- Artistry in Hair Styling
- Wet Hair Styling
- Perm Waving
- Hair Color / Lightening/Corrective Color
- Chemical Relaxing
- Thermal Straight
- Thermal Hairstyling
- Artificial Hair
- Cells and Anatomy
- Electricity
- Chemistry
- Salon Business
- Career Development
- Admin. Rules / Oregon Laws

#### PRACTICAL UNITS

- Shampoo / Rinse / Scalp Manipulations
- Color / Decolorizing Techniques
- Scalp Treatments
- Thermal Waving / Iron Curl
- Permanent Waving
- Roller Sets
- Pin Curls / Finger waves
- Chemical Relaxing
- Hair Cutting

### **Hair Design: 100 Level**

There are several requirements that all 100 level students will have to satisfy before advancing to the 200 level.

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

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

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

## Hair Design: 200 Level

All 200 level students receive instruction in theory as well as supervised practical time on the clinic floor. All students at this level are required to complete specific sections of Workbook 200-300, which they will receive upon successful completion of the 100 level. All procedures required in Workbook 100 will be repeated together with some new procedures. The margin of error and the time required for each will be reduced. Half of each set of procedures will be required to be performed on live models or on clients on the clinic floor. The School will have a limited number of clients available and will assign clients as fairly as can be accomplished. Students should not rely on the School to provide all of the opportunities required to gain the necessary experience for graduation. It will be necessary for the student to practice on the mannequin head or a live model brought in by the student to gain this experience.

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

## Hair Design: 300 Level

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

A 300 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully met the following criteria: 1) the student has completed all assignments in both Workbook 100 and 200-300; 2) the student has maintained the required attendance rates; 3) and 4) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

## BARBERING

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

### Barbering Units

#### THEORY UNITS

- Professional Image
- Bacteriology
- Decontamination and Infection Control
- Properties of Hair and Scalp
- Shampoo and Conditioning Draping
- Hair Cutting
- Thermal Hairstyling
- Theory of Massage
- Facials
- Beard and Moustache
- Shaving
- History of Barbering
- Artificial Hair
- Cells and Anatomy
- Electricity
- Chemistry
- Salon Business
- Career Development
- Admin. Rules / Oregon Laws

#### PRACTICAL UNITS

- Shampoo / Rinse / Scalp Manipulations
- Hair and Scalp Treatments
- Thermal Waving / Iron Curl
- Facials
- Beard and Moustache Shaping
- Shaving
- Finger Waves
- Hair Cutting

## Barbering: 100 Level

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

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

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

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

## **Barbering: 200 Level**

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

A 200 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully completed the following criteria: 1) the student has completed all assignments in both Workbook 100 and 200; 2) the student has maintained the required attendance rates; 3); and 4) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

## **NAIL TECHNOLOGY**

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

### **Nail Technology Units**

#### THEORY UNITS

- Professional Image
- Bacteriology
- Decontamination and Infection Control
- Skin Disorders
- Cells and Anatomy
- Electricity
- Chemistry
- Salon Business
- Manicuring and Pedicuring
- Nail and Disorders
- Career Development
- Admin. Rules / Oregon laws
- Advanced Nails

#### PRACTICAL UNITS

- Manicuring / Pedicuring
- Artificial Nail Applications

Students will be guided to be professionals in every aspect of Nail Technology. Students will be expected to become proficient with manicures, pedicures and the application of artificial nail products including acrylic, silk, and gel products. All cosmetology and barbering courses taught at our School are based on competency learning skill levels. The skills are based on practical current industry services and standard performance techniques required for graduation and the Oregon state license. Theory and technical information will be taught through technical manuals, primarily the "Milady's Standard Nail Technology". Additional instruction will be presented through guest instructors and their presentations, video instruction and instructor demonstration. With a competency-based program, testing will be the given method to evaluate the progress through the program. It will be up to the student to proceed through as fast as the program will allow. Each individual area of concentration, if completed separately, must include coursework in Safety & Sanitation and Career Development.

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

### **Nail Technology: 100 Level**

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

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

## **Nail Technology: 200 Level**

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

A 200 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully completed the following criteria: 1) the student has completed all assignments in Workbook 200; 2) the student has maintained the required attendance rates; 3); and 4) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

## **ESTHETICS**

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

### **Esthetics Units**

#### THEORY UNITS

- Bacteriology
- Removal Unwanted Hair
- Skin Disorders
- Cells and Anatomy
- Decontamination and Infection Control
- Electricity
- Chemistry
- Theory of Massage
- Facials / Facial make-up
- Professional Image
- Salon Business
- Career Development
- Admin. Rules / Oregon Laws

#### PRACTICAL UNITS

- Facials/Facial Massage
- Waxing Eyebrow/Waxing Body
- Make-up/Evening /Ethnic/Bridal/Lashes
- Extractions
- Facial Mapping

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

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

### **Esthetics: 100 Level**

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

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



## **Esthetics: 200 Level**

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

A 200 level student shall be qualified to sit for the final theory and practical exams provided that they have successfully completed the following criteria: 1) the student has completed all assignments in Workbook 200; 2) the student has maintained the required attendance rates; 3); and 4) the student has reached an appropriate skill level. Students who test at the required passing rates shall qualify to sit the State certifying exam upon issuance of the transcript.

**In addition to the program hours for each discipline above a student is required to successfully complete the following courses:**

### **Career Development Courses**

- Orientation
- Debt Management
- Professionalism
- Salaries/Taxes
- Setting up a Business
- Resume Preparation/Interview
- Salon and Reception Operations
- Advertising/Promotion
- Time Management

### **Safety/Sanitation and Infection Control**

- Dispensary
- Hazardous Chemical Awareness
- OSHA Regulations/MSDS Sheets
- Oregon Law/Oregon Rules & Regulations
- First Aid
- Safety/Sanitation
- Decontamination and Infection Control.
- Bacteriology
- National-Interstate Council Infection Control

## **MESSAGE THERAPY (625 clock hours)**

### **THEORY UNITS:**

#### Pathology (43 hours)

- Skeletal System
- Muscular System
- Nervous System
- Endocrine System
- Cardiovascular System
- Lymphatic System
- Respiratory System
- Digestive System

#### Kinesiology (135 hours)

- Basic Terminology
- Shoulder and Arm
- Forearm and Hand
- Spine and Thorax
- Head, Neck, and Face
- Pelvis and Thigh
- Leg and Foot

#### Anatomy & Physiology (113 hours)

- Intro to the Human Body
- Skeletal System
- Muscular System
- Integumentary System
- Nervous System
- Endocrine System
- Reproductive System
- Cardiovascular System
- Lymphatic System
- Respiratory System
- Digestive System
- Urinary System

#### Massage Theory (74 hours)

- History of Massage
- Tools of the Trade
- Self-Care, Health, and Wellness
- Effects of Massage Therapy
- Body Mechanics and Draping
- Massage Techniques
- Energy-Based Bodywork
- Communication Skills
- Assessment/Treatment Planning
- Sanitation/Infection Control
- Business Skills
- Ethics

### **PRACTICAL UNITS:**

- Practical Application (65 hours)
- Clinical Practice – Swedish Massage (195 hours)

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

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

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

## **TEACHER TRAINING (1,000 clock hours)**

### **Teacher Training Units**

- Theory Development (About Teaching)
- Practical Development (About Skills)
- Learning (About Learning)
- Professional Career Development

An instructor will develop both the technical and career aspirations of individuals entering into the field of cosmetology. All aspects of the educational process will be covered ranging from course curriculum, preparation and delivery of lectures and the development of clinic skills. The teacher training program is a 1,000 hour program which shall prepare and qualify candidates to apply for their instructor's license. The program shall expose the student to all aspects of teaching from curriculum development, the preparation of lectures and the administration of the practical aspects of classes.

Students shall follow a set curriculum. The curriculum shall set out the theory and practical tasks to be completed. In addition, students will be required to complete 1,000 clock hours in order to graduate from the program. An instructor shall, upon the completion of all of the required tasks and hourly requirements assign relevant grades to mark the level of accomplishment that that student has demonstrated throughout the program. A SAP compliant student who chooses to test out once all of the Schools requirements are met or may remain enrolled for the maximum time allowed as mentioned previously.

## **GRADING AND TESTING**

### **GRADING**

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

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

All students must maintain SAP throughout their program of study. Testing will be the given method to evaluate the academic progress. Progress reports are issued monthly reflecting students' grade levels, attendance levels, and payment history.

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

Re-Admission to the School will be considered 3 months after separation. A practical test will be required to evaluate the current level of ability. Testing fees are \$250 for hair, nail technology, esthetics, barbering, and massage.

### **TESTING**

Testing can be divided into two general categories: 1) theory tests; and 2) practical tests. The theory tests are offered to students to take subsequent to the presentation of the relevant subject matter in class. It is possible for students to make up the theory tests, but it is required that 24 hours shall pass between testing attempts.

Practical tests are offered provided that the student has fulfilled all of the requirements for the relevant practical test. Students will be required to provide their own models for the practical tests. Models must be at least 16 years of age and may not be licensed or enrolled in a program leading to licensure in the area for while they are being a model. Please note: Practical exams expire two years after the date taken, beyond which the practical exam must be re-taken and additional fees will apply.

## PROGRAM START DATES

HAIR DESIGN		BARBERING		NAIL TECHNOLOGY		ESTHETICS		MASSAGE THERAPY	
Full Time Tues-Fri	Part Time Saturday	Full Time Tues-Fri	Part Time Saturday	Full Time Tues-Thurs	Part Time Saturday	Full Time Tues-Thurs	Part Time Saturday	Full Time Tues-Fri	Part Time Saturday
1/24/2017	1/28/2017	1/24/2017	3/4/2017	1/31/2017	2/11/2017	2/7/2017	1/21/2017	2/21/2017	1/7/2017
2/21/2017	3/4/2017	3/21/2017	5/20/2017	3/7/2017	4/29/2017	3/21/2017	4/1/2017	6/20/2017	7/8/2017
3/21/2017	4/8/2017	5/16/2017	8/5/2017	4/11/2017	7/15/2017	5/2/2017	6/24/2017	10/24/2017	1/13/2018
4/18/2017	5/20/2017	7/18/2017	10/21/2017	5/16/2017	9/30/2017	6/13/2017	9/9/2017		
5/16/2017	7/1/2017	9/12/2017		7/11/2017	12/16/2017	8/1/2017	11/18/2017		
6/13/2017	8/5/2017	11/7/2017				9/12/2017			
7/18/2017	9/16/2017					10/24/2017			
8/15/2017	10/21/2017					12/12/2017			
9/12/2017	12/2/2017								
10/10/2017									
11/7/2017									
12/12/2017									

## REQUIRED CLASS SCHEDULES

HAIR DESIGN			
Full Time	HD level 100	Tue. – Fri.	8:30 am to 12:00 pm
	HD levels 200 & 300	Tue. – Fri.	8:30 am to 1:00pm, or 12:00 pm to 5:00 pm
Part Time	HD level 101	Saturday	8:30 am to 5:00 pm
	HD levels 201 & 301	Saturday	8:30 am to 5:00 pm
BARBERING			
Full Time	B level 100	Tue. – Fri.	8:30 am to 12:00 pm
	B level 200	Tue. – Fri.	8:30 am to 1:00 pm, or 12:00 pm to 5:00 pm
Part Time	B levels 101 & 201	Saturday	8:30 am to 5:00 pm
NAIL TECHNOLOGY			
Full Time	NT level 100	Tue. – Thurs.	8:30 am to 12:00 pm
	NT level 200	Tue. – Thurs.	8:30 am to 5:00 pm
Part Time	NT level 101	Saturday	8:30 am to 12:00 pm
	NT level 201	Saturday	8:30 am to 5:00 pm
* Part Time	NT level 102	Friday	8:30 am to 12:00 pm
	NT level 202	Friday	8:30 am to 5:00 pm
ESTHETICS			
Full Time	E level 100	Tue. – Thurs.	8:30 am to 12:00 pm
	E level 200	Tue. – Thurs.	8:30 am to 5:00 pm, then 12:30 pm to 5:00 pm
Part Time	E level 101	Saturday	8:30 am to 12:00 pm
	E level 201	Saturday	8:30 am to 5:00 pm, then 12:30 pm to 5:00 pm
** Part Time	E level 102	Friday	8:30 am to 12:00 pm
	E level 202	Friday	8:30 am to 5:00 pm, then 12:30 pm to 5:00 pm
MASSAGE THERAPY			
Full Time	MT levels 100 & 200	Tue. – Fri.	8:30 am to 5:00 pm
Part Time	MT levels 101 & 102	Saturday	8:30 am to 5:00 pm

**TEACHER TRAINING**

(All levels)

Tue. – Sat.

8:30 am to 5:00 pm

\* This course is only open to students who have undergone a Hair Design, Esthetics, or Barbering program or are enrolled in a combination course.

\*\* This course is only open to students who have undergone a Hair Design, Nail Technology, or Barbering program or are enrolled in a combination course. In some instances, course may be open to current LMT's.

**ENROLLMENT CONTRACT OPTIONS**

(Published Class Schedule)

The School offers students the following part-time and full-time contract options:

Full Time Classes	Part Time Classes
<ul style="list-style-type: none"> <li>• Hair Design = 32 hours per week</li> <li>• Barbering = 32 hours per week</li> <li>• Esthetics = 24 hours per week</li> <li>• Nail Technology = 24 hours per week</li> <li>• Massage = 32 hours per week</li> <li>• Nail Technology and Esthetics = 32 hours per week</li> <li>• Hair Design and Nail Technology = 32 hours per week</li> <li>• Hair Design and Esthetics = 32 hours per week</li> <li>• Hair Design, Nail Technology and Esthetics = 32 hours per week</li> <li>• Teacher Training = 40 hours per week</li> </ul>	<ul style="list-style-type: none"> <li>• Hair Design = 8 hours per week</li> <li>• Barbering = 8 hours per week</li> <li>• Esthetics = 8 hours per week</li> <li>• Massage = 8 hours per week</li> <li>• Nail Technology = 8 hours per week</li> <li>• Nail Technology and Esthetics = 16 hours per week</li> <li>• Hair Design and Nail Technology = 16 hours per week</li> <li>• Hair Design and Esthetics = 16 hours per week</li> <li>• Hair Design, Nail Technology and Esthetics = 16 hours per week</li> </ul>

**PROGRAM COSTS, FINANCING, AND FEES**

**PROGRAM COSTS**

PROGRAM	APPLICATION FEE	REGISTRATION FEE	TUITION	BOOKS	KITS	TOTAL
Hair Design	\$25	\$125	\$7,000	\$280	\$1,500	\$8,930
Barbering	\$25	\$125	\$5,500	\$250	\$1,450	\$7,350
Nail Technology	\$25	\$125	\$3,600	\$250	\$400	\$4,400
Esthetics	\$25	\$125	\$4,600	\$290	\$550	\$5,590
Massage Therapy	\$25	\$125	\$6,800	\$250	\$40	\$7,240
Teacher Training	\$25	\$125	\$3,000	\$250	N/A	\$3,400
Hair / Nails / Esthetics	\$25	\$125	\$12,920**	\$540	\$2,450	\$16,060
Hair / Esthetics	\$25	\$125	\$9,860**	\$404	\$2,050	\$12,464
Hair / Nails	\$25	\$125	\$9,010**	\$380	\$1,900	\$11,440
Nails / Esthetics	\$25	\$125	\$6,970**	\$490	\$950	\$8,560

\*The prices above are "cash prices" and there will be a 2% convenience fee applied to all payments made by debit or credit card.

\*\*The combined program tuition discount will only be applied to students who commit to the combined programs prior to the commencement of classes and complete all combined course requirements. Students who commit to combined programs subsequent to the commencement of classes shall be charged the full program cost with no discount and all program requirements must be complete prior to the issuance of any transcript.

**FINANCING**

At present, there are only two states that have allowed competency based formats of instruction for cosmetology. Consequently, the Federal financial aid packages have not yet attached to the competency based programs. In order to compensate for this fact, tuition at IBS is priced at 30% to 40% of the rates offered by hourly based programs in order to make it affordable. In addition, we have two options for financing.

## **Scholarship Policy**

The School does not offer internal scholarships; however, the School does accept scholarships which have been granted by private organizations. It is up to the student to inform the scholarship granting agency of their intent to register so as to insure that the scholarship may be applied.

## **Internal Financing Options**

The internal financing option is an interest free in house plan in which IBS carries the tuition over the course of instruction. Students are required to have paid the application fee, registration fee, and deposit (note, the deposit shall be \$900 for all program(s)) by the General Orientation. Beyond this, students must maintain a minimum \$250 monthly fee while attending classes and the balance of any unpaid amounts shall be due by graduation.

## **Other/ External Financing Options**

IBS offers information to students interested in outside financing options including information on scholarships and access to credit unions in the area. Please feel free to schedule an appointment to discuss financing options.

## **Tuition Payments**

Whether a student is on the internal payment plan or plans to obtain external financing, all students will be required to make their own down payments. Students who are on the internal payment plan cannot be more than two payments behind or they may be expelled.

Tuition payments may be made by check, cashier's check, or money order. The published student fees and expenses are for cash pricing and payments made by credit or debit cards shall accrue a 2% convenience fee.

## **MISCELLANEOUS FEES**

The following fees shall apply:

- Students are required to clear monthly payments by the 15<sup>th</sup> of each month and students who are delinquent on monthly payments shall be assessed the following fees:
  - \$5 charge for payments made after the 15<sup>th</sup> of the month;
  - 5% on the amount(s) owed for accounts 30 days past due; and
  - 10% on the amount(s) owed for accounts 60 days past due;
- Each student shall be allowed one free transcript forwarded appropriate testing agency, however there shall be a \$15.00 fee for the issuance and forwarding of each transcript thereafter;
- A \$250.00 fee per exam will be assessed for any practical required due to expiration;
- A \$150.00 fee shall be applied to students who must undertake retraining at IBS following three unsuccessful attempts at the State licensing exam in Salem;
- A \$50.00 penalty for returned/cancelled checks;
- A \$10.00 penalty shall be assessed for parking violations on IBS's premises;
- School will charge additional tuition for hours remaining after the contract ending date at the rate of \$250 per week, or any part thereof, payable in advance until graduation;
- A \$25.00 fee shall apply for any amendments made to the student's contract once it has been finalized;
- A \$25.00 fee shall be charged to any student wishing to withdraw or terminate prior to course completion;
- A \$100.00 fee shall apply to any student wishing to alter their course of study once a written contract has been completed;
- A \$5.00 fee shall be charged for a replacement student id;
- A \$2.00 fee for each entry required by the School for purposes of correcting attendance figures in the event that a student fails to clock in or out;

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

# **GRADUATION REQUIREMENTS**

## **GRADUATION REQUIREMENTS AND DIPLOMA**

Eligibility requirements for a Diploma from the School are:

- All tests must be passed with a score of 75% or better.
- Cumulative attendance must be at least 75%.
- All Project Workbooks must be turned in and reviewed by an instructor or the Assistant Director.
- All service sheets must be completed and totaled.
- All hourly requirements, if applicable, must be satisfied.
- Payment of all sums due to the School must be paid in full.
- Completion of Exit interview.

Upon completion of the program(s) at IBS graduates shall be awarded a diploma. In addition, a transcript will be forwarded from IBS to the appropriate Licensing agency which will qualify the graduate to sit the required state licensing exam(s). Upon successful completion of the required exams the graduate is permitted to practice in their field of practice. Please note that students must complete all requirements for all aspects of the programs in which they are registered prior to the issuance of any transcript.

## **JOB PLACEMENT**

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

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

Please keep in mind that the School will do all that it can to place a student however placement is not guaranteed.

## **CANCELLATION, TERMINATION, AND WITHDRAWAL POLICY**

### **TERMINATION/WITHDRAWAL POLICY**

The School may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress; 2) Not fulfilling financial obligations to the School; 3) Failure to comply with the rules and regulations of the School; 4) Failure to comply with the Attendance policy of the School; 5) Insubordination; 6) after 30 consecutive school days of absence; or 7) in the case of a leave of absence on the documented date of return if the student does not return.

### **REFUND POLICY**

- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the School shall be refunded all monies paid to the School. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within five business days of signing the enrollment agreement, all monies collected by the School will be refunded even if the student has begun classes. The "formal cancellation date" will be determined by: the postmark on written notification, the date said notification is delivered to the School in person, the date of expulsion by the School, or 30 calendar days after the last day of attendance or the expiration date of an approved Leave of Absence if the student fails to return.
- If a student cancels the enrollment more than 5 business days after signing the contract but prior to starting classes, a refund of all monies paid to the School shall be made (OAR 715-045-0036). However, if the cancellation occurs prior to classes, but 6 or more business days after signing the Enrollment Agreement, a refund shall be made of all moneys paid to the School less the registration fee in the amount of \$125 will be made. For students who enroll and begin classes but withdraw prior to course completion (after 5 business days of signing the contract), the following schedule of tuition earned by the School applies. All refunds are based on scheduled hours:

<b>PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE OR PROGRAM</b>	<b>TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN</b>
0.01% to 49.9%	Pro-rata refund
50% and over	100%

- Any monies due the applicant or student shall be refunded within 40 calendar days of formal cancellation date as defined above. If permanently closed or no longer offering instruction after a student has enrolled, the School will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the School will either provide a full refund of all monies paid or completion of the course at a later time. The School does not participate in any teach-out plans with other institutions.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$25. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (i.e. extra kit materials, books, products, unreturned School property, etc.) will be calculated separately at the time of withdrawal. There is no credit provided for books, supplies, or materials that have been issued to the student. All fees are identified in the catalog and in this enrollment agreement.
- If a Title IV financial aid recipient\* withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the School shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the School and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

\* The School is not currently eligible to participate in federal Title IV Financial Aid Programs.

### **PETITION FOR RE-ENROLLMENT**

A student may apply to re-enroll to complete schooling no sooner than 60 days from the original date of termination.

## **STUDENT RECORDS AND TRANSCRIPTS**

### **TRANSCRIPTS**

Copies of transcripts may be requested from the administration of IBS in writing. IBS shall be permitted to receive all fees or outstanding amounts owed (whether in the nature of tuition, a fee or a penalty) by the student requesting the copy of the transcript prior to the

release of the transcript. Note, there shall be a minimum of a 10 calendar day processing period before IBS shall dispatch the transcript. It may be possible to reduce the waiting period by submitting a cashier's check or money order to clear any outstanding amounts owed to IBS. Students shall be entitled to one free transcript for the purpose of qualifying for state licensure; however there will be a \$15 processing fee for any subsequent requests. Please note that students must complete requirements for all programs in which they are registered prior to the issuance of any transcript.

### **ACCESS TO STUDENT FILES**

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and/or parent or guardian of a dependent minor for each third party request. The School form may be used for this purpose. It is the School's policy that no information is released without written authorization by the student, with the exception of a parent who claims the student on their Federal tax return. Third party information Records Release forms must be submitted for each third party request to release information. The School will release information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. Cumulative education records are maintained for each student for a minimum of three years after graduation or termination.

### **RELEASE OF INFORMATION (FERPA)**

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

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

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

- School employees who have a need to know.
- Other schools to which a student is transferring.
- Parents when a student over 18 is still dependent.
- Certain government officials in order to carry out lawful functions.
- Appropriate parties in connection with financial aid to a student.
- Accrediting organizations.
- Individuals who have obtained court orders or subpoenas.
- Persons who need to know in cases of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974.

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

## **INTERNAL GRIEVANCES AND APPEALS POLICY**

It is understood that sometimes issues will arise between a student and another student, an instructor, or with school administration. It is the goal of the School to resolve such issues as fairly and quickly as possible. The state and national accrediting commission policies require students to first seek resolution of school problems within the School. In order to comply with these policies the School maintains an open door policy for students and staff and encourages open discussion regarding internal issues. If any student finds themselves in a position of conflict it is recommended that they comply with the Schools protocol as detailed below:

- Approach a staff member to discuss the issue in private. If this action fails to address the issue proceed on to step 2 as mentioned below.
- Submit a written complaint detailing the nature of the issue, the date of occurrence and the parties involved to the assistant director or director to determine whether the School has been fair in the implementation of its policies and procedures. The assistant director or director shall return a decision no later than 14 calendar days from the date of the receipt of the same.
- Students aggrieved by action of the school should attempt to resolve these problems with appropriate school officials. Should this procedure fail students may contact: Higher Education Coordinating Commission, 255 Capital St. NE, Salem Oregon 97310, (503) 947 5751. After consultation with appropriate staff and if the complaint alleges a violation of Oregon Revised Statutes 345.010 to 345.470 or standards of the Oregon Administrative Rules 715-045-0001 through 715-045-0210, the commission's executive director will begin the complaint investigation process as defined in OAR 715-045-0023, Appeals and Complaints.

## SCHOOL SAFETY AND SECURITY

**In the event of injury or any other emergency:** Please tell an instructor or administrator immediately. In a case where the situation calls for medical, police, or fire department attention, call 911 immediately.

**In the event of a fire:** Instructors will direct students and clients out of the building through the nearest exit in an orderly and calm manner. Please meet in the front of the main building and remain there until further notification.

The School recommends the following precautions in order to ensure the safety and security of students, staff, and patrons:

- Students are encouraged to keep personal belongings in lockers. The School provides lockers for any student who wishes. The School does not assume responsibility for any loss, damage, or theft of materials within lockers or on the campus.
- Students are discouraged from discussing personal details with clients, i.e. last name, housing situation or location, contact details.
- No one should leave the building at night alone.
- Students should mark their tools.

We request that students report any suspicious activity on campus to an instructor or administrator so that it may be addressed and appropriate action can be taken.

## ACADEMIC ADVISING AND STUDENT SERVICES

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

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

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

## VOTER REGISTRATION

The management of IBS believes strongly that while democracy, as it is practiced in the US, may not be perfect it is the best political structure in the world today. Democracy allows each and every one of us to participate in making our environment a better place to live. Feel free to ask a staff member for a voter registration form in order to participate in the process.

## VACCINATION POLICY

While the school encourages its students to lead happy healthy lifestyles and stay disease free it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of Oregon.

## COPYRIGHT LAWS POLICY

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

## AMENDMENTS

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

## COMMENTS AND SUGGESTIONS

The School shall conduct student surveys several times each year, at this point we welcome any feedback from students. If a student has a comment or suggestion they would like to submit at other points during their course of study they are welcome to do so. The School will welcome written comments or suggestions in person or, if a student wishes to remain anonymous, via postal mail to the campus at which the student attends.



## Catalog Acknowledgement

(Required)

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

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

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

_____	_____	_____
Printed Name of Student	Signature of Student	Date
_____	_____	_____
Printed Name of Parent (if under 18)	Signature of Parent	Date

## Publication Release

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

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

_____	_____	_____
Printed Name of Student	Signature of Student	Date
_____	_____	_____
Printed Parent Name (if under 18)	Signature of Parent	Date