

# INSTITUTE OF BEAUTY CAREERS

## SCHOOL CATALOG

**MAIN CAMPUS ARECIBO** AVE.  
LLORENS TORRES #199 EQUINA  
COLL Y TOSTE ARECIBO, PR  
00613  
TEL. 787-878-2880

**BRANCH CAMPUS**  
CALLE MCKINLEY #21  
MANATI, PR 00674  
TEL. 787-884-0099

**BRANCH CAMPUS MIRAMAR**  
AVE. PONCE DE LEON #904  
PARADA 14  
MIRAMAR, PR 00907  
TEL. 787-725-5566

REVISED IN  
OCTOBER 15 2021

## **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 the 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 in learning and improving 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 the Institute of Beauty Careers you will always be a part of our family.

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

## TABLE OF CONTENTS

CONTENT	PAGE
Institute of Beauty Careers, Address, Phone Numbers	1
President's Message	2
Table of Contents	3-4
Clarification Note	5
Institution History (Ownership)	5
Objectives and Institution, Philosophy and Mission of the Institution	6
Administration	7
Faculty Arecibo, Manatí, Miramar	8
Board Directors, Accreditation/Authorizations, Affiliations	9
Facility Description, Facilities and Equipment	10
Admission Policy and Procedures, Admission Requirements for all Programs	11
Distance Education Requirement	11-12
Distance Education Policy	12-13
Transfer Policy, Re-entry Policy	13-14
Class Attendance and Punctuality, Study Program Credits, Study Program Language	14
Class Schedule, Class Capacity, Grading Period, Grade Point Average	14
Honor Roll, Grades Assignment	15
Leave of Absence	15
Satisfactory Academic Progress Policy	15-20
Sexual Harassment Policy, Privacy and Access to Education Policy	20
Graduation Requirements, Receive the Diploma	21
Transfer Policy (credits from prior training), Tuition and Fees	21
Miscellaneous Fees, Extra Non-Refundable Costs	21
Method, Payment and Collection Plan	22
Student Services	22
Register Office, Financial Aid Office	22
Orientation Services	23
Employment Services, Extracurricular Activities	23
Non-discrimination Policy	23
Material facts concerning the institution or the program of instruction that are likely to affect the decision of the student to enroll therein.	23
Maximum Time Frame, Policy Regarding the Status of Students who Exceed the Maximum Time Frame, Propose of Satisfactory Progress Evaluation	23
Successful Graduate Compensation, Physical Demand by the Profession	24
Safety Requirements, Additional Training	24
Cosmetology and Barber License Requirement, Massage Therapy License Requirement	24

Scholarship and Fee Waiver Policies	25
Security Policy in the Campus	25-26
Definition of Withdrawals, Administrative Withdrawals and Unofficial Withdrawals, Official Withdrawals	26
Withdrawal and Settlement Policy, Institutional Refund Policy	26-27
Determination for the Calculation of Withdrawal, Return of Title IV Fund Policy	27-28
Unearned Refund Funds	28
Application of Refund Policy	28
Termination by the Institution (Expelled)	28
Collection Policy	28
Barber Program Curriculum	29-30
Cosmetology Program Curriculum	31-32
Advanced Styling Program Curriculum	33-34
Full Specialist Program Curriculum	35-36
Massage Therapy Program Curriculum	37-38
Esthetic and Makeup Program Curriculum	39-40
Program Format for Each of the Programs offered by the Institution, Evaluation Procedures for Each of the Programs offered by the Institution, Start of Classes	40
Academic Calendar	41
Institution Rules (uniform, equipment, book, and other learning materials)	41
Attendance and Tardiness, Excuse and Unexcused Absence	42
Institution Responsibility	42
Student Responsibility	43
Student Behavior	43
Misrepresentation Policy	44
Disbursements Policy, Policy to improve Program Curriculum	44
Other Rules and Regulations, Withdrawals, Repetition of program/topics/units, Retake Exams, Assignment of Grades, Advising	44
High School Diploma and Transcriptions Validation Policy	45
Privacy and Access to Education Policy	45
Family Educational Right and Privacy Act (FERPA)	45-46
Policy and Procedures to Establish a Complaint	46
Photo Arecibo and Manatí	47
Photo Miramar	48

## CLARIFICATION NOTES

**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. This change will be made taking into consideration the "standards" of accreditation agencies and regulation 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.

The three (3) Institute of Beauty Careers locations belong to American Beauty Careers, Inc. which is why it uses a common catalog. Gainful Employment Disclosures:

The institution meets the Gainful Employment Disclosures, please contact: [www.ibcbelleza.com](http://www.ibcbelleza.com)

**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 STATE DEPARTMENT Office of Registration and Licensing of Educational Institutions, Puerto Rico, United States institutional and published in this catalog or in the contract of studies at the time of registration. If any charges it will be published by the institution and the student will have the obligation to keep informed and comply with.

## INSTITUTION HISTORY (OWNERSHIP)

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 oneself as a professional.

In 1982, Institute of Beauty Careers was accredited by National Accrediting Commissions 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 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. purchased the institution and remains committed to providing students an excellent education and ensuring 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 2002, an Institution was established at Manatí to expand the services of education 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 to expand the services of educational excellence in that town and surrounding areas, being one of the fastest growing areas in Puerto Rico.

## **OBJECTIVES AND INSTITUTION**

Institute of Beauty Careers recognizes that as an institution dedicated to the technical education of beauty, it 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 finish their program of study, not only will they be prepared to work in the beauty field but have 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, Esthetic and Makeup, Advanced Styling, Full Specialist and Massage Therapy, education by experienced instructors in the field of cosmetology through a curriculum that incorporates the element of distance education into its successful, structured, and well-planned program of study, using an environment that simulates a current occupational model, 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 Bosque	President
Gerardo Vallejo	Director General
Lourdes Rivera	Official Controller
Naydamar Fuentes	Executive Director Arecibo
Roberto Montano	Executive Director Manatí, Miramar
Beatriz Hermina	Academic Director Arecibo, Manatí, Miramar
Magaly González	Financial Aid Administrator Arecibo, Manatí, Miramar
Thelma Fernández	Economic Assistance Arecibo
Elaine Cintrón	Economic Assistance Manatí
Betzi Muñiz	Register Arecibo
Erica Rivera	Register Manatí
Wanda Torres	Register Miramar
Marisol Pérez	Administrative Officer Arecibo
Coralis Pagán	Administrative Officer Manatí
Gianna Montano	Administrative Officer Miramar
Arlene Rivera	Counseling, Placement, and Reception Arecibo
Deborah Rodríguez	Counseling, and Placement Manatí
Deborah Rodríguez	Counseling, and Placement Miramar
Dayna Pérez	Representative
Diannette Ramírez	Representative
Joan Pérez	Representative
Janeris Rivera	Representative
Magda Febles	Representative
Arelene Rivero	Reception Arecibo
Yadeliz González	Reception Arecibo
Glorimar Velez	Reception Manatí
Jacklyn Rodríguez	Reception Manatí
Paula I. Santiago	Reception Miramar
Angel Ramírez	Security Arecibo
David Hernández	Security Arecibo
Ricardo Rodríguez	Security Manatí
Osvaldo Maisonet	Security Manatí
José Valentín	Maintenance Arecibo
Beverly Méndez	Maintenance Arecibo
María Torres	Maintenance Manatí
Ivelisse Zapata	Maintenance Miramar

**Faculty Arecibo**

Sheila Álvarez	Barber
Jaqueline Domena	Barber
Gloria Machado	Cosmetology
Sandra Chaves	Cosmetology
Blanca Rivera	Cosmetology
Karolinka Vega	Esthetic And Makeup
Evelyn Gerena	Full Specialist
Daira Valentin	Full Specialist

**Faculty Manati**

Dora Gonzalez	Advance Styling
Marcos Delgado	Barber
Maribel Serrano	Barber
Valerio Morales	Barber
Blanca Rivera	Cosmetology
Miguel Medina	Cosmetology
Lourdes Méndez	Esthetic And Makeup
Aysha Torres	Esthetic And Makeup
Yoalisse Lopez	Esthetic And Makeup
Julia Barrios	Full Specialist

**Faculty Miramar**

Tamara Reyes	Cosmetology
Orpha Ortiz	Cosmetology
Wanda Rolon	Barber
Greyda Santiago	Esthetic And Makeup
Yesenia Hernandez	Esthetic And Makeup
Ninoshka Trinidad	Full Specialist

BOARD OF DIRECTORS

**MR. CARLOS R. MONTANO BOSQUE** **MR. ROBERTO MONTANO**  
*PRESIDENT* *VICE-PRESIDENT*

**MR. GERARDO VALLEJO**  
*SECRETARY*

**MS. MAGALY GONZALEZ**  
*TREASURER*

**ACCREDITATIONS/AUTHORIZATIONS**

**ACCREDITED BY:**

National Accrediting Commission of Career Arts & Sciences, (NACCAS) 3015  
Colvin Street, Alexandria, Virginia 22314 Telephone: 703 600-7600

**LICENSED BY:**

Institute of Beauty Careers is authorized by the Consejo de Educación, P.O. Box 19900, San Juan,  
Puerto Rico 00910-1900. PH: (787) 764-7100, and the United States Department of Education.

**AFFILIATIONS**

Institute of Beauty Careers is affiliated to the following: **The**

**National Association of Accredited Cosmetology Schools**  
5201 Leesburg, Pike Falls Church, VA

Federación de Escuelas Privadas y Técnicas en Belleza of PR  
Box 988, Manatí, PR 00701

Asociación de Especialistas en Belleza of PR  
Ave. Fernández Juncos Núm. 1862 San  
Juan, PR 00908

## ARECIBO MAIN CAMPUS FACILITIES DESCRIPTION

### Location Main Campus

**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 has 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 LOCATION

The Manatí 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 LOCATION

The Miramar is physically located in the Calle Ponce de Leon #904 Miramar, Puerto Rico in the main street of the village. It has a reception area, 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 Manatí 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 like the one the students will encounter in the future during their career. Each school provides the **Cosmetology** students different laboratory levels, with workstations 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 converges 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, lunchrooms, water fountains, administrative offices, reception areas, and sanitary restrooms with facilities for handicapped persons.

## ADMISSION POLICY REQUIREMENTS AND PROCEDURES #5

To be admitted to the school, the applicant must have the following requirement:

### REQUIREMENTS FOR ALL PROGRAMS

- 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.

### DISTANCE EDUCATION REQUIREMENT

The applicant must know before registering that each should have a device that guarantees to receive the distance learning. The applicant should be aware that all study programs have a distance education component that accounts for 40 percent of the program duration intended to fully cover theory teaching and that the remaining 60 percent of the program is allocated in the time the program is taught /. The student must comply in the physical facilities of the Campus to carry out all the practices that will evaluate and perfect the skills required of the profession. All transcripts or other documents (official or unofficial) that we list the academic achievements received will be identified with the distance education component and that even if you receive your diploma for academic achievements through distance education /, they may not be accepted reciprocal or eligible for license in other states.

**The use of devices is required to receive distance education, they must have the technological capacity to download the ZOOM and CANVAS programs, which requires the use of a camera and a microphone. All iPhone compatible devices transfer the programs without any problem and devices that have an Android operating system must ensure that they are 6.1 and above so that they can be used to download the ZOOM and CANVAS programs. Students will receive technical assistance from administrative staff if necessary to download and learn how to use the applications on their devices.**

The attendance policy applied to distance education will be the same as that used in campus classes.

Interaction with the instructor with the students will be validated through the ZOOM software programs. This platform provides the ability to record the duration of the teacher's interaction with the student in clock hours. This information will be processed by the registration office and certified by the teacher. These hours will be considered to establish the time of attendance and the time of absence of each student as part of the information necessary to calculate satisfactory progress. In the same way, the attendance of the students to their face-to-face classes will be considered for the fulfillment of their practices. The sum of both aspects of teaching will form the hours necessary to complete the 37.5 established per unit. It will be the responsibility of the student to register at the beginning of each section of distance classes with the assigned identification number. Only then can the student be recognized for her attendance.

The system will recognize the time of attendance from the moment you connect to the section until you disconnect with a maximum time stipulated for the duration of the class. The time that the student, even if she is online, but does not respond to the teacher or shows on the camera, the teacher then checks it, it will deduct the time as she attended.

## DISTANCE EDUCATION POLICY

Institute of Beauty Careers establishes the distance education policy to guarantee the maintenance and control of the new distance education programs that have been approved by the NACCAS accreditation agency; under the condition of having included only the distance education component to the previously approved programs but maintaining the same duration of the program or the content of the study plan. This change will allow us to permanently offer our students the possibility of receiving 40 percent of their study program with the flexibility and benefits that distance education highlights. This component has been specifically aimed at teaching the theory through a well-structured planning that ensures the control of the parameters that are allowed to receive authorization for the change. The remaining 60 percent corresponds to the development of practical evaluations on campus under the supervision of the teacher. This policy must always be in unison with the objective and institutional philosophy which aims that the graduate upon completion of his study program, in addition to having the necessary knowledge to obtain a license and be able to practice the profession of his choice, will have developed the skills professional and personal, essential for their professional performance.

The following elements define the procedures used by the institution and are strictly complied with in accordance with state, federal and NACCAS accreditation agency regulations:

1. **The interaction with the instructor with the students will be validated through the ZOOM software programs. This platform provides the ability to record the duration of the teacher's interaction with the student in clock hours. This information will be documented and processed by the registry office and certified by the teacher.** These hours will be taken into consideration to establish the time attended and absent time of each student as part of the information necessary to calculate satisfactory progress. In the same way, the attendance of students to their on--campus classes will be considered for the fulfillment of their practices. The sum of both aspects of teaching, will form the hours required to complete the 37.5 established per unit.
2. The institution verifies the identification of each student participating in distance education, assigning him an identification code at the time of the enrollment process, where the prospective student must present, within the admission requirements, an identification that demonstrates her identity. It will be the student's responsibility to register at the beginning of each section of the distance educational classes on the ZOOM platform with the assigned identification number. Only then will the student be able to recognize her attendance at online classes. The system will recognize as time attended from when you connect to the section until you disconnect with a maximum time stipulated for the duration of the class.
3. The time in which the student, even if he is online, but does not answer the teacher or show himself on camera, the teacher then checks it, will discount the time as attended.
4. The student cannot connect to another section without the teacher's authorization.
5. The teacher will have the authority to disconnect any student who does not maintain acceptable discipline.
6. It will be mandatory that all students keep their camera and microphone on and participate in classes as required by the teacher.
7. It will be required on occasions when the teacher indicates the use of a second device to be used while it is connected to ZOOM. This additional device will be to open the CANVAS platform which will allow the student to carry out assessments or written assignments under the supervision of the teacher as part of the requirements of each unit.
8. The attendance policy applied to distance education will be the same as that used on campus-classes. This policy is published in the catalog.
9. All assessments that will be used to calculate a student's GPA must be performed while the student is physically on campus.
10. **Institute of Beauty Careers has structured the study programs in 40 percent of distance education and 60 percent on campus. For the fulfillment of 60 percent on campus, the student is required to attend the institution for 5 working days a minimum of 2 times a week.**
11. All transcripts or other documents (official or unofficial) that list the academic achievements received must identify the distance education component.
12. **Prior to enrollment, students must sign a release of responsibility specifying that, even receiving their diploma for academic achievement through distance education, may not be accepted for reciprocity or eligible for licensure in other states. A signed and dated copy of this disclosure must be in the student's file.**
13. This policy must be part of the student's enrollment agreement and it must be signed each page.

14. The institution reserves the right to make changes in the class schedules when required by a closing order in the event of a pandemic and or situation that is beyond our reach and to offer a schedule of classes only for distance learning up to 40 percent. After the opening, the classroom teaching time will be compensated with a schedule that allows it to return to normal with 60 percent of campus classes.

15. The distance education component integrated into the **new program will not be used as a method of delivery of clinical instruction in which the student must make practical applications on a live model and/ or client. This type of internship will only be in the face-to-face classes carried out in the presence of the professor when the campus facility is used as a practice center or laboratory.**

16. Methods by which said evaluations; questions and answers, demonstrations, cooperative learning, problem solving, Interactive lectures, such assessments can be calculated within the student's grade point average at the discretion of the institution. **The institution must evaluate the qualitative academic performance of the student at the end of each 37.5-hour unit by a qualified instructor Upon completing all the requirements of the curriculum established in each unit of 37.5, the student must pass an academic and practical Exam. Also, upon completion of all units you must pass a comprehensive final exam to include any applicable competencies required by the state licensing agency prior to graduating from the program.**

#### **Credential Awarded**

**Upon satisfactory completion of other programs, the students will be awarded a Diploma.**

### **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 hours 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 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 required for graduation 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 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 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 the 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**

The study program has 1,125 hours and 1,238 hours, 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:

Morning Classes	Monday-Thursday:	8:00 am- 2:15 pm
Evening Classes	Monday-Thursday:	6:00 pm -10:00 pm
Evening Classes	Monday-Thursday:	5:00 pm - 9:00 pm

In the morning classes the school is opened to offer 25 hours of classes per week.  
In the evening classes the school is opened 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 based 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 Academic Progress Policy)

## SATISFACTORY ACADEMIC 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 to 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 enrollment and available through our website at [www.ibcbelleza.com](http://www.ibcbelleza.com). Satisfactory Academic Progress (SAP) measures the completion of programs for a degree within a predetermined 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 midpoint 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 Scheduled 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, second evaluation: 900 hours, and at the end of the program: 1238 hours. (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** (attendance)

The quantitative measure of the time devoted to training received is defined as one hour as 50 minutes of instruction for each period of 60 minutes. This measure is used in pre-school classes and in distance education. Each program has a maximum of three academic terms. Satisfactory academic progress will be monitored mid-term of each term. At the end of each semester an official evaluation is carried out to determine if the students satisfactorily comply with 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** (academic performance)

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, using **qualitative factors: theoretical exams, practical and clinical work.**

#### **Grading scale:**

- 4 points A = 100% - 90% Excellent
- 3 points B = 89% - 80% Good
- 2 points C = 79% - 70% Average
- 1 point D = 69% - 0% Failing/Unsatisfactory

#### **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. This policy is applied equally to all students. **The student's 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 in the Registrar's office at the time of each evaluation (evaluations must be completed within seven (7) school business days of established evaluation periods). Registrars will discuss the results 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:**

PROGRAM	PROG. LENGTH 40%Distance Education + 60% Campus Classes= 100% Length	EVALUATION HOURS Period or Point	Number of Weeks by Period Morning / Evening	MAXIMUM Hours Attempted	MINIMUM Hours 67% Quantitative required	MINIMU M. Average Qualitative Required
COSMETOLOGY	1238 HOURS	450 hours = 36 % 900 hours = 73 % 1238 hours = 100 %	18 / 28 36 / 56 50 / 77	450 900 1238	300 600 1238	2.00 2.00 2.00
BARBER	1238 HOURS	450 hours = 36 % 900 hours = 73 % 1238 hours = 100 %	18 / 28 36 / 56 50// 77	450 900 1238	300 600 1238	2.00 2.00 2.00
ESTHETICS ANDMAKEUP	1238 HOURS	450 hours = 36 % 900 hours = 73 % 1238 hours = 100 %	18 / 28 36/ 56 50 / 77	450 900 1238	300 600 1238	2.00 2.00 2.00
MASSAGE THERAPY	1238 HOURS	450 hours = 36 % 900 hours = 73 % 1238 hours = 100 %	18 / 28 36 / 56 50 / 77	450 900 1238	300 600 1238	2.00 2.00 2.00
ADVANCE DSTYLING	1125 HOURS	450 hours = 36 % 900 hours = 73 % 1125 hours = 100 %	18 / 28 36 / 56 45 / 70	450 900 1125	300 600 1125	2.00 2.00 2.00
FULL SPECIALIST	1125 HOURS	450 hours = 36 % 900 hours = 73 % 1125 hours = 100 %	18 / 28 36/ 56 45 / 70	450 900 1125	300 600 1125	2.00 2.00 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 evaluated for 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 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. A student has within ten calendar days to reverse the negative criteria and achieve reestablishment of their financial assistance eligibility.

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

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 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 financial assistance from the moment in which he/she re-establishes satisfactory academic progress.

### **Maximum TIME FRAME**

As stated in the enrollment agreement, students can complete up to 150% of the length of their program at no extra cost.

### **POLICY REGARDING THE STATUS OF STUDENTS WHO Exceed THE Maximum TIME FRAME**

The student who exceeds the maximum time will be expelled. You will have the right to request readmission, which will be evaluated; if accepted, the student will not qualify for Title IV funds; You may only re-enroll in the program with a cash payment consistent with the institution's reinstatement provisions for admissions. (See readmission policy)

### **PURPOSE OF SATISFACTORY PROGRESS EVALUATION**

When making the evaluations the Institution is based on the clock hours and the probability of graduation of the student in the maximum time allowed. The number of clock hours attempted and academic performance 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. Those students who meet the minimum requirements for attendance and academic performance are making satisfactory academic progress until their next evaluation period in accordance with their curriculum.

## ATTENDANCE, TARDINESS AND MAKE UP

Institute of Beauty Careers recognizes that continuous and timely attendance at school is necessary for students to acquire the knowledge and skills required in their study plan, as well as to develop a sense of responsibility and punctuality, which is necessary in their performance in the workplace and in relationships with other human beings. All students who have reported absences and tardiness on the teacher's daily attendance record are responsible for making up time and catching up on work. For this, it is prudent to establish a recovery plan in coordination with the teacher. This also applies to distance education, the student must connect to the start time and any time that the zoom program does not register will not be included as attended, in the same way if the teacher even after connecting and staying active but the teacher does not You have a way to connect it through the video or microphone, you will be discounted from the time attended. All present and absent time recorded under the zoom system and certified by the teacher will be used to compute the student's satisfactory progress. Similarly, absences under distance learning must be make up.

## EXCUSE AND UNEXCUSE ABSENCE

If the student cannot attend class, the student should **excuse notify** his or her professors and the Institution and disclose the reason for his/her absence. In case of absence, the students should obtain the material covered in class through classmates or professors to keep up with the progress of the program.

In case of student cannot attend class and do not notify our absence will be considered **unexcused absence** and will be referred to counseling advisor.

## LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific 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, Covid-19, 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 calendar 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 re-incorporates 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 initiated by all parties or an addendum must be signed and dated by all parties.

## INCOMPLETES, WITHDRAWAL AND REPEATED COURSES

**Incompletes:** Students who do not complete the requirements of the 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:** 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 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 required for graduation 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 completed within our Institution.**

graduation 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 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's 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 guarantees 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 to 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 provides 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 FOR ALL PROGRAM

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 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)

### Costs for each course and / Program TUITION AND FEES

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

Program's	hours/credit	Tuition Fee	Books/material Uniform & Diploma	Application Fee	Total Cost
Cosmetology	1238	\$9,200.00	\$975.00	\$25.00	\$10,200.00
Barber	1238	\$9,200.00	\$975.00	\$25.00	\$10,200.00
Esthetic and Makeup	1238	\$9,200.00	\$975.00	\$25.00	\$10,200.00
Full Specialist	1125	\$8,400.00	\$875.00	\$25.00	\$9,300.00
Advanced Styling	1125	\$8,400.00	\$875.00	\$25.00	\$9,300.00

These costs do not include charges fee for payment plan. This table applies to students with a start date after March 15, 2021

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

**There are no additional charges associated with verifying the identity of distance education students in each session of instruction.**

## **MISCELLANEOUS FEES AND OTHER COST**

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 check, or money orders. 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.

### **OTHER SERVICES TO STUDENTS 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 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 in Puerto Rico and the 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.

### **NON-DISCRIMINATION 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.

## **MATERIAL FACTS CONCERNING THE INSTITUTION OR THE PROGRAM OF INSTRUCTION THAT ARE LIKELY TO AFFECT THE DECISION OF THE STUDENT TO ENROLL THEREIN**

### **MAXIMUM TIME FRAME**

As stated in the enrollment agreement, students can complete up to 150% of the length of their program at no extra cost.

### **POLICY REGARDING THE STATUS OF STUDENTS WHO EXCEED THE MAXIMUM TIME FRAME**

The student who exceeds the maximum time will be expelled. You will have the right to request readmission, which will be evaluated; if accepted, the student will not qualify for Title IV funds; You may only re-enroll in the program with a cash payment consistent with the institution's reinstatement provisions for admissions. (See readmission policy)

### **PURPOSE OF SATISFACTORY PROGRESS EVALUATION**

When making the evaluations the Institution is based on the clock hours and the probability of graduation of the student in the maximum time allowed. The number of clock hours attempted and academic performance 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. **Those students who meet the minimum requirements for attendance and academic performance are making satisfactory academic progress until their next evaluation period in accordance with their curriculum.**

### **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 require many hours of standing with arms elevated or manipulations. The profession of aesthetic serves, standing and sitting while giving treatments and using machinery. A Full Specialist profession works while sitting and uses chemicals with a strong odor. In the above-mentioned professions good posture is 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 mask.

### **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 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.

The HIV / AIDS and CPR seminars are requirements to revalidate in the Therapeutic Massage program. They are not offered by the Institution, for this reason, the student will be responsible for taking them outside the Institution before submitting the request for revalidation.

### **SCHOLARSHIP AND FEE WAIVER POLICIES**

The type of financial aid for all those **who qualify** are **Pell Grant, SEOG and College Work funds**. The Institution offers financial aid for all those **who qualify** to **Pell Grant, SEOG and College Work funds (FWS). Federal Grants**

Grants typically do not have to be repaid and are usually need-based. Applying for grants is done by completing the FAFSA application at the Financial Aid department Three types of grants that may be awarded are the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant (FSEOG) and Federal Work Study (FWS).

**Federal Pell Grant:** A Federal Pell Grant is a free grant that does not have to be repaid. The student must complete the FAFSA to determine eligibility for the Federal Pell Grant. If the student is eligible for a Pell Grant, the award amount eligibility ranges from a minimum of \$672 to maximum of \$6,495 for the 2021- 2022 award year.

FAFSA applications for the 2021-2022 award year are accepted beginning January 1, 2021, through June 30, 2022.

**Federal Supplemental Educational Opportunity Grant (FSEOG):** A limited amount of funds from the FSEOG program are available to students with the lowest Expected Financial Contribution (EFC). The information provided on the FAFSA application will be used to determine student eligibility. Awards vary based on financial need and fund availability.

**Federal Work-Study (FWS):** A limited amount of funds from the FWS program are available to students with the lowest Expected Financial Contribution (EFC). The information provided on the FAFSA application will be used to determine student eligibility. Awards vary based on financial need and fund

### **SECURITY POLICY IN THE CAMPUS**

The institution requires that all employees and students notify the office of 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 identifies 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 officials. The date to be used will be the student requests the termination or expulsion by the institution.

**WITHDRAWAL AND SETTLEMENT POLICY  
REFUND POLICY**

**INSTITUTIONAL REFUND POLICY**

**The purpose of the institutional refund policy is complying with the mandated policy ensuring that every student receives a fair and equitable refund.** All refunds are based on **the scheduled hours** in the pay or enrollment period for which funds have been allocated. The institution will apply the following policy to all dismissals for any reason, by any party, including the student's decision, the cancellation of the course or program, or the closure of the school. The institution requires that the reimbursement calculation be performed and that the reimbursement to the student be made on time; 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 a student (or in the case of a student under legal age, his/her parent, or guardian) cancels the enrollment in writing within three (3) business days of signing the enrollment agreement,** all monies collected by the school will be refunded except a non- refundable application fee, 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 (**A student notifies the institution of his /her withdrawal**), 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 return.
- 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.

**AMOUNT OF TOTAL TUITION (Tuition Adjustment Schedule)**

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:

**TOTAL PERCENTAGE OF LENGTH COMPLETED, WILL BE THE AMOUNT PERCENTAGE OWNED OF TUITION EARNED BY THE INSTITUTION WHEN CALCULATING THE PERCENT COMPLETED VERSUS THE PERIOD OF THE 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 after 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 Massage 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 more than 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 periods. The order included in the R2T4 to reimburse the funds of the Department is loan Stafford/direct not subsidized, Stafford /direct subsidized loan, Perkins's 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 (Expelled)**

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 the Administrative Affairs Office are the person in charge of following a collection procedure shall reflect ethical business practices.

## BARBER - 1238 Hours Program Outline

### Program Description:

This program, which includes a distance learning component, is designed to provide students with the theory (40% distance learning) and practical skills (60% on campus) necessary to take and pass the State Cosmetology Licensing Exam to begin work as professionals in the field of beauty.

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 to work as a professional barber, salon owner, salon manager, teacher, or product demonstrator.

### Barber Program Outline

#	Unit	Distance hours 40%	Campus hours 60 %	Total, hours Per week
1	HISTORY OF BARBER	15	22.5	25
2	HYGIENE AND SANITATION	15	22.5	25
3	SHAMPOO AND RINSE	15	22.5	25
4	CHEMISTRY AND ELECTRICITY	15	22.5	25
5	ANATOMY, PHYSIOLOGY AND BODY SYSTEM	15	22.5	25
6	MODERN CUTS	15	22.5	25
7	EUROPEAN CLASSIC CUTS	15	22.5	25
8	COLOR	15	22.5	25
9	DECOLORING	15	22.5	25
10	EQUIPMENT AND INSTRUMENTS	15	22.5	25
11	CUTTING CONCEPTS 0 –DEGREE	15	22.5	25
12	CONCEPTS OF 90-DEGREE HAIRCUT	15	22.5	25
13	CHEMICAL RELAXER	15	22.5	25
14	FACIAL TRATAMENTS	15	22.5	25
15	PROPERTIES AND DISEASES OF THE SKIN	15	22.5	25
16	BARBER SCIENCE	15	22.5	25
17	BREAD AND MUSTACHE ARRANGEMENT	15	22.5	25
18	SHAVE AND LINE HAIR CUT	15	22.5	25
19	CLASSIC HAIRSTYLE	15	22.5	25
20	MODERN HAIRSTYLE	15	22.5	25
21	PRECISION CUT	15	22.5	25
22	COMB-OVER SCISSOR	15	22.5	25
23	USE OF LOW COMBS	15	22.5	25
24	PERMANENT	15	22.5	25
25	MANICURE	15	22.5	25
26	CUTTING TECHNIQUE	15	22.5	25
27	CLIPPERS	15	22.5	25
28	CUT, STYLE, AND COLOR EFFECTS	15	22.5	25
29	SALON ADMINISTRATION AND PERSONAL PROJECTION	15	22.5	25
30	GRAPHIC DESIGN ON THE HAIR	15	22.5	25
31	REVIEW OF THEORY FOR BOARD EXAM	15	22.5	25
32	MULTIPLE HAIRCUTS	15	22.5	25
33	PORTAL PORTION BOARD EXAM REVIEW	15	23	25
<b>TOTAL:</b>		495	743	

**TOTAL 1238 Hours**

## 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% - 0% Failing/Unsatisfactory

## COSMETOLOGY – 1238 Hours

### Program Outline

#### Program Description:

This program, which includes a distance learning component, is designed to provide students with the theory (40% distance learning) and practical skills (60% on campus) necessary to take and pass the State Cosmetology Licensing Exam to begin work as professionals in the field of beauty.

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 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

Num	Unit	Distance hours40%	Campus hours 60 %	Total hours Per week
1	HISTORY OF COSMETOLOGY	15	22.5	25
2	HYGIENE AND SANITATION	15	22.5	25
3	SHAMPOO AND RINSE	15	22.5	25
4	CHEMISTRY AND ELECTRICITY	15	22.5	25
5	ANATOMY AND PHYSIOLOGY	15	22.5	25
6	BODY SYSTEMS	15	22.5	25
7	COLOR	15	22.5	25
8	COLOR EFFECTS	15	22.5	25
9	USAGE AND PREVENTIVE MEANSUREMENTS OF PRODUCTS	15	22.5	25
10	DECOLORING	15	22.5	25
11	SKIN ANALYSIS	15	22.5	25
12	MAKEUP	15	22.5	25
13	MANICURE	15	22.5	25
14	PEDICURE	15	22.5	25
15	HAIRSTYLING LONG HAIR	15	22.5	25
16	HAIRSTYLING GRAPHICS WITH BRAIDS	15	22.5	25
17	CUTTING CONCEPTS	15	22.5	25
18	THERMIC STYLE	15	22.5	25
19	WET HAIRSTYLING	15	22.5	25
20	HAIRSTYLING WAVES AND PIN CURLS SKILLS	15	22.5	25
21	HAIRSTYLING	15	22.5	25
22	PEMANENT	15	22.5	25
23	ELEMENTS OF PERMANENTS	15	22.5	25
24	HAIR RELAXERS	15	22.5	25
25	USAGE OF PRODUCT FOR SPECIAL EFFECT	15	22.5	25
26	SHEAR CUTTING	15	22.5	25
27	FACIAL TREATMENTS	15	22.5	25
28	TEXTURIZED CUTS WITH THE USE OF SCISSORSAND RAZORS	15	22.5	25
29	SALON ADMINISTRATION	15	22.5	25
30	CORRECTIVE MAKEUP	15	22.5	25
31	BOARD REVIEW AND PROFESSIONAL PROJECTION	15	22.5	25
32	COMERCIAL HAIRSTYLE	15	22.5	25
33	PORTAL PORTION BOARD EXAM REVIEW	15	23	25
<b>TOTAL:</b>		495	743	

**TOTAL 1238 Hours**

## 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% - 0% Failing/Unsatisfactory

## ADVANCED STYLING 1125 Hours Program Outline

### Program Description:

This program, which includes a distance learning component, is designed to provide students with the theory (40% distance learning) and practical skills (60% on campus) necessary to take and pass the State Cosmetology Licensing Exam to begin work as professionals in the field of beauty.

The Advanced Styling program is designed to improve and expand cognitive and psychomotor skills of those with an interest in pursuing advanced studies in 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

Num	Unit	Distance hours 40%	Campus hours 60 %	Total hours Per week
1	HISTORY OF COSMETOLOGY	15	22.5	25
2	HAIRSTYLING ELEMENTS	15	22.5	25
3	STYLING	15	22.5	25
4	FUNDAMENTAL HAIRSTYLE	15	22.5	25
5	ADVANCED GRAPHICS	15	22.5	25
6	SIMPLE HAIR TECHNIQUES	15	22.5	25
7	STYLING TECHNIQUES/CURLS	15	22.5	25
8	EYELASH EXTENSIONS	15	22.5	25
9	COMBINED-UPSCALE HAIRSTYLE	15	22.5	25
10	EXTENSIONS	15	22.5	25
11	USE AND PREVENTIVE MEASURE OF THE PRODUCTS	15	22.5	25
12	HAIRCUT FUNDAMENTALS	15	22.5	25
13	COMBINED HAIRCUT FUNDAMENTALS	15	22.5	25
14	FANTASY MAKEUP	15	22.5	25
15	GRAPHIC HAIRCUT WITH MULTIPLE GUIDES	15	22.5	25
16	ADVANCED ELEMENTS OF COLOR	15	22.5	25
17	COLORIMETRIC	15	22.5	25
18	ANALYZE THE HAIR FOR DECOLORING	15	22.5	25
19	ADVANCED DECOLORING	15	22.5	25
20	KERATIN	15	22.5	25
21	MULTIPLE TECHNIQUES OF CUTS AND COLOR EFFECTS	15	22.5	25
22	UNEVEN GRAPHIC HAIRCUT	15	22.5	25
23	OUTLINED GRAPHIC CUTS	15	22.5	25
24	CUT AND EFFECTS OF COLOR AVANT GARDE	15	22.5	25
25	STATIONARY GRAPHIC HAIRCUT	15	22.5	25
26	HAIRCUT WITH THE MACHINE AND HAIRCUT WITH RAZOR	15	22.5	25
27	GRAFILES COURTS AND COLOR EFACTS	15	22.5	25
28	ADVANCED MAKEUP	15	22.5	25
29	THEATHER MAKEUP	15	22.5	25
30	ELABORATE HAISTYLE	15	22.5	25
		<b>TOTAL:</b>	450	675

**TOTAL 1125 Hours**

## 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% - 0% Failing/Unsatisfactory

**FULL SPECIALIST - 1125 Hours  
(Makeup & Nail Techniques)  
Program Outline**

**Program Description:**

This program, which includes a distance learning component, is designed to provide students with the theory (40% distance learning) and practical skills (60% on campus) necessary to take and pass the State Cosmetology Licensing Exam to begin work as professionals in the field of beauty.

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**

#	Unit	Distance hours 40%	Campus hours 60 %	Total hours Per week
1	COURSE INTRODUCTION AND HYGIENE	15	22.5	25
2	ANATOMY, PHYSIOLOGY AND BODY SYSTEMS	15	22.5	25
3	THE NAILS AND THEIR CONDITIONS	15	22.5	25
4	CHEMISTRY	15	22.5	25
5	MANICURE AND PEDICURE	15	22.5	25
6	ARTIFICIAL POINTS	15	22.5	25
7	ACRYLIC WITH TIPS	15	22.5	25
8	STRUCTURES WITH HORMA	15	22.5	25
9	STRUCTURAL IN BITCHED NAILS	15	22.5	25
10	ARTIFICIAL NAIL REMOVAL	15	22.5	25
11	RETOUCHING OF ARTIFICIAL NAILS	15	22.5	25
12	ELEMENTS OF PAINTING	15	22.5	25
13	COMMERCIAL NAIL DESIGN	15	22.5	25
14	ART AND DESIGN	15	22.5	25
15	RELIEF	15	22.5	25
16	APPLICATION OF ACRYLIC USING THE TECHNIQUE OF THE REVERSE	15	22.5	25
17	PERFECTING THE SMILE	15	22.5	25
18	RETOUCHING OF SCULTURAL NAILS	15	22.5	25
19	GEL NAILS AND SOAK OFF	15	22.5	25
20	GEL NAIL RETOUCH	15	22.5	25
21	DESIGN FANTASY NAILS	15	22.5	25
22	SALON ADMINISTRATION AND PROFESSIONAL PROJECTION	15	22.5	25
23	HISTORY OF MAKEUP AND EFFECTS	15	22.5	25
24	THE ART OF MAKEUP	15	22.5	25
25	CORRECTIVE MAKEUP AND ARCH EYEBROWS	15	22.5	25
26	CORRECTIVE MAKE-UP FOR SEPIAS	15	22.5	25
27	COMMERCIAL MAKE UP	15	22.5	25
28	FANTASY MAKEUP	15	22.5	25
29	PERMANET MAKEUP	15	22.5	25
30	ELEMENTS OF PERMANENT MAKE-UP	15	22.5	25
	<b>TOTAL:</b>	450	675	

**TOTAL 1125 Hours**

## 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% - 0% Failing/Unsatisfactory



## 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% - 0% Failing/Unsatisfactory

## ESTHETIC AND MAKEUP -1238 Hours Program Outline

### Program Description

This program, which includes a distance learning component, is designed to provide students with the theory (40% distance learning) and practical skills (60% on campus) necessary to take and pass the State Cosmetology Licensing Exam to begin work as professionals in the field of beauty.

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.

### Esthetics and Make-up Program Outline

Num	Unit	Distance hours 40%	Campus hours 60 %	Total, hours Per week
1	ORIENTATION AND HISTORY OF ESTHETICS	15	22.5	25
2	HYGIENE AND SANITATION	15	22.5	25
3	PERSONAL DEVELOPMENT	15	22.5	25
4	CHEMISTRY	15	22.5	25
5	PHYSIOLOGY AND HISTORY OF THE SKIN	15	22.5	25
6	SKIN DISORDERS AND DISEASES	15	22.5	25
7	FUNCTIONS OF THE SKIN	15	22.5	25
8	SKIN REACTIONS	15	22.5	25
9	LIGHT AND COLOR EFFECT	15	22.5	25
10	CORRECTIVE MAKEUP	15	22.5	25
11	MAKEUP FOR SPECIAL OCCASIONS	15	22.5	25
12	SUCTION MACHINES	15	22.5	25
13	MICRO EQUIPMENT	15	22.5	25
14	AROMATHERAPY AND ESSENTIAL OILS	15	22.5	25
15	AROMATHERAPY AND ITS BENEFITS	15	22.5	25
16	FACIAL TREATMENTS WITH THERAPEUTIC MASKS	15	22.5	25
17	FIRMING FACIAL TREATMENTS	15	22.5	25
18	FACIAL TREATMENTS WITHOUT MACHINERY	15	22.5	25
19	CHEMICAL EXFOLIATIONS	15	22.5	25
20	FACIAL TREATMENTS WITH THE MACHINES	15	22.5	25
21	ACNE AND SPOTS TREATMENT	15	22.5	25
22	HAIR REMOVAL METHODS	15	22.5	25
23	HAIR REMOVAL	15	22.5	25
24	ANATOMY AND PHYSIOLOGY	15	22.5	25
25	BODY TREATMENTS	15	22.5	25
26	BODY SYSTEM	15	22.5	25
27	MASSAGE TREATMENTS	15	22.5	25
28	ANTICELULITIC AND BUST TREATMENTS	15	22.5	25
29	MASSAGE TECHNIQUES	15	22.5	25
30	MASSAGE BEFEFITS	15	22.5	25
31	NUTRITION AND HEALTH	15	22.5	25
32	MAIN ALTERATION	15	22.5	25
33	SALON ADMINISTRATION	15	23	25
	<b>TOTAL:</b>	495	743	

**TOTAL 1238 Hours**

## 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% - 0% Failing/Unsatisfactory

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

### **PROGRAM FORMATS FOR EACH OF THE PROGRAMS OFFERED BY THE**

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

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

- 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 11, 2021**

**Classes end on Wednesday, December 15, 2021**

### 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

American Citizen's Day Abolition of Slavery

#### April

Easter week (Holy Thursday and Holy Friday)

#### May

Memorial Day

#### June

Juneteenth

#### July

United States Independence Day Summer Break  
Day of the Constitution of ELA Day José Celso Barbosa

#### September

Workday

#### 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:

Institute of Beauty Careers believes that any student who has completed the requirements for admission and financial eligibility should be provided with the books and materials necessary to help the student meet the school's academic goals.

Institute of Beauty Careers recognizes the importance of books and materials in student training and learning. All materials, equipment, and books that the student will need will be included in the cost of study as a measure to guarantee that each student receives the education and the realization of the skills learned through supervised practices.

The value assigned to the item books, uniform and equipment represents the total cost of what the student will need throughout the course of their studies, thus allowing the student to fulfill their academic responsibilities. of each of the practices and evaluations of the selected program. Any other equipment or material that the student wants to add will be optional to the one delivered. In addition, each teacher is provided with a supply of products to carry out the demonstrations and practices with the equipment delivered to each student at the beginning of their studies.

The school is committed to have sufficient inventory of academic materials and equipment on hand as of the starting dates of each program. Books and equipment are unreturnable. (They are not included in an R2T4 calculation)

R2T4: Federal regulations require the Office of Financial Aid to apply a formula established by the U.S. Department of Education, titled R2T4, to determine the amount of federal financial aid a student has earned as of the student's withdrawal date. The amount of the federal financial aid returned to federal aid programs is determined by the amount of time a student spends in academically related activity. After 60% of the term has passed, students have earned 100% of the federal financial aid disbursed to them.

The student must have a device that guarantees to receive distance education. This device must have the established requirements to download the ZOOM program and is not provided by the institution.

## **VI. ATTENDANCE, TARDINESS AND MAKE UP**

Institute of Beauty Careers recognizes that continuous and timely attendance at school is necessary for students to acquire the knowledge and skills required in their study plan, as well as to develop a sense of responsibility and punctuality, which is necessary in their performance in the workplace and in relationships with other human beings. All students who have reported absences and tardiness on the teacher's daily attendance record are responsible for making up time and catching up on work. For this, it is prudent to establish a recovery plan (make up work) in coordination with the teacher. This also applies to distance education, the student must connect to the start time and any time that the zoom program does not register will not be included as attended, in the same way if the teacher even after connecting and staying active but the teacher does not You have a way to connect it through the video or microphone, you will be discounted from the time attended. All present and absent time recorded under the zoom system and certified by the teacher will be used to compute the student's satisfactory progress. Similarly, absences under distance learning must be make up.

## **EXCUSE AND UNEXCUSE ABSENCE**

If the student cannot attend class, the student should **excuse notify** his or her professors and the Institution and disclose the reason for his/her absence. In case of absence, the students should obtain the material covered in class through classmates or professors to keep up with the progress of the program.

In case of student cannot attend class and do not notify our absence will be considered **unexcused absence** and will be referred to counseling advisor.

## **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 informed about the institution rules, academic requirements of their program of study and the institution standards of behavior.

### Student Responsibility

The student must:

1. Keep the work area tidy, clean and in order before leaving the institution.
2. Return any equipment used in 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 wants 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 cannot be under 8 years and finished the evaluation or practice may not 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, 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. Students 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 advice 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 classrooms 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 for any type of pet or animal within the facilities, except for those pets recommended by a doctor. In which you must present evidence.

Students 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 (EXPELLED)**

INSTITUTE OF BEAUTY CAREERS reserves the right to expelled, 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 following 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.

## **WITHDRAWALS**

If a student receives a grade of “W” in the case of withdrawal at the beginning of the program, this will not count for the final grade and the class will not be considered as passed.

## **REPETITION OF PROGRAM/TOPICS/UNITS**

All repetitions will count for grades. A review will be made of both topics/units completed and the higher grade will be credited. In case of a repetition due to a prior withdrawal, the grade the student obtained for the repetition will be the final grade.

## **RETAKE Exams**

Any student who does not take a test at the time and date designated will receive a grade of “0” for the same. The student may retake the test if approved by the teacher with the authorization of the Academic Director, by CANVAS Platform

## **ASSIGNMENT OF GRADES**

The grades for theory are assigned based on tests and assigned work by Zoom and CANVAS Platforms. The practical and laboratory (clinic) work will be evaluated by taking into consideration the level of the student’s application of theory and professional skills on Campus. We could require that a student repeat a service to strengthen skills and improve.

## **ADVISING**

Every student is assigned a faculty advisor, who will be able to provide counseling and assistance if needed.

## **HIGH SCHOOL DIPLOMA AND TRANSCRIPTIONS VALIDATION POLICY**

Institute of Beauty Careers requires as evidence of High School completed. 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 from agencies such as: The Board of Education of Puerto Rico and their districts 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)).

## **PRIVACY AND ACCESS TO EDUCATION (FILES) POLICY**

The Federal Education Laws protect student private data against unauthorized disclosure. It also gives access to information(files) held by the institution to the student and / or legal guardians of dependent minors, as well as the accrediting agency.

Students and parents of dependent students have the right to review their educational files, to request any amendments, and to grant consent prior to the disclosure of personally identifiable information contained in educational records. They are also entitled to file a complaint with the United States Department of Education if these rights are violated. To access the educational records, the parent or legal guardians of dependent minors or the student must request permission in writing. This opportunity will be granted, and an appointment will be made.

Personal information may not be disclosed to third parties without the written consent of the student (for dependent students, the parent or legal guardians of dependent minors 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 the required information will serve.

The matters of remedial, the incomplete and the repetitions of the causes have no effect in the "standards" of the policy of satisfactory progress of the Institution.

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

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 plan 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 continued 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 to 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 communicates 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 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 Website: <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.

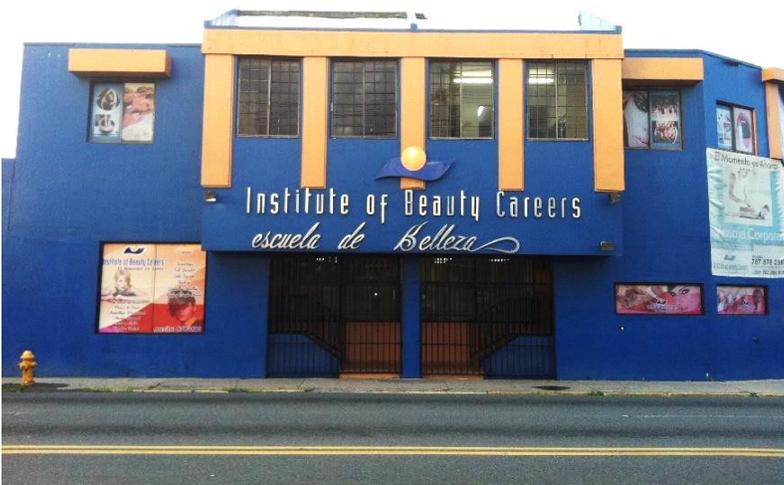
This committee should meet and review the allegations not later than (21) calendar days of receipt of the complaint. If additional information is required, the student will be notified by a letter.

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 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**  
**October 15 2021**

**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**