



International

School Of Beauty, Inc.

Catalog

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WANT TO LEARN?

Cosmetology*



Barbering*

Nail Tech



Facial

Massage*



Financial Aid Available to Those Who Qualify
*High School Diploma
or GED Required

7127 US Hwy 19
New Port Richey
Admissions:
727-848-8415
www.isbschool.com



Mission

Bene's International School of Beauty, Inc. provides career preparation in the Cosmetology arts and sciences including Barbering, Skin Care, Instructor Training, Massage Therapy and Nail Care in order to prepare the student for employment in the Beauty Industry to serve God, the family and community.

Bene's International School of Beauty, Inc., we are a private school specializing in vocational training in Cosmetology and related arts and sciences. It was founded in the spring of 1976, accredited 1979. It is located at 7127 U.S. Highway 19, New Port Richey. Over the years the school has grown and we now utilize 7,000 square feet of newly renovated classrooms, clinic and offices.

School's Governing Body

Bene's International School of Beauty, Inc., 7127 U.S. Highway 19, New Port Richey, FL 34652. The officers of the corporation, since January 2004, are Patrick J. Bene and Vicki L. Bene.

Accrediting And Licensing

We are Accredited by the National Accrediting Commission of Cosmetology Arts and Sciences (NACCAS), located at 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, telephone number 1-703-600-7600. NACCAS is recognized by the U.S. Department of Education as the national accrediting agency for cosmetology schools.

Bene's International School of Beauty, Inc. is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 2650 Apalachee Parkway, Suite A, Tallahassee, FL 32301, toll-free telephone number (888) 224-6684. Florida Education License #1658.

Certificates from these agencies are on display at the school.

We are an approved institution for Veterans' Training and Department of Immigration.

We are an approved provider of CEU's by The Department of Business & Professional Regulation for Cosmetology, Skincare and Nails.

Our provider number for massage therapy is MCE288-05 from the Florida Department of Health Division of Medical Quality Assurance Board of Massage Therapy.

Faculty

- Mr. Patrick J. Bene, President, has over 16 years experience in business management and instructs business courses at the graduate level.
- Mrs. Vicki L. Bene, Vice President, has many years of customer service and office management experience.
- Suzy Hills, Attendance, over 20 years office and cosmetology experience.
- Ella Pepito, "Ms. Suzie", nail tech instructor, 10 years experience in cosmetology and nail technology, beauty supply educator.
- Barbara McNichols, skin care instructor.
- Celia Posner, instructor, cosmetologist, barber.
- Barbera Genna, instructor, cosmetologist.
- Susanne Hill, instructor, cosmetologist.
- BJ Corona, instructor, cosmetologist, joico national educator.
- Gena Blood, instructor, LMT. Polarity therapist, CT, THP.
- Lauren Calzadilla, instructor, LMT.
- Dr. Erce Phillips, M.A., C.S.C.S., instructor anatomy and physiology.
- Kathy Russell, nail tech instructor

Advisory Board

- Dr. Erce Phillips, M.A., C.S.C.S.
- Dr. Austin Colemn, D.O.
- Phyllis Klotz, LMT, Facial Tech, BISB graduate.
- Donna Hennessey, Cosmetologist and Salon Owner
- Paul Marcy, Real Estate Investor
- Beverly Diehl, Marketing Director
- Dilip Patel, P.A.

Financial Aid

- JoAnn Saul, Financial Aid Officer - Instructor, Cosmetologist, A.A., PHCC; B.S. in Management, International College.
- Weber & Associates, Financial Aid Servicer.

Facilities and Equipment

- International School of Beauty, Inc. consists of 7,000 square feet, which includes separate Nail and Skin training centers
- Reception area
- Retail area
- Clinic floor with styling stations
- Capacity to hold up to 150 students on a rotating basis
- Shampoo area
- Five classroom areas for basics and demonstrations
- Classrooms equipment includes TV, VCR, copy machine, overhead, computers, on-line Internet access
- Nail practical and theory room equipped with drills
- Projection TV to view videos
- Braiding work area
- Ethnic hair work area
- Facial room equipped with European Facial Machine (steamer, mag lights, high frequency, galvanic current, vacuum). Aromatherapy, TV, VCR and CD player, bodywrap/makeup/waxing areas
- Lockers
- Stockroom
- Men and Women restrooms equipped for handicap
- Smoke free facility
- Outdoor patios
- Full Service Therapeutic Massage training center
- Library/Computer Room

Educational Objective

Our objective is to provide students with diversified, integrated theory and practical programs based on eight sources selected from the common body of knowledge of cosmetology, nails and skin care. This prepares the Cosmetology and Barbering students to pass a State Exam so that the students may receive a license from the State of Florida, and prepares the Specialty students to pass a school exam to be able to apply for a specialty registration.

Massage students are provided diversified, integrated, theory and practical programs based on twelve NCBTMB sources. This prepares the massage student to pass a national certification exam.

Admissions

Barber Styling, Cosmetology, Cosmo/Barbering, Instructor Training, and Massage Therapy students may enroll with a High School Diploma or GED. Instructor Training students must hold a current Florida Cosmetology license AND have salon experience.

Facial - Skin Care, Full Specialty, Manicuring-Nail Extension I and II, may enroll with a High School Diploma, GED or by passing the TABE Level A.

The ability to benefit is determined by tests approved by the Federal Government. I.S.B. has chosen the Level A*. Currently, students without a High School Diploma or GED must go to a local high school or GED Testing Center and take the TABE Level A (#7 & 8 scores: Reading 559, Language 545, Total Mathematics 562). We recommend Marchman Vocational Center. All students who are admitted under the ability to benefit will be counseled by the administrator.

Students will be given information on the location of GED classes which prepare a student for a GED test. It is highly recommended, but not required, by the I.S.B., Inc. that all students attempt to earn a GED or a high school diploma. Our admissions office will guide those interested through the necessary steps.

**Students who present a diploma from any other country must pass the Level A test.*

Dress Code

1. International School of Beauty students will be issued a lab coat the first day of school. Lab coats must be kept clean, pressed and fastened at all times. Massage Therapy Students must purchase blue scrubs.
2. The student's shoes must be flat, with closed-toes and heels. A white Ked (type) sneaker is recommended.
3. Shorts, skorts or mini skirts may not be worn. Blue jeans may be worn on Fridays or Saturdays only.
4. Students will be sent home to change, if the attire, make-up, jewelry, etc. are not deemed appropriate by the Administration.

Barber Styling

Program Title

Barber Styling – 1200 hours

Program Description

A program of study, theory and practical skills encompassing all phases of barbering. The program prepares the student to understand the laws of the State. The program provides skills to grant the student entry into the barbering profession and provides the foundation necessary to pass the State exam.

Program Objective

1. To learn the laws of the State of Florida, including how to seek and obtain employment, payroll deductions, employment application and consumer safety. Intro to computers. HIV Aids 101-104
2. To describe the growth and reproduction of bacteria.
3. To learn proper sterilization techniques, sanitation procedures and protection of the public.
4. Become familiar with barber/styling tools and equipment.
5. To describe structure and composition of skin, scalp and hair.
6. To demonstrate draping, discuss PH, identify shampoos; demonstrate scalp massage.
7. Demonstrate facial massage and facials.
8. To define and demonstrate shaving using razor.
9. To master haircutting techniques, proper use of scissors, razor, thinning shears and safety precautions.
10. To define hair hairstyling and blow dry techniques.
11. To design a mustache and beard, trim using clippers, comb and trimmer.
12. To learn permanent waving techniques, controlling process, rod selection, conditioning, wrapping, test curling and neutralizing.
13. Define the purpose of relaxing and soft curl perms to define and learn the process of hair straightening, the types of hair and safety precautions.
14. To learn hair color, related theory, laws of color, single and double process.

15. To discuss reasons why men purchase hair-pieces. To learn about artificial hair types, fitting, color, cutting and styling.
16. To learn manicuring, pedicuring.
17. To define electricity and light therapy.
18. To understand matter, PH, emulsions, and solubility of compounds.
19. To define human cells and metabolism.
20. To discuss finance in a salon, **reception skills**, job search and compensation. Project Internet.

**All objectives include safety precautions.*

**Students must complete a graduate project.*

Completion time

Night full time students may attend 20 hours per week and complete the program in 60 weeks.

Program Outline

Program Breakdown by Course	Theory	Practical
1. Florida Law/Ethics/History/Intro to Computers, HIV Aids 101-104	30	0
2. Bacteriology	30	0
3. Sterilization/Sanitation	15	0
4. Implements/Tools	5	0
5. Disorders/Skin & Scalp	5	0
6. Treatment/Hair & Scalp	10	10
7. Facial Massage (men)	20	20
8. Shaving	5	20
9. Hair Cutting (men)	100	280
10. Hair Styling (inc. shampoos, men)	100	170
11. Mustache/Beards	5	20
12. Perms	10	40
13. Chemical Relaxing (men)	25	30
14. Hair Color/bleach	40	65
15. Men's Hair pieces	10	10
16. Nails/Disorders, Manicures	5	35
17. Electricity/Light Therapy	5	0
18. Chemistry	50	0
19. Anatomy/Physiology	10	0
20. Salon Business - Project Internet	20	0
TOTAL HOURS	500	700

Program Evaluation

Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours which evaluate each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their needs in order to be prepared. **An 80% average in each skill must be achieved.**

Tuition

BARBER STYLING - 1200 Hours

6.75 per clock hour	Tuition	8100.00
	Registration Fee	200.00
Includes Books & Jacket	Cost	\$8300.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*There is Financial Aid available to those who qualify.

Mandatory Supplies

Available at B.I.S.B. or a beauty supply for approximately \$450.00 (See insert.)

* All students must schedule an appointment with Admissions to complete license application.

* License Registration Fee (payable to the state) is due upon graduation.

Cosmetology Program

Program Title

Cosmetology – 1200 hours

Program Description

A program of study that teaches the theory and practical skills in all phases of Cosmetology. The program prepares the student to know the laws of the state. The program provides skills to prepare one for entry into cosmetology and provides the foundation necessary to pass the state exam.

Program Objective

1. To learn the laws of the State of Florida including how to seek and obtain employment, payroll deductions, employment applications and consumer safety, Intro to Computers, HIV Aids 101-104.
2. To describe the growth and reproduction of bacteria.
3. To learn proper techniques of sanitation, disinfection and sterilization.
4. To define the composition of hair/analyze clients hair and scalp.
5. Demonstrate draping for all services.
6. Demonstrate shampoo procedures, and understand the PH. Identify rinses.
7. To learn haircutting techniques, use of scissors, razor, thinning shears, safety precautions and understand prismatic technique.
8. To explain and demonstrate fingerwaving.
9. To define hairstyling and demonstrate procedures and proper use and care of instruments for hair styling.
10. To define the purpose of thermal waving, curling, blow dry styling and air waving.
11. To identify chemical composition of products in permanent waving, demonstrate hair analysis and perm procedures.
12. To demonstrate procedures for haircolor and strand tests, explain hydrogen peroxide, understand lighteners, single and double process tint application.
13. To define the purpose of chemical hair relaxing, describing basic steps. Demonstrate sodium hydroxide and ammonium thioglycolate.
14. Understand and demonstrate the hair pressing procedures for both soft and hard pressing.
15. To demonstrate types of wigs, extensions and hairpieces. To be able to order, clean, shape and color wigs.
16. To demonstrate the proper techniques for giving manicures/pedicures and have an understanding of acrylics.
17. To be able to describe the disorders and diseases of the nail.
18. To identify the various types of massage and be able to perform physical manipulations.
19. To describe the benefits of a facial and demonstrate the basic procedures.
20. To describe correct make up and demonstrate procedures.
21. To list functions of the skin and learn skin disorders.
22. To learn three methods of permanent hair removal and demonstrate temporary hair removal.
23. To define functions of human cells, demonstrate an understanding of anatomy/physiology.

- 24. To define the nature of electricity and define four types of electrical current.
- 25. To understand matter, PH, acids, alkalines and understand the chemistry of hair.
- 26. To discuss finance in a salon, **reception skills**, career opportunities and compensation. Project Internet.

*All objectives include safety precautions.
 *Students must complete a graduate project.

Completion time days

Day full time students attending 30 hours per week complete the program in 40 weeks.
 Night full time students attending 20 hours per week complete the program in 60 weeks.

Program Outline

Program Breakdown by Course	Theory	Practical
1. Florida Law/Ethics/History	30	0
(includes employment, personality, job opportunities, chemical awareness, HIV Aids 101-104, resume class). Intro to computers.		
2. Bacteriology	30	0
3. Decontamination	15	0
(daily salon management)		
4. Properties of the Scalp and Hair	15	55
5. Draping	5	5
6. Shampooing, Rinsing	5	5
7. Haircutting	60	125
8. Fingerwaving	5	5
9. Wet Hairstyling (sets)	30	125
10. Thermal Hairstyling (blow drying)	60	125
11. Permanent Waves	60	120
12. Haircolor	60	60
(includes semi, permanent & bleach)		
13. Chemical Hair Relaxing	30	25
14. Thermal Straightening	30	25
15. Wigs	10	0
16. Manicuring/Pedicuring	5	5
17. Nail/Disorders	5	0
18. Massage Theory	5	5
19. Facials	5	5
20. Facial Make Up	5	5
21. Skin/Disorders	5	0
22. Unwanted Hair	5	5
23. Cells/Anatomy	5	0
24. Electric Light Therapy	5	0
25. Chemistry	5	0
26. Salon Business - Project Internet.	5	0
TOTAL HOURS	500	700

Program Evaluation

Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours which evaluates each student on theory, services completed and practical application of

their work. Students are notified prior to these progress tests as to their needs in order to be prepared. **An 80% average in each skill must be achieved.**

Tuition

COSMETOLOGY - 1200 Hours

6.75 per clock hour	Tuition	8100.00
	Registration Fee	200.00
Includes Books & Jacket	Cost	\$8300.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*There is Financial Aid available to those who qualify.

Mandatory Supplies

Available at B.I.S.B. or a beauty supply for approximately \$450.00 (See insert.)

Additional Tuition Surcharge

All students who do not complete their program by their graduation date may be charged for all unexcused absences as follows: \$5.00 per hour over graduation date.

* License Registration Fee (payable to the state) is due upon graduation.

Cosmetology/ Barber Styling

Program Title

Cosmetology/Barber Styling – 1500 hours

Program Description

A program of study teaching theory and practical skills for all phases of barbering and cosmetology. The program prepares the student to know the laws of the State. The program provides skills to prepare one for entry into the cosmetology and barbering profession and provides the foundation necessary to pass the State exam.

Program Objective

1. To learn the laws of the State of Florida including how to seek and obtain employment, payroll deductions, employment applications and consumer safety, Intro to Computers, HIV Aids 101-104.
2. To describe the growth and reproduction of bacteria.
3. To learn proper techniques of sanitation, disinfection and sterilization.
4. To define the composition of hair/analyze clients hair and scalp.
5. Demonstrate draping for all services.
6. Demonstrate shampoo procedures, and understand the PH. Identify rinses.
7. To learn haircutting techniques, use of scissors, razor, thinning shears, safety precautions and understand prismatic technique.
8. To explain and demonstrate fingerwaving.
9. To define hairstyling and demonstrate procedures and proper use and care of instruments for hair styling.
10. To define the purpose of thermal waving, curling, blow dry styling and air waving.
11. To identify chemical composition of products in permanent waving, demonstrate hair analysis and perm procedures.
12. To demonstrate procedures for haircolor and strand tests, explain hydrogen peroxide, understand lighteners, single and double process tint application.
13. To define the purpose of chemical hair relaxing, describing basic steps. Demonstrate sodium hydroxide and ammonium thioglycolate.
14. Understand and demonstrate the hair pressing procedures for both soft and hard pressing.
15. To demonstrate types of wigs, extensions and hairpieces. To be able to order, clean, shape and color wigs.
16. To demonstrate the proper techniques for giving manicures/pedicures and have an understanding of acrylics.
17. To be able to describe the disorders and diseases of the nail.
18. To identify the various types of massage and be able to perform physical manipulations.
19. To describe the benefits of a facial and demonstrate the basic procedures.
20. To describe correct make up and demonstrate procedures.
21. To list functions of the skin and learn skin disorders.
22. To learn three methods of permanent hair removal and demonstrate temporary hair removal.
23. To define functions of human cells, demonstrate an understanding of anatomy/physiology.
24. To define the nature of electricity and define four types of electrical current.
25. To understand matter, PH, acids, alkalines and understand the chemistry of hair.
26. To discuss finance in a salon, **reception skills**, career opportunities and compensation. Project Internet.
27. **The Barber portion of the program will consist of 150 theory hours and 150 practical hours in barber implements, shaving, haircutting (men), hairstyling (includes men's shampoo), mustache/ beard trimming and tinting and study of men's hair.**

**All objectives include safety precautions.*

**Students must complete a graduate project.*

Completion time

Night students may attend 20 hours per week of 60 weeks.

Program Outline

Program Breakdown by Course	Theory	Practical
1. Florida Law/Ethics/History	30	0
(includes employment, personality, job opportunities, chemical awareness, HIV Aids 101-104, resume class). Intro to computers.		
2. Bacteriology	30	0
3. Decontamination	15	0
(daily salon management)		
4. Properties of the Scalp and Hair	15	55
5. Draping	5	5
6. Shampooing, Rinsing	5	5
7. Haircutting	60	125
8. Fingerwaving	5	5
9. Wet Hairstyling (sets)	30	125
10. Thermal Hairstyling (blow drying)	60	125
11. Permanent Waves	60	120
12. Haircolor	60	60
(includes semi, permanent & bleach)		
13. Chemical Hair Relaxing	30	25
14. Thermal Straightening	30	25
15. Wigs	10	0
16. Manicuring/Pedicuring	5	5
17. Nail/Disorders	5	0
18. Massage Theory	5	5
19. Facials	5	5

20. Facial Make Up	5	5
21. Skin/Disorders	5	0
22. Unwanted Hair	5	5
23. Cells/Anatomy	5	0
24. Electric Light Therapy	5	0
25. Chemistry	5	0
26. Salon Business - Project Internet.	5	0
TOTAL HOURS.....	500	1000

Program Evaluation

Students take weekly theory quizzes on theory work. Progress tests are given at 300, 600, 900, 1200 and 1500 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

**COSMETOLOGY/BARBER STYLING
1500 Hours**

6.75 per clock hour	Tuition	10,125.00
	Registration Fee	200.00
Includes Books & Jacket	Total Cost	\$10,325.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

**There is Financial Aid available to those who qualify.*

Mandatory Supplies

Available at B.I.S.B. or a beauty supply for approximately \$450.00 (See insert.)

Additional Tuition Surcharge

All students who do not complete their program by their graduation date will be charged for all unexcused absences as follows: \$5.00 per hour over graduation date.

** License Registration Fee (payable to the state) is due upon graduation.*

Facial - Skin Care Program

Program Title

Facial - Skin Care Program – 360 hours

Program Description

A program of study designed to instruct a student in all phases of theory and practical skin care. The program prepares the student to master International's techniques to enter the skin care industry.

Program Objective

Our objective is to develop the theory and practical skills for skin care with instruction in state law, HIV AIDS, salon management, chemistry, bacteriology, sterilization, ethics, skin history, disorders of the skin and spa services; as well as basic massage (**includes body wraps**), basic make-up, hair removal (includes bikini wax), neck and shoulder massage, masks (mud included), Glycolic Acid cosmetic peels (25%-40% fruit acids), seaweed wash, aromatherapy, collagen treatments, paraffin facials and special camouflage make-up in 360 hours, completing all services and passing the final exam, to be issued a specialty registration (license) from the DBPR.

Completion time

Full time students may attend 28 hours per week for 13 weeks. Days – Monday through Wednesday 9:00 a.m. to 3:00 p.m., and Thursday and Friday 9:00 a.m. to 2:00 p.m. Night school is Monday, Tuesday, Wednesday 5:00 p.m. to 9:00 p.m.

Program Outline

Program Breakdown by Course	Theory	Practical
1. Florida Law/Salon Management	15	26
obtain full knowledge of laws of the State and fee. Salon management		
2. HIV/AIDS	4	0
Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome		
3. Chemistry	10	0
4. Bacteriology/Sterilization	30	0
5. Ethics	10	0
6. Skin History	10	0
7. Skin Disorders.....	20	0
8. Massage/Body Wrap	10	50
9. Facials	10	35
10. Make-up	5	25

11. Hair Removal (includes body wax)	5	10
12. Facial, Neck, Shoulder Manipulations	5	45
13. Masques (includes mud)	5	5
14. Glycolic Acid (for peels up to 40%)	5	5
15. Fruit Acids	5	5
16. Aroma Therapy	5	5
17. Specialty Make-up	5	5
18. Salon Management/ Reception Skills .	20	0
TOTAL HOURS	170	190

Program Evaluation

Students take theory quizzes on theory work. Progress tests are given at 120, 240 and 360 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

FACIAL - SKIN CARE PROGRAM 360 hours

10.25 per clock hour	Tuition	3690.00
	Registration Fee	150.00
	Non-Refundable Application Fee	50.00
Includes Books & Jacket	Cost	\$3890.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.
3. Student loans are available.

Extra Cost

Students must supply a notebook, pen and 2 rolls of paper towels the first week of school. (Approximate cost \$5.00.)

License Registration Fee is \$60.00 for skin care and \$30.00 for body wrap (payable to the state) due upon graduation*.

* All students must schedule an appointment with admissions to complete license application.

Full Specialty Program

Program Title

Full Specialty Program – 600 hours

Program Description

This curriculum and program of study is designed to instruct a student in manicuring, pedicuring, disorders, sculptured nails and business management so the student will be able to work in the field of manicuring and master the subject of massage, nail art, acrylics, fiberglass, gels, wraps, and salon management. The program also teaches theory and practical phases of skin care. The program prepares the student to master International's techniques to enter the nail and skin care industry.

Program Objective

This will develop the theory and practical skills for manicuring, pedicuring, sculptured nails, and the personal characteristics that contribute to becoming a successful manicurist. Students will advance to master massage, nail art, acrylics, fiberglass, gels, wraps, and salon management. Students will develop theory and practical skills in all phases of skin care and spa services with instruction in State law, HIV AIDS, chemistry, bacteriology, sterilization, ethics, skin history including body wrap and disorders of the skin, as well as basic massage, make-up, hair removal (included), Glycolic Acid cosmetic peels (25% - 40% fruit acids), collagen treatments, aroma therapy and special camouflage make-up.

Completion time

Students attend 30 weeks at approximately 20 hours per week.

Program Outline

Program Breakdown by Course	Theory	Practical
1. Florida Law/Salon Management	15	26
obtain full knowledge of laws of the State and fee. Salon management		
2. HIV/AIDS	8	0
8 hours consisting of modes of transmission, infection control, procedures, clinical management and prevention of HIV and Aids Syndrome		
3. Sanitation	34	0
34 hours of procedure and public protection		
4. Ethics	12	0
12 hours of student handbook information, compensation, personality goals, drugs, job opportunities, student rights, rules		

5. Nail Theory	85.....	0
85 hours of nail theory, practice and related subjects including nail disorders and diseases		
6. Manicures	0.....	10
20 services / 20 hours		
7. Pedicures	0.....	10
10 services / 10 hours		
8. Tips with overlay	0.....	37.5
15 services / 37.5 practical hours		
9. Sculpting using a form	0.....	37.5
15 services / 37.5 practical hours		
10. Nail Wraps or Mending	0.....	15
10 services / 15 practical hours		
11. Nail Capping.....	0.....	10
10 services / 10 practical hours		
12. Artificial Nail Removal	0.....	5
5 services / 5 practical hours		
13. Polish/Nail Art	0.....	5
10 services / 5 practical hours		
14. Chemistry	10.....	0
15. Skin History	10.....	0
16. Skin Disorders.....	20.....	0
17. Massage/Body Wrap	10.....	50
18. Facials.....	10.....	35
19. Make-up.....	5.....	25
20. Hair Removal (includes bodywax).....	5.....	10
21. Facial/Neck/Shoulder Manipulation	5.....	45
22. Masques (includes mud)	5.....	5
23. Glycolic Acids (for peels up to 40%) ...	5.....	5
24. Fruit Acids.....	5.....	5
25. Aromatherapy	5.....	5
26. Specialty Make-up	5.....	5
TOTAL HOURS.....	254.....	346

Program Evaluation

Students take weekly theory quizzes on theory work. Progress tests are given at 200, 400 and 600 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

FULL SPECIALTY - 600 Hours

10.25 per clock hr - Facial	Tuition	5670.00
8.25 per clock hr - Nails	Reg. Fee	200.00
Includes Books & Jacket	Cost	\$5870.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*There is Financial Aid available to those who qualify.

Extra Cost

MANDATORY NAIL TECH SUPPLIES

(Must be purchased by the first week of nail class)

Available at BISB or a beauty supply for approximately \$350.00, \$405.00 for NT II. (See insert.)

Students must supply a notebook, pen, 3 dozen white towels for NT program, 2 rolls of paper towels and a laundry bag. (Approx. cost \$20.00.)

License Registration Fee is \$60.00 (payable to the state due upon graduation*.)

* All students must schedule an appointment with admissions to complete license application.

Instructor Training

Program Title

Instructor Training – 600 hours

Program Description

This program is designed to prepare a licensed barber, cosmetologist, skin care technician, nail technician, or massage therapist to be able to demonstrate their practical skill and develop skill necessary to teach theory in a classroom. The program may be taken for personal enrichment or to become employed as a teacher.

Program Objective

1. Explain how knowledge and communication skills are both necessary components of effective teaching. Intro to computers, Internet, Windows 98.
2. Discuss the ways in which teaching is both art and science.
3. Explain why students are responsible for their own learning.
4. List characteristics that qualify cosmetology as a profession.
5. Several examples of professional behavior by teachers.
6. Describe five roles of teaching.
7. Explain how roles of teaching overlap.
8. Examples of strategies for motivating students.
9. Explain what it means to be a reflective professional.
10. Positive and negative teaching styles.

11. Teaching styles and consequences in classroom
12. Describe the components of the learning process.
13. List five learning principles.
14. Give reasons students learn.
15. Explain the value of recognizing students as individuals.
16. List positive and negative teaching behaviors.
17. Explain roles of planning.
18. Describe elements of daily lesson plans.
19. Benefits of lesson plans.
20. Write lesson plans.
21. Describe four step teaching plan.
22. Describe different teaching methods.
23. Explain and identify the four categories of aids.
24. Explain how to handle personal problems and behavior problems.
25. Explain self evaluation.

- e. discussion method
- f. cooperative learning
- g. demonstrative/practice methods
- h. fields trips
7. Instructional Aids 50..... 50
 - a. importance of aids
 - b. visual aids
 - c. projection aids
 - d. display aids
 - e. three dimensional aids
 - f. printed aids
8. Evaluating Student Performance 5..... 10
 - a. purposes
 - b. tests
 - c. performance test
 - d. grading challenge
9. Creation of a Positive Environment 5..... 10
 - a. elements of Classroom Management
 - b. first impressions in classroom
 - c. checklist for classroom
 - d. organizing course material
 - e. class supervision
 - f. promoting positive behavior
10. Reflection and Vision in Teacher Education 10..... 0
 - a. reflective teaching
 - b. developing a vision

TOTAL HOURS 255 345

Completion time

Full time students attending 20 hours per week complete the program in 30 weeks.

Program Outline

Program Breakdown by Course	Theory	Practical
1. Intro Challenge of Teaching	20	0
a. knowledge and communications		
b. art and science of teaching		
c. cosmetology as a profession		
2. Characteristics of Teaching	20	0
a. portrait of a teacher		
b. roles of a teacher		
c. styles of teaching		
3. Students and Learning	20	0
a. learning process		
b. promoting success		
c. recognize students		
4. Developing a Course	25	25
a. analysis of needs		
b. curriculum development		
c. designing an individual course		
5. Effective Instruction	50	50
a. planning		
b. lesson plans		
c. 4 step teaching plan		
6. Teaching Methods	50	200
a. methods		
b. effective teaching		
c. lecture method		
d. interactive lecture		

Program Evaluation

Students take theory quizzes on theory work. Progress tests are given at 200, 400 and 600 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

INSTRUCTOR TRAINING PROGRAM - 600 Hours

6.25 per clock hr	Tuition	3750.00
	Registration Fee	200.00
Includes Books & Jacket	Cost	\$3950.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.
3. Financial aid is available for those who qualify.

* *The State of Florida does not require a program to become an instructor.*

MANICURING - NAIL EXTENSION I

Program Title

Manicuring - Nail Extension I – 240 hours

Program Description

A program of study designed to instruct a student in manicuring, pedicuring, nail disorders, sculptured nails and business management so that the student would be able to work in the field of manicuring and master the subject of massage of the hand and arm, nail art, acrylics, fiberglass, gels, wraps and salon management.

Program Objective

Our objective is to develop the theory and practical skill in phases of nail care with instruction in State law, HIV AIDS, and spa services, manicuring, pedicuring, sculptured nails and personal characteristics that contribute to a successful manicurist. Student will advance to master massage of the hand and arm, nail art, acrylics, fiberglass, gels, wraps and salon management in 240 hours, completing all services and passing the final exam, to be issued a specialty registration (license) from the DBPR.

Completion time

Full time students may attend 30 hours per week Monday - Friday 9:00 a.m. to 3:00 p.m. to complete the program in 8 weeks. Night students attend 12 hours per week, Monday - Wednesday 5:00 p.m. to 9:00 p.m. and complete the program in 20 weeks.

Program Outline

Program Breakdown by Course	Theory	Practical
1. Florida Law	5	0
Obtain knowledge of laws of the state and fees		
2. HIV/AIDS	4	0
Modes of transmission, infection control procedures, clinical management and prevention of HIV and AIDS syndrome		
3. Sanitation	4	0
4. Ethics	2	0
Compensation, personality goals, drugs, job opportunities, student rights, rules		
5. Nail Theory	85	0
Nail theory, practice and related subjects including nail disorders and diseases		
6. Manicures	0	20
(includes paraffin treatments)		

7. Pedicures (includes foot treatments)	0	10
8. Tips with overlay	0	37.5
9. Sculpting using a form	0	37.5
(includes drill)		
10. Nail Wraps or Mending	0	15
11. Nail Capping	0	10
12. Artificial Nail Removal	0	5
13. Polish/Nail Art/Project/Essay	0	5
TOTAL HOURS	100	140

Program includes air brush demo, drill class, paraffin hand and foot treatment.

Program Evaluation

Students take theory quizzes on theory work. Progress tests are given at 120 and 240 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

MANICURING - NAIL EXTENSION PROGRAM I - 240 Hours

8.25 per clock hour	Tuition	1980.00
	Registration Fee	200.00
Includes Books & Jacket	Cost	\$2180.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

Extra Cost

Students must purchase supplies of approximately \$350.00 (see insert.)

Students must supply notebook , pen, 1 dozen white towels, 2 rolls of paper towels and a laundry bag the first week of school. (Approx. cost \$20.00.)

License Registration Fee is \$60.00 (payable to the state) due upon graduation*.

** All students must schedule an appointment with admissions to complete license application.*

MANICURING - NAIL EXTENSION II

Program Title

Manicuring - Nail Extension II – 360 hours

Program Description

This curriculum and program of study is designed to instruct a student in manicuring, pedicuring, disorders, sculptured nails and business management so the student will be able to work in the field of manicuring and master the subject of massage of the hand and arm, nail art, acrylics, fiberglass, gels, wraps, and salon management.

Program Objective

This will develop the theory and practical skills in manicuring, pedicuring, sculptured nails and spa services, and the personal characteristics that contribute to becoming a successful manicurist. Students will advance to master massage of the hand and arm, nail art, acrylics, fiberglass, gels, wraps, and salon management in 360 hours.

Completion time

Full time students may attend 30 hours a week for 12 weeks. Available hours are Monday - Friday 9:00 a.m. to 3:00 p.m. Night school hours are Monday - Wednesday 5:00 p.m. to 9:00 p.m.

Program Outline

Program Breakdown by Course	Theory	Practical
1. Florida Law	5	0
Obtain knowledge of laws of the state and fees		
2. HIV/AIDS	4	0
Modes of transmission, infection control procedures, clinical management and prevention of HIV and AIDS syndrome		
3. Sanitation	4	0
4. Ethics	2	0
Compensation, personality goals, drugs, job opportunities, student rights, rules		
5. Nail Theory	85	0
Nail theory, practice and related subjects including nail disorders and diseases		
6. Manicures	0	20
(includes paraffin treatments)		
7. Pedicures	0	10
8. Tips with Overlay	0	37.5
9. Sculpting using a Form	0	157.5*
10. Nail Wraps or Mending	0	15
11. Nail Capping	0	10
12. Artificial Nail Removal	0	5

13. Polish/Nail Art/Project/Essay	0	5
TOTAL HOURS.....	100	260

Program includes air brush demo, drill class, paraffin hand and foot treatment training.

** Nail tech II students master speed with the requirement of 120 additional hours in sculpted nails.*

Program Evaluation

Students take theory quizzes on theory work. Progress tests are given at 180 and 360 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

MANICURING - NAIL EXTENSION PROGRAM II - 360 Hours

8.25 per clock hour	Tuition	2970.00
	Registration Fee	200.00
Includes Books & Jacket	Cost	\$3170.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

**Student loans are available to those who qualify.*

Extra Cost

Students must purchase supplies (see insert). License Registration Fee is \$60.00 (payable to the state) due upon graduation*.

Program includes air brush demo, drill class, paraffin hand and foot treatment training.

** All students must schedule an appointment with admissions to complete license application.*

** Nail tech II students master speed with the requirement of 120 additional hours in sculpted nails.*

Massage Therapy Program

Program Title

Massage Therapy – 600 hours

Program Description

This curriculum and program of study is designed to instruct a student in massage therapy, and prepare the student for employment as massage therapist.

Program Objective

This will develop the theory in history, requirements, ethics, anatomy, physiology, equipment, products, safety, sanitation, consulting, understanding movements and practical skills in massage of body, face, scalp, master hydrotherapy, therapeutic, sports and specialized massage, and understand therapeutic exercise.

The program provides skills to prepare one for entry into massage therapy and provides the foundation necessary to pass the National Certification Exam.

Completion time

Day and Night students attend school for 30 weeks at 20 hours per week. Weekend students attend school for 37.5 weeks at 16 hours per week.

Day students must attend Monday–Thursday, 9:00 a.m. – 2:00 p.m.

Night students must attend Monday–Thursday, 5:00 p.m. – 10:00 p.m.

Weekend students must attend Saturday and Sunday, 9:00 a.m. – 5:00 p.m.

Program Outline

Program Breakdown by Course

Theory Practical

After you master each chapter you will be able to do the following:

1. History & Advancement of Therapeutic Massage
 - a. Use of massage from ancient to modern times.
 - b. Statutes, rules.
 - c. Early remedial practice for pain relief.
 - d. Describe difference in massage modalities.
2. Requirements for the Practice of Therapeutic Massage
 - a. Educational and legal aspects of scope of practice of therapeutic massage.
 - b. How state legislation defines the scope of massage.
 - c. Why massage practitioners have laws, rules, regulations.
3. Professional Ethics of the Massaging Practitioner
 - a. Meaning of ethics.
 - b. How good ethics build a practice.
 - c. Good health habits.
 - d. Human relationships/attitudes.
4. Introduction to Anatomy & Physiology: Anatomical Planes
 - a. General introduction of anatomy, physiology and pathology.
 - b. Effects of stress and role of massage.
 - c. Healing functions of the body in terms of inflammation and tissue repair.
 - d. Describe a wellness model.
5. Anatomy & Physiology
Includes all of the following:
Cells & Tissues, Skeletal System, Muscle System, Nervous System, Endocrine System
The Circulatory System:
Heart, Vascular, Blood & Lymph
Digestive System, Integumentary System
Urinary & Excretory System and Reproductive System
As a requisite in mastering the theory and practice of therapeutic massage:
An in-depth study of each system's structure and function.
6. Massage Theory
 - a. Physiological and psychological effects and benefits of massage on body systems.
 - b. Explain indications and contraindications.
7. Equipment & Products
 - a. Care and cleaning of items used in massage.
 - b. A review of chair, table, body cushion, cases, etc. available to massage therapists.
8. Sanitary & Safety Practices
 - a. Laws that enforce the strict practice of sanitation.
 - b. Pathogenic and nonpathogenic bacteria.
 - c. Safety in massage therapy.
9. The Consultation
 - a. Importance of the consultation.
 - b. Type of paperwork, forms and contracts, etc. needed to be covered with potential patient.
 - c. Making appointments and record keeping.
 - d. Determining needs, expectations and goals.
 - e. Define treatment, record keeping, and accounting.
10. Classifications of Massage Movements
 - a. Describe six major movements.
 - b. Swedish massage basics.
 - c. Demonstrate basic movements.
 - d. Demonstrate passive and active joint movements.
 - e. Rhythm and pressure.

11. Application of Massage Techniques
 - a. Body mechanics, posture.
 - b. Development of coordination, balance, control and stamina.
 - c. Grounding and centering.
 - d. Self-help in developing strong hands and wrists.
 12. Procedures for Complete Body Massage
 - a. Client preparation.
 - b. Draping.
 - c. Assistance of client.
 - d. Massage variations to suit client specific needs.
 - e. Professional courtesy.
 13. Face and Scalp
 - a. Information on products for face or scalp massage.
 - b. Explain benefits.
 - c. Explain contraindications.
 - d. Demonstrate and practice correct procedures on scalp and face.
 14. Hydrotherapy
 - a. Define cryotherapy, salt glows, baths, wraps, etc..
 - b. Describe and demonstrate approved equipment, ice packs, hydrocollator packs, stones, vibrator, etc.
 - c. Describe ways to apply heat.
 - d. Discuss suntanning and different types of heat lamps.
 - e. Discuss and demonstrate several procedures including salt glow, body wraps (mud and seaweed) and hot stone therapy.
 15. Oriental Massage
 - a. Theory East vs. West in techniques and philosophy.
 - b. Meridians, their energetic relation to muscles.
 - c. Elements - including mother/son theory.
 - d. Chakras.
 - e. Practical & Videos on different types of energy work.
 16. Athletic/Sports Massage
 - a. Explain difference of pre and post event massage.
 - b. Causes of muscle fatigue.
 - c. Benefits and contraindications.
 - d. RICE and identification and treatment of injuries.
 - e. Demonstrate and practice of sports techniques.
 - f. Demonstrate massage techniques.
 - g. Identify presence of soft tissue injury.
 - 17A. Biomechanics; Mosby's – Integrate with Sports Massage
 - a. Discuss muscle and joint fatigue.
 - b. Explain physics of movement.
 - c. Discuss, levers, fulcrums and static and dynamic balance.
 - 17B. Specialized Massage:

(This chapter is recurrent throughout the entire program)

Introduction to:
Vodder Lymphatic Drainage, PNF, Polarity, Shiatsu, Esalen, Myo-Fascial Release, Pre-Natal, Treager NLP, Reflexology, etc.

 - a. Description of benefits, contraindications, procedures of all above modalities.
 - b. Demonstrate and practice.
 - c. Use of videos, field trips, guest speakers.
 18. Therapeutic Exercises
 - a. Define therapeutic exercise.
 - b. Describe warm up and cool down procedures.
 - c. Discuss relationship of aerobic exercise and the cardio vascular system.
 - d. Instruction on proper breathing.
 - e. Myofascial stretching and yoga field trip.
 - f. Discuss how strength, endurance, flexibility, coordination and relaxation can be improved with exercise.
 19. Massage Business Administration
 - a. Explanation and practice of proper insurance billing including paperwork, medisoft computer info.
 - b. Discuss different types of business possibilities for massage therapist.
 - c. Discuss marketing, establishing associations with physicians and businesses.
 - d. Field trip to SCORE seminars for establishing a successful Florida business.
 - e. A research Business project designed by the student tailored for their specific goals in designing a career as a licensed massage therapist.
 20. Massage Law: From the State of Florida
 - a. Review of all laws and statutes.
 - b. Discussion of the massage board and their role.
 - c. Role of the legislature in massage.
 21. HIV/AIDS
 - a. Videos and discussion of HIV/AIDS.
 - b. Discuss massage therapy and its role in the treatment of HIV/AIDS patients.
 - c. Discuss safety and sanitation procedures
- Graduation Project:
Must be completed by each student
- Upon completion of this program you will have Basic Massage 225 Hours; Anatomy & Physiology 150 Hours; Florida Rules/History of Massage 11 Hours; Hydrotherapy 30 Hours; Allied Modalities (includes Medical Errors) 180 Hours; HIV/AIDS 4 Hours

Theory 195 hours, Practical 405 hours

Program Evaluation

Students take weekly theory quizzes on theory work. Progress tests are given at 200, 400 and 600 hours which evaluates each student on theory, services completed and practical application of their work. An 80% average in each skill must be met.

Tuition

MASSAGE THERAPY PROGRAM - 600 Hours

12.25 per clock hr	Tuition	7350.00*
	Registration Fee	200.00
Includes Books	Cost	\$7550.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

**There is Financial Aid available to those who qualify.*

Extra Cost (Approx. \$50)

Mandatory

Obtain After Orientation:
Blue Scrubs/White Sneakers
School Approved Massage Products
Index Cards
Highlighter
Colored Pencils, Markers, Crayons or Pens (for Coloring Book)
Optional – Massage Lotion Holder
2-3 Ring Binders for Handouts (1 for Anatomy/ Physiology and 1 for Oriental)

Satisfactory Progress Policy

Satisfactory Academic Progress and attendance is a requirement that must be met by all students whether receiving Federal Assistance or not. Students who meet the minimum requirements for attendance and academic progress shall be considered to be making satisfactory progress until the next scheduled evaluations, and are eligible to receive Title IV assistance. The length of the probation is 30 days. Students may have two consecutive probationary periods; after two consecutive probation periods, the student may be terminated. A student on probation is considered

to be making satisfactory progress. Students who do not meet the minimum requirements for attendance and academic satisfactory progress will be placed on probation. At International School of Beauty, Satisfactory Progress for 240 clock hour students are evaluated at the end of 120, and 240 clock hours. 600 hour students are evaluated at 200, 400, and 600 hours. 1200 hour students are evaluated at 300, 600, 900, and 1200 clock hours. 1500 hour students are evaluated at 300, 600, 900, 1200, and 1500 hours.

Satisfactory Progress Standards

1. An overall theory grade average of 80% or higher and a "C" average or higher in practical skills must be maintained. If a student does not meet this they are given remedial training the areas needing improvement. The student is re-tested and the grades are averaged together.
2. A cumulative monthly attendance average of 75% of contracted hours must be maintained. All students must complete program within the maximum time frame (See below). Only students who maintain satisfactory progress are eligible to receive Title IV assistance.
3. A student returning from a Leave of Absence will return at the same satisfactory progress status as they were prior to the Leave of Absence. A Leave of Absence extends the student's contract and the maximum time frame by the same number of days in the Leave of Absence.

Re-establishing Eligibility For Financial Aid Funds

To re-establish eligibility for financial aid, the student must bring his/her theory and/or attendance and/or practical skills levels up to satisfactory standards as specified in numbers 1 and 2 above.

Maximum Time Frame

To remain eligible for federal funds and be making Satisfactory Progress, students must complete their program within a specified period of time, or maximum time frame. Upon enrollment, each student will be informed of their maximum time frame to complete the program. The maximum time frame shall not exceed 1.3 times the number of clock hours required to complete the program. At each evaluation period attendance of student will be evaluated as to their ability to complete the program in the maximum time frame. In the event that a student must change their contracted schedule, the student's maximum time frame will be adjusted accordingly.

At each evaluation period attendance of students will be evaluated as to their ability to complete the program in the maximum time frame. Probation will apply only to the 300 and 900 hour evaluation.

The estimated completion time of a part time student is double that of a full time student. Therefore, maximum time frame must be calculated accordingly. **Example:** Stan is a part time day cosmetology student contracted 15 hours per week to complete the 1200 hour program. His estimated completion time is 80 weeks, his maximum time frame is 104 weeks (80 x 1.3). All time is rounded to the nearest whole number.

Day 1200 hour students are contracted for 30 hours a week, the following is a time frame chart

Evaluation	Est. Completion Time	Maximum Time Frame
300 hr. level	10 weeks	10 X 1.3 = 13 weeks
600 hr. level	20 weeks	20 x 1.3 = 26 weeks
900 hr. level	30 weeks	30 x 1.3 = 39 weeks
1200 hr. level	40 weeks	40 x 1.3 = 52 weeks

Night 1200 hour and 1500 hour students are contracted for 20 hours a week, therefore their maximum time frame will be different.

Evaluation	Est. Completion Time	Maximum Time Frame
300 hr. level	15 weeks	15 X 1.3 = 19 weeks
600 hr. level	30 weeks	30 x 1.3 = 39 weeks
900 hr. level	45 weeks	45 x 1.3 = 58 weeks
1200 hr. level	60 weeks	60 x 1.3 = 78 weeks
1500 hr. level	75 weeks	75 x 1.3 = 97 weeks

600 hour students are contracted for 28 hours a week, therefore their maximum time frame will be different.

Evaluation	Est. Completion Time	Maximum Time Frame
200 hr. level	7 weeks	7 x 1.3 = 9 weeks
400 hr. level	14 weeks	14 x 1.3 = 18 weeks
600 hr. level	21 weeks	21 x 1.3 = 27 weeks

360 hour students are contracted for 30 hours a week, therefore their maximum time frame will be different.

Evaluation	Est. Completion Time	Maximum Time Frame
180 hr. level	6 weeks	6 X 1.3 = 7 weeks
360 hr. level	12 weeks	12 x 1.3 = 15 weeks

240 hour students are contracted for 30 hours a week, therefore their maximum time frame will be different.

Evaluation	Est. Completion Time	Maximum Time Frame
120 hr. level	4 weeks	4 x 1.3 = 5 weeks
240 hr. level	8 weeks	8 x 1.3 = 10 weeks

Appeal Procedure

The appeal must be done in writing to the administrative office. Reason for this appeal, circumstances to warrant considerations and specific methods that will correct the deficiency must be documented. The Administrator will consider the circumstances and determine whether the student may remain in the school. The next evaluation period the student must make satisfactory progress.

Attendance Policy

Tardies

All attendance hours will be rounded to the nearest quarter hour. A student must maintain a minimum of 75% of his or her contracted hours. Student's attendance will be monitored monthly.

Re-enrollment

Any student wishing to re-enroll as a regular student after termination will be required to pay a \$200.00 re-enrollment fee and any back tuition that may be owed to the school.

Grading Procedure

The following factors will be measured to determine academic progress:

- Theory Tests
- Outlines, Workbooks
- Practical Exams
- Clinic Work
- Graded Assignments
- Projects

The minimum acceptable grade for any theory or practical subject is 80%.

Anyone with a score below 80% must bring the score up before being allowed to graduate. If desired, they can review the work in another class. Tests can be retaken one time, any days as class and clinic assignments permit.

Progress Test/Reports

Progress reports/tests, for 1500 hour programs, are distributed at the following hour levels: 300, 600, 900, 1200 and 1500 hours; 1200 hour programs at 300, 600, 900 and 1200 hours; 600 hour programs at 200, 400 and 600 hours; 360 hour programs at 120, 240 and 360 hours; and 240 hour programs at 120 and 240 hours. To meet satisfactory progress an individual must maintain a minimum of 80%. If an individual does not meet this they are given remedial training in the areas needing improvement and a retest is given. The grades are then averaged. If this is not accomplished, training will be interrupted and no further financial aid may be disbursed. Grading system (100-70) is the minimum grade considered satisfactory.

Student Records

It is the policy of the school to offer any students the right to access their files. This must be done between the hours of 10:00 a.m. and 3:00 p.m. Any copies a student may wish will be provided to them at no additional charge. If a student is out of state, a notarized written request must be sent to the school.

"Student's records are permanently maintained." Records of academic progress may be furnished to students, **this does not include time sheets**. A compilation of the student's time will be recorded on a counseling sheet and provided to the student.

Veteran's Policies

We are State approved for Veteran's training. For Veterans, excused absences will be granted for extenuating circumstances only, and will be substantiated by entries in a student's files. Early departures, class cuts, tardies, etc. for any portion of an hour will be counted as a full hour absence. Students exceeding three days of unexcused absences in a calendar month will be terminated

for VA pay purposes, for unsatisfactory attendance. Make-up work will be scheduled by the teacher.

Barber-Styling, Cosmetology, Cosmetology/Barber-Styling, Full Specialty, Instructor Training and Massage Therapy

VA students falling below an 80% average at the end of a calendar month will be put on academic probation for one month. At the end of the probation month, the VA will be notified to terminate benefits if the student has not attained an 80% average. A veteran student terminated for unsatisfactory progress may be re-certified to the VA after attaining satisfactory progress at the end of a monthly evaluation period.

Manicuring/Nail Extension and Facial/Skin Care

VA students falling below an 80% average at the end of a weekly evaluation period will be put on academic probation for one week. At the end of the probation week, the VA will be notified to terminate benefits if the student has not attained an 80% average. A veteran student terminated for unsatisfactory progress may be re-certified to the VA after attaining satisfactory progress at the end of a weekly evaluation period.

Student Visa (I-20 MN)

B.I.S.B. is authorized by the United States Department of Immigration (INS) to offer the I-20 Student Visa. There is a non-refundable \$250 administration fee for the service.

Withdrawal

Withdrawal is when a student drops out of school or the school terminates the student's enrollment. The student is required to pay for scheduled or actual hours up to the last day of attendance, calculated under the student's contract. Most important, if a student should desire later to re-enroll, our policy is to assist such students in any way possible to enable time to complete a program. Students who were making Satisfactory Progress will be considered to be doing so upon their return. Students who were not, or who were dismissed for unsatisfactory progress, must interview with the administration office and financial aid before readmission.

Leave of Absences

Leave of Absences are temporary interruptions of training at the request of the student for personal reasons. The request may be made in writing, by e-mail or by phone and approved by Suzy Hills. A one-time leave of absence may be for up to 30 days. Such a leave will not result in additional tuition, as we will extend graduation and maximum time frame dates accordingly. Veterans must be terminated for VA pay purposes.

Advising

Academic advising is provided to all students at each evaluation period.

Mental Health referral is available to all students if required at any other time. (Seminars may be scheduled focusing on drugs, alcohol, AIDS, etc.)

Students in crisis are referred to the Harbor Behavioral Health Care institute, located at 8002 King Helie Blvd., New Port Richey, FL. The building number is 8002 (Multipurpose Building). A student in crisis may be evaluated, interviewed and given directions for a counseling service.

Campus Security

Campus security policies statistics are available upon request in the office. Campus is monitored by a surveillance system.

Housing

Bene's International School of Beauty, Inc. does not provide housing. There are many apartments to rent near the school. We are happy to assist out of town, state or out of country students.

Grievance Procedure

Students are urged to communicate any problems they may have with the school, employees, or other students to one of the owners, preferably in writing. If a satisfactory resolution of the matter is not reached within the administration, the student may request a hearing before

outside (neutral) members of the school's Advisory Board. If the Advisory Board's decision is still not satisfactory to the student may file a complaint with the Commission for Independent Education at 1-888-224-6684.

Personal Services

Students who wish to have personal services must have teachers permission and proof of payment for materials to be used before service begins.

Graduation Requirements

In order to graduate, a student must complete theory and practical workbooks, graduation project, clinic services, pass a written theory and a written practical examination with an 80% average, and complete all financial arrangements. Upon completion the student will receive a diploma from the school.

** All students must schedule an appointment with admissions to complete license application.*

Policy on Academic Remediation

Students who are admitted to International School of Beauty, Inc. are given the following instructions if the student finds it necessary to obtain extra academic assistance with any program.

The administration will set up specific times during the day or night, not to interfere with theory hours or practical skills, to overview material necessary for remediation. The total hours necessary for remediation are determined on an individual basis. Assignments given to the student in need may be completed as homework at school during the student's free time. Any students that let their grades fall below 80% must be remediated.

Placement Services

Student information board is provided where job opportunities are posted. Prior to graduation all students are counseled as to jobs in which they wish to apply for. The school however, does not guarantee job employment, and makes no statements to the fact that after graduation a job is guaranteed.

Make-Up Policy

International School of Beauty is open Monday through Friday from 8:00 a.m. - 10:00 p.m. and Saturday from 9:00 a.m. - 5:00 p.m. Our students are expected to come to school according to their contract. If for any reason a student needs to be excused, he will be expected to make arrangements with the teacher to make up the time the following week between 2:00 and 10:00 p.m., Monday through Friday.

Massage Therapy students must make up a missed clinic day on another clinic day. There are no exceptions.

Reserved Rights

International School of Beauty reserves the right to make changes in the policies, procedures, schedules and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will always be given notification of any policy change.

Tuition and fees are subject to change without notice.

Cancellation and Refund Policy - Return of Title IV

Should student be terminated or cancel for any reason, all refunds will be made according to the following refund schedule:

Cancellation & Refund Policy

1. Any monies due the student will be refunded within 30 days of official cancellation or

withdrawal (with the exception of a \$50 non-refundable application fee). Or if:

- a. the student is not accepted, or is expelled from the school.
- b. a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and demands his/her money back in writing, within three business days of the signing of the enrollment agreement or contract. In this case all monies collected by the school shall be refunded except an application fee of \$50.00. This policy applies regardless of whether or not the student has actually started training.
- c. a student cancels his/her contract after three business days after signing, but prior to entering classes. In this case, he/she shall be entitled to a refund of all monies paid to the school less an application fee of \$50.00.
- d. a student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- e. a student notifies the school of his or her withdrawal by written notification. The cancellation date will be noted by post-mark or hand delivery.
- f. if the program is cancelled prior to the student's enrollment, the school will provide a full refund.
- g. if the school permanently closes, the student will receive a pro-rata refund. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Percentage Length Completed To Total length Of Program Or Course	Amount of Total Tuition Owed To The School
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%

- h. if a student withdraws after 60% of any payment period there will be no refund.
- i. Books and supplies are non-refundable.

2. Any monies due the student who unofficially withdraws or does not return from a leave of absence, will be refunded within 30 days of a determination by the school that the student has withdrawn. To determine unofficial withdrawals, the school will monitor each student's progress.
3. The school will evaluate mitigating circumstances in each refund calculation.
4. Collection Policy: All past due accounts will be referred to a collection agency.
5. ISB does not charge a termination fee.

***REFUND DISTRIBUTION IS AS FOLLOWS:**

Direct Loan Programs, Pell Grant Programs, any remaining funds will be disbursed to the student.

School Rules

1. Day students report absences by 8:00 a.m. Night school students report absences by 4:00 p.m. Weekend students report absences by 9:00 a.m. Personal or child illness (documented by physician) and court appearances are excused absences.
2. Sign in and out each day or night.
3. Tardies – Effective January 15, 2002 no student may sign in 30 minutes past *contracted* time. Example: A day student *contracted* for 8:00 a.m. must be in school by 8:30 a.m. or wait until the following day. A night student *contracted* for 5:00 p.m. must sign in by 5:30 p.m. or return the next evening.
4. Student parking is assigned.
5. Student must provide a notebook, pen and required supplies.
6. Specific sanitation assignments are the student's responsibility.
7. Termination may occur if student leaves school without explanation.
8. Refusal to perform any clinic or theory assignment may be grounds for termination.
9. There is no provision for lunch. If a student chooses to take a lunch, they may clock out. Students may eat lunch between clients and full lunch time will be earned.
10. Students are required to stay with their patrons during chemical services.
11. Changes from day to night, or night to day is permitted one time only.
12. Any equipment left in the school becomes property of the school if not picked up within 30 days of last day of attendance.
13. Students are not permitted visitors during class hours.
14. A beeper or cell phone must remain on monitor only while in class. Phone calls can only be returned on breaks determined by the instructor, outside of the building.
15. You may purchase books and supplies at the school, or you may opt to purchase your books and supplies at the store of your choice.
16. Students are not permitted to sell any products, crafts, or any items on the school premises.
17. Students may take photographs in school with permission from the administration, teachers and ALL persons being photographed.
18. Students may not fraternize at another student's place of employment, as a client or visitor, or with ISB employees.
19. Any tuition that is not paid per contracted arrangements may be grounds for termination.
20. All enrolled students must have a phone number or a contact person with a phone number for a reference.
21. **NIGHT SCHOOL STUDENTS** that fall below satisfactory progress must be available to come to the school for counseling before 5:00 p.m.
22. I.S.B. will **NOT** be responsible for cash, credit cards or valuable items.
23. No student shall express discriminatory displays, actions or words towards any other student, staff or faculty member based on race, color, sex, sexual orientation, religion, ethnic origin, age or handicap.
24. No student shall verbalize disparaging or disrespectful remarks to any student, staff or faculty member.
25. Each student shall respectfully request acknowledgment by the instructor should they have a question or concern and refrain from otherwise interrupting the progress of the lecture. This promotes the concentrated atmosphere necessary for student comprehension of the material.
26. All facilities are designated as non-smoking.
27. No student shall engage in malicious destruction of School property.
28. No student shall use any illegal drugs, alcohol

or tobacco products while on School property or attend School under the influence of such substances.

29. No student shall cheat on an examination or provide false information.
30. No student shall engage in any behavior that is legally defined by the government as sexual harassment.

Student Conduct

Students are expected to conduct themselves professionally while attending classes, working in a salon, or engaging in any activities sponsored by I.S.B. Violations of student rules or conduct policy can constitute grounds for dismissal.

Tuition and Fees

Tuition and registration fees are listed per program. Kits and supplies can be purchased through the school or at local supply stores.

Financial Aid

The Financial Aid office requires an entrance interview with all prospective students. Materials regarding financial aid are distributed free of charge.

International School of Beauty, Inc. participates in five federal programs of assistance – Federal Pell Grant, FSEOG, Federal Work Study and Federal Stafford Loans (subsidized and unsubsidized). The amount and type of financial aid offered is based upon financial need as determined by the federal government's system of need analysis. All students will qualify for loans, either through subsidized/unsubsidized guaranteed student loans; the exception would be a student who is in default on a previous student loan, or a student who has been convicted of possessing or selling illegal drugs.

Application Process

In order to apply for federal financial aid the student must complete the application for federal student Aid (FAFSA), and furnish the necessary documentation required for verification of information submitted. An interview is appropriate and required in almost all circumstances.

After the application is completed by the student, the information will be sent to a servicer-- to determine the financial aid eligibility. Once eligibility is determined, the financial aid office will develop a breakdown showing the estimated charges and the financial aid that will cover those charges.

Financial Aid Programs

FEDERAL PELL GRANT: A federal program of grants (gift) based on demonstrated financial need. Upon receipt of the Student Aid Report, it is signed by the student and used by this institution to receive aid for the student. The maximum annual award is \$4,050.00. It may change on an annual basis.

SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a low-interest, long term loan program available through the U.S. Department of Education. Special applications are available in the financial aid office. The loan is guaranteed by an agency of the federal government. Interest does not accrue and repayment does not begin while the student is attending an approved school at least on a half-time basis. There is usually a six month grace period after a student leaves school before repayment begins. This loan is based on financial need. ***THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.*** An origination fee and a guarantee fee are charged by the lender and deducted from the proceeds of each disbursement. The maximum that may be borrowed for the first year of academic school is \$2,625. ***THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.***

UN-SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the subsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses. ***THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.***

FSEOG: A gift award that is based on financial need. If you are awarded the Federal Pell Grant, you will receive first priority for this grant. An FSEOG does not require repayment.

Federal Work Study: Based on financial need. See Financial Aid for details.

** We are also approved for training grants from vocational rehabilitation and Veteran's training. See office for details.*

Evaluation/Dexterity/ Physical Challenges

If a person has any questions about the dexterity needed to be successful in our programs, an evaluation can be done for a fee of \$75.00. This evaluation takes one full day.

Transfer Policy Evaluation/Previous Training

Credit for previous training will be evaluated based on a transcript of previous hours and services and granted if appropriate. The training time will be reduced appropriately and the student will be notified prior to enrollment. It will be the policy of International School of Beauty to accept hours from another cosmetology school providing: a) Sufficient evidence is presented to our school that their programs are equivalent to International School of Beauty; and b) A test is taken for the transfer of hours. If the student scores a 95-100, all hours will be credited. If the student scores a 94-75, the clock hours will be reduced appropriately prior to enrollment. **Transfer hours will only be evaluated prior to enrollment.**

Score 95 -100 Certification immediate to take state exam

94 - 75 The clock hours are determined on an individual basis.

Evaluation Fee \$75.00 includes Florida Law.

** There is not any evaluation or transfer of previous Massage Therapy or Barber hours.*

Veterans Evaluation/ Previous Training

Credit for previous training will be evaluated and granted if appropriate. The training time and tuition will be reduced proportionately with the VA and the veteran student notified.

Exam and License Fees

Cosmetology State Exam Fee - \$41.00

Cosmetology State License Fee - \$39.00

Barber State Exam Fee - \$19.50

Barber State License Fee - \$235.00

Body Wrap Specialty Registration Fee - \$30.00

Manicuring Nail Extension Specialty Registration Fee - \$60.00

Facial/Skin Care Specialty Registration Fee - \$60.00

Massage Therapy National Exam Fee - \$225.00

Massage Therapy State License Fee - \$205.00

QUESTION: What are the re-exam fees?

ANSWER: An administrative fee of \$25.00, payable to ISB will be assessed each time ISB has to fill out paper work for a re-exam. The student will also be liable for re-exam fees to the State.

Cosmotology – \$19.50 per portion failed.

Barber – \$130.50 entire exam, \$55.00 written, \$47.50 practical

Massage – \$225.00

Release of Information

The school follows policies that:

- guarantee each student (or parent or guardian if the student is a dependent minor) access to that student's records;
- require written consent from the student or guardian for release of records in response to each third part request unless otherwise required by law;
- before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items;

- d. provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Cosmetology Arts and Sciences, or in response to a directive of the Commission.

Learn and Earn

AIDS - 4 CEU's

\$20 • MCE-288-03 • Board of Massage / DBPR

Body Wrap - 12 Hours Specialty Registration

\$360 Plus \$30 • MCE-288-03 • Board of Massage / DBPR

Florida Massage Law - 10 CEU's

Board of Massage / Pending - 2004

Hair Braiding - 16 Hours Specialty Registration

Prevention of Medical Errors - 2 CEU's

\$50 • MCE-288-03 • Board of Massage

Professional Ethics - 24 CEU's

Board of Massage / Pending - 2004

Salon Issues 2003 - 16 CEU's

\$100 • DBPR

Whiplash - 8 CEU's

\$75 • MCE-288-03 • Board of Massage

Occupations

Barber Styling, Cosmetology and Cosmetology/Barber Styling

- Stylist
- Salon Manager
- Salon Owner
- Haircolor Specialist
- Retail Specialist
- Day Spa Stylist
- Product Educator
- Platform Artist

Facial Skin Care

- Facial Technician
- Make Up Artist
- Hair Removal Specialist
- Body Wrap Specialist

Full Specialty

- See Facial Skin Care and Manicuring/Nail Extension

Instructor Training

- Cosmetology Instructor

Manicuring Nail Extension I & II

- Manicurist
- Pedicurist
- Artificial Nail Specialist

Massage Therapy

- Massage Therapist

Non-Discrimination Policy

International School of Beauty, Inc. prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, ethnic origin, age, disability, sexual orientation, or any other legally protected characteristic.

Bene's International School of Beauty, Inc.

2004 Class Start Dates*

Cosmetology - Full Time*

1200 Hours

January 27, 2004 Days

March 2, 2004 Days

April 13, 2004 Days & Nights

May 25, 2004 Days

July 6, 2004 Days

August 17, 2004 Days

September 28, 2004 Days & Nights

NOVEMBER 9, 2004 Days

Barbering - Full Time*

1200 Hours - Nights Only

January 26, 2004

June 28, 2004

November 29, 2004

Cosmetology/Barber Styling Night School Only

1500 Hours

Classes will begin periodically depending on enrollment.

Manicuring Nail Extension I & II

240 Hours / 360 Hours Days & Nights

Facial/Skin Care - Full Time*

360 Hours - Days & Nights

January 27, 2004

February 24, 2004

March 30, 2004

April 27, 2004

May 25, 2004

June 29, 2004

July 27, 2004

August 31, 2004

Manicuring Nail Extension I & II

Facial/Skin Care

Continued

September 28, 2004

October 26, 2004

November 30, 2004

Massage Therapy

600 Hours

(Projected Dates)

Weekend Class: January 24, 2004 - October 17, 2004

Day/Night Class: March 30, 2004 - November 2, 2004

Day/Night Class: November 9, 2004 - June 21, 2005

Weekend Class: October 23, 2004 - July 30, 2005

School Closed

December 22, 2003 - January 1, 2004 - Holiday Break

January 19, 2004 - Martin Luther King, Jr. Day (Mon)

February 16, 2004 - President's Day (Monday)

April 11, 2004 - Easter (Sunday)

May 31, 2004 - Memorial Day (Monday)

July 4, 2004 - Independence Day (Sunday)

September 6, 2004 - Labor Day (Monday)

October 11, 2004 - Columbus Day (Monday)

November 11, 2004 - Veteran's Day (Thursday)

November 25, 2004 - Thanksgiving Day (Thursday)

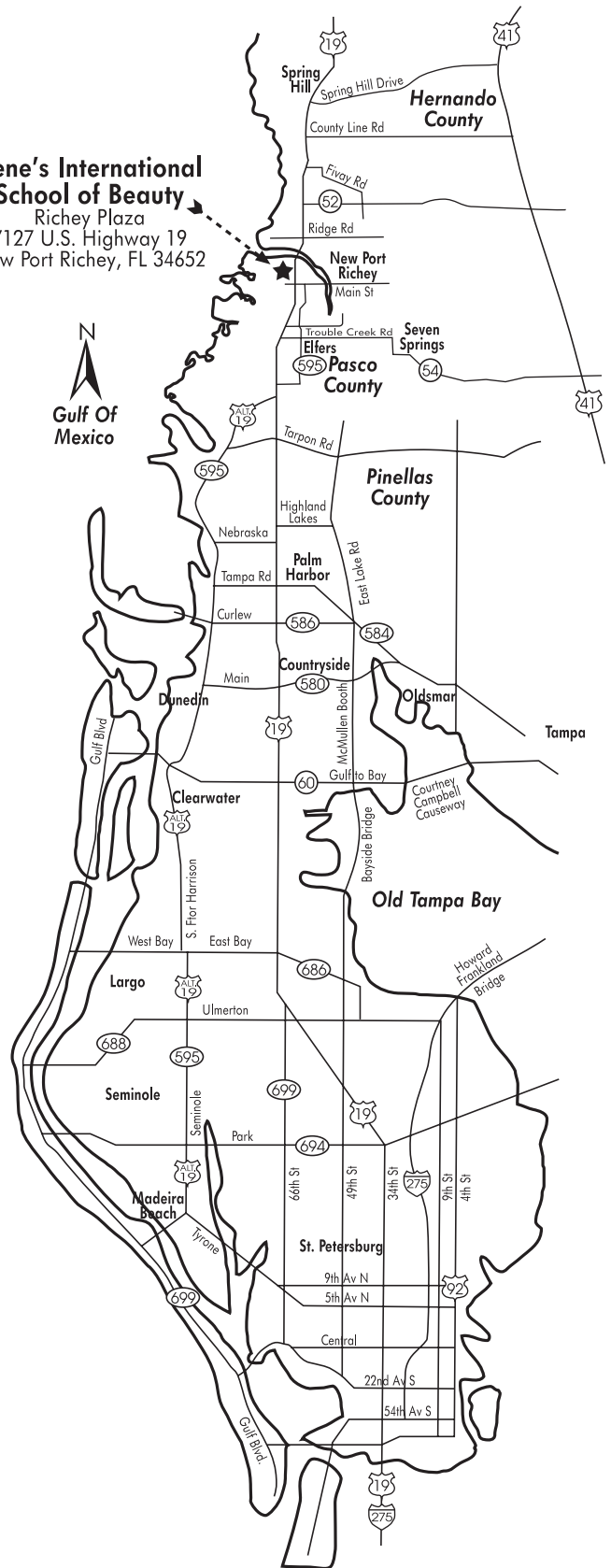
December 20, 2004 - January 2, 2005 - Holiday Break

** Part time schedule available -
minimum 12 hours per week*

Bene's International School Of Beauty, Inc.

7127 U.S. Highway 19
 New Port Richey, FL 34652
 Main Number (727) 848-8415
 Skin Care (727) 848-8419
 Nail Care (727) 849-8595
 Fax: (727) 846-0269
 E-mail: isbschool@aol.com
www.isbschool.com

Bene's International School of Beauty
 Richey Plaza
 7127 U.S. Highway 19
 New Port Richey, FL 34652



OWNERSHIP

Bene's International School of Beauty, Inc.

OFFICERS

Patrick J. Bené
President

Vicki L. Bené
Vice President



We are licensed by
**Commission for Independent Education
 Florida Department of Health
 Division of Medical Quality Assurance
 Board of Massage Therapy**
 Our provider number is: **MCE 288-05**

International School Of Beauty, Inc.

7127 U.S. Highway 19
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Admissions: (727) 848-8415
School Fax: (727) 846-0269
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Skin: (727) 848-8419
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www.isbschool.com

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