



INTERNATIONAL COSMETOLOGY ACADEMY

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Welcome to the International Cosmetology Academy!

You are about to begin the first leg of your journey – Cosmetology School!! We are excited to be a part of the road map for your success that will take you in many directions and provide you with the skills and personal confidence to realize your dream of becoming a successful professional in the Cosmetology field.

The information found in this catalog should answer most of your questions. It is your responsibility as a student to become familiar with all of our policies. Because we believe that you will approach this learning opportunity as a responsible adult, we encourage you to be flexible and open to possible changes in the policies in the catalog. If any changes occur, you will be informed in writing and the change in the policy will be posted on the Student Bulletin board.

In the versatile “world” of Cosmetology, the opportunities are endless. As a licensed Cosmetologist, Manicurist, Esthetician or Cosmetology Instructor, you have a diversity of job choices within the industry and the related areas of Cosmetology. You may choose to seek employment as a Hairstylist, Chemical Texture Specialist, Hair Colorist, Esthetician/Make-up Artist, or Manicurist. The related fields offer various exciting and challenging career paths, which include Platform Artistry, Manufacturers Sales Consultant or Educator, Salon Manager / Owner, School Instructor, School Director, School Owner or State Board Representative.

MISSION STATEMENT

The mission of International Cosmetology Academy is to provide you with a balanced Cosmetology education, integrating classroom theory and practical Student Salon training. With this knowledge and experience, you will be ready to find employment in one or more of the exciting and growing fields of Cosmetology, Manicuring, Esthetics or Cosmetology Instruction. Our in-depth programs will expand your education by providing you with training in business skills, retailing, communication and salon management, as well as career path planning. We encourage you to strive for excellence every step of the way. International Cosmetology Academy has a vested interest in your success and we pledge to assist you as you move through each phase of your training while in school and in attaining your career goals.

STANDARD OF CONDUCT/GROUNDS FOR DISMISSAL

All students are expected to conduct themselves in a dignified and professional manner. The use of drugs or alcohol on the premises, profanity, vandalism, theft from classmates or the Academy, are all grounds for disciplinary action and/or dismissal from the Academy. Verbal or physical attacks, sexual harassment, threats, or intimidation toward fellow students, clients, or staff will NOT be tolerated. ICA has a ZERO TOLERANCE POLICY regarding weapons of any kind being on the premises. Failure to abide by this policy will result in immediate and permanent dismissal from the Academy, and the authorities will be contacted and notified. Criminal charges may be pursued if deemed necessary. In addition, failure to abide by the policies of ICA, including, but not limited to, Dress Code, Academic Honesty Policy, Attendance Policy, Proper Conduct in the Student Salon, etc., will result in disciplinary action. There will be ONE written warning issued; the next offense may result in suspension. A third offense may lead to expulsion. Expulsion from the program is permanent. We urge all students to treat the Academy, clients, staff, and each other in the manner they themselves would want to be treated. For additional information on the Drug and Alcohol Policy please refer to Appendix A.

DRUG AND ALCOHOL POLICY:

As stated in the Code of Conduct, the use/sale of drugs and/or alcohol on the premises is strictly prohibited, and is grounds for immediate dismissal from the Academy. Please refer to Appendix A.

ACADEMIC HONESTY POLICY:

The development, understanding, and practice of integrity and academic honesty are expected of all students at International Cosmetology Academy. Personal integrity is important in all aspects of life and the students are expected to conduct themselves with honest and integrity, both in and out of the classroom. Acts of academic dishonesty will NOT be tolerated and students engaging in such conduct may be subject to disciplinary action and/or dismissal from the Academy.

INSTRUCTORS/STAFF:

All educational staff are qualified and licensed by the State of Michigan. Support staff are familiar with the operations and vision of ICA, and are involved in the daily operations of the Academy.

LOCATION:

International Cosmetology Academy is located at 940 28th St., SE, Grand Rapids, MI 49508. Bus transportation is accessible and convenient. The campus is near shopping malls, restaurants and other businesses.

SCHOOL DESCRIPTION:

Our building has been specially designed to provide the students with a state of the art Junior classroom seating 30 students comfortably and provides each Junior student with a salon-style work station. The computer monitor and white boards are used during both Theory and Practical training to allow for maximum saturation of the information covered. The Resource Classroom is designed to accommodate 10 students and serves as a tutorial setting for the part-time Junior students and Senior students testing/re-testing. The Manicure classroom includes manicure tables, the white board, and the computer monitor in order to provide maximum saturation of the material and information taught. The Senior Student Salon is designed to comfortably accommodate students while providing our clients with an enjoyable service area. The students have off-street parking, a break room equipped with a refrigerator and microwave, and various other perks. The classrooms and restroom areas are handicapped accessible.

CLASS CALENDAR:

Classes begin four times per year. Junior Session classes meet Monday through Friday. Student Salon hours are available Tuesday through Saturday. (Specific hours are explained upon enrollment).

Class start dates are: April, July, October, and January.

SCHOOL HOLIDAYS AND CLOSURES:

Holiday Hours of Operation are:

New Years Eve Day	8:30 am to 2:30 pm
New Years Day	Closed
Martin Luther King Jr. Day	Closed
Memorial Day	Closed
Fourth of July	Closed
Labor Day	Closed
Thanksgiving Eve Day	8:30 am to 5:00 pm
Thanksgiving Day	Closed
Christmas Eve Day	8:30 am to 2:30 pm
Christmas Day	Closed

The Academy may be closed for additional days that surround the above holidays and to accommodate in-service training or seminars for the educators. Additional closures will be posted two weeks prior to the specific date.

Weather or facility failures happen occasionally and will be announced on local TV and Radio Stations by 7 AM. Text messages or e-mails are also used to inform the student body and staff of weather or facility failures.

ADMISSION REQUIREMENTS:

COSMETOLOGIST, MANICURIST:

- > Not less than 17 years of age
- > Has a High School diploma or GED
- > Social Security Card
- > Michigan ID / Drivers License

STUDENT INSTRUCTOR (COSMETOLOGY):

- > Not less than 17 years of age
- > Has a High School diploma or GED
- > Social Security Card
- > Michigan ID / Drivers License
- > Is a licensed Cosmetologist / current license

*NOTE: The Academy does not accept students on the basis of his or her ability to benefit.

NON-DISCRIMINATION/DISABILITY POLICY:

The Academy does not, in its admission practices, discriminate against prospective students due to sex, age, race, color, religion, disabilities or ethnic origin. The student applicant with disabilities will be evaluated on an individual basis in relation to the nature of our career training. ICA will provide accommodations and academic support on an individual basis for the student with disabilities.

NON-RECRUITMENT:

The Academy does not recruit students attending another school offering a similar course of study.

TRANSFER STUDENTS:

The Academy does not accept transfer students at this time; however, if a student wants to transfer out of ICA to another school, there has to be a withdraw settlement calculation completed and, if money is owed to the school, one initial down payment must be made, along with payment arrangements to pay the balance. Hours will not be released by the school unless these steps are followed.

ATTENDANCE:

Students are expected to maintain no less than a 75% rate of attendance and attend classes and clinic in accordance with their Enrollment contract and monthly calendar contracts. Junior Cosmetology students are required to maintain an 85% rate of attendance for the first 45 days of their Junior Session. (More information regarding monthly calendars is found on page 18).

Full time Cosmetology students are required to attend no less than 35 hours weekly for 1500 clock hours. (Per Enrollment Contract)

Part time Cosmetology students are required to attend no less than 25 hours weekly for 1500 clock hours. (Per Enrollment Contract)

Manicure students are required to attend 400 clock hours to complete the course. (Per Enrollment Contract).

During the first 35 days of the program, manicure students are required to maintain an 85% rate of attendance.

Instructor students are required to attend 500 clock hours to complete the course. The course is open to full or part-time attendance and is designed upon admission to the program on an individual basis. Classes are arranged on an individual basis.

Full Time Cosmetology Students:

Hours required - 1500 clock hours

Perfect attendance - 11 months

Time allotted for completion – 16.5 months

Part Time Cosmetology Students:

Hours required - 1500 clock hours

Perfect attendance - 15 months

Time allotted for completion – 22.5 months

Manicure Students:

Hours required - 400 clock hours

Perfect attendance – 5 months

Time allotted for completion - 7 _ months

Instructor Students:

Hours required - 500 clock hours

Time allotted - flexible / full time or part time hours available

Course Costs:

Cosmetology – 1500 clock hours

Tuition	\$12,800.00
Kits & Supplies	\$ 1500.00
Books	\$ 485.00
State Registration Fee	\$ 15.00
Enrollment Fee	\$ 200.00
TOTAL	\$15,000.00

Manicuring – 400 clock hours

Tuition	\$1900.00
Kit & Supplies	\$ 600.00
Books	\$ 285.00
State Registration Fee	\$ 15.00
Enrollment Fee	\$ 200.00
TOTAL	\$3000.00

Instructor – 500 clock hours

Tuition	\$1700.00
Books	\$ 185.00
State Registration Fee	\$ 15.00
Enrollment Fee	\$ 200.00
TOTAL	\$1500.00

A down payment of \$25.00 is required when the contract is signed. Payment options are available.

ALL FEES AND COSTS ARE SUBJECT TO CHANGE WITHOUT NOTICE.

Payment Schedule:

All payments are due the 15 of the month. A five-day grace period is allowed in which the student must pay or make payment arrangements with the administrator. If the payment is not made during the grace period, a late fee of \$20.00 is charged or the student may not be allowed to attend classes until the payment is made. This lost time is deducted from the student’s personal time.

PART-TIME COSMETOLOGY STUDENTS:

The hours for the part-time students are flexible and are arranged upon enrollment. After 420 hours, the senior students are required to attend the mandatory session theory classes, at least 2 assigned Saturdays monthly, and one evening shift until 7:00 p.m., providing the student's work schedule will meet those requirements. The student will be required to provide documentation from their employer regarding their required working hours. Additional information from the student's employer may be required.

PRESENTATION OF CURRICULUM:

First Session: 0 – 420 hours
(12 weeks/full time)

This is the beginning level class. Most of the basic skills are introduced. Practical information is demonstrated and students apply the information on their manikins and on each other. The theory related to the practical is covered in this level. Competency Evaluations are part of the required curriculum and serve to evaluate the student in their practical skills at an Entry Level Position.

- Orientation; Introduction to Cosmetology
- Infection Control;
- Hair and Scalp, Scalp Treatments;
- Shampooing and Conditioning;
- Wet Hairstyling
- Blowdrying
- Curling Irons
- Pressing
- Wet Sets & Hair Wrapping
- Principles of Hair Design
- Haircutting
- Chemical Texturizing
- Manicuring
- Hair Coloring, Lighteners, Color Correction
- Retailing; Theory Review
- Practical Review; 1st Session Assessment
- Retakes – Theory or Practical Assessment Evaluations

Second Session: 421 hours to 910 hours (approximately 14 weeks/full time)

During this Session, the students are assigned in the Student Salon area. The Student Salon is directed with a "SALON ATMOSPHERE" where all practical work is performed on the general public. Daily assignments, practice on manikins, clients receiving services, and practice on classmates help the students gain speed and confidence in their work. Students are required to attend 14 weeks of class, once a week, where they review 1st session information, learn advanced techniques and additional theory.

- Nail Structure; review Manicuring, Pedicuring, Artificial Nails
- Skin Structure; Waxing
- Waxing; Facials; Make-up
- Extensions; Review Wet Styling
- Hair Goods; Review Thermal Styling
- Hair coloring (review)
- Chemical Texturizing (review)
- Haircutting (review)
- 2nd Session Assessment
- Evaluations

Third Session: 911 hours to 1500 hours (approximately 14 weeks to 18 weeks / full time)

In the 3rd Session, students are encouraged to begin making decisions regarding chemical services; cuts and styles; and active retailing, with the instructor's input and advice. Students are checked and supervised throughout their training, while being allowed to be more independent, preparing them for their Salon career. Students are required to attend a 14 week class one to two times a week. This class helps prepare the student for the State Board Exams, using intensive theory and practical review.

• State Board Exam Outline; Milady's Exam Review Book

- ∑ Board of Cosmetology Law Book Review
- ∑ Ch 10 Basics of Chemistry
- ∑ Ch 11 Basics of Electricity
- ∑ Ch 6 Applied Anatomy & Physiology
- ∑ Ch 30, 31, & 32 Job Prep & Business Skills
- ∑ Pre-State Practical Exam
- ∑ Pre-State Written Exams (series of 10 Exams)

State Board Practical Exam Review:

- Review: Manicure Service
- Review: Facial Service
- Review: 3 Part Chemical Service
- Review: Permanent Wave Wrap Service
- Review: Uniform Layer 90 Degree Haircut Service
- Review: Blow-dry Service & Curling Iron Service

Throughout the program, the student is required to meet the Practical Competency Evaluation Standards set forth and will be required to test in both the Practical and Theory areas. Final Pre-State Exams are required by the Board of Cosmetology and must be completed prior to being released from the program.

CONTENTS OF UNITS OF INSTRUCTION – Cosmetology Course

Subject	Theory Hours	PracticalHours	UnassignedHours	Total Hours	Minimum Practical Applications
Sanitation/patron protection Laws & Rules Personal Hygiene Salon Management Mechanical and electrical Equipment safety	90	40	0	130	585 <small>(Sanitation and patron protection should be included in all services.)</small>
Facials Skin analysis and care Manipulation Massage, electricity removal of hair by the use of wax, tweezers or depilatories Makeup and eyebrow arch	35	80	0	135	40 <small>(A minimum of 5 services in each category)</small>
Hairdressing Arranging, cutting, dressing Curling, pressing, artificial hair and finger waving, natural hair cultivation	125	400	0	525	300 <small>(A minimum of 20 services in each category)</small>
Scalp and Hair Treatments	10	15	0	25	30
Hair Coloring Temporary Semipermanent Bleaching and dimensional coloring Color mixing	40	170	0	210	80 <small>(A minimum of 8 services in each category)</small>
Chemical Hair Restructuring Permanent waving Straightening and relaxing	40	180	0	220	80 <small>(A minimum of 15 services in each category)</small>
Applied chemistry Occupational safety and health administration as related to skin, hair nails and scalp.	20	10	0	30	5
Applied anatomy, physiology, and histology of the human head, hands, nails, skin and hair	45	0	0	45	0
Manicuring/Pedicuring	15	55	0	70	35
Artificial Nails	5	15	0	20	5
Unassigned hours	0	0	110	110	0
TOTALS	425	965	110	1500	1160

MANICURING COURSE OUTLINE

Course Description: The Manicuring course is a training program that is a complete study of all areas of Manicuring and its Related Sciences. The course is taught in English.

Textbooks: Milady's Standard Nail Technology
Milady's Standard Nail Technology Student Workbook
Michigan Cosmetology Law Book

Objectives:

1. To provide the student with the necessary sciences and skills to become a licensed Manicurist.
2. To provide the student with an understanding of job related skills necessary to succeed in the current job market.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers, etc., as needed to complete the subjects covered.

Evaluation: The student is evaluated daily throughout the course. End of Session exams in both theory and practical areas are a required part of the course. Attendance, academic, and attitude evaluations are also required at the end of each Session. Practical Competency Evaluations are administered during the course to supply a practical grade base line. The Competency Evaluations are based upon Entry Level job expectations.

Attendance: Classes and Student Salon are scheduled as follows:

1st Session (first 140 hours / 20 hours weekly). Theory classes are held Monday 1:00 p.m. to 4:30 p.m.; Tuesday through Friday 9:00 a.m. to 1:00 p.m. and are mandatory attendance requirements.

2nd Session (next 120 hours) Students are still in the classroom; they will be required to service clients as assigned.

Student Salon hours are as follows:

Tuesday	8:30 a.m. to 7:00 p.m.
Wednesday	12:00 p.m. to 7:00 p.m.
Thursday	8:30 a.m. to 7:00 p.m.
Friday	8:30 a.m. to 7:00 p.m.
Saturday	9:00 a.m. to 5:00 p.m.

3rd session (next 140 hours) Students are assigned to the Student Salon and are required to attend mandatory classes Tuesdays & Thursdays from 2:00 p.m. to 4:30 p.m.

The last 45 hours are spent in reviewing Theory and Practical information and State Board Exam Preparation.

PRESENTATION OF CURRICULUM:

First Session: 0-140 hours During the First Session, the Course Orientation, Career Opportunities and Learning Objectives are introduced and discussed. Other subjects studied are:

- History and Opportunities; Life Skills; Your Professional Image; & Communicating for Success
- Infection Control;
- Skin Structure & Growth; Nail Structure & Growth
- Manicuring & Pedicuring

Practical Service Information introduced covers: State Board Requirement in Sanitation and Disinfection; Basic Manicuring and Pedicuring Techniques; Assessments are conducted at the end of the session.

Second Session: 141 hours to 260 hours In the Second Session, students learn artificial nail services and additional Theory that provides support for the practical services.

- Basics of Chemistry; Product Chemistry
- Basics of Electricity; Electric Filing
- Tips; Wraps; & No-Light Gels
- Acrylics
- UV Gels
- Creative Touch

Third Session: 261 hours to 400 hours In the Third Session, students finish the required Theory and review for their State Board Theory & Practical Exams,

- Anatomy
- Michigan Board of Cosmetology Low Review
- Pre-State Practical Exam Review
- Pre-State Theory Exam Review

Throughout the program, the student is required to meet the Practical Competency Evaluation Standards set forth and will be required to test in both the Practical and Theory areas. Final Pre-State Exams are required by the Board of Cosmetology and must be completed prior to being released from the program.

CONTENTS OF UNITS OF INSTRUCTION

Subject	Theory Hours	Practical Hours	Unassigned Hours	Total Hours	Minimum Practical Applications
Sanitation/patron protection					
Laws & Rules					
Personal Hygiene					
Salon Management					
Mechanical and electrical					
Equipment safety	50	50	0	100	100
Anatomy & Disorders	25	0	0	25	0
Artistic Principles	10	0	0	10	0
Manicuring/Pedicuring techniques	20	50	0	70	40
Chemistry – Occupational safety and health administration	15	0	0	15	0
Artificial Nails/Extensions/Repairs	25	105	0	120	50
Unassigned hours	0	0	50	50	0
TOTALS	145	205	50	400	190

(Sanitation and patron protection should be included in all services.)

COSMETOLOGY INSTRUCTOR COURSE OUTLINE

Course Description: The Cosmetology Instructor's course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator's position. The course is taught in English.

Textbooks: Milady's Master Educator Instructor's Textbook
Milady's Master Educator State Board Review Book
Michigan Cosmetology Law Book

Objectives:

1. To provide the student instructor with the education and training necessary for licensure.
2. To provide teaching techniques that will be used when instructing students in the clinic setting and classrooms, relating to all areas of Cosmetology and its related fields.
3. To introduce the student instructor to the various aspects of required administrative duties, i.e., Grading, Record Keeping, State Board Attendance Reports, School Inspections, Student Intervention & Re-directive Advising.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on assist teaching in the classroom and Student Salon areas.

Evaluation: The student is evaluated daily throughout the course. Chapter tests are administered, and classroom and Student Salon practical performances are evaluated and discussed.

Attendance: Classes and Student Salon hours are scheduled as follows:

Theory Classes are held Tuesday mornings from 9:00am to 11:00am and are mandatory attendance requirements.
The first 150 hours are spent in the classroom, Monday through Friday - 8:30 a.m. to 4:30 p.m.
The next 400 hours are spent between the Classroom and Student Salon observing and assist teaching.
The last 50 hours are spent in reviewing Laws and Pre-State Board Exam Review and final exam.

PRESENTATION OF CURRICULUM: First Session: 0 – 125 hours

During the First Session, the Course Orientation, review of Cosmetology History of Teaching, Goals and Career Opportunities and Learning Objectives are introduced and discussed. The Student Instructor observes teaching techniques in the classroom and assists the Instructor in charge of the classroom. Other subjects studied are:

- Profile of a Master Educator
- Educator Relationships
- Program Development
- Developing and Using Educational Aids

Practical training includes:

- Developing lesson plans and outlines; Developing practical visual aids and reviewing personal practical skills on the manikin.

Second Session: 126 hours to 450 hours

In the second Session, the Student Instructor continues with both Theory and Practical training. The Student Instructor moves into the Student Salon area to observe and assist the Student Salon Instructor, while continuing their classroom instruction. The additional subjects covered are:

- | | | |
|---|--|--|
| • Teaching Skills and Presentation Techniques | • Student Evaluation and Testing Methods | • Professional Performance Evaluation |
| • Results-oriented Classroom Management | • Teaching to Diverse Learning Styles | • Preparing for Licensure and Employment |
| • Industry Needs | • Powerful Teaching and Learning Methods | • Michigan State Board of Cosmetology |
| • Teaching in a Dynamic Clinic | • Achieving Learner Results | Law Review |

The Student Instructor is also required to develop 5 Theory Lesson Plans; 5 Practical Lesson Plans; 5 Teaching/Visual Aids; Perform a School Inspection; State Board Hours Report; Product Inventory; Learn Front Desk Operations; and Student Recordkeeping. The Student Instructor will be required to student-teach in the classroom area and supervise the Student. They will receive peer-evaluations from the Staff Instructors.

The final 50 hours, the Student Instructor will review for their State Board Exam.

CONTENTS OF UNITS OF INSTRUCTION

Subject	Theory Hours	Practical Hours	Total Hours	Minimum Practical Applications
Orientation and review of the cosmetology curriculum	25	50	75	20
Introduction to teaching	30	0	30	0
Lesson Planning				
Teaching Techniques				
Teaching Aids				
Developing, administering				
Grading examinations	80	85	165	0
Laws and Rules				
Record keeping				
School administration	15	10	25	70
Teaching				
Assisting in the clinic and theory Classrooms	0	75	75	15
Practice teaching in the clinic and theory classrooms	0	130	130	25
TOTALS	150	350	500	150

GRADING AND STUDENT PROGRESS REPORTS:

Theory and Practical work is graded as it is completed. The following grading system is used for all tests, practical work and projects assigned:

96% to 100%	Excellent
91% - 95%	Very Good
85% - 90%	Satisfactory
84% and below	Needs Improvement

Practical work is evaluated by each student's ability to show competence for an entry-level position based on National Standards. (Provided by Milady Standard Course Management Guides).

Progress reports are completed for each student in the Junior and Senior divisions. This is an evaluation of completed daily MPA's, YTD's and weekly theory tests. One copy is given to the student and one copy is placed in the student's file. Grade sheets are also completed and kept in the student's file as part of their permanent records. Cumulative progress reports are maintained in a permanent file as per State Board regulations. The evaluation includes grades from theory tests, competencies, attendance percentages, and MPA/YTD's. Students (and parents/guardians of a minor student) are permitted to review all personal records at an appointed time with the supervision of the Director's Office or the Instructor Supervisor. Please refer to the FERPA Policy in Appendix C, which is available in the Admissions Office.

SATISFACTORY PROGRESS POLICY:

Please refer to Appendix B.

ADVISING:

The Administration and Instructors are available to advise and provide feedback to all the students in the areas that pertain to their training in the classroom and Student Salon performance, attendance, appearance, and developing a professional attitude. Personal advising by the Administration is available to all students during their training. Financial Entrance/Exit counseling including debt management and budgeting techniques are provided at enrollment, throughout the program, and upon completion of the programs.

STUDENTS' RIGHT TO PRIVACY:

Each student (or parent/guardian of a minor student) has the right to inspect his or her records. ICA protects each student's right to privacy. Any information pertaining to a student may not be released without a written release statement from the student or from the parent/guardian of a minor student. Directory type information will not be published without the written consent of the student or the parent/guardian of a minor student. Exceptions to the written release would be matters related to accreditation, authorized administrative and instructional staff, subpoenaed information, and any other agency that has regulatory authority over the school.

FERPA:

ICA provides the students with information regarding the Family Educational Rights and Privacy Act of 1974(FERPA). Please refer to Appendix C.

REFUND POLICY:

- a. An applicant rejected by the School shall be entitled to a refund of all monies paid.
- b. If a Student (or in case a student under legal age, his/her parent/guardian) cancels his/her enrollment and demands his/her money back, in writing, within three business days of the signing of the Enrollment Agreement, all monies collected by the School shall be refunded. The cancellation date will be determined by the postmark on the written notification, or the date the cancellation notice is delivered to the School administrator/owner in person. This policy applies whether or not the Student has actually started training.
- c. If a student cancels his/her enrollment more than three business days after signing, but prior to entering classes, he/she shall be entitled to a refund of all monies paid to the School, less a registration fee of \$200.00 per course.
- d. For Students who enroll in and begin classes, the following schedule of tuition adjustments/refunds is authorized:

Percentage Time to Total Time of Course	Amount of Total Tuition School Shall Retain
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- e. Enrollment time, is defined as the time elapsed between the actual starting date and the date of the Student’s last day of physical attendance in the School and is based on the student’s scheduled hours. Any monies due the applicant or Student shall be refunded within 45 days of formal cancellation by the Student as defined in the agreement, or formal termination by the School, which shall occur not more than 30 days from the last day of physical attendance in the school. In the case of a leave of absence, the earlier of the date that the student informs the school that he or she will not be returning, or the documented date of return will be counted as the date of termination / end date.
- f. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the Student, the School shall attempt to make a settlement which is reasonable and fair to both parties.
- g. The costs of the kit, text books, additional equipment or other charges incurred by the Student are non-refundable.
- h. If the School is permanently closed and no longer offering instruction, after a Student has enrolled, the Student shall be entitled to a pro-rated refund of tuition.
- i. If a course is cancelled subsequent to a Student’s enrollment, the School shall, at its option, provide a full refund of all monies paid; or provide for completion of the course.
- j. Collection procedures reflect good taste and sound ethical business practices.

GRADUATION REQUIREMENTS:

The requirement for graduation from the Cosmetology course is 1500 clock hours; Cosmetology Instructor course is 500 clock hours; 400 clock hours are required for the Manicuring Course. Additional requirements are: the completion of Minimum Practical Applications in each respective course and a passing grade of 85% in all subjects. All tuition, fees, and additional charges must be paid in full prior to the required Pre-State Board Exams. Upon completion of the previously mentioned requirements, a Certificate of Completion is awarded.

PLACEMENT SERVICE:

A placement service is continuously maintained to help graduates find employment. As long as graduates remain in the beauty industry, or return to it, the employment service is available to them. The School will provide the Student with placement assistance consisting of identifying employment opportunities and advising the Student on appropriate means of attempting to realize the opportunities. Cosmetology schools are prohibited by law to guarantee employment. The student understands that the School has not made and will not make any guarantees of employment or salary upon graduation.

GENERAL SCHOOL POLICIES/RULES AND REGULATIONS:

CLOCKING PROCEDURES/TARDY POLICY:

All students are expected to clock in 15 minutes prior to their scheduled time. Tardiness and absences count against personal time and are noted and can affect the student's progress reports and future job references. Students are required to clock in and out at the computer located in the Student Salon. Hours are calculated by using full 15 minute increments. Student Salon students are required to go directly to their work stations upon clocking in. Tardy Student Salon students are required to check in with the Student Salon Instructor and Student Salon Coordinator upon clocking in for the day. A student caught changing their own hours, having another student clock them in or out, clocking a classmate in or out, or being off the campus while clocked in, will face disciplinary action and may be found guilty of time card fraud. Students must clock out and in for lunches. In addition to scanning your time card, all students are required to sign in on the attendance sheet. This is the back-up system, and can support your hours - so don't forget. If you lose your name tag with the scan bar, you may be required to pay \$ 1.50 to replace your name tag/scan bar. Below is the break and lunch timetable as required by the Labor Board and State Cosmetology Board:

- Up to 5.25 hours = 15 minute break or lunch without punching out
- 5.5 hours up to 6.75 hours = 30 minute lunch off the clock (one 15 minute break on the clock)
- 7.0 hours up to 8 hours = 1 hour lunch off the clock (two 15 minute breaks on the clock)

Junior classroom punch-in times are between 8:30 a.m. and 9:00 a.m.; during the mid-morning break and lunch break. Junior students are required to report to their classroom immediately after clocking in. We encourage the Junior students to attend during their scheduled hours in order to not miss any vital information covered during 8:30 a.m. and 4:30 p.m. A tardy student may be required to report to the Study Hall until they are allowed to join the class during the above punch in times listed. All information that is missed due to a late scan-in must be collected and completed by the assigned dates. The part-time student's attendance and scan-in times will be arranged on an individual basis. Failure to abide by the scan-in policy may result in being excused for the day, resulting in lost time.

It is our desire to limit classroom distractions during the training being presented to the students. Junior students will not be allowed to "hang out" in the Student Salon during operation hours and Senior students will not be allowed to "hang out" in the Junior classrooms during operation hours. Occasionally, Senior students may be allowed to join a Junior classroom in the capacity of peer coaches or to observe a demonstration or theory lesson deemed necessary for their training.

MONTHLY ATTENDANCE CALENDARS:

Monthly attendance calendars are required the last week of each month. The calendar serves as an attendance contract between the student and the Academy. The calendar is subject to approval and requires the signature of the Instructor Supervisor. The signature signifies that the calendar has been approved and meets the student's required attendance agreement found in the Student Enrollment Contract. The clinic student's calendar must meet the Student Salon/client needs and follow the clinic guidelines. Mandatory attendance days will be noted on the calendar and the student will be charged \$8.53 per hour for each hour missed on the mandatory attendance day. (This is in accordance with the Student Enrollment Contract and above contract costs).

ALL CHANGES TO THE ATTENDANCE CALENDAR MUST BE APPROVED IN WRITING BY THE INSTRUCTOR SUPERVISOR.

CALL-IN POLICY:

All students are responsible for calling in within 15 minutes of their contracted start time. Failure to do so will result in a NO CALL / NO SHOW charge of \$20.00 (above contract costs). ALL MISSED TIME IS DEDUCTED FROM PERSONAL TIME ALLOTMENTS.

ADDITIONAL CHARGES:

A \$8.53 per hour charge will be added for any student who is absent from school the 1st school day before and/or the 1st school day after (or any part of) a scheduled holiday or school closure. (See Holiday schedule page 2) A \$8.53 per hour charge will be added for any student who is absent from mandatory Theory classes and scheduled Saturdays. Other charges are: Replacement Name Badge: \$1.50; Additional Manikin Head: \$35.00; additional Manikin Hand: \$15.00 (with stand); additional Manikin Hand: \$10.00 (without stand).

PLEASE NOTE: NO STUDENT WILL RECEIVE A TRANSFER WITHOUT PAYING ALL MONIES DUE. NO STUDENT WILL RECEIVE A COURSE COMPLETION CERTIFICATE WITHOUT PAYING ALL MONIES DUE.

LEAVE OF ABSENCE:

A leave of absence may be granted at the discretion of the Administration. All requests must be submitted to the Admissions Office, in writing, 2 weeks prior to the needed time off. The request forms are available in the Administration office and must be signed and dated by the student requesting the LOA and by the Administrative officer. The time allotted to a leave of absence is no less than 14 calendar days to 6 weeks / approx. 45 calendar days. The student may request additional time based on extenuating circumstances, in writing, signed and dated by the student. Any additional time granted will be at the discretion of the Administrative officer. The student taking the leave of absence will return to the program in the same SAP and Academic Progress that they left the school with. Their contract end date will reflect the extension of the hours / time off the student was granted.

UN-EXCUSED ABSENCE/DROP POLICY:

ICA adheres to the Drop Policy set forth by the US Department of Education. The US Dept. of Education Student Handbook states: Any student who has not been in attendance for a period of 14 consecutive calendar days will be automatically dropped from their enrolled program. Re-enrollment in the Academy is NOT guaranteed. The applicant will be required to meet all previous financial obligations before re-enrollment will be addressed. A second enrollment fee will be required. The applicant will be required to meet with members of the Advisory Board and/or Administrative Staff to discuss re-admittance to the Academy. This policy is applied to all the programs offered by International Cosmetology Academy.

WITHDRAWAL POLICY:

A student wishing to withdraw from their enrolled program must file a Termination Request Form with the Administration Office within 2 days of the last attended day. The request form must be signed and dated by the student and the Administrative Officer. The student will be required to meet with the Administrative Officer to discuss their options and finalize their withdraw from the program. Additional information regarding the student's financial obligations will be discussed and explained by the Administrative Officer. If the student fails to meet with the Administrative Officer, the withdraw information will be mailed to the student. This information includes the exit information packet and a summary of the student's financial obligations.

KIT POLICY:

Your kit contains all the equipment you will need during your training period. Each student is responsible for the care and upkeep of their kit. Additional items that are profession in nature may be added to the kit at the student's expense. Items that are on the Kit Inspection Sheet are required items and are part of your "uniform." In other words, the kits must be in good working order and all items must be brought to school daily. Random Kit inspections can be expected. Failure to have the required items in the school can result in being sent home for the day or to retrieve the missing items resulting in lost time.

It is in the student's best interest to take their kit home with them daily, rather than leave the kit in the building. ICA is not responsible for any kits, books, tools, or personal items of any kind that the students leave unattended on the premises. Any missing items from the kit must be replaced by the student at their own cost. Some items may be purchased from the Student Store. Items of a professional make may be added to the kit at the student's cost.

DRESS CODE :

FIRST IMPRESSIONS ARE LASTING IMPRESSIONS!!

The State Board requires: Uniforms (kept neat, clean, and sanitary) and name badges by which the person and program is easily identified. **SMOCKS AND NAME TAGS ARE REQUIRED WHEN YOU ARE PUNCHED IN OR WHEN YOU ARE ON THE CAMPUS.**

Compliance with professional industry standards in the area of dress code are part of your career training. As a matter of daily business you will be evaluated by your supervising instructors in all areas of your appearance. **FAILURE TO ABIDE BY THE DRESS CODE POLICY WILL RESULT IN LOST TIME AS YOU WILL BE SENT HOME OFF THE CLOCK TO CHANGE INTO REQUIRED ATTIRE.**

Any questions regarding the dress code need to be addressed to the staff.

Cosmetology Students:

- Top/Blouse/or Shirt of any color with sleeves
- Black Pants or Dark Black Jeans (no spandex or sweats)
- Black socks
- Black closed toe shoes
- Black Smock

Manicure Students:

- Top/Blouse/or Shirt of any color with sleeves
- Black Pants or Dark Black Jeans (no spandex or sweats)
- Black socks
- Black closed toe shoes
- White Lab Coat

Cosmetology Instructor Students:

- Top/Blouse/or Shirt of any color with sleeves
- Black Pants or Dark Black Jeans (no spandex or sweats)
- Black socks
- Black closed toe shoes
- Green smock

Jeans are acceptable as long as they are dark black. They can NOT be acid washed / faded / or stone washed. They must be in good condition, and be worn properly. Blouses/tops/shirts must be clean, ironed, appropriate, and tasteful and must have sleeves. Jeans of any color are acceptable on Mondays and Saturday. Saturday Student Salon students must abide by the footwear/socks/nylons policy.

FEMALES: You may wear black skirts, skorts, capris, or walking shorts – dark black denim (shorts may not be shorter than 2" above the knees / no spandex, warm ups, or sweats).

MALES: You may wear black shorts – dark black denim (shorts may not be shorter than 2" above the knees /no sweats or warm ups).

BLACK SOCKS OR NYLONS ARE REQUIRED AT ALL TIMES!!!

Black closed toe shoes or shoes with a back strap and covered toes are permitted (Crocs). You stand on your feet A LOT. Black gym shoes in good condition are permitted.

No hats, beanies, caps, scarves, do-rags, head coverings or bandanas are permitted.

Wear tasteful jewelry that won't get in your way or in your client's face. Costume jewelry, pearls and opals don't hold up well in perm solutions or color solutions – protect your good jewelry by wearing gloves.

PERSONAL GROOMING:

- Hands and nails must be kept clean, polish on or off – not chipped. Artificial nails need to be in good repair.
- Hair MUST be done before punching in.
- Make-up (if worn) needs to be applied tastefully.
- Oral hygiene, personal cleanliness and personal hygiene are mandatory
- Use of deodorant daily is encouraged

CAMPUS SECURITY/EMERGENCY WARNINGS/EVACUATION PLAN:

Awareness if the first defense against crime. Be aware of your surroundings; be aware of who belongs (students and clients); and keep track of your personal belongings; these steps will go a long way to preventing theft. LOCK YOUR CAR. Put your purse in your locker and LOCK YOUR LOCKER!! Report any suspicious activity on campus to the staff.

THE ACADEMY IS NOT RESPONSIBLE FOR ANY THEFT OF PERSONAL ITEMS.

Please refer to the Campus Security Report in Appendix D, which is available upon request in the Admissions Office.

MEDICAL EMERGENCIES:

In case of a medical emergency, inform the nearest staff member and dial 911. Do not attempt to move anyone who has fallen. Follow the Universal Precautions against blood spills.

MINIMUM PRACTICAL APPLICATIONS (MPA'S):

A weekly MPA sheet is issued to each student at the beginning of each week. All theory and practical work is recorded on the MPA sheet and must be verified by the instructor. Once weekly, the MPA information is transferred to a Master Total Sheet (Year to Date). The YTD sheet is the property of the Academy and must remain in the school at all times! All students are required to fulfill the State Board requirements in the theory and practical areas. ICA will require that additional practical services are completed in each program above the State Board minimum requirements. The YTD is part of the student's permanent file and must be completed prior to the State Board examinations.

MISCELLANEOUS POLICIES:

PHONE CALLS – Personal phone calls need to be made during breaks. Cell phones are permitted in the break room area or outside of the building. Cell phones must be turned off during class and while in the Student Salon. Beepers must be on vibrate and turned off during class and while in the Student Salon. **NO PERSONAL CALLS WILL BE RECEIVED BY STUDENTS WHILE IN CLASS OR IN THE STUDENT SALON ON THE SCHOOL PHONE.** Emergency phone calls must go through the front desk. Students are not permitted to leave their client to answer or return a personal cell phone call. The student will receive one verbal warning; the second offence will result in the student being asked to leave the Student Salon/classroom for the day. Any subsequent infraction will result in the student being placed on Student Salon suspension, which requires the student to report to the Director prior to being allowed to return to the Student Salon. The infraction will be documented and becomes part of the student's permanent file.

STUDENT SALON SERVICES – Senior students may receive services on Tuesday and Wednesday providing that the student meets the following criteria:

- The student must be in Satisfactory Attendance and Satisfactory Academics – an average of 85% or more
- The student must have all tests / assignments / worksheets completed and checked by the Instructor
- The student must have all MPA's / YTD's completed and signed and checked by the Instructor
- The student must have attended all assigned Theory classes for the previous 4 weeks

All services except chemical services in which the other supplies may be used must be paid for BEFORE receiving them. Students must fill out a student service ticket and have a signature from the Instructor Supervisor or the senior Student Salon Instructor. The student prices are as follows:

- Haircuts / Shampoo & Styling / Scalp Treatments / Manicure services are: \$2.50 per service
- Color / Hi-lites / Perm Waves & Relaxers / Facials / Chemical Peels / Pedicures / Artificial Nail services are priced identical to the client services and discounted at 50% off the client price.
- If the student supplies their own chemical product the service is priced at: \$2.50

FAMILY MEMBER SERVICES - (Mother, Father, Children – only immediate family) may receive 35% discounted services on Tuesdays, Wednesdays and Thursdays ONLY and must make an appointment. ALL PERSONAL SERVICE ON A STUDENT OR FAMILY MEMBER MUST BE COMPLETED IN THE ALLOTTED SERVICE TIME. IF THE SERVICE RUNS OVER, THE STUDENT EITHER RECEIVING OR GIVING THE SERVICE MAY BE ASKED TO TERMINATE THE SERVICE AND TAKE THE CLIENT SERVICE THAT IS WAITING. FAILURE TO ABIDE BY THE SERVICE STANDARDS WILL RESULT IN THE LOSS OF FUTURE PERSONAL SERVICE PRIVILEGES. NO personal or family services are permitted on Fridays or Saturdays. Students from the classroom desiring a personal service must do them either on personal day in the classroom or after their regular classroom hours. Classroom students may not request services during their lunch hour. (NO EXCEPTIONS - SORRY!!!!!!!!!!!!) Classroom students must also meet the personal service criteria stated above.

SMOKING – There is no smoking within the school building. Smoking is permitted behind the building and only during breaks.

PARKING – The student parking area is behind the building. PLEASE LOCK YOUR CAR!! Keep your valuables out of sight. Do NOT leave your kit or purse in the car. Please refer to the parking diagram.

DUTIES – Each student is expected to help keep the school clean. Duties are assigned in the Student Salon and classrooms. These duties are assigned weekly and everyone is expected to complete the assignments prior to punching out for the day. Students are NOT dismissed until all duties are completed. The duties are checked by the instructor in charge. This is a required part of on the job training and team work.

MAKE-UP TESTS/RETESTING - is conducted weekly on Wednesdays. The student must take the test/retest by appointment if they are on the Student Salon. Junior students are required to test/retest on Mondays (unless they are part-time). Juniors may not enter the Student Salon until all testing is completed and passed. Tests are arranged on Mondays or Wednesdays. Seniors in the second session may not pass into Pre-States unless all chapter tests are completed and passed. Mid-term exams must be completed and passed before Pre-States. Practical work is made-up in the form of review and repetition of the information.

PERSONAL LISTENING DEVICES - iPods / MP3 players / Cell Phones with music applications are limited on a limited basis. During study Sessions in the classroom and Student Salon, they are permitted with ear buds. During class lectures all music devices must be turned off and put away. At no time are personal listening devices allowed during client services. The volume must be adjusted so that surrounding students, clients, and staff can not hear the music. Failure to abide by this policy will result in a verbal warning, being asked to remove the device, and the student may be sent home for the day. All music must be appropriate in nature and language for the professional setting.

VISITOR POLICY – Students and staff are encouraged to limit visitors to their break time and lunch time. At no time is the visitor allowed to “hang out” in the student break room, Student Salon, or classrooms. Students that are waiting for a ride or being dropped off must wait for their transportation in the rear of the building at the student entrance.

VACCINATION POLICY – Additional information regarding recommended vaccinations is available at the Kent County Health Department.
(616) 632-7100

VOTER REGISTRATION POLICY – Forms are available at the Michigan Secretary of State website: www.michigan.gov/sos

LICENSING BOARD
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Board of Cosmetology
P.O. Box 30018
Lansing, MI 48909
517-241-9201 (phone)
517-241-9280 (fax)

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