

# **INSTITUTE OF BEAUTY CAREERS**

  

## **School Catalog**

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Update January 2020

## **President's Message**

Dear students:

Regards

Institute of Beauty Careers' Staff welcomes you to the institution you have chosen to achieve your goals. We are all willing to give you the support and encouragement you need, so that you can excel in your career.

The school provides a variety of options that are essential elements in the educational process such as: counseling, placement services, financial aid for those who qualify, tutoring, etc.

This catalog will help you understand how the institution works in academic and administrative terms. At Institute of Beauty Careers, education will set the basics to help you succeed in the wonderful world of beauty. We only need from you to be interested to learn and improve yourself. Our staff and teachers' dedication and perseverance will help you achieve your goals.

My greatest satisfaction both personally and professionally, will be to personally greet you in the graduation ceremony in which I will reaffirm that at Institute of Beauty Careers you'll always be a part of our family.

God fill you with blessings and good health to you and your family.

Sincerely,

Carlos R. Montano

President, Board of Directors

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#### CLARIFICATION NOTE

Institute of Beauty Careers reserves the right to change the curriculum, admission requirements and academic tuition costs, and administrative rules of conduct and any rule, regulation or institutional policy at any time. These changes will be made taking into consideration the "standards" of accreditation agencies and regulations of the Department of Education of the United States.

Institute of Beauty Careers has an Evacuation Plan (disaster) at the Executive Director's Office and the Administrative Office.

**INSTITUTE OF BEAUTY CAREERS** reserves the right to not offer any course or gradually discontinue any program when the amount of tuition for students attending does not justify the hiring of a teacher.

The action of enrolling implies that the student accepts that it will comply with all regulations of the Department of education of Puerto Rico, United States institutional and published in this catalog or in the contract of studies at the time of registration. If any changes it will be published by the institution and the student will have the obligation to keep informed and comply with.

## **INSTITUTION HISTORY**

Institute of Beauty Careers was founded in 1969 with the aim of offering students the opportunity to acquire practical knowledge, skills and attitudes to develop himself or herself as a professional.

In 1982, Institute of Beauty Careers was accredited by "National Accrediting Commission of Careers Arts and Science, Inc. (NACCAS) in Washington DC providing the opportunity for all its students to participate in financial aid programs.

In 1986 the institution was acquired by the Institute of Beauty Careers Inc. adding a new curriculum.

Institute of Beauty Careers has excellent professionals including: teachers, who in addition to have a college degree, have attended educational seminars, and also are active in their careers, enabling them to teach their students all they need to learn and update in the different areas of a changing world of beauty.

In August 1994, American Beauty Careers Inc. purchases the institution and remains committed to providing students an excellent education and ensure that its graduates are integrated into their respective careers with success and that they will be sure to have obtained a preparation of an optimal professional quality.

In August of 2002 an Institution was established at Manatí in order to expand the services of educational excellence in that town and surrounding areas, being one of the fastest growing areas in Puerto Rico.

In February 2017 an Institution was established at Miramar in order to expand the services of educational excellence in that town and surrounding areas, being one of the fastest growing areas in Puerto Rico. Miramar Branch Campus **licensed by the Education Board of Puerto Rico in April 2017.**

## **OBJECTIVES**

**Institute of Beauty Careers** recognizes that as an institution dedicated to the technical education of beauty, has a particular responsibility in society: a source that nurtures a society of skilled personnel, who are professional and competent and provide the beauty services people need for their welfare and happiness.

That is why different academic options are meticulously developed and in tune with the needs of working life, especially in the beauty field.

When the students finished their program of study, not only will they be prepared to work in the beauty field, but have had developed new personal and professional skills, that are fundamental to growing as a professional.

## **PHILOSOPHY AND MISSION OF THE INSTITUTION**

Institute of Beauty Careers trains and re-trains young people and adults in Cosmetology, Barber, Aesthetics and Makeup, Advanced Style, Full Specialist and Therapeutic Massage, providing a complete education through a well-supported and planned curriculum which includes the simulation of the occupational model. At the end of their program's graduates will be prepared to take the licensing examination of the applicable board or body that has established licensure as a requirement to practice the profession. Preparing our students for the field of beauty and other related industries is our goal through a solid education that allows the student to achieve employment for hire or self-employment.

Institute of Beauty Careers encourages students to pursue advanced studies in their field to further develop their knowledge and skills.

## ADMINISTRATION

Carlos R. Montano  
**President**

Gerardo Vallejo  
**Director-General**  
Lourdes Rivera

**Official Controller**  
Naydamar Fuentes  
**Executive Director**

\* Roberto Montano  
\*\* Roberto Montano  
**Executive Director**

\*\*\* Beatriz Hermina  
**Academic Director**  
\*\*\* Magaly González

**Financial aid administrator**  
Thelma Fernández

\* Marta Santiago  
\*\* Marta Santiago

**Economic assistance**  
Betsi Muñiz

\* Erica Rivera

**Registers**

Marisol Pérez  
\* Coralís Pagán  
\*\* Diana Rivera

**Administrative Officer**

Yolanda Delgado  
\* Debora Rodriguez  
\*\* Deborah Rodriguez

**Counseling, placement and reception**

Daynna Pérez  
Carmen Guardarrama  
Karla Quiles

\* Diannette Ramírez

\* Joan Perez

\* Janeris Rivera

\*\* María González

\*\* Magda Febus

**Representatives**

Filomena Aviles

\* Glorimar Velez

Arlene Rivero

\* Elaine Cintron

**Receptionists**

Angel Ramirez

David hernandez

\* Ricardo Rodriguez

\* Paulino Hernandez

Jose Valentin  
\* Maria Torres  
**Maintenance**



**Security****FACULTY**

* Dora Gonzalez		Advanced Styling
Ángel Nebot Cortes		Barber
Harold Pérez		Barber
José G. Román Concepción		Barber
* Marcos Delgado Hernandez		Barber
* Maribel Serrano		Barber
* Valerio Morales		Barber
Laura Jiménez Ruiz		Cosmetology
Sandra Chaves Nieves		Cosmetology
Gloria E. Machado Pérez		Cosmetology
Blanca Rivera Martínez		Cosmetology
* Blanca Rivera Martínez		Cosmetology
* Brizeida Rozado		Cosmetology
* Miguel Medina Alonso		Cosmetology
** Tamara Reyes		Cosmetology
**Zoraya Cruz		Esthetic and Make Up
Madeline Nieves Vargas		Esthetic and Make Up
* Lourdes Mendez		Esthetic and Make Up
Evelyn Gerena Pérez		Full Specialist
Doris Negrón Ortiz		Full Specialist
* Jackeline Rodriguez		Full Specialist
* Julia Barrios		Full Specialist
**Lilliam Rivera		Full Specialist
*Lisandra Martinez		Massage Therapy

**Staff of the Arecibo enclosure**

**\* Staff of the Manati enclosure**

**\*\* Staff of the Miramar enclosure**

**\*\*\*All the enclosures**



## **ARECIBO MAIN CAMPUS FACILITIES DESCRIPTION**

**Institute of Beauty Careers** is located at: Ave. Llorens Torres #199 esquina Calle Coll y Toste, Arecibo, Puerto Rico. This location is very accessible to all means of transportation available in Arecibo. In addition, the institution has 4,500 square feet of facilities including offices and classrooms fully equipped to teach., distributed as follows:

The Arecibo Campus is located at Ave. Llorens Torres #199 Arecibo, Puerto Rico. The first-floor counts with a reception area, 7 administrative offices and 5 classrooms fully equipped to teach. The second floor has 1 office and a reference room, and 7 classrooms fully equipped to teach.

## **MANATI BRANCH CAMPUS**

The Manati Campus is located at Calle Mckinley # 21 Manati, Puerto Rico on the town's main street. Which consists of a reception area, 9 administrative offices, a study area and conference room, and 11 classrooms fully equipped to teach.

## **\*\* MIRAMAR BRANCH CAMPUS**

The Miramar is physical located in the Calle Ponce de Leon Leon #904 Miramar, Puerto Rico in the main street of the village. It has a reception area, has with an area of reception, 3 administrative offices, an area of studies and conference lounge, and 4 lounges equipped with the objectives of each program of study. The second floor has 1 office and reference room and 2 classrooms fully equipped to teach.

## **FACILITIES AND EQUIPMENT**

Our facilities in Arecibo, Miramar, and Manati offer a pleasant environment for theory classes and practical work through modern facilities for each of the programs selected. The advantage that our facilities offer is the opportunity to study and practice in an environment similar to the one the students will encounter in the future during their career. Each school provides the **Cosmetology** students different laboratory levels, with work stations which are used according to the student's level in the program. The **Esthetic and Makeup** Laboratory is a recreation of an Esthetics clinic, with the most advanced equipment in the industry. The same goes for the **Full Specialist** laboratory. These modern laboratories, together with the theory classrooms, will allow you to enjoy a pleasurable environment in which theoretical knowledge converge with the practical experiences obtained in the laboratories.

The facilities of the Institute of Beauty Careers locations also provide modern libraries with a variety of reference texts, television monitors with DVD players, computers, and Internet access for the use of the students; lunch rooms, water fountains, administrative offices, reception areas, and sanitary restrooms with facilities for handicapped persons.

## **ADMISSION POLICY AND PROCEDURES**

### **I. Students who have completed the 4 years or equivalent**

- a. Complete the application and admission contract
  - b. Birth certificate, passport, passport card or visa.
  - c. Driver's license, voter registration card, government identification (Real ID)
  - d. Official transcript or diploma as proof of High School Completion or equivalent education (GED Certificate), or an academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit toward a bachelor's degree.
  - e. If home-schooled, the student should present a certificate from the PR department of education
  - f. If the applicant is a foreign student, the high school diploma must be verified by the Department of Education of Puerto Rico to confirm the academic equivalence to a U.S. high school diploma.
  - g. Immunization Certificate (under 21 years old)
  - h. Pay the application fee of 25.00 dollars
- II. The institution does not accept students who are attending or have been admitted to another school offering a similar curriculum.
- III. The school does not discriminate based on sex, age, race, color, religion or ethnicity when admitting students.
- IV. The institution does not accept students who do not have a high school diploma or GED.
- V. The institution does not accept students under the program of "Ability to Benefit"
- VI. The institution accepts student transfers from other beauty schools.

### **TRANSFER POLICY**

Institute of Beauty Careers accepts students from other beauty schools. Interested students must go through an orientation to determine if they qualify based on admission requirements and rules of the institution. Transfer students will be given credit for training completed in the previous institution, provided that such training has been approved with a grade average no lower than 70% (2.0 = C) and that institution is approved by the Higher Council of Education of Puerto Rico and/or a federal agency that accredits beauty schools.. The Institution will not endorse the hours / credits equivalents obtained by the student in another school if the curricular content is not compatible with ours, for this purpose an official certification of grades is required, which will be evaluated by the Academic Director, who determines the Eligibility of the transferred student based on the compatibility of the education received in the previous school. A financial aid certification is also requested in case the student wishes to apply for the financial aid programs offered at our institution. Transfer students must complete at least 50% of the clock hours / credit hours equivalents required for graduation in order to receive a Diploma accredited by our school. The hours transferred will also count as attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. However, satisfactory academic progress will be based on clock hours / equivalent credits completed within our Institution

## **RE-ENTRY POLICY**

A student, who is not able to keep attending classes, can be readmitted to the institution by completing an application that would be approved by the Academic Affairs Director and/or the registrar, taking into consideration the following aspects:

- a. Academic Achievement
- b. Tuition Payments (Treasurer's Office)

The Office of the Register will approve re-entry requests and will inform the student in a period not exceeding 10 working days. Students who will not be readmitted will be notified in the same way and will also receive an explanatory letter.

If a student it is not readmitted, but thinks that he or she has that right, may appeal the decision to the Executive Director. The Executive Director may revoke the decision of the Registrar or Academic Affairs Director if the student meets all the requirements for readmission.

Readmitted students will keep previous unit/course , which will be valid for a period of 5 years and a financial credit will be given for any amount that has been paid taking in consideration that the student has not repeated the same unit/course in their new class schedule or have not made any changes in their curriculum. In the case a student has made any changes; the institution will grade only the new unit/course taken and it will approve them based on its content and time. If approved, an economic credit will be given for the amount paid.

After a period, greater than a year, any student applying for re-entry will pay a fee of \$25.

**CLASS ATTENDANCE AND PUNCTUALITY**  
**((See Satisfactory Academic Progress Policy))**

**STUDY PROGRAM CLOCK HOURS WITH CREDITS EQUIVALENTS**

The study program has 1,125 hours / 30 Credits equivalents and 1,238 hours/33 credits equivalents respectively.

**STUDY PROGRAM LANGUAGE**

The official instructional language is Spanish; however, it is recommended to have a basic knowledge of the English language.

**CLASS SCHEDULE**

Institution class schedules:

- a. Morning Classes Monday-Friday: 8:00 am - 1:00 pm
- b. Morning Classes Monday-Thursday: 8:00 am - 2:15 pm
- c. Afternoon Classes Monday-Friday: 1:00 pm - 5:00 pm
- d. Evening Classes Monday-Thursday: 6:00 pm - 10:00 pm

In the morning classes (Item a and b) the school is open to offer 25 hours of classes per week.

In the afternoon classes (Item c) the school is open to offer 20 hours of classes per week.

In the evening classes (Item d) the school is open to offer 16 hours of classes per week.

**CLASS CAPACITY**

The maximum number of students per classroom is 25.

**GRADING PERIOD**

**((See Satisfactory Academic Progress Policy))**

**GRADE POINT AVERAGE**

**((See Satisfactory Academic Progress Policy))**

**HONOR ROLL**

- 100 – Academic Excellence
- 99 - 96 High Honor
- 95 - 90 Honor

The student that scores a class with 69% or a lower point average and/or does not come to class on a regular basis, cannot participate in the honor roll, even if the student is repeating the class.

**GRADE ASSIGNMENT**

The grades will be assigned base on assignments, tests, and exams. Other assignments will be evaluated in accordance with the student's level and professional skills. It may be required that a student repeat a service to improve or acquire better skills.

## **Leave of Absence (see Satisfactory Academy Progress Policy)**

### **Satisfactory Academy Progress Policy**

Satisfactory academic progress is required by federal law (34 CFR The Satisfactory Academic Progress Policy (SAP) is governed by Federal Law 34 CFR 668.34, published on October 29, 2010. This policy applies consistently all students, part-time or full-time, who are enrolled in all programs approved by NACCAS. The policy is included in our catalog to ensure all applicants have access to it prior to enrollment. The catalog is provided to applicants prior to the enrollment and available through our web site at [www.ibcbelleza.com](http://www.ibcbelleza.com). Satisfactory Academic Progress (SAP) measures the completion of programs for a degree within a pre-determined time frame, using quantitative and qualitative elements. The Registrar's Office and the Student Financial Aid Office must monitor the academic progress of each student throughout the program to determine if the student is on track to graduate within the time frame established and with the grade point average required by this institution, and thereby meets federal and state rules governing the administration of student financial assistance. Any evaluation that impacts eligibility for financial assistance should be notified. A student who does not meet the minimum criteria may not continue to be eligible for Title IV programs, if applicable, unless the student is warned or has prevailed through an appeal that results in placement in probation status.

Each student, regardless of their method of study time, will be monitored in the middle of each academic period. The first evaluation should not occur later than the mid-point of the academic year or the study program (it will be the first that happens). At the end of each academic period, an evaluation based on actual hours completed will be applied with the following structuring: In our longer duration programs (Example: Cosmetology 1238 hours) it would be: first evaluation: 450 hours / 12 equivalent credits, second evaluation: 900 hours / 24 equivalent credits, / and at the end of the program: 1238 hours / 33 equivalent credits . (To see the other study programs, see the Measurement Table found in the satisfactory progress policy). The result of each evaluation obtained must be analyzed and signed by the student in the Office of the Registrar in a period no later than 7 working days of the institution.

### **Academic Progress Measurement**

#### **Quantitative**

The quantitative measure of the time spent on the training received is defined as one hour as 50 minutes of instruction for each 60-minute period. Each program has a maximum of three academic terms. The satisfactory academic progress will be monitored at mid-term of each term. At the end of each term an official evaluation is performed to determine if students satisfactorily meet the minimum of 67% of the quantitative measure.

This percentage is obtained by dividing the number of current hours successfully completed (at least 70% of the grade) divided by the cumulative number of clock hours attempted by the student at the time.

### **Qualitative**

The qualitative measure is based on the institution's grading scale. To obtain credit for the completed topics or units the student is required to obtain a grade of at least 70% (2.00 points of 4.00 points scale).

The following is the table of the numerical **grading system** to measure the student's academic progress in each unit, theoretical exams, practical and clinical work.

- 4 points A = 100% - 90% Excellent
- 3 points B = 89% - 80% Good
- 2 points C = 79% - 70% Average
- 1 point D = 69% - 60% poor
- Less than 70% not approved.

### **Evaluation Period**

Satisfactory academic evaluation is monitored at the midpoint of each academic period and evaluated at the end of the academic period based on scheduled hours. All students will be evaluated once they complete the program to determine if they are candidates for graduation. The academic year of each program offered by the institution lasts from 900 hours / equivalent to 24 credits. This policy is applied equally to all students. The fulfillment of the minimum requirements of attendance and academic performance; it is in satisfactory academic progress until the arrival of the next evaluative moment. Students will receive a copy of their academic progress determination at the time of each evaluation, and the Registrars will discuss the determination with the student. The institution notifies students of any evaluation that impacts the student's eligibility for financial aid. The satisfactory academic progress evaluation will be conducted as shown on the measurement chart:



### Measurement Chart:

PROGRAMA	PROGRAM DURATION	EVALUATIONS	MAXIMUM /HOURS ATTEMPTED	MIN. /HOURS	MIN. GRADE
<b>COSMETOLOGY</b>	1238 HOURS/ 33 CREDITS EQUIVALENTS				
1 st PROGRESS		450 hours = 36 %	450	300	2.00
2 nd PROGRESS		900 hours = 73 %	900	600	2.00
3 rd PROGRESS		1238 hours = 100%	1238	1238	2.00
<b>BARBER</b>	1238 HOURS/ 33 CREDITS EQUIVALENTS				
1 st PROGRESS		450 hours = 36 %	450	300	2.00
2 nd PROGRESS		900 hours = 73 %	900	600	2.00
3 rd PROGRESS		1238 hours = 100%	1238	1238	2.00
<b>ESTHETICS AND MAKE UP</b>	1238 HOURS/ 33 CREDITS EQUIVALENTS				
1 st PROGRESS		450 hours = 36 %	450	300	2.00
2 nd PROGRESS		900 hours = 73 %	900	600	2.00
3 rd PROGRESS		1238 hours = 100%	1238	1238	2.00
<b>MASSAGE THERAPY</b>	1238 HOURS/ 33 CREDITS EQUIVALENTS				
1 st PROGRESS		450 hours = 36 %	450	300	2.00
2 nd PROGRESS		900 hours = 73 %	900	600	2.00
3 rd PROGRESS		1238 hours = 100%	1238	1238	2.00
<b>ADVANCED STYLING</b>	1125 HOURS/ 30 CREDITS EQUIVALENTS				
1 st PROGRESS		450 hours = 40 %	450	300	2.00
2 nd PROGRESS		900 hours = 80 %	900	600	2.00
3 rd PROGRESS		1125 hours = 100 %	1125	1125	2.00
<b>FULL SPECIALIST</b>	1125 HOURS/ 30 CREDITS EQUIVALENTS				
1 st PROGRESS		450 hours = 40 %	450	300	2.00
2 nd PROGRESS		900 hours = 80 %	900	600	2.00
3 rd PROGRESS		1125 hours = 100 %	1125	1125	2.00

*Mid-term academic progress will be monitored. At the end of each period, an evaluation will be made at the established times.*

#### **WARNING**

Students who do not meet the minimum requirements of the Satisfactory Academic Progress Policy are placed in the Warning state and are evaluate of the academic progress during that period. The Warning period is extended only for the period in which it is determined, and the student can continue receiving financial aid. Those students who end the warning period without having made satisfactory progress lose eligibility for federal funds unless they initiate an appeal process and place them in the probation status.

The student who maintains the state of Warning will be warned about the consequences and what academic aspects should improve, accompanied by a study plan for the purpose of

helping him to recover satisfactory academic progress. *It is not maintaining satisfactory academic progress and remains immediate on probation until the next evaluation period.*

### **PROBATION**

If, at the end of the warning period, the student has not met the minimum requirements to achieve academic progress, an appeal process begins to reverse the negative criterion and if the result of the appeal is favorable, it will be placed in probation status. that influences the determination of satisfactory academic progress.

The institution must evaluate and determine if the student can meet at the end of the subsequent evaluation period with satisfactory academic progress standards or the student will be designed a remedial plan with the purpose of helping him or her to recover satisfactory academic progress for a specific period within the maximum period of time established according to your need, whose requirements must be met before the next academic evaluation. Those students who experience progress in fully complying with the prescribed remedial plan will be considered in satisfactory academic progress. The lack of academic progress by the end of the probationary period will have a negative impact on future eligibility for financial aid.

### **APPEAL PROCEDURE**

After the determination that a student has not achieved satisfactory academic progress, they have the right to begin an appeal process within ten calendar days to reverse the negative criteria and achieve reestablishment of their financial assistance eligibility. The following reasons may be considered extraordinary situations that may have interfered with the student's ability to achieve satisfactory progress: illness of the student that may present verifiable medical evidence, natural disasters, death or serious illness of a close family member, economic situations that contribute to the financial destabilization of the nuclear family, problems of violence and / or domestic abuse or any other attenuating or special circumstance.

The student must present evidence that supports the reasons stated in the appeal and what has changed in the student's situation that will allow the achievement of satisfactory academic progress in the next evaluation. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. A copy with the result of the appeal is placed in the student's file.

### **DOCUMENTATION REQUIRED TO BE EVALUATED IN THE APPEAL APPLICATION**

The student must submit in a formal and written form a specific appeal form that contains a detailed description of the reasons that prevented the student from achieving satisfactory academic progress. This form must be accompanied by documentation that justifies the reasons why the result should be favorable. This information requires an update of the current status of the situation that demonstrates future possibilities to obtain satisfactory academic progress for the next evaluation. These documents will be subjected to a careful analysis whose conclusion will be informed to the student within a period of 30 calendar days. The result of the appeal will be filed in the student's file. If the appeal is favorable, the negative decision will be reversed and your eligibility for the applicable financial aid will be restored.

**Readmission/ Reinstatement of Satisfactory Academic Progress**

The Institution will terminate the enrollment of any student who does not meet the requirements of our satisfactory academic progress policy. If that student wishes to re-enroll, he or she will be readmitted in the same progress status the student had at the time of withdrawal.

The students will be able to recover its satisfactory progress completing satisfactorily the units that permit him to raise its average. Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. The student will receive the financial assistance since the moment in which he/she re-establishes the satisfactory academic progress.

**Maximum Time Frame**

All students must complete studies within a maximum time frame of 150% of the program length.

**Policy regarding the status of students who exceed the maximum time frame**

“Our schedules allow ample time for students to complete their programs within the established maximum time frame established for course completion. In the rare case that a student was to exceed the maximum time frame, that student would be given the option of remaining enrolled at an additional cost (please refer to tuition and fees) or withdrawing from the program. If the student chooses to extend his or her enrollment, the student would not be making satisfactory progress and would therefore lose eligibility to receive federal financial assistance if this circumstance is not already present.”

**EXTRA INSTRUCTIONAL CHARGES**

Students are entitled to no additional fees when they complete the academic program in up to 150% of the length of the program. Students who exceed the maximum time frame of 150% of the length of the program will be charged a \$12.00 fee per day.

**EVALUATIONS**

When making the evaluations the Institution is based on the clock hours with credit equivalences and the probability of graduation of the student in the maximum time allowed. The number of clock hours / equivalent credits attempted for each academic period is also evaluated. Satisfactory academic progress is verified through partial and final evaluations at the end of the academic period. In this way it is determined if the student is a prospect to graduate in the required period of time. Those students who meet the requirements for obtaining satisfactory academic progress are considered approved until their next evaluation period in accordance with their curriculum.

**Attendance and Tardiness**

Institute of Beauty Careers recognizes that daily and punctual attendance to classes is a fundamental element for the acquisition of knowledge and the development of skills required in the study program. In addition, it contributes to the creation of a sense of responsibility and punctuality that in the future affects the performance of students in the work environment and in their own social interactions with other people. Those students who for some reason fall behind in their studies due to absences or tardiness will be responsible for recovering the time. To this end, it is advisable to establish a remedial plan in close connection with the teacher.

**Leave of Absence**

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period. The following circumstances are considered appropriate to request a leave of absence: extended illness, maternity, death of an immediate family member, drastic change in the economic situation of the family, military service, court appearance or any other mitigating circumstance. The student must apply in advance for a LOA unless unforeseen circumstances make him/her unable to do so, in writing and duly evidenced by proof of need such as: medical certificates, or a written and signed statement from the student that includes the reasons for the request. The institution may grant a LOA to a student who was unable to provide the request prior to the circumstances. The institution documents the reason for its decision and collects the request from the student later. The beginning date of the approved LOA is determined by the institution to be the first date the student was unable to attend classes because of the reason for the leave.

The student must follow the institution's policy in requesting the LOA. There must be a reasonable expectation that he/she will return from the LOA. This authorization will be granted at the discretion of the Registrar's Office or Academic Director taking into consideration the justification or reason for the application including that the request is in accordance with the institution's policy.

A leave of absence (LOA) extends the contract period and maximum time by the same number of days in LOA. It is expected that the student can solve any situation within this period to return successfully. Upon returning from a LOA, the student reincorporates to the unit last attended and in the same progress status as prior to the leave. The LOA will add no cost to that already established in the tuition cost. The period of LOA is not considered a withdrawal and no refund will be calculated. Students who do not return to school after the period of LOA will be considered withdrawn. The withdrawal date for calculating a refund in this case will be the student's last date of attendance. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

**Incompletes**

Students who do not complete the requirements of unit / course by the stated time in the contract will be able to request an incomplete. An incomplete grade on any course has no effect upon the institution's satisfactory progress standards, but the student will have to complete the credit/unit.

**Withdrawal**

Withdrawal: Status that affects the percentage of clock hours attempted and approved in satisfactory progress. There are two types of Withdrawal:

**Official withdrawal:** occurs when the student voluntarily requests the resignation of the school at the time it so provides. The request must be in writing, in person, by telephone, or by any other means and must be communicated to the Registrar or the administrative or faculty staff. The official withdrawal date for reimbursement purposes will be the last day on which the student attended classes. Students who leave school before completing the course and return are then placed in the same academic status they were in when they withdrawal.

**Administrative Withdrawal (non-official):** occurs by determination of the Institution under the following circumstances:

1. By reasons of conduct and/or violation to the institutional norms, for which the Institution reserves the right to take disciplinary action against the student, up to and including termination.
2. For non-compliance of satisfactory academic progress pursuant to the requirements of this policy.
3. For absences that exceed the period established by the Institution and/or the limit established for a leave of absence.

**REPEATED COURSES.**

A grade of (R) in a unit / course means the repetition of the subject because the final value in that subject will have a value of (0), which will affect the final percentage of clock hours attempted and approved. Once the subject is repeated, a grade is awarded. Students are required to repeat those disapproved subjects before completing the program of studies. Only the new rating will be considered, discarding the previous one. Only the highest grade obtained for the repeated subject will be included in the calculation of the academic index. Repeating a subject does not represent a negative impact on compliance with the requirements of satisfactory academic progress because its control and the evaluation process are based on the proportion of hours attempted over the hours completed within the academic period evaluated.

Institute of Beauty Careers does not offer non-credit or remedial courses. Therefore, these have no effect upon the school's satisfactory academic progress standards.

**TRANSFER POLICY**

Institute of Beauty Careers accepts students from other beauty schools. Interested students must go through an orientation to determine if they qualify based on admission requirements and rules of the institution. Transfer students will be given credit for training completed in the previous institution, provided that such training has been approved with a grade average no lower than 70% (2.0 = C) and that institution is approved by the Higher Council of Education of Puerto Rico and/or a federal agency that accredits beauty schools.. The Institution will not endorse the hours / credits equivalents obtained by the student in another school if the curricular content is not compatible with ours, for this purpose an official certification of grades is required, which will be evaluated by the Academic Director, who determines the Eligibility of the transferred student based on the compatibility of the education received in the previous school. A financial aid certification is also requested in case the student wishes to apply for the financial aid programs offered at our institution. Transfer students must complete at least 50% of the clock

hours / credit hours equivalents required for graduation in order to receive a Diploma accredited by our school. The hours transferred will also count as attempted and completed for determining when the allowable maximum time frame for course completion has been exhausted. However, satisfactory academic progress will be based on clock hours / equivalent credits completed within our Institution

#### **SEXUAL HARASSMENT POLICY**

Sexual harassment in the workplace or academic environment is not permitted and totally prohibited. It is also against the institution interests. The institution will not permit sexual harassment regardless of the person involved and their rank of position. Under no circumstance the institution will permit such a conduct, which affects working conditions or creates a hostile environment directly or indirectly by any form of sexual harassment.

#### **PRIVACY AND ACCESS TO EDUCATION POLICY**

**(The institution's policy guaranteeing the right of students to gain access to their files.)**

The Federal Education Laws protect student privacy data and it is against unauthorized disclosure. It also gives access of information held by the institution to the student and / or legal guardian and accrediting agency. Students and parents of dependent students have the right to review their educational records, request any amendments, and to provide consent before inside information is disclosed and file a complaint with the United States Department of Education in the case these rights are violated. To access the educational records, the parent or legal guardian or the student must request a written permission. This opportunity will be granted, and an appointment will be made. Inside information may not be disclosed to third parties without the written consent of the student (for dependent students, the parent or legal guardian must consent) unless the person or entity requesting the information has an explicit exemption under the Federal Law and provide evidence to that effect. There will be a record on the file when the disclosure of information is requested, and such record shall include the name of the person requesting the information and the legitimate purpose of the required information.

#### **GRADUATION REQUIREMENTS**

Students are eligible to graduate and will qualify for the renewal examination of the Board of Examiners, once they have met the following requirements:

1. To have successfully completed the number of hours / credits equivalents according to theoretical and practical training curriculum.
2. Have a minimum GPA of 2.00 points.  
When these requirements are met, the student will receive a diploma attesting to the training received. (See the GPA section and "Honor Roll").

## Receive the Diploma

1. To receive the **diploma** the student should not have financial debts with the institution. These requirements apply to all programs of study.

## TRANSFER POLICY (CREDITS FROM PRIOR TRAINING) (ALSO See Satisfactory Academic Progress Policy)

### TUITION AND FEES

The following tuition and fees apply to all students of Institute of Beauty Careers

Programs	hours/credit	Tuition Fee	Books/material Uniform &Diploma	Application Fee	Total Cost
Cosmetology	1238/33	\$9,200.00	\$350.00	\$25.00	\$9,600.00
Barber	1238/33	\$9,200.00	\$350.00	\$25.00	\$9,600.00
Esthetic and Make up	1238/33	\$9,200.00	\$350.00	\$25.00	\$9,600.00
Massage Therapy	1238/33	\$9,200.00	\$350.00	\$25.00	\$9,600.00
Full Specialist	1125/30	\$8,400.00	\$350.00	\$25.00	\$8,750.00
Advanced Styling	1125/30	\$8,400.00	\$350.00	\$25.00	\$8,750.00

These costs do not include charges fee for payment plan.

**This table applies to students with a start date after July 1, 2019**

**Re-entry** students will pay \$25.00 for this concept (if more than one year has elapsed).

### MISCELLANEOUS FEES

**None of these fees will be reimbursed if the student drops the institution.**

Removal of Incomplete	\$5.00 each
Makeup Examinations	\$5.00
Academic Transcript	\$5.00 *
Certifications	\$3.00 each
Student ID	\$5.00
Payment Plan Fee	\$25.00

\*The first transcript is free, after the student graduates.

### EXTRA NON-REFUNDABLE COSTS

The following cost: books, materials, and diploma, not included in the tuition will not be refundable. Application fee only refundable before 3 working days after having signed the agreement enrollment.

### METHOD, PAYMENT AND COLLECTION PLAN

Institute of Beauty Careers accepts cash, certificates or money order. There are payment plans available for those who qualify. The plan requires a down payment of 20% and the remaining is paid monthly divided between 10 months or the duration of the program, whichever is less. There will be a \$ 25.00 payment plan fee. No interest will be charged for this plan.

After finishing the program, the student must have satisfied the payment in

full.

### **STUDENT SERVICES**

**Institute of Beauty Careers** offers the following services to its students.

1. Previous orientation, before registering for classes by the staff at the Admission Office.
2. Orientation regarding financial aid programs.
3. Academic orientation by the Academic Director and/or the Institution orientation.

### **REGISTRAR'S OFFICE**

The Registrar's office processes the following documents:

1. Student Certification
2. Diplomas
3. Credit Transcripts
4. Student Certificates
5. Academic Progress
6. Students Withdrawal
7. Grades

This documentation may be requested only by the student or legal guardian if the student is a minor.

### **FINANCIAL AID OFFICE**

The Financial Aid Office has capable and trained professionals regarding financial aid assistance following the criteria established by the Department of Education of the United States for those students who qualify. Currently the institution offers financial assistance through the Title IV Program such as:

- a) Pell Grants
- b) Grants from the Board of Education of Puerto Rico (in suspension by economic of Puerto Rico government
- c) S.E.O.G
- d) Work and Study
- e) Students may apply for financial aid once they bring proof of their financial status and, when they meet the satisfactory progress policy established by the institution.
- f) Financial Aid will depend on available funds. The Financial Aid Office will inform every student individually the maximum or minimum amount they can receive. To determine if the student applies for financial aid, the institution will follow the criteria established by the United States Department of Education regarding financial aid programs, specifically those about Pell Grants.
- g) This office operates full time and after hours by appointment.

### **ORIENTATION SERVICES**

The Institution has an Orientation Office which offers the following services:

1. Personal guidance to help students cope with different problems that can affect their academic progress.
2. Orientation services in the orientation and advisement departments provided by a counselor.
3. Orientation services about accommodation or housing, the institution does not have a proper facility for such purposes.



4. Opportunities for the student to replace missed classes in a different class schedule.
5. Seminars and educational lectures related to class subjects.
6. Access to student records for inspection without removing them from their area.
7. The Institution respects the right of privacy and does not disclose any kind of information about any student, unless there is a written authorization.
8. Orientation to retake exams for cosmetology and barbering programs and give them the application form.

#### **EMPLOYMENT SERVICES**

The main cause of employment services is to put in contact businesses and agencies that have available jobs with those students who are seeking employment. As a part of this service, we suggest the students organize and write their resume, fill out a job application and forms of behavior in a job interview and at work. The institution will help the students in their job search but cannot guarantee they get the job.

#### **EXTRACURRICULAR ACTIVITIES**

The institution recognizes that the academic life of students is very important, therefore, **Institute of Beauty Careers** offers several extracurricular activities that enrich the curriculum of the institution. These activities are organized by the teachers in coordination with the Academic Director according to the needs of each program of study. Example of some activities:

1. Intramural Beauty Contests.
2. Beauty Student Contents at Puerto Rico and United States.
3. Free beauty services to the elderly at nursing homes, government offices and business, etc.
4. Seminars, lectures and demonstrations at beauty fairs, private and government offices.
5. Student participation in conferences and seminars related to the beauty industry.

#### **NONDISCRIMINATION POLICY**

**Institute of Beauty Careers** admits each student without regard to race, ethnic origin, color, sex, age, nationality, disability, physical (unless these do not permit him to succeed or preclude your ability to benefit from the training you wish to register), religion, sexual preference or political orientation. In this regard, all students have the same rights and privileges to participate in programs and activities available to the student community. This policy of nondiscrimination also applies when considering candidates for employment at the Institution.

#### **SUCCESSFUL GRADUATE COMPENSATION**

Graduate students with a good student record and who meet all requirements required by law, may earn revenues of about \$1,500 or more monthly.

#### **PHYSICAL DEMAND BY THE PROFESSION**

Professions such as: Cosmetology, Barber and massage requires many hours of standing with arms elevated or manipulations. The profession of aesthetic serve, standing and sitting while giving treatments and using machinery. Full Specialist profession works while sitting and use chemicals with a strong odor. In the above-mentioned professions good posture is very important to maintain physical health.

### **SAFETY REQUIREMENTS**

Safety requirements in this profession involve: the sterilization of all equipment, tools, good personal hygiene and in some cases the use of gloves and a nose mas

### **ADDITIONAL TRAINING**

Institute of Beauty Careers provides 7.5 hours for each additional unit/course to go deeper into the description of established topics by the curriculum, in both theoretical and practical. At the end of each program of study the student will have received an additional study time to the minimum set by the examination board and / or the Board of Education of Puerto Rico. This additional training time makes allows students the extra academic tools necessary for professional success of each graduate.

### **COSMETOLOGY AND BARBER LICENSE REQUIREMENT**

- A) Fill out an application to theory test and a practical online application.
- B) Payment with credit card by internet \$100.00 for theoretical exam and \$60.00 for practical examination. Certificate of a good conduct
- C) certificate of good conduct
- D) Two photos 2 x 2.
- E) Evidence of the last approved grade.
- F) Health certificate.
- G) Copy of the Diploma and transcript of credit of the tested program.
- H) Child support certification
- I) Affidavit certified by a lawyer.

### **MASSAGE THERAPY LICENSE REQUIREMENT**

- A) Official duly completed examination application form.
- B) 2 photos 2 x 2 recent passport types.
- C) Certification of debt to the Department of Hacienda.
- D) Make payment online using credit card \$195 exam cost
- E) Certificate of good Conduct.
- F) Current professional liability insurance.
- G) Certificate workshop HIV/AIDS force.
- H) Current CPR certificate.
- I) Current health certificate.
- J) Registration of merchant (if applicable).
- K) Certificate of birth.
- L) High School Diploma or its equivalent.
- M) Copy of the Diploma and official transcripts of credit of the Massage Therapy
- N) Program) had not engaged in any act of disciplinary reason to the law number 254.
- O) Any additional documentation required by the law or regulations of the Board or Department of health.

## **SECURITY POLICY IN THE CAMPUS**

The institution requires that all employees and students notify the office any criminal action in the vicinity or within the institution; therefore, the institution can immediately notify the local police. Among the offenses are the following: Murders, robberies, assaults or arm assaults, rapes or attempted rapes, riots and motor vehicle theft.

They should also immediately notify any person using or distributing drugs or alcohol within the institution or its surroundings.

The procedure is as follows:

The student and / or employee, who identify a person committing any crime mentioned above, must immediately notify the Director of the Institution. If the Director is not available, they should notify the Administrative Staff available now.

The next step should be to notify the local police that will take charge and prepare a complaint if appropriate.

The institution shall document any problem to take corrective actions and have annual statistics.

## **DEFINITION OF WITHDRAWALS**

### **ADMINISTRATIVE Withdrawal (Unofficial):**

Are determined by the school through monitoring clock hour attendance at least every thirty (30) days or under the following circumstances:

. For reasons of inappropriate behavior, sale, possession or consumption of drugs and or controlled substances, crime, safety and / or violation of the rules of the institution so the school reserves the right to apply disciplinary measures including expulsion of the student.

. Payment slip

. For failure to meet the requirements of satisfactory academic progress

. For absences that exceed the allowable period established by the school (14 consecutive calendar days without prior notice to the institution) or without applying for a leave of absence, will be automatically withdrawal and your last day of attendance will be your first day of absence.

### **OFFICIAL Withdrawal:**

Any student who on his own initiative or as determined by the institution for failing to meet satisfactory progress policy be given low-ranking official. The date to be used will be the student requests the termination or expulsion by the institution.

### **INSTITUTIONAL REFUND POLICY**

The purpose of the institutional refund policy is to ensure each student receives a fair and equitable refund.

All refunds are based on scheduled hours in the payment period or enrollment for which funds have been allocated. The institution will apply the following policy to determine whether the institution must refund the student any money credited to your account from non- Title IV or any other financial aid.

Any money owed to the student will be returned within 45 days after the cancellation and /or withdrawal has been processed. The school monitors clock hour attendance at least every thirty (30) days

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply according to the following situation:

- 1) Applicants not accepted by the school shall be refunded all monies paid to the school.
- 2) If student (or in the case of a student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes. The "official cancellation date" will be determined by the postmark on the written notification; the date said notification is delivered to the school in person, the date of expulsion by the school, or does not comply with the Academic Progress Policy or the last date of attendance if an approved Leave of Absence student does not return. The date of withdrawal determination for students on leave of absence shall be the earlier of the scheduled date of return from the leave of absence or the date a student notifies the institution that he/she will not returning.
- 3) If the student cancels after the first three days of signing the agreement but before starting classes the school will refund all monies paid less the application fee of \$25.00.
- 4) In case of official cancellation or withdrawal the cancellation date is determined by the postmark on the written notice or the date on which such notice was given to an administrative officer of the institution in person.
- 5) If the student is expelled by the school.
- 6) Leave of Absence – if the student notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that they will not be returning.

In cancellation types of 2,3,4 and 6, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school in person.

For students who enroll and begin classes but withdraw prior to course completion

(after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

**PERCENTAGE LENGTH COMPLETED TO AMOUNT  
OF TOTAL TUITION  
OWED TO THE SCHOOL TOTAL LENGTH OF  
COURSE AND/OR PROGRAM, SEMESTER,  
TERM OR BILLING PERIOD, PER CONTRACT**

0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Any money due to the applicant or student shall be refunded within 45 days of official or **administrative withdrawal** cancellation date as defined above. If the course is canceled subsequent to a student's enrollment and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course later. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a prorated refund for all students transferring to another school based on the hours accepted by the receiving school

If the institution closes after the student is enrolled and instruction has begun the student is entitled to receive a prorated refund of all monies paid to the completion of the course agreement. Other miscellaneous charges the student may have incurred at the institution such as: books, equipment, graduation fees, products, etc. will be calculated separately at the time of withdrawal.

The institution refund calculation is based on scheduled hours. Refunds are to be made within 45 days, of a withdrawal. If the student does not officially withdraw (otherwise unofficial withdrawal) in accordance with established policy, the last day of attendance will be determined by the school for a refund after an administrative withdrawal. The administrative withdrawal will be processed no later than 14 days from the last day of the student's attendance.

The institution maintains evidence that institutional refunds are received by the recipient in a timely manner, such as but not limited to, cancelled check, bank reconciliation, signed receipt of delivery, or documentation that funds were disbursed in accordance with applicable federal or state regulations.

**Determination for the calculation of withdrawal**

All refunds are based on scheduled hours in the payment period or enrollment for which funds have been allocated.

The institution is required to take attendance by requirements of Puerto Rico Board of Cosmetology and Barber and Health Department for **Message Therapy** course. If

the student did not officially withdraw according to established policy, the last day of attendance will be determined by the institution for purposes of reimbursement for administrative withdrawal. It should not be processed later than 14 days from the last day of student attendance.

The institution shall retain a withdrawal fee of \$100.00. Other miscellaneous fees incurred by the student will be calculated separately at the time of the withdrawal. The fees are identified in the catalog and the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution such as books, equipment, graduation fees products, that are not included in the tuition price are stated and any non-refundable items are identified.

In mitigating circumstances, the institution may agree to a refund in excess of this policy. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.

Attendance time is defined as the time between the start date of classes and the last day of physical attendance at the institution. Any money due the student will be refunded within the next 45 days after processing the withdrawal and / or cancellation.

Special cases: In case of illness, accident, family tragedy or any other circumstance that precludes the student completing his training, the institution may make a reasonable settlement with the acceptance of both parties.

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

The institution has adopted a policy of refund according to the Regulations of Post-secondary Education (known by its acronym as HEA amendment 1998), under which tuition costs are adjusted evenly as well as other costs related to students who withdrew or failed to complete the enrollment period. We use the computerized system of the U.S. Department of Education Title IV Funds Return (R2T4).

The amounts of earned title IV funds calculation is in proportion to the days assisted within the payment period. After 60% of each pay period, the student has earned 100% of funding for that payment period. The order included in the R2T4 to reimburse the funds of the Department is: loan Stafford/direct not subsidized, Stafford /direct subsidized loan, Perkins loan, FFELP/direct Plus loan, FFELP /direct Plus loan –parents, Pell Grant, FSEOG and other federal aid of Title IV.

**Unearned refund funds:**

The refund will be issued within 45 days from the withdrawal date. Once federal programs have been refunded in direct proportion to their original contribution. If at the time the student withdraws, it has received less financial aid reflecting the computation, the institution will complete the late disbursement procedure specified by the U.S. Department of Education.

**Application of Refund Policy**

Under no circumstances shall a student be required to pay more than the amount stated in the contract. All refunds are based on scheduled hours in the payment period or enrollment for which funds have been allocated.

**Termination by the institution**

The institution may terminate any student for at least one of the following reasons:

- a. Unsatisfactory academic progress
- b. Consecutive absences
- c. Payment delinquency
- d. Noncompliance with the rules or regulations established by the institution
- e. The Academic Director or **Executive** Director can cancel the student enrollment agreement before the student completes the program of studies for disciplinary reasons, drugs and/or controlled substance sale or possession of drugs, crime, security, breach of duties, or obligations, insubordination, harassment, immorality, dangerous actions, robbery or any other act that harms or endangers the security or good name of Institute of Beauty Careers.

**Collection Policy**

The institution does not use collection agencies, lawyers, third parties and banks for collection efforts. The personnel of Administrative Affairs Office are the person in charge of following a collection procedure.

## BARBER - 1238 Hours/ 33 Equivalent Credits

**Program Description:** The main purpose of this course is to meet the needs and expectations of those interested in the modern barbershop. This course attempts to train the student to more advanced practices and techniques of the barbering profession

**Objectives:** After completing the academic requirements of the program of study, students will be able to obtain a license from the Board of Examiners of Puerto Rico in order to work as a professional barber, salon owner, salon manager, teacher or product demonstrator.

### Barber Program Outline

Contents of the units of instruction	HOURS
Course Introduction	37.5
Hygiene and Sanitation	37.5
Shampooing and Rinse	37.5
Chemistry and Electricity	37.5
Anatomy and Physiology in Barber	37.5
The Body's Systems	37.5
Elements of Color	37.5
Coloring	37.5
Color Lifting	37.5
Implements and Equipment	37.5
One-Length Cutting Techniques	37.5
Graduated Cutting Techniques	37.5
Chemical Relaxing	37.5
Facial Treatments	37.5
Skin Properties and Disorders	37.5
Barber Science	37.5
Beard and Mustache Grooming	37.5
Shape Up and Shave	37.5
Classic Haircuts	37.5
Precise Cutting	37.5
Scissors-Over-Comb Technique	37.5
Design Techniques	37.5
Permanent	37.5
Manicure for Men	37.5
Manicure for Men	37.5
Cutting Techniques	37.5
Clipper Cutting Technique	37.5
Cutting, Hairstyling and Color Effects	37.5
Salon Management	37.5
Professional Projection	37.5
Board Written Exam Review	37.5
Multiple Cuts	37.5
Board Exam Review	38

**TOTAL 1238 Hours/ 33 Equivalent Credits (37.5 hours = 1 equivalent credit)**

**PROGRAM FORMAT** a- Lectures b- Practical Demonstrations c- Audio Visual Materials  
d- Practical and Theory Worksheets e- Illustrations f- Written and Practical Evaluations

**GRADING SYSTEM** The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also considered. Following is the academic value system the school uses for grading purposes:  
4 points A = 100% - 90% Excellent 3 points B = 89% - 80% Good - 2 points C = 79% - 70% Average  
1 point D = 69% - 60% poor Less than 70% not approved.



## COSMETOLOGY – 1238 Hours/ 33 Equivalent Credits

**Program Description:** The main purpose of the cosmetology course is to train the student in theoretical and practical experiences to be prepared to enter the workplace in this profession. The course is designed to develop those skills related to health, hygiene and safety. At the same time the course tries to develop the student's motor skills and esthetic skills in order to work as a professional in the world of art and beauty

**Objectives:** After completing the academic requirements of the program, students will be able to retake the examination and obtain the license, so they can work as a cosmetologist, makeup artist, manicurist, teacher, salon manager, salon owner, product and cosmetics demonstrator, etc.

### Cosmetology Program Outline

Contents of the units of instruction	HOURS
An Overview of Cosmetology	37.5
Hygiene and Sanitation	37.5
Shampooing and Rinse	37.5
Chemistry and Electricity	37.5
Anatomy and Physiology in Cosmetology	37.5
The Body's Systems	37.5
Coloring	37.5
Color Effects	37.5
and Preventive Measurements of Products	37.5
Color Lifting	37.5
Skin Analysis	37.5
Makeup	37.5
Manicure	37.5
Pedicure	37.5
Long Hair Styling	37.5
Graphic Design and Hair Braiding	37.5
Cutting Concepts	37.5
Thermal Hair Styling	37.5
Wet Hair Styling	37.5
Styling Waving and Curls	37.5
Hairstyling	37.5
Permanent	37.5
Elements of Permanent Waving	37.5
Hair Relaxing	37.5
Product Usage for Special Effects	37.5
Hair Shears Cutting	37.5
Facial Treatments	37.5
Texturizing Hair with Shears	37.5
Texturizing Hair with Razors	37.5
Salon Management	37.5
Board Exam Review and Professional Projection	37.5
Commercial Hairstyling	37.5
Board Exam Review	38

**TOTAL 1238 Hours/ 33 Equivalent Credits (37.5 hours = 1 equivalent credit)**

**PROGRAM FORMAT** a- Lectures b- Practical Demonstrations c- Audio Visual Materials  
d- Practical and Theory Worksheets e- Illustrations f- Written and Practical Evaluations

**GRADING SYSTEM** The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also considered. Following is the academic value system the school uses for grading purposes:  
4 points A = 100% - 90% Excellent 3 points B = 89% - 80% Good - 2 points C = 79% - 70% Average  
1 point D = 69% - 60% poor Less than 70% not approved.

## ADVANCED STYLING 1125 Hours /30 equivalent credits

**Program Description:** The Advanced Styling program is designed to improve and expand cognitive and psychomotor skills of those with an interest in pursuing advanced studies in the area of styling. After completing the academic requirements, the students will be able to practice as a cosmetologist, makeup artist, beauty consultant, teacher and products or cosmetics representative, owner and / or salon manager.

**Objective:** After completing the academic requirements, the students will be able to practice as a cosmetologist, makeup artist, beauty consultant, teacher and products or cosmetics representative, owner and / or salon manager.

### Advanced Styling program Outline

Contents of the units of instruction	HOURS
History of Cosmetology	37.5
Hairstyling Elements	37.5
Styling	37.5
Fundamental Hairstyle	37.5
Advanced Graphics	37.5
Simple Hair Techniques	37.5
Styling Techniques/Curls	37.5
Eyelash Extensions	37.5
Combined-Upscale Hairstyle	37.5
Extensions	37.5
Use and Preventive Measure of the Products	37.5
Haircut Fundamentals	37.5
Combined Haircut Fundamentals	37.5
Fantasy Makeup	37.5
Graphic Haircut with Multiple Guides	37.5
Advanced Elements of Color	37.5
Colorimetric	37.5
Analyze Hair Decolorizing	37.5
Advanced Discoloration	37.5
Keratin	37.5
Multiple Techniques of Cuts and Color Effects	37.5
Uneven Graphic Haircut	37.5
Outlined Graphic Cuts	37.5
Cut and Effects of Color Avant Garde	37.5
Stationary Graphic Haircut	37.5
Haircut with the Machine and Haircut with the Razor	37.5
Grafiled Courts and Color Effects	37.5
Advanced Makeup	37.5
Theater Makeup	37.5
Elaborate Hairstyle	37.5

**TOTAL 1125 Hours /30 equivalent credits (37.5 hours = 1 equivalent credit)**

**PROGRAM FORMAT** a- Lectures b- Practical Demonstrations c- Audio Visual Materials  
d- Practical and Theory Worksheets e- Illustrations f- Written and Practical Evaluations

**GRADING SYSTEM** The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also considered. Following is the academic value system the school uses for grading purposes:

4 points A = 100% - 90% Excellent 3 points B = 89% - 80% Good - 2 points C = 79% - 70% Average  
1 point D = 69% - 60% poor Less than 70% not approved.

**FULL SPECIALIST - 1125 Hours / 30 Equivalents Credits  
(Makeup & Nail Techniques)**

**Program Description:** In this specialized course the student can study the theory, structure, and basic and advanced procedures in the development and creation of different nail designs. In addition, they can obtain specialized education concerning the use and management of cosmetics for healthy skin and care in today's market.

**Objective:** After completing the academic requirements of the program of study, the student would be qualified to practice the following professions: Nail Techniques, Manicure, Makeup Artist, teacher, products and cosmetics demonstrator.

**Full Specialist Program Outline**

<b>Contents of the units of instruction</b>	<b>HOURS</b>
Course Introduction and Hygiene	37.5
Anatomy, Physiology and Body Systems	37.5
The nails and their Conditions	37.5
Chemistry	37.5
Manicure and Pedicure	37.5
Artificial Points	37.5
Acrylic with Tips	37.5
Structures with Horma	37.5
Structural Bitten Nails	37.5
Artificial Nail Removal	37.5
Retouching of Artificial Nails	37.5
Elements of Painting	37.5
Commercial Nail Design	37.5
Art and Design	37.5
Relief	37.5
Application of Acrylic Using the Technique of the Reverse	37.5
Perfecting the Smile	37.5
Retouching of Sculptural Nails	37.5
Gel Nails and Soak Off	37.5
Gel Nail Retouch	37.5
Design Fantasy Nails	37.5
Salon Administration and Professional Projection	37.5
History of Makeup and Effects	37.5
The Art of Makeup	37.5
Corrective Makeup and Arch Eyebrows	37.5
Corrective Make-up for Sepias	37.5
Commercial Makeup	37.5
Fantasy Makeup	37.5
Permanent Makeup	37.5
Elements of Permanent Make-up	37.5

**TOTAL 1125 Hours /30 equivalents credits (37.5 hours = 1 equivalents)**

**PROGRAM FORMAT** a- Lectures b- Practical Demonstrations c- Audio Visual Materials  
d- Practical and Theory Worksheets e- Illustrations f- Written and Practical Evaluations

**GRADING SYSTEM** The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also considered. Following is the academic value system the school uses for grading purposes:  
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1 point D = 69% - 60% poor Less than 70% not approved.

## MASSAGE THERAPY - 1238 Hours / 33 Equivalent Credits

**Program Description:** In this course will know biostructure techniques, reflexology, anatomy and physiology taping applied to sports practice. The students will also learn about diet and nutrition, anatomy and physiology and the basics of massage

**Objectives:** After completing this course, the students will be able to give different types of massage, such as: classic quiro-massage, structural quiro-massage, haemolymph drainage, neuro-sedante massage and kinesic, and miotensiv massage and shiatsu.

### Massage Therapy Program Outline

Contents of the units of instruction	HOURS
History of Massage and Asepcial	37.5
Professional Ethic for Massage Therapists	37.5
Anatomy and Physiology	37.5
Health and Hygiene	37.5
Swedish Massage	37.5
Physiological Effects of the Massage	37.5
Neurosedante Massage	37.5
Kinesico Massage	37.5
Kinesiology	37.5
Structural Kinesiology	38
Body Systems	37.5
Clinical Pathology	37.5
Chair Massage	37.5
Chair Massage and Corporal Therapy	37.5
Hydrotherapy	37.5
Usage and Effects of Compressing Cold and Heat	37.5
Basic Shiatsu Effects	37.5
Basic Shiatsu	37.5
Podal Reflexology	37.5
Reflexology and its Modalities	37.5
Elements of Structural Quiromassage	37.5
Structural Quiromassage	37.5
Sports Massage	37.5
Medical Terminology	37.5
Taping	37.5
Elements of the Classic Quiromassage	37.5
Classic Quiromassage	37.5
Liberation Techniques	37.5
Miofacial y Miotensivo	37.5
Elasticity Techniques	37.5
Salon Administration	37.5
Lymphatic Massage	37.5
Hemolymphatic Drainage	37.5

**TOTAL 1238 Hours/ 33 Equivalent Credits (37.5 hours = 1 equivalent credit)**

**PROGRAM FORMAT** a- Lectures b- Practical Demonstrations c- Audio Visual Materials  
d- Practical and Theory Worksheets e- Illustrations f- Written and Practical Evaluations

**GRADING SYSTEM** The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also considered. Following is the academic value system the school uses for grading purposes:

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1 point D = 69% - 60% poor Less than 70% not approved.

## ESTHETIC AND MAKE-UP -1238 Hours/ 33 Equivalents credit

### Program Description

With the implementation of this curriculum, we will provide our students the opportunity to obtain specialized education on the use and management of cosmetics for healthy skin care. This will allow them to learn more about beauty and better master the skills involved in this profession while expanding their knowledge.

**Objectives:** After completing the academic requirements of the program of study, students will be able to practice the following professions: Esthetician, Makeup Artist, Beauty Clinic Administrator, teacher, cosmetic and product demonstrator and beauty consultant.

### Esthetic and Make-up Program Outline

Contents of the units of instruction	HOURS
Orientation Session and Esthetics Overview	37.5
Hygiene and Sanitation	37.5
Professional Formation	37.5
Chemistry	37.5
Physiology and Skin Structure	37.5
Skin Conditions and Disorders	37.5
Skin Functions	37.5
Skin Reactions	37.5
Effects of Light on Color	37.5
Corrective Makeup	37.5
Special Makeup	37.5
Special-Occasion Makeup	37.5
Suction Machine Technology	37.5
Microdermabrasion Equipment	37.5
Aromatherapy and Essential Oils	37.5
Benefits of Aromatherapy	37.5
Facial Treatment Masks	37.5
Facial Firming Treatments	37.5
Facial Treatments Without Equipment	37.5
Chemical Exfoliation	37.5
Machine for Facial Treatment	38
Treatments for Acne-prone Skin and Uneven Texture	37.5
Hair Removal	37.5
Unwanted Hair Removal	37.5
Anatomy and Physiology	37.5
The Body's Systems	37.5
Body Treatments	37.5
The Breasts and Anti-Cellulite Treatments	37.5
Massage Techniques	37.5
Massage Benefits	37.5
Nutrition and Health	37.5
Main Skin Alterations	37.5
Salon Management	37.5

**TOTAL 1238 Hours/ 33 Equivalents Credit (37.5 hours = 1 equivalent credit)**

**PROGRAM FORMAT** a- Lectures b- Practical Demonstrations c- Audio Visual Materials  
d- Practical and Theory Worksheets e- Illustrations f- Written and Practical Evaluations

**GRADING SYSTEM** The school bases its grades on the results of written theory exams, clinic work, and practical examinations. The student's professionalism and conduct are also considered. Following is the academic value system the school uses for grading purposes:

4 points A = 100% - 90% Excellent 3 points B = 89% - 80% Good - 2 points C = 79% - 70% Average  
1 point D = 69% - 60% poor Less than 70% not approved.

## **PROGRAM FORMAT AND EVALUATION PROCEDURES FOR EACH OF THE PROGRAMS OFFERED BY THE INSTITUTION**

### **PROGRAM Formats**

- a. Readings
- b. Practical Demonstrations
- c. Audiovisual Materials
- d. Practical and Theoretical Worksheets
- e. Illustrations
- f. Practical and Written Evaluations

### **Evaluation Procedures**

- a. Examination in theory, clinical practice areas.
- b. Examinations after completing each course chapter.
- c. Practice workshops and monthly clinic
- d. Final Exam

### **START OF CLASSES**

The policy of the institution establishes that the beginning of classes for each student enrolled varies according to the date of the beginning of the unit/ course.

## **ACADEMIC CALENDAR**

### **Beginning and termination dates of classes for the year 2020**

**Classes begin on Monday, January 21, 2020**

**Classes end on Wednesday, December 16, 2020**

### **Official Holidays**

The following holidays will be observed by the institution.

#### **January**

New Year

Three Kings Day

Martin Luther King Jr. Birthday

#### **February**

George Washington Birthday, President Day's and Heroes Puerto Ricans

#### **March**

Abolition of Slavery

#### **April**

Easter week (Holy Thursday and Holy Friday)

#### **May**

Memorial Day

#### **July**

United States Independence Day

Summer Break

Day of the Constitution of ELA

#### **September**

Work Day

#### **October**

Race Day

#### **November**

General Election Day (when applies)

Veteran Day

Discovery of Puerto Rico

Thanksgiving Day

#### **December**

Christmas Academic Break

Is at the discretion of the administration of **Institute of Beauty Careers**, to grant any other day.

## **INSTITUTION RULES**

### **I. Uniform:**

The students are required to wear uniforms when attending classes.

### **II. Equipment:**

The student should bring his/her equipment every day to the institution.

### **III. Books and other learning materials:**

The students should bring their books and educational materials to class daily.

### **IV. ATTENDANCE AND TARDINESS:**

1. Every student should attend classes daily and on time.
2. Institute of Beauty Careers recognizes that daily and punctual attendance to classes is a fundamental element for the acquisition of knowledge and the development of skills required in the study program. In addition, it contributes to the creation of a sense of responsibility and punctuality that in the future affects the performance of students in the work environment and in their own social interactions with other people. Those students who for some reason fall behind in their studies due to absences or tardiness will be responsible for recovering the time.
3. Students shall not leave the classroom or the institution facilities during school hours.
4. The student must make up time, theoretical and practical exams not performed due to absences. You must coordinate with the registrar office or their teacher (a).

### **V. INSTITUTION RESPONSIBILITIES: (Other rules and regulations of the institution)**

At the time of registration, the student agrees to comply with all institutional regulations. The student is responsible to stay inform about the institution rules, academic requirements of their program of study and the institution standards of behavior.

The student must:

1. Keep the work area tidy, clean and in order before leaving the institution.
2. Return any equipment used its original place.
3. Place disposable materials in the appropriate containers.
4. Sterilize the equipment before and after use.
5. Avoid gatherings in the classroom.
6. Get along with classmates.
7. Recognize your values and skills as well as those of your classmates.
8. Inform the teacher first or the academic director of any problems or suggestions regarding the institution or its programs. A suggestion box will be provided.
9. Use adequate vocabulary and voice tone.



10. Complete the tasks assigned by the teacher with the necessary responsibility.
11. Pay tuition and/or other fees on time.
12. The student is responsible for the use and handling of equipment.
13. Any student with skills who want to help his/her peers, should be prudent in order to avoid discomfort among their peers.
14. The institution is not responsible for the loss or damage of student's equipment.
15. Children and other guests to the institution unless in the case of models cannot be brought. (Those children that are used as models not can be under of 8 years and finished the evaluation or practice not may remain in the salon of classes.)
16. Students may not give or pass their tasks or duties assigned by teachers to other students.
17. The institution can transfer previous classes taken at other beauty institutions as long as the previous institution is accredited, and the student passed the evaluation given to verify his/her knowledge (The student must bring an official credit transfer.)
18. The student must take and pass all theory and practical texts, and pay the institution in full, in order to receive the certificate after they have completed their training.
19. All documents released to the institution shall become its property, and therefore will not be returned.
20. Student may be groomed at the institution only on the days assigned by the administration as a grooming day.
21. The institution will provide, in writing, information regarding the consequences, sanctions or decisions taken in the event of misconduct, or lack of compliance of the institution rules.
22. Consecutive tardiness will be referred to the advisement office.
23. Students will use their own equipment; the institute does not allow lending equipment or materials among students.
24. Non-authorized sales are prohibited.
25. The use, possession, sales or distribution of control substances (drugs) and/or alcohol inside the institution or its surroundings or during any activity sponsored by the institution is prohibited.
26. It is prohibited to eat and smoke inside the institution.
27. The use of cellular phones or other electronic devices inside class rooms is prohibited
28. The institution will provide guidance to the student about the regulation and enforcement of "bullying and cyberbullying".
29. Firearms are prohibited on school property, even if they are licensed to carry a weapon.
30. It is prohibited any type of pet or animal within the facilities, except for those pets recommended by a doctor. In which you must present evidence.

#### Students Behavior

Student shall respect the institution property including; desks, files, shelves, chairs, etc.

The institution does not allow any student, without authorization to access any office, unless the student will deliver a document.

#### **Student Behavior**

Any student who has an unsatisfactory, negative behavior, will be placed in a probationary period of 15 days, at the completion of the probationary period, the institution may drop the student if there is no favorable change in his/her behavior. Students may apply for re-entry in accordance with established standards.

#### **(Termination)**

INSTITUTE OF BEAUTY CAREERS reserves the right to expel, suspend or refuse the admission at any time of a student who does not comply with the standards of conduct of the institution, as they are published in this catalog.

#### **MISREPRESENTATION POLICY**

**INSTITUTE OF BEAUTY CAREERS** is in compliance with the federal government through the regulation 34 CFR 668.81 defined as Misrepresentation which created the following policy whose aim is to offer its prospective students and those already enrolled correct information regarding the academic programs, facilities, equipment, employability rate, financial information on the different financial aid programs and institution costs. Under no circumstances should any member of the institution provide inaccurate, misleading or false information to any prospective or registered student or their family member. For more information look under: "Policy and Procedures Complaints" which means that the institution member does not comply with this policy.

#### **DISBURSEMENTS POLICY**

**Institute of Beauty Careers** establishes that any student who has completed the financial eligibility requirements and admission requirements must be provided with the books and materials needed to help them complete the selected academic goals. The institution's policy is to include books and materials in the academic cost.

#### **POLICY TO IMPROVE PROGRAM CURRICULUM**

**Institute of Beauty Careers** establishes as a plan for the improvement of its academic programs the review of all programs in accordance with the suggestions offered by teachers and our Advisory Committee which meets at least once a year. These suggestions should be directed considering the new trends in the beauty field and labor market.

#### **HIGH SCHOOL DIPLOMA VALIDATION POLICY**

The organization requires proof of graduation, an official credit transcript or diploma which evidences the last year approved at high school or equivalent (GED). The copy of the original documents is certified as true and an exact copy of the original. If the

Secretary has any doubt, the Institution will have phone numbers available of agencies such as: The Board of Education of Puerto Rico and their districts in order to clarify any questions regarding the student's degree. The institution will also provide the lists of accredited institutions by the Board of Education of Puerto Rico. (Available on the website: [www.ce.pr.gov](http://www.ce.pr.gov)).

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Family Educational Rights and Privacy Act 1974 (FERPA) give students certain rights regarding educational records.

1. The right to inspect and review the student's educational records is within 45 days of the date the institution receives an access request, the student must submit to the registrar, director of the academic department, or other appropriate official, a written request identifying the document (s) they wish to inspect.

An official at the institution receiving the request will make arrangements for access and notify the student when and where the required documents can be inspected. If the request cannot be processed by the officer to whom the request was addressed, they will find an officer and inform the student in relation to the request.

2. It is a student's right to request the amendment of educational records when they believe the information contained is inaccurate or misleading. Students should write to the official responsible for registration in a clear manner which part of their educational record they want to amend and specify why it is inaccurate or misleading. If the institution decides not to amend the educational record as requested by the student, the institution will notify the student and advise them of their right to a hearing on the request for an amendment, additional information regarding the hearing procedures will be provided to students when they are notified of the right to a hearing.
3. It is a right to consent the disclosure of personally identifiable information contained in educational records, except to the extent that FERPA authorizes a disclosure without consent.  
One exception which permits disclosure without consent is the disclosure to school officials with legitimate educational interests. The institution discloses educational records without consent to officials of another school, in which the student seeks or intends to enroll.

NOTE: FERPA requires the institution to make a reasonable attempt to notify the student about the educational records requested unless the institution submitting the request communicate in its notification that it intends to send the records according to the student's request.

4. A school may disclose personal information without student consent to the following parties:
  - Accreditation Agencies
  - Alleged victim of a crime
  - Authorized organizations conducting educational research.
  - A parent of a dependent student as defined by the IRS.

- A parent of a student under the age of 21 in respect to a law violation related to alcohol abuse.
  - School officials with really educational interests.
  - USA General Comptroller, General Attorney, U. S. Department of Education. State and local officials.
5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution of the state to meet the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-5901  
FERPA Web site: <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>**

**POLICY AND PROCEDURES TO ESTABLISH A COMPLAINT**

Any student who thinks their rights are being violated or do not feel attended to the extent of the commitment that has been agreed, according to the institutional catalog or his/her best understanding, can complain directly to the Academic Director, Executive Director and / or President of the institution.

When filing a complaint to the institution officials, it should be revised within a period not exceeding 10 days. If after careful evaluation, the situation cannot be resolved, the grievance must be submitted to the Disciplinary Committee and / or Complaint of the institution.

This committee should meet and review the allegations not later than (21) calendar days of receipt of the complaint. If additional information is required, the student will be notified by a letter.

If the Disciplinary Committee and/ or Complaint have all the information required, it should send a letter within 15 calendar days of establishing which steps to follow in order to correct the problem or demonstrating that the allegations are not correct in accordance with the information provided.

“I certify to the best of my knowledge that this catalog is right in content and policies indicated therein. All students, faculty and administration personnel receive a copy.”

Carlos R. Montano Bosque  
President, Board of Directors  
January 2020

**NOTE:** This catalog is subject to changes and it reserves the right of not offering classes or to discontinue any program of study when the program does not justify its cost.  
Main Campus Arecibo



Branch Campus Manatí



Branch Campus Miramar

