
INTERNATIONAL INSTITUTE OF AESTHETIC ARTS & BEAUTY

Cosmetology Programs Student Handbook 2026



LICENSED PROGRAMS

ESTHETICIAN/MANICURE COURSE

ESTHETICIAN COURSE

SPECIALTY LASH COURSE

MANICURE COURSE

CERTIFICATION PROGRAMS

SPECIALTY LASH CERTIFICATION CLASS

NAIL CERTIFICATIONS CLASS

FEBRUARY 3, 2025
WWW.IIOAAAAB.EDUCATION
1022 S. GREENVILLE AVE SUITE 300 ALLEN TX 75002
Vol. 2

INSTRUCTOR CERTIFICATION COURSE



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WELCOME

Our mission here at International institute of aesthetic arts & beauty is to educate passionate students in an opportunity driven career that leads to lifelong achievements. While attending IIOAAAB you will experience a creative perspective on how to learn and adapt in an ever changing industry. Our purpose is dedicated to providing you with industry-modeled class room, practical, and professional curriculum that upholds both ethical and moral standards. Our goal is to not only be to give you a new skill and trade but also allow for your own personal growth and development.

Our organization is geared to student success and satisfaction. We strive to uphold a learning environment that encompasses all learner variations. We practice patience, professionalism, kindness, honesty, respect, and compassion, when dealing with staff, and students. Our facility is trained to be available and attentive to our multicultural student population.

We are glad that you are here, that you have chosen to be a part of our growing family, we greet you with warmth and help you discover a new you.

Every great dream begins with a dreamer.
Always remember, you have within you the
strength, the patience, and the passion to
reach for the stars to change the world.

~Harriet Tubman~

Department of Cosmetology

Policies and Procedures

WELCOME

Congratulations! You have taken the first step toward an extremely exciting and rewarding career. The Department of Cosmetology believes in providing each student with the maximum possible support towards achieving their career goals. We strive to challenge, excite, and engage students by providing them with an experience that will be the foundation of their career. The beauty industry is in constant need of qualified, creative, well-trained professionals. The Department of Cosmetology is a complete educational environment with multiple ways of learning, including the lecture / laboratory classrooms and experience learning in our client salon. It is our objective to assist students to successfully pass the State Licensure Examination with entry level skills for employment in the workplace.

This Student Handbook will provide you with an understanding of program expectations while enrolled in the program. For general information relating to the college, please refer to the catalog.

We reserve the right to alter all or part of the Student Handbook at any time during the year with reasonable notice to the student. After reading through the Student Handbook, you will be asked to sign an agreement, located on the last page of the Handbook, acknowledging that you understand its contents.

If you have any comments or questions about the Student Handbook you are welcome to schedule a conference with the Program Director. All conferences are scheduled on arrangement.

Department of Cosmetology

PROGRAM ACCREDITATION

Currently working with Middle States Association

PROGRAM PHILOSOPHY

The faculty of HIOAAAB is committed to preparing graduates who can safely and effectively perform an entry-level Esthetician/Lash/Instructor based on stated competencies.

The program philosophy consists of the following principles.

1. Everyone has a right to respect and dignity. The physical, psychological, sociological, and spiritual needs of everyone must be considered.
2. Learning is the acquisition of knowledge, understanding, skills, and attitudes that lead to changes in the behavior of the learner. Education is a systematic process that assists the student in using what is learned.

Student-teacher interaction is vital to the learning process. The role of the faculty is to coordinate the entry level education of the student through a planned curriculum, and the responsibility of the student is to actively seek out new learning experiences.

COLLEGE VISION

Training the mind to think past the limitations that keep people from reaching their full potential.

CORE VALUES

All choices, decisions and actions of International Institute of Aesthetic Arts & Beauty, and the individuals associated with it arise from and are consistent with the following core values.

1. Excellence requires a commitment to allocating the time, effort, and resources to ensure superior achievement.
2. Integrity is exhibited through principled leadership that continues to earn the public's trust and to achieve the highest levels of honesty and ethical behavior.
3. Innovation is to promote and affirm the spirit of invention and creativity.
4. Inclusion assures opportunity for accessible education to diverse learners by addressing financial environmental, social, and academic barriers.
5. Stewardship, Sustainability, Accountability, requires an efficient and effective use of human, physical, and financial assets. Allocation of these resources is based on the commitment to the efficient and effective use of the environment.
6. Collaboration is essential in partnering to development educational technical industrial and cultural support to improve the quality of life in the community.

PROGRAM MISSION STATEMENT

Our mission is to consistently provide up-to-date, quality training to all students with optimal learning experiences in a diversity of settings which prepares a student in acquiring a license and entry level skills to be successful in the workforce.

PROGRAM GOALS AND OBJECTIVES

- To provide up-to-date, hands-on training geared toward preparing students to become highly employable through their incorporation of knowledge and experiences.
- To provide knowledgeable and skilled Estheticians/Lash Specialist/Instructors who will be an asset to any salon, spa, or school.

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- To maintain a program that is continually updated so that students will acquire a thorough knowledge of the latest professional techniques.
 - To foster and promote the educational growth of the faculty and student through teaching traditional and current methods and techniques.

GRADUATION

A Certificate of Completion is awarded upon completion of all program requirements. Students are encouraged to participate in commencement ceremonies in June and December (only on select years).

Requirements for Graduation

- Students must satisfactorily complete all required classroom and clinical training with an 85% or higher academic / skills average.
- Student must complete the total course credit hours within the prescribed completion date.
- Student must meet all financial obligations due to the College.
- Student must schedule and complete an exit interview prior to graduating.

CAMPUS SECURITY POLICY

The security policy when entering the IIOAAAB requires that all visitors report to the reception area located in the front office of suite “300”.

ADMISSION POLICY

International Institute of Aesthetic Arts & Beauty practices no discrimination based on sex, race, color, age, creed, religion, ethnic origin, sexual orientation, financial status, country, origin, or residence in its admission, instruction, and graduation policies.

ENTRANCE REQUIREMENTS

- Must be at least 17 years of age.
- Apply to IIOAAAB via online
- Apply to the Esthetician, Specialty Lash, or Manicure Program.
- Submit deposit for student set-up.

ADVISORY COMMITTEE

We seek advice from varying sources such as some of our teachers, alumni, partners, clients, and potential employers to assist in the need for a workforce education opportunity that ensures that

the program has both adequate resources and a well-designed curriculum to provide students with the skills, knowledge, and behaviors necessary to successfully meet the needs of business and industry. Other functions included but not limited to.

- evaluating the goals and objectives of the program curriculum
- suggesting program revision as needed, evaluating the adequacy of existing college facilities and equipment.
- identifying local business / leaders who will provide students with external learning experiences, employment, and placement opportunities.
- assisting in professional development of the faculty
- assisting in promoting and publicizing to the community and to the business and industry

STUDENT POLICIES AND PROCEDURES

NON-COSMETOLOGY ITEMS

All non-cosmetology items such as, but not limited to I-pads, laptops, tablets, lunch items, purses, and makeup bags must be stored in the student's locker. Water is allowed in the classroom provided it is in a standard 12oz – 16oz water bottle. No exceptions. Food and drink (other than water) is only allowed in classroom/lab during designated breaks.

PERFORMANCE STANDARD FORM

The Performance Standard Form is designed to hold an individual accountable for their professional actions. We not only prepare the student with skills and knowledge, but also place great emphasis on professionalism. A professionalism grade is averaged with theory and skills grades. All infractions will incur a deduction in points. A copy of the Performance Standard Form will be given to each student upon enrollment.

CLIENT SERVICE

Clients may receive cosmetology services at reduced prices. All our clients must be treated with utmost courtesy. Should a problem occur, contact an instructor immediately.

The student's appearance and decorum must be always professional. Gossiping with other students while assisting a client is unprofessional and unacceptable.

Non participation in class or laboratory assignment will require a conference with an instructor.

STUDENT SERVICES

Student must receive permission from their instructor for personal services and the use of personal products.

STUDENT ACTIVITIES

Field Trips are a major activity students are able to participate in monthly

WORKPLACE SANITATION

Workspace and laboratory area must be sanitized prior to and after completion of a client service. All products and / or supplies must be returned to the dispensary. At the conclusion of class, sanitation procedures will be assigned by the instructor.

TEXTBOOK / SUPPLIES / EQUIPMENT

Student must have all textbook (s), supplies, and equipment available always. Failure to have these supplies will result in a deduction of points from the Performance Standards grade. The student may receive a zero for assignments given with no supplies to perform the assignment.

HARASSMENT

The department will not tolerate harassment of any nature. Consequences for harassment will be imposed according to the college policy regarding harassment as stated in our department guide.

PROFESSIONAL POLICY

We strive to provide students, clients, and visitors with a positive, enjoyable, and professional atmosphere. Students must always maintain proper decorum in the department and at school functions. Any student making unfavorable remarks against the program, consistently complaining about school policies, being disrespectful to an educator or staff member, or disrupting class in any way, will result in corrective action meeting.

HARASSMENT: We do not tolerate harassment in any form

INTIMIDATION is any act or conduct that intentionally instills fear, uses coercion, threatens harm, or creates a hostile environment for another individual. This may include, but is not limited to:

- Verbal threats or aggressive language
- Bullying (in person or online)
- Physical posturing or threatening gestures
- Harassment based on race, gender, age, sexual orientation, disability, or any other protected category
- Coercive or manipulative behavior intended to control or dominate another individual
- Repeated unwanted behavior that causes fear, humiliation, or distress

UNIFORMS REQUIREMENTS / HYGIENE

2 each Scrub top will consist of:

A V-neck, washable black fabric with armpits covered without a collar. Scrub tops should be basic with no zippers, buttons, or accessories. For clarification on specifics, an example will be shown to student prior to purchasing.

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- | | |
|--------|--|
| 2 each | Uniform pants, washable black fabric. Must not be too tight fitting, too long, frayed, or touching the floor. |
| 1 each | Lab Apron of washable black fabric, with long sleeves. |
| 1 pair | Shoe must be solid black in color, closed toe and heel. Shoes should be comfortable and professional. No boots. No Crocs. An example will be shown to student prior to purchasing. |

1 each long sleeve cotton tee is optional. Sweatshirts, jersey type fabric other than cotton is not permitted. Tee-shirt will be of a long sleeve, cotton washable fabric, and black in color. Must be worn underneath the uniform top and cannot be longer than the scrub top.

As part of the uniform requirement, students must always maintain proper personal hygiene. Hair must be clean, with a professional appearance. Makeup must be applied prior to class. Bad breath or body odors are unacceptable. Failure to maintain proper hygiene, clean and styled hair, and makeup will result in deduction of points from Performance Standard grade and dismissal from class until corrected. The time missed will count towards the attendance policy.

CONFIDENTIALITY/DATA POLICY

1. Purpose

The purpose of this Confidentiality Policy is to protect the privacy, integrity, and security of personal, educational, professional, and proprietary information belonging to students, staff, clients, and the International Institute of Aesthetic Arts and Beauty (hereafter “IIAAB”).

2. Scope

This policy applies to all individuals affiliated with IIAAB, including but not limited to:

- Students
- Instructors and staff
- Contractors
- Volunteers
- Interns
- Visiting professionals

3. Confidential Information Defined

Confidential information includes, but is not limited to:

- Student records (grades, contact information, enrollment status, etc.)
 - Client records (treatment history, health conditions, photos, etc.)
 - Employee records (salary, evaluations, disciplinary actions, etc.)
 - Curriculum materials, lesson plans, instructional content
 - Business operations, financial data, strategic plans, or proprietary processes
 - Login credentials, passwords, or secure access information
-

4. Confidentiality Obligations

All members of the IIAAB community are expected to:

- Maintain the confidentiality of all sensitive information acquired during the course of their relationship with IIAAB.
 - Only access or disclose confidential information when it is necessary for the completion of assigned responsibilities and with proper authorization.
 - Not share any confidential or proprietary information with outside parties without prior written consent from administration.
 - Immediately report any suspected breach of confidentiality to the school administration.
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5. Use of Student and Client Information

- Student and client information may not be shared, photographed, or posted publicly (including social media) without written consent.
 - All student records are protected under FERPA (Family Educational Rights and Privacy Act) and shall only be accessed or disclosed in accordance with applicable laws.
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6. Digital Privacy and Data Security

- All digital files, records, and communications must be stored securely and only accessed by authorized personnel.
 - Personal devices used for school purposes must be protected by passcodes and encryption when feasible.
 - Use of IIAAB computers or platforms (e.g., Google Classroom, student portals) must comply with this confidentiality policy.
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7. Consequences of Breach

Violations of this policy may result in:

- Disciplinary action (including suspension or termination)
- Legal action, if appropriate
- Immediate dismissal from the program or employment if the breach is deemed serious

Students are required to make social media accounts while in school to ensure that they have digital profiles for industry opportunities. We encourage students to join beauty groups, follow fellow classmates and make as many profiles as they can handle to help their beauty careers. We do not condone inappropriate post, language, videos, etc that are distasteful and disrespectful to others. Student records are keep confidential in individual electronic student folders. We keep both student and staff records/information with the utmost confidentiality.

TELEPHONE

The Departmental telephone is for incoming or outgoing business calls or emergencies. (469) 289.2837.

ELECTRONIC DEVICES

Cell phones or other personal communication devices such as I-Pads, computers, etc. should be in a silent mode during lecture and clinical hours. They may be used during lectures, clinic, designated breaks, lunch, and other specific times. If you are expecting a particularly important telephone call, or requiring making a call, you must notify the instructor prior to class regarding the nature of the situation. Keep phone on vibrate and if you receive a call, leave the room quietly. Cell phones must be out of sight during test and must be turned off or silent. If disruptions from devices become a distraction the instructor is authorized to require the student to remove the device from class or lab and a deduction of points on the Performance Standards grade may occur. Student may not charge cell phones during class time. Break time is acceptable. Students using a cell phone other than break time or without permission will have points removed from the Performance Standard grade. This will occur each time student is using cell phone unauthorized.

PARKING

Parking is open for all where there is a vacant slot.
Parking is not permitted in handicap spaces.

STUDENT EVALUATION Calculation of grade for Full Time Esthetician

Theory	50%
Skills	30%
Professionalism	15% (Performance Standards Form)
Mock Test	5%

Calculation of grade breakdown for Esthetician

Theory	50%
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Lecture		
Notes		
Assignments		
Skills	30%	
Practicum		
Mock Test	5%	
Written		(3% Written Exam, 2% Practical Exam)
Practical		
Professionalism	15%	
Attendance		
Dress Code		
Attitude		

Grade Reporting

The following percentage system for letter grade assignment will be utilized for reporting grades.

GRADE	GPA	GPA
A= Excellent	4.0 (90-100)	I= Incomplete 0.0
B=Good	3.0 (80-89)	W= Withdrew 0.0
C=Average	2.0 (70-79)	
D=Below Average	1.0 (60-69)	
F=Failed	0.0 (68 or below TDLR)	

To be eligible to take the State Licensure Examination requires a passing grade of 85 or above on the written and the practical. Students must follow the department grading policy to receive hours for course/semester/module. Receiving a grade of 84 or less means a student will not receive credit for the completion of their course/semester/module. To receive credit for a course/semester/ module, the student must repeat the course/semester/module at the next course offering providing space is available and the student is in good standing with the College. Failure of any Cosmetology course indicates the possibility of failure in the Sate Licensure Examination.

Withdrawal (W) This grade is given for an instructor or a student-initiated course withdrawal through the 60 percent point in the semester or term. After the 60 percent point, an instructor may authorize a course withdrawal and assign either a W if passing work was being accomplished or a F if a student was failing work. In extenuating circumstances, the instructor may assign a W to a student who is not passing through the last regular class day of a semester or term. **No credit will be earned if student withdraws for any reason.**

RE-ENTERING STUDENT

Acceptance into IIOAAAB is contingent on course offering, space availability, and the scheduling of an appointment with the Program Director for advising, possible theory remediation and any diagnostic or skills testing as required. Student will be notified in writing if reinstated in the Program. Student will be required to purchase any textbooks, supplemental

material, tool kit, or mannequins required. **Discipline issues will require the student to wait one full semester before reinstatement will be granted. Possible counseling may be required based on individual circumstances.**

TRANSFER STUDENT POLICY

Transfer students are accepted after careful evaluation and review. All transfer students are required to schedule an appointment with the Program Director. Both written and skills testing is mandatory prior to acceptance into the program. Before testing, the student must provide the Department with an official transcript of hours from TDLR, a valid student permit number, and a copy of skills and theory from previous school. This policy applies to all programs.

COURSE SESSIONS

Program (Day)	10:00 a.m. to 4:30 p.m. Tuesday – Friday
Program (Night)	5:30 p.m. to 9:30 p.m. Tuesday - Friday

LUNCH / BREAKS

Lunch Break	12:00 p.m. - 1:00 p.m. Tuesday -Friday
Morning Break	Assigned by Instructor.
Afternoon Break	Assigned by Instructor

Students who are late returning from break will incur a deduction of points from the Performance Standard grade.

ATTENDANCE / ABSENCES

Tardiness / Late Arrival

Day Class

All students are required to be in class no later than 10:05 AM for the morning session.

If you are unable to arrive by this time, you may attend the afternoon session, which begins no later than 1:05 PM.

If you are not present by 1:05 PM, you will be unable to clock hours on campus for that day.

Evening Class

All students are required to be in class no later than 5:35 PM for the evening session.

Absences

If a student needs to miss class, the student needs to give a 48-hour advance notice of absence submitted via email to either their instructor or the school administration.

Failure to provide timely notice, or if the absence is deemed unexcused, will result in the student being logged for non-compliance.

Logs & Corrective Actions

- Students are allowed up to 15 logs before disciplinary action, including termination, will be considered.
- Every 3 logs will result in a Corrective Action Notice, which will be placed in the student's file and may pertain to:
 - Attendance
 - Dress Code
 - Professional Conduct

Students may receive up to 3 corrective actions before being withdrawn from their program and dropped from the school.

CLOCKING OF HOURS AND MINUTES FOR ATTENDANCE

Cosmetology classes are in sessions as indicated below:

Full Time Program	Tuesday through Friday	10:00 a.m. – 4:30 p.m.
Part Time Program	Tuesday through Friday	5:30 p.m. – 9:30 p.m.

1. Student must personally clock in / out for himself / herself. If student fails to clock in or out time will not be corrected, and this will apply towards the attendance policy. Students are responsible for their attendance.
2. Student clocking another student in or out will be in violation of TDLR Rule 83.72 (j) and will be subject to disciplinary action.
3. Student will clock in or out at the assigned area assigned by the school.
4. Student may begin clocking at 9:45 a.m. Tuesday through Friday. Students may not remain in the department unless clocked in. Student arriving after class has started may

not clock in until 1:00 p.m. Students must be clocked in no later than 1:05pm for the afternoon session. for the clinic lab must be clocked in by 1:00 p.m., due to the assigning of client services.

5. If leaving the department for any reason, the student must clock out except when an instructional area on a campus is located outside the approved facility that has been approved by TDLR and is supervised by an instructor. Student will not remain in the department unless clocked in.
6. Students will not clock out for breaks, therefore breaks must be taken in their designated labs. Morning or afternoon breaks are subject to change according to class / lab schedule changes.
7. Student must personally clock in or out of the department for lunch. Student returning from lunch must return to class / lab by 1:05 p.m., or by the 5 minute window according to the time you left. (If lunch starts on 1:17pm. It ends by 2:17pm, which means you have 5 additional minutes to return from lunch. Otherwise a student is considered late, and will not be permitted to clock in as classes or labs have begun.
8. Student is dismissed at 4:30 p.m. daily; unless otherwise instructed.

Student leaving the department for personal reason (s) and desiring to return to class or lab may do so by providing the instructor the following:

- (a) Student must receive **PRIOR approval** from the instructor (notification must be as early as 48- hours).
- (b) Student must provide the instructor documentation upon return to class.

MAKEUP HOURS

Students may be allotted up to 200 distance learning hours, based on their selected program. These hours can be completed through the Milady or Pivot Point platforms and are intended to supplement in-person instruction outside of regularly scheduled class time. Once a student reaches the 200-hour limit, no additional online hours will be counted toward their total program clock hours.

Program-Specific Distance Learning Hour Allotments

The following list outlines the maximum number of distance learning hours permitted for each program offered at the International Institute of Aesthetic Arts and Beauty. These hours may be completed through approved online platforms such as Milady or Pivot Point and are applied toward the total required program hours.

Program

**Maximum Distance Learning
Hours**

Esthetics/Mani	200 Hours
Esthetics	200 Hours
Manicuring	200 Hours
Eyelash	
Extension	80 Hours
Instructor Training	150 Hours

DRUG FREE

IIOAAAB is committed to fostering a drug-free environment for its students and employees. Except for drugs prescribed by a physician, no student may use, possess, sell, or distribute alcohol or other types of “illegal” or controlled substances, or use or possess drug paraphernalia on the College premises. Additionally, the illegal use of prescribed drugs and the inappropriate use of over-the-counter drugs are also prohibited.

SMOKING

To be respectful of everyone's right to a smoke free environment, the use of tobacco products is prohibited in all IIOAAAB buildings and within 30 feet of all building entrance. The use of tobacco products is only permitted at designated smoking areas on the campus grounds. This policy is intended to allow everyone the opportunity to enter the IIOAAAB facility without encountering a smoke-filled environment.

Smoking is not permitted during class hours.

Specific Written Policies outline in Student Enrollment Agreements

REFUND OR WITHDRAWAL / DROP POLICY/CANCELLATION POLICY

Students withdrawing from the College or dropping a portion of a semester hour enrollment will receive a refund of tuition and mandatory fees in accordance with the refund schedule and other provisions shown below. Class day refers to the number of classes in a regular semester.

Students withdrawing from the College or dropping a portion of a semester hour enrollment will receive a refund of tuition and mandatory fees in accordance with the refund schedule and other provisions shown below. Class day refers to the number of classes in a regular semester.

Prior to the first academic class day	20 % minus deposit, fees, and kit cost
During the first 5 days of class	10 % minus deposit, fees, and kit cost
During the first 10 days of class	5 % minus deposit, fees, and kit cost
After the 10th class day	NONE
After the fifth academic class day:	
On the 5 th class day	Students will owe 20% of their full tuition, fees, and kit cost
On the 6 th class day	Students will owe 50% of their full tuition, fees, and kit cost
On the 7 th class day	Students will owe 80% of their full tuition, fees, and kit cost
On the 8 th class day	Students will owe 100% of their full tuition fees, and kit cost

Cancellation prior to or in the first Week:

In order to receive a refund prior to the first academic class day and before the fifth academic class day a written notice of the intent to withdraw/cancel your contract to IIOAAAB, is required. written notice must be submitted and received within the time listed above. Please note that this does include postal time. Students will be required to pay outstanding balance (tuition, fees, and kit cost) and a \$1500 cancellation fee before the withdrawal process can be complete. In the event a student does not pay their outstanding balance and cancellation fee the entire contractual amount will become due after 10 days. IIOAAAB reserves the right to pursue legal action on any outstanding balances owed via the methods stated by Texas law.

Cancellation After the first Week:

In the event a student cancels their contract with IIOAAAB any time after attending school for the first week. The student will need to pay a \$2500 cancellation fee along with their full tuition, processing fees and kit cost according to the tuition fee schedule listed above. Tuition and fees are due at the time of the cancellation request to withdrawal from the school. In the event a student does not pay the above stated amount the full contractual balance will become due along with the \$2500 cancellation fee.

Before withdrawing from one or all classes or being withdrawn from a course, we advise checking with financial aid and how this may affect your current and future financial aid eligibility and payments. Even if you have not received financial aid in the past and are not currently receiving financial aid, course withdrawals or being withdrawn from classes may keep you from receiving financial aid in the future. The complete Satisfactory Academic Progress policy is in the MCC's General Catalog, located on the College Web site www.iioaaab.education, or at the Office of Financial Aid. Students are subject to repaying all Financial Aid that has been used.

AMERICANS WITH DISABILITIES ACT (ADA) Disabilities/ADA Statement

Any student who may require special arrangements to meet course requirements because of a disability should contact Disability Services as soon as possible to make necessary arrangements. Once that process is completed, appropriate verification from Disability Services will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification from Disability Services has been provided.

ACADEMIC DISHONESTY POLICY

The center of Academic integrity defines academic integrity as a commitment, even in the face of adversity, to five fundamental values. These values show principle of behavior that enables academic communities to translate ideas into action. Individual faculty members determine their class policies and behavioral expectations for the students. Students who commit violations of academic integrity should expect serious consequences. For further information about student responsibilities and rights, please consult the Campus Information Guide.

Cheating includes but not limited to.

1. Copying the work of another student.
2. Text messaging or otherwise messaging test information to other students.
3. Photographing any test material.
4. Plagiarism (Plagiarism is a serious offense in communication of any kind whether intentional or not intentional, the result is the same). Plagiarism is grounds for expulsion from the program. The Department has a zero tolerance for those students who participate in such activities. Consequences for dishonesty will be enforced as stated in the College policies located in the Highlander Guide.

STUDENT GRIEVANCE

Grievance procedures are established on the student's behalf for the purpose of allowing an individual student an opportunity to be heard in alleged violations that pertain to college law or college policies.

STUDENT CONFERENCE

Depending on the nature of an issue, a student must schedule a conference with their instructor to discuss and resolve the issue. The Program Director may be present at this conference.

Repeated issues will be reported/documented via IIOAAAB documentation services.

When an issue is conduct related and the instructor and student cannot reach a resolution, a meeting will be scheduled with an Advising Specialist. Outside parties will not be permitted to attend this conference.

RELEASE OF STUDENT RECORDS / INFORMATION

According to the Family Education Rights & Privacy Act (FERPA) public posting of student's grades is not permitted. The Program Director, Instructor, or Staff may not discuss student records/information with anyone unless a FERPA Consent Waiver is signed by the student. The FERPA Consent Waiver is located on Web Advisor.

PROHIBITED CONDUCT

Good conduct is expected of all students. Any violation of the school's rules of conduct and policies may incur a reduction of points in student's grade (Performance Standard Form), a referral to the Advising Specialist in Student Development, and possible dismissal from class. The following are examples of unacceptable behavior:

- Insubordination
- Intoxication
- Cheating, copying, or offering or receiving unauthorized assistance in examinations, quizzes, or projects.
- Stealing
- Disruption of classes
- Lack of cooperation
- Disrespecting Instructor, Students, or Administrator
- Use, possession, sale of drugs / alcohol

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- Inflammatory statements, obscenities, malicious remarks, or threats to clients, Instructors, staff members, visitors, or other students
 - Interference with any Instructor or Administrator in connection with carrying out duties.
 - Use, possession, or sale of illegal firearms, weapons, or dangerous objects
 - Activities that involve holding, pushing, tackling, wrestling, or any other type of physical contact or threat of physical contact
 - For additional examples of unacceptable behavior see Performance Standard form

DEPOSIT HOLD POLICY

In case a student is unable to attend the institution on their original start date; after signing and dating their enrollment agreement, that student will be allowed to hold their deposit up to 90 days after the sign-up date.

This policy will allow the student the opportunity to hold his or her place with the school without being penalized.

Students are still required to make their monthly payment installments during the deposit hold time.

In the case that the student is unable to attend the school after the 90-day hold has lapsed. The student will need to re-enroll into the institute utilizing the following requirements:

- 1.) Complete a new application.
- 2.) Pay the current deposit, tuition, and fees.
- 3.) Sign a new enrollment agreement & policy document.
- 4.) Set up new payment plan arrangement via the application.

EXTENDED HOUR POLICY

Lash Students

In the event that a student does not complete his or her hours by the time their contractual date hits for the completion of their program. The student will incur overage charges at a rate of \$11.38/hr. until the hours are complete or their financial obligation deadline expires. Once the deadline for their tuition and fees lapses all hours for the 320 clocked hour program must be finished as well as the remaining balance + any overage charges must be paid on that date of the final payment.

In the event that the hours are not completed during the extended period the student will be unable to graduate. There will need to be a new contract established at the current tuition rate and fees along with a new schedule to complete said hours.

Esthetic Students

In the event that a student does not complete his or her hours by the time their contractual date hits for the completion of their program. The student will incur overage charges at a rate of \$14.33/hr until the hours are completed or their financial obligation deadline expires. Once the deadline for their tuition and fees lapses all hours for the 750 clocked program must be finished as well as the remaining balance + any overage charges must be paid on that date of the final payment.

In the event that the hours are not completed during the extended period the student will be unable to graduate. There will need to be a new contract established at the current tuition rate and fees along with a new schedule to complete said hours.

Manicure Students

In the event that a student does not complete his or her hours by the time their contractual date hits for the completion of their program. The student will incur overage charges at a rate of \$12.50/hr until the hours are completed or their financial obligation deadline expires. Once the deadline for their tuition and fees lapses all hours for the 600 clocked program must be finished as well as the remaining balance + any overage charges must be paid on that date of the final payment.

In the event that the hours are not completed during the extended period the student will be unable to graduate. There will need to be a new contract established at the current tuition rate and fees along with a new schedule to complete said hours.

Esthetic/Manicure Students

In the event that a student does not complete his or her hours by the time their contractual date hits for the completion of their program. The student will incur overage charges at a rate of \$14.68/hr until the hours are completed or their financial obligation deadline expires. Once the deadline for their tuition and fees lapses all hours for the 800 clocked program must be finished as well as the remaining balance + any overage charges must be paid on that date of the final payment.

In the event that the hours are not completed during the extended period the student will be unable to graduate. There will need to be a new contract established at the current tuition rate and fees along with a new schedule to complete said hours.

Leave of Absence Policy (LOA)

This policy outlines the conditions and procedures under which students at the International Institute of Aesthetic Arts and Beauty (II)AAAB) may request a leave of absence. It ensures consistent, fair, and transparent handling of leave requests while maintaining academic and operational continuity.

Types of Leave

- **Medical Leave:** For physical or mental health issues requiring extended absence.
- **Personal Leave:** For significant life events such as, family emergencies, personal surgeries, car accidents, or illness.
- **Maternity/Paternity Leave:** For childbirth or adoption-related needs.
- **Military Leave:** For students called to active military duty.

Eligibility

- Must have completed at least one academic term.
- Must be in good academic standing (minimum GPA requirement may apply).
- Must have a satisfactory attendance record of at least 80%.

Request Process

1. **Written Request:** Submit a formal leave request in writing to the following email address: info@iioaaab.education
2. **Documentation:** Provide supporting documents (e.g., medical certificate, official letters, etc.).
3. **Advance Notice:**
 - o At least **2 weeks** prior for foreseeable leave.
 - o As soon as possible for emergencies.
4. **Approval:**
 - o Reviewed by Educational Department
 - o Final decision communicated within 5 business days via email and DocuSign (all LOA's will be document and placed in a student's file).

Duration and Limits

A student may be granted a recognized Leave of Absence (LOA) for a period of up to **120 days**. The duration of the LOA will directly correspond to the time allocated in the **Extended Contract**. This extension allows the student additional time to complete their program **without incurring additional charges** during the approved extension period.

However, once the extended timeline granted due to the LOA has expired, **any further time required to complete the program will be subject to overage fees** as outlined in the **Extended Contract Policy** included in this Enrollment Agreement.

Return from Leave

- **Notification:** Individuals must notify IIOAAAB of their intent to return at least **2 weeks** prior to their return date.
- **Clearance:** Medical clearance may be required for health-related absences.
- **Reinstatement:** Students may resume classes in the same or next available term. Staff will return to their original or equivalent position and return date.

Compliance Policy

All institutional documents are the legal property of **Glammeupgirl LLC**, the parent company of IIAAB. Document oversight is managed by the Director of Operations in coordination with the CEO of Glammeupgirl LLC to ensure alignment with internal controls, accreditation standards, and state/federal regulatory requirements.

Official Payment Policy

PAYMENT OPTIONS: Here at The International Institute of Aesthetic Arts and Beauty, We try our best to work out the best possible option for all of our students! There are three different methods of Paying:

1. **Standard Payment Plan:** If choosing this option, it is the standard deposit, monthly payment, and the standard number of months that is current at the time of enrollment for your program.
 - a. **Standard Payment Plan (Split Schedule):** If you would like to pay bi-weekly or weekly, we also can do that as well! Some of our students like to do this that way, so that it aligns with whenever they receive the money that will be used for their tuition. With these payments, it could go one of two ways:
 - i. Weekly or Bi-Weekly payments in split amounts, $\frac{1}{4}$ of monthly cost, or $\frac{1}{2}$ of monthly cost.
 - ii. Weekly or Bi-weekly payments in full monthly amount. This plan takes the full tuition monthly payments once a week or Bi-Weekly, so your payment plan is paid in full in half or even $\frac{1}{4}$ of the time!
2. **Pay In Full:** With this method, everything is paid up-front! In this case, the full cost of your program is what is listed on the program information!
 - a. **Extra Benefit:** With this option, it offers peace of mind that tuition and fees are paid for.
3. **Flex pays custom option:** We understand that for some of our students, paying in full or the standard payment plan may be a little bit more than is in their current budget. For this reason, we have introduced a more Flexible customized option.
 - a. In this case, we will do a meeting either online or at our school to help figure out what will work to get you enrolled and complete your program in a more cost-effective way! Once we figure out the best personalized plan together, we will draft up an agreement that outlines your customized plan. *Should we list a max length or have examples of flex pay options with previous students? (Without using names or at least real names for privacy)*

Important notes on these payment methods:

- o IIOAAAB is closed Saturdays, Sundays, Mondays, Major Holidays, and school breaks as listed in the school calendar, and payments cannot be dropped off at those times unless an alternative drop off time is made **5 days** in advance.
- o Depending on the carrier, location distance, and type of mail method chosen, times may vary. Generally, USPS priority mail is the method used for mailing these types of payments. To find out more about transit times and different delivery options visit: <https://www.usps.com/>

Student Kit Policy

The Student Kit Policy is designed to inform students about the proper use, care, ownership, and responsibility associated with the professional tools and materials provided by the International Institute of Aesthetic Arts and Beauty (IIAAB). Student kits are essential for hands-on training and are an integral part of program instruction and state board preparation.

Kit Distribution

- Student kits are issued at the beginning of specific topics, typically one the **first day classes and certain dates there after**.
- Distribution is contingent upon **completed enrollment documents and confirmed payment or financial arrangements**.
- Students must sign a **Kit Receipt and Acknowledgment Form** confirming inventory and acceptance of responsibility for all items received.

Kit Contents

Student kits are customized based on program type and may include items such as:

- Mannequin heads and stands
- Skincare and esthetics tools
- Nail and eyelash extension supplies
- Makeup brushes and cosmetics
- Product samples and instructional materials
- Carrying case or professional tool bag

A complete list will be provided upon issuance.

Ownership and Responsibility

- Once issued, the student kit becomes the **property of the student**.
- Students are fully responsible for the **care, organization, and security** of all kit items.
- IIAAB is **not liable** for lost, stolen, or damaged items after distribution.

Daily Use and Classroom Requirements

- Students are required to **bring their kits to class every day**. Failure to do so may result in being marked absent or ineligible to participate in hands-on activities.
- Kits must be kept **clean, sanitary, and in working condition**.
- Instructors may conduct random kit checks to ensure students are properly equipped.

Replacement Policy

- Lost or damaged tools must be replaced at the **student's expense**.
- If a kit item is **defective**, it must be reported to administration within **7 business days** of receipt for review and possible replacement.
- Students must replace items with professional-grade tools that meet program and state board standards.

Use of Kit Items

- Kit items are intended for **educational use only** and should not be shared with or borrowed by other students.
- Tools should be used strictly for **training purposes** and must be operated with proper technique and care.
- Misuse or unsafe handling of kit items may lead to disciplinary action

Policies and Procedures on Academic Probation, Suspension, and Reentrance

International Institute of Aesthetic Arts & Beauty

1. Purpose The International Institute of Aesthetic Arts & Beauty (IIOAAAB) is committed to maintaining high academic standards and providing support for students to achieve success. These policies outline the academic probation, suspension, and reentrance processes to ensure fairness and consistency while promoting academic progress.

2. Academic Probation

2.1 Definition Academic probation is a formal warning status indicating that a student's academic performance falls below the minimum acceptable standard set by the institution.

2.2 Criteria for Academic Probation A student will be placed on academic probation if:

- Their cumulative Grade Point Average (GPA) falls below 2.0 at the end of any semester.
- They fail to meet the minimum course completion rate of 67% of attempted credit hours.
- They receive failing grades in two or more core courses within a single semester.

2.3 Notification Students placed on academic probation will receive written notification via email and postal mail. The notification will include:

- The reason for probation.
- The requirements to return to good academic standing.
- Resources available for academic support.

2.4 Requirements During Probation Students on probation must:

- Meet with an academic advisor to develop an Academic Improvement Plan (AIP).
- Attend mandatory tutoring or academic workshops as recommended.
- Limit course enrollment to a maximum of 12 credit hours (or fewer if advised).
- Achieve a semester GPA of 2.0 or higher to demonstrate improvement.

2.5 Duration of Probation Academic probation lasts for one semester. At the end of the probationary period, students will be:

- Restored to good academic standing if they meet the required standards.
- Subject to suspension if they fail to meet the standards outlined in their AIP.

3. Academic Suspension

3.1 Definition Academic suspension is a temporary separation from the institution due to continued failure to meet academic standards while on probation.

3.2 Criteria for Suspension A student will be placed on academic suspension if:

- They fail to achieve a semester GPA of 2.0 or higher during their probationary period.
- They fail to fulfill the conditions outlined in their Academic Improvement Plan.

3.3 Notification Students placed on academic suspension will receive written notification, which will include:

- The duration of the suspension.
- Reentrance requirements.

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- Information on the appeal process.

3.4 Duration of Suspension The suspension period is one semester. Students may not enroll in any courses during this time.

3.5 Appeal Process Students may appeal their suspension by submitting a written request to the Academic Appeals Committee within 10 business days of receiving the suspension notice. The appeal must include:

- A detailed explanation of extenuating circumstances that impacted academic performance.
- Supporting documentation (e.g., medical records, personal statements).
- A plan for academic success upon reinstatement.

The Academic Appeals Committee will review the appeal and provide a decision within 10 business days. The decision is final.

4. Reentrance Policies

4.1 Eligibility for Reentrance Students returning after suspension must:

- Submit a Reentrance Application by the deadline specified in the suspension notice.
- Provide evidence of steps taken to address the issues that led to poor academic performance (e.g., completion of remedial coursework, counseling, or other relevant actions).

4.2 Conditions for Reentrance Upon approval for reentrance, students will be placed on academic probation for one semester. During this time, they must:

- Follow an updated Academic Improvement Plan.
- Achieve a semester GPA of 2.0 or higher.
- Meet regularly with an academic advisor to monitor progress.

4.3 Permanent Dismissal Students who fail to meet academic standards after reentrance may face permanent dismissal from the institution. Permanent dismissal decisions are final and not subject to appeal.

5. Academic Support Resources The IIOAAAB provides the following resources to help students succeed:

- Academic advising services.
- Free tutoring and workshops.

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- Mental health and counseling services.
 - Online academic tools and resources.
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6. Policy Review and Updates These policies will be reviewed annually to ensure alignment with institutional goals and student needs. Updates will be communicated to all students and staff in a timely manner.

7. Records of Grades and Transcripts

7.1 Purpose The institution maintains accurate records of student grades and transcripts to ensure academic integrity and provide verifiable documentation of student achievements.

7.2 Grade Recording and Maintenance

- Grades for all courses are recorded in the institution's official Student Information System (SIS).
- Faculty are required to submit final grades within five business days after the conclusion of each semester.
- Grade records are securely stored and accessible only to authorized personnel.

7.3 Transcript Requests

- Students may request official transcripts through the Registrar's Office.
- Transcript requests must be submitted in writing or through the online portal, along with applicable fees.
- Processing time for transcript requests is typically five business days, except during peak periods.

7.4 Access and Confidentiality

- Student grade records and transcripts are protected under the Family Educational Rights and Privacy Act (FERPA).
- Access to student records is limited to authorized individuals and requires the student's written consent unless otherwise permitted by law.

7.5 Correction of Errors

- Students who identify errors in their grade records must notify the Registrar's Office within 30 days of the grade issuance.
- Corrections will be reviewed by the Registrar in consultation with the relevant faculty member and documented accordingly.

7.6 Archiving and Retention

- Academic records, including grades and transcripts, are retained for a period of five (5) years following a student's last date of attendance.
- After the retention period, records may be securely archived or destroyed in compliance with institutional policies and legal requirements.
- Digital backups of all records are maintained to safeguard against data loss.

COUNSELING / SUPPORT SERVICES

The College takes a personal interest in each student; every student at IIOAAAB is extended the privilege of consulting with the Student Support Services. Student will need to schedule an appointment at <https://calendly.com/info-iioaaab/student-conference> or with a Student Success Coach at (254) 299-8226. The College offers individual counseling and drug counseling referral services.

INCLEMENT WEATHER and/or EMERGENCY CLOSURE

In the event the College needs to be closed for any situation, student, and employees should check the College website @ www.iioaaab.education for the most immediate and current information. The College will engage the My Alert emergency notification plan which alerts student and employees of any health or safety-related situations on campus, which includes Campus closings for inclement weather. The system allows MCC to send text messages or E-mails with up-to-the-minute information. To receive this information students are encouraged to register for this service. It is a safe, quick way to stay informed about campus conditions. In the event the college is open for classes, students are expected to attend. If the student feels unsafe traveling but classes are in session time will be deducted from the 35 hours attendance policy. If the college is officially closed, the department will provide time to make up the missed hours.

EXIT INTERVIEW

At the conclusion of or interruption of a student program, the student is to schedule an appointment with administration for the purpose of gathering information for student State Licensure Examination and for collecting data for the Departmental Placement Report of Technical Graduates. Students must complete exit paperwork emailed to students prior to their final day of class.

HEALTH AND SAFETY STANDARDS

All students shall utilize, clean, and disinfect equipment, tools, implements, and shall employ good hygiene habits while providing cosmetology services. Therefore, a student

may not perform services on a client that have head lice, nits, ringworm, and conjunctivitis; or inflamed, infected, broken, raised, swollen skin or nail tissue; or an open wound or sore in the area to be serviced. Students appearing for class with a contagious condition such as, temperature, influenza, common cold, strep throat, etc. may not attend class until student's condition has improved. Documentation may be required. See TDLR Laws and Rules Book 83.102.

CRIMINAL HISTORY

For students in this program who may have a criminal background, please be advised that the background could keep you from being licensed by the State of Texas. This information will be given to each student accepted into the Cosmetology Programs. A signed acknowledgement will be placed in the student's file. It is the student's responsibility to follow the guidelines issued by The Department of Licensing and Regulation to ensure a license may be obtained.

PROFESSIONAL CONDUCT POLICY

1. Student Behavior

- Professionalism: Students are expected to conduct themselves professionally at all times while on campus, during virtual learning sessions, or while representing IIAAB in any capacity.
- Respect for Others: Harassment, bullying, discrimination, or any form of disrespectful behavior towards peers, staff, or visitors is strictly prohibited.
- Compliance with Policies: Students must adhere to all institutional policies, procedures, and guidelines, including attendance, dress code, and participation requirements.

2. Interaction with Instructors

- Respectful Communication: Students are to communicate with instructors in a respectful and courteous manner, both in-person and via digital platforms.
- Constructive Feedback: Any concerns or suggestions regarding course materials, teaching methods, or other aspects of instruction should be raised constructively and through the appropriate channels.
- Authority of Instructors: Students must respect the authority of instructors to maintain classroom order, assign grades, and provide feedback.

3. Communication About the School

- Positive Representation: Students are encouraged to speak positively about their experiences at IIAAB and act as ambassadors of the institution.
- Addressing Concerns Internally: If students have grievances or negative feedback about the school, they should address these matters through the established grievance process rather than engaging in public or negative discussions.
- Prohibited Conduct: Spreading false information, making defamatory statements, or engaging in any communication that could harm the school's reputation is not permitted.

4. Consequences for Non-Compliance

Violations of this policy may result in disciplinary action, including but not limited to warnings, probation, suspension, or dismissal from the program, depending on the severity of the infraction.

5. Reporting and Resolution

Students are encouraged to report any violations of this policy or concerns about the learning environment to the administrative office. All reports will be handled confidentially and in accordance with institutional procedures.

FRATERNIZATION

1. Definition of Fraternization

Fraternization refers to personal relationships that may compromise professional boundaries, create conflicts of interest, or give the appearance of favoritism. This includes but is not limited to:

- Romantic relationships
- Close friendships that interfere with objectivity
- Unprofessional interactions outside the context of school-related activities

2. Prohibited Relationships

- Instructor-Student Relationships: Romantic or overly personal relationships between instructors and students are strictly prohibited to prevent conflicts of interest and ensure the integrity of the educational environment.
- Staff-Student Relationships: Staff members are prohibited from engaging in relationships with students that could compromise professionalism or give the appearance of preferential treatment.
- Peer Relationships: While friendships among students are encouraged, relationships that disrupt the learning environment or lead to favoritism or exclusionary behavior are discouraged.

3. Professional Boundaries

- Instructors and Staff: Instructors and staff must maintain professional boundaries with students at all times. Personal interactions should not interfere with the educational objectives or compromise the instructor's authority.
- Students: Students are expected to engage with peers, instructors, and staff in a manner that upholds mutual respect and professionalism.

4. Reporting and Disclosure

- Voluntary Disclosure: If a personal relationship develops that could be perceived as fraternization, it must be disclosed to the administrative office immediately to determine the appropriate course of action.
- Confidential Reporting: Individuals who believe that a relationship violates this policy or creates a conflict of interest should report their concerns to the administration. All reports will be handled confidentially and in accordance with institutional procedures.

5. Consequences for Policy Violations

-Disciplinary Action: Violations of this policy may result in disciplinary actions, including but not limited to warnings, probation, suspension, or dismissal for students and staff. Instructors or staff found to be in violation may face termination of employment.

-Remedial Measures: The institution reserves the right to reassign roles, adjust schedules, or take other measures to resolve conflicts of interest arising from fraternization.

6. Scope of Policy

This policy applies to all students, instructors, staff, and affiliates of the International Institute of Aesthetic Arts & Beauty, regardless of the nature of their relationship or the setting in which interactions occur.

Policy on Access to Digital Platforms for Withdrawn or Dropped Students

1. Scope of Policy

This policy applies to all students enrolled at IIAAB who voluntarily withdraw or are administratively dropped from their programs of study. It governs access to all digital platforms, including but not limited to:

- Learning management systems (LMS)
- Online class portals
- Institution email accounts
- Resource libraries and databases

2. Termination of Access

-Immediate Revocation: Upon withdrawal or administrative drop, the student's access to all IIOAAAB digital platforms will be immediately revoked.

-Notification: Students will receive an official notification from the administration confirming the termination of access.

3. Outstanding Obligations

-Unsubmitted Assignments: Students are advised to ensure that all assignments are submitted prior to withdrawal to avoid incomplete records.

-Financial Obligations: Students must settle any outstanding fees before official withdrawal. Failure to do so may result in additional administrative actions.

4. Recovery of Personal Data

- Students are encouraged to retrieve any personal information or non-proprietary work from the institution's platforms before their withdrawal is finalized. Once access is revoked, recovery of such data will not be possible.

5. Exceptions

-Re-enrollment: Students who re-enroll at IIAAB will have their access to digital platforms reinstated upon completion of re-enrollment procedures.

-Special Circumstances: Exceptions may be granted by the administration on a case-by-case basis for students who require temporary access to resolve outstanding issues.

6. Consequences for Unauthorized Access

- Any attempt to access IIAAB digital platforms after access has been revoked will be considered a violation of institutional policy and may result in legal action.

Records Retention Policy: Grades and Transcripts

1. Purpose

This policy establishes guidelines for the retention and management of student academic records, including grades and transcripts, to ensure compliance with institutional, legal, and accreditation requirements.

2. Scope

This policy applies to all student records maintained by Institute, including grades, transcripts, and other academic records, whether in physical or electronic format.

3. Policy Statement

- [Institution Name] will retain student grades and transcripts for a **minimum of three (3) years** from the date of the student's last enrollment.
- After the minimum retention period, records may be archived, securely disposed of, or retained indefinitely at the discretion of the institution.
- Transcripts requested within the retention period will be made available to students upon written request, following the institution's transcript request procedures.

4. Responsibilities

- The **Registrar's Office** is responsible for maintaining and securing academic records in accordance with this policy.
- All records will be stored securely to protect against unauthorized access, loss, or damage.
- Students are encouraged to request copies of their transcripts within the retention period if needed for future academic or professional purposes.

5. Compliance and Review

- This policy is subject to periodic review to ensure alignment with accreditation standards and regulatory requirements.
- Any modifications to the retention period will be communicated to students and faculty as necessary.

Transfer Credit and Prior Education

We recognize that students may have acquired knowledge and skills through previous education and training. To ensure a fair and consistent evaluation process, the institution will grant credit under the following conditions:

- **Eligible Prior Learning:**
 - Courses completed at accredited colleges, universities, or vocational institutions.
 - Military training and education recognized by the American Council on Education (ACE) or other approved accrediting bodies(TDLR).
 - Recognized industry certifications, apprenticeships, or professional training programs.
 - Credit by examination, or institution-approved challenge exams
- **Credit Evaluation Process:**
 - Students must submit official transcripts, certificates, or other documentation for evaluation.
 - The Registrar's Office and/or designated academic department will review requests based on course equivalency, content relevance, and accreditation status.
 - A minimum grade requirement (e.g., "C" or higher) may be required for transfer coursework.
 - A maximum of [X]% of required program credits may be awarded through prior learning assessment.
 - Credit awarded for prior learning will not count toward GPA calculations but may fulfill degree or certification requirements.

LIST OF PROGRAM DESCRIPTIONS AND OUTLINES

Esthetician Program

Program Overview

The **Esthetician Program** provides students with comprehensive training in skincare, facial treatments, makeup artistry, and spa therapies. This program is designed to equip students with the skills and knowledge required to become licensed estheticians, focusing on skincare science, advanced facial treatments, and beauty techniques.

Program Objectives

Upon completion, students will:

- Understand skin anatomy, conditions, and appropriate treatments.
- Learn advanced skincare techniques, including chemical peels, microdermabrasion, and LED therapy.
- Master facial massage, extractions, and product knowledge.
- Gain proficiency in waxing, brow shaping, lash treatments and makeup.
- Develop professional business skills for career success.

Program Outline

Module 1: Skin Science & Analysis

- Life Skills
- Infection Control, Sanitary Practices, First Aid, Electricity, and Chemistry
- Skin Types, Disorders, and Conditions
- Histology & Physiology of the Skin
- Wellness Practices

Module 2: Fundamental Skincare Techniques

- Client Consultation and Skin Analysis
- Cleansing, Exfoliation, and Moisturizing
- Facial Massage Techniques
- Steam and Extraction Methods

Module 3: Advanced Skincare Treatments

- Chemical Peels and Microdermabrasion
- LED Light Therapy and High-Frequency Treatments
- Hydra-facial and Oxygen Therapy
- Pressure Point Massage

Module 4: Hair Removal & Lash/Brow Enhancements

- Waxing and Sugaring
- Laser Hair Removal Basics
- Eyelash Extensions, Tinting, and Lifting
- Brow Shaping and Lamination

Module 5: Makeup Artistry & Product Knowledge

- Makeup for Various Occasions
- Color Theory and Corrective Techniques
- Skincare Product Ingredients and Customization

Module 6: Spa & Holistic Therapies

- Aromatherapy and Wellness Treatments
- Body Wraps and Detox Treatments
- Lymphatic Drainage and Facial Reflexology

Module 7: Professional Development & Licensing

- Career Opportunities and Business Skills

-
- Marketing and Social Media for Beauty Professionals
 - Licensing Preparation and Certification

Program Duration:

- **Full-Time:** 6-12 months
- **Part-Time:** 12-18 months

Certifications & Career Opportunities

Graduates can pursue careers as:

- Licensed Estheticians
- Skincare Specialists
- Spa Therapists
- Lash and Brow Technicians
- Beauty Consultants

Manicure Program

Program Overview

The **Manicure Program** is designed to provide students with expertise in nail care, nail art, and salon services. This program covers essential techniques such as manicures, pedicures, gel and acrylic application, and nail health education.

Program Objectives

Upon completion, students will:

- Master professional manicure and pedicure techniques.
- Learn nail enhancement methods, including gel, acrylic, and dip powder applications.
- Understand nail anatomy, disorders, and hygiene practices.
- Develop creative nail art and design skills.
- Gain knowledge in salon management and client relations.

Program Outline

Module 1: Nail Anatomy & Hygiene

-
- Nail Structure and Growth
 - Common Nail Disorders and Treatments
 - Sanitation and Sterilization Practices

Module 2: Manicure & Pedicure Techniques

- Basic and Spa Manicures
- Foot Care and Pedicure Services
- Massage Techniques for Hands and Feet

Module 3: Nail Enhancements & Extensions

- Gel and Acrylic Nail Application
- Dip Powder Nails and Poly gel Techniques
- Nail Shaping, Filing, and Buffing

Module 4: Nail Art & Design

- Freehand and 3D Nail Art
- Ombre, Chrome, and Marble Techniques
- Seasonal and Trendy Nail Designs

Module 5: Salon Management & Professional Development

- Customer Service and Client Retention
- Business and Marketing for Nail Technicians
- Licensing Requirements and Salon Operations

Program Duration:

- **Full-Time:** 6-8 months
- **Part-Time:** 7-12 months

Certifications & Career Opportunities

Graduates can work as:

- Professional Nail Technicians
- Salon Owners
- Nail Art Designers
- Mobile Nail Specialists

Dual Esthetician & Manicure Program

Program Overview

This **dual certification program** combines both esthetics and manicure training, allowing students to become multi-skilled beauty professionals. It prepares students for licensure in both esthetics and nail technology, expanding their career opportunities.

Program Duration:

- **Full-Time:** 9-15 months
- **Part-Time:** 15-18 months

Career Paths:

- Licensed Esthetician and Nail Technician
- Spa & Beauty Therapist
- Salon Owner or Beauty Entrepreneur

This program is designed for individuals looking to enter the beauty industry with **comprehensive training in both skincare and nail care.**

Specialty Lash Programs

Program Overview

The **Specialty Lash Programs** at the International Institute of Aesthetic Arts and Beauty are designed for individuals seeking advanced skills in eyelash enhancement techniques. These programs provide hands-on training in lash extensions, lifts, tinting, and styling to help students build a successful career in the beauty industry.

Program Objectives

Upon completion, students will:

- Master different lash extension techniques, including classic, hybrid, and volume lashes.
- Understand lash health, anatomy, and proper application for natural-looking results.

-
- Learn lash lifting and tinting techniques for non-extension enhancements.
 - Gain knowledge in lash aftercare, product selection, and removal techniques.
 - Develop business and marketing strategies to attract and retain clients.
-

Program Options & Outlines

1. Classic Lash Extensions Program

Duration: 2-4 weeks (Hands-on & Theory)

Description:

This program focuses on fundamental techniques for applying **classic** eyelash extensions, where one extension is applied per natural lash.

Course Outline:

- Introduction to Eyelash Extensions
- Lash Anatomy, Growth Cycles & Safety
- Sanitation & Hygiene Practices
- Classic Lash Application Techniques
- Adhesive Selection & Retention
- Eye Shape & Lash Mapping
- Client Consultation & Aftercare
- Lash Fills, Maintenance & Removal
- Business & Marketing for Lash Artists

Career Opportunities:

- Classic Lash Extension Technician
 - Beauty Salon Specialist
 - Mobile Lash Artist
-

2. Volume & Hybrid Lash Extensions Program

Duration: 4-6 weeks (Advanced Level)

Description:

This advanced program teaches volume and hybrid techniques for **fuller, fluffier lash sets**, ideal for clients looking for a more dramatic effect.

Course Outline:

- Differences Between Classic, Hybrid & Volume Lashes

-
- Volume Lash Fan Creation Techniques
 - Lash Layering & Custom Styling
 - Advanced Adhesive & Retention Methods
 - Russian Volume, Mega Volume & Wispy Lash Looks
 - Bottom Lash Extensions & Lash Artistry
 - Correction & Lash Damage Prevention
 - Hands-On Application Practice
 - Business Branding & Client Marketing

Career Opportunities:

- Advanced Lash Technician
 - Volume Lash Specialist
 - Luxury Lash Artist
-

3. Lash Lift & Tint Certification

Duration: 1-2 weeks

Description:

A natural alternative to extensions, **lash lifting and tinting** enhances the client's natural lashes by curling and darkening them for a longer-lasting effect.

Course Outline:

- Introduction to Lash Lifts & Tints
- Lash Health & Contraindications
- Proper Lash Curling & Lifting Techniques
- Tint Application & Color Selection
- Customizing Lift Rods & Shields
- Chemical Safety & Lash Perming Solutions
- Aftercare & Maintenance Instructions
- Hands-On Live Model Practice
- Pricing & Client Consultation

Career Opportunities:

- Lash Lift & Tint Technician
 - Natural Lash Enhancement Specialist
 - Spa & Salon Lash Expert
-

4. Master Lash Artist Program (All-In-One Training)

Duration: 6-8 weeks (Comprehensive Training)

Description:

A **complete training program** that includes classic, volume, hybrid extensions, lash lifting, and tinting, designed for those wanting to become **fully certified lash artists**.

Course Outline:

- All Topics from Classic, Volume & Hybrid Lash Programs
- Lash Health & Custom Styling for Different Clients
- Combination Lash Techniques for Custom Looks
- Lash Retention Science & Product Selection
- Client Consultation, Pricing & Business Growth
- Marketing & Social Media for Lash Technicians
- Hands-On Practical Application with Live Models
- Business Development & Licensing Preparation

Career Opportunities:

- Certified Lash Artist (Full Spectrum)
- Lash Business Owner
- Advanced Lash Educator & Trainer

Program Inclusions

- **Lash Kit** (Including tweezers, adhesives, lashes, and tools)
- **Live Model Practice** (Supervised training on real clients)
- **Business & Marketing Training** (Social media, branding, and client management)
- **Certification Upon Completion**

Who Should Enroll?

These programs are perfect for:

- ✓ Aspiring Lash Artists
- ✓ Beauty Professionals Looking to Expand Their Services
- ✓ Salon Owners & Freelance Technicians

This **Specialty Lash Program** provides **in-depth training and hands-on experience** to help students become skilled lash professionals.

**ESTHETICIAN CURRICULUM STANDARDS (750 CLOCKED HOURS OR
EQUIVALENT CREDIT HOURS)**

A	Facial Treatment, Cleaning, Masking, Therapy	225
B	Anatomy and Physiology	90
C	Electricity, Machines and Related Equipment	75
D	Makeup	75
E	Orientation, Rules and Laws	50
F	Chemistry	50
G	Care of Client	50
H	Sanitation, Safety, and First Aid	40
I	Management	35
J	Superfluous Hair Removal	25
K	Aromatherapy	15
L	Nutrition	10
M	Color Psychology	10

**MANICURE CURRICULUM STANDARDS (600 CLOCKED HOURS OR EQUIVALENT
CREDIT HOURS)**

A	Procedures	220
B	Bacteriology, Sanitation, Safety, and First Aid	100
C	Professional Practices	80
D	Anatomy and Physiology	70
E	Orientation, Rules and Laws	15
F	Equipment, Implements and Supplies	15
G	Care of Client	50
H	Nail Art	15
I	Management	35

**ESTHETICIAN/MANICURE CURRICULUM STANDARDS (800 CLOCKED HOURS
OR EQUIVALENT CREDIT HOURS)**

A	Facial Treatment, Cleaning, Masking, Therapy	115
B	Anatomy and Physiology	50
C	Electricity, Machines and Related Equipment	40
D	Makeup	75
E	Orientation, Rules and Laws	30

F	Chemistry	30
G	Care of Client	50
H	Sanitation, Safety, and First Aid	40
I	Management	20
J	Superfluous Hair Removal	25
K	Aromatherapy	15
L	Nutrition	10
M	Color Psychology	10
N	Manicure/Pedicure Procedures	210
O	Arms & Hands	25
P	Bacteriology, Sanitation and Safety	25
Q	Professional Practices	30

SPECIALTY EYELASH CURRICULUM STANDARDS (320 CLOCKED HOURS OR EQUIVALENT CREDIT HOURS)

A	Facial Treatment, Cleaning, Masking, Therapy	10
B	Anatomy and Physiology	15
C	Electricity, Machines and Related Equipment	20
D	Makeup	10
E	Orientation, Rules and Laws	20
F	Chemistry	5
G	Care of Client	10
H	Sanitation, Safety, and First Aid	190
I	Management	15
J	Superfluous Hair Removal	15
K	Aromatherapy	10

INSTRUCTOR CERTIFICATION CURRICULUM STANDARDS (250 CLOCKED HOURS OR EQUIVALENT CREDIT HOURS)

A	Lessons Plans	70
B	Methods of Teaching	40
C	Classroom Management	25
D	Evaluation Techniques	15
E	State Laws and Forms	10
F	Visual Aids Preparation and Use	20
G	Learning Theory	10

H	Orientation, Rules, and Laws	30
I	Online/Distance Learning	20
J	Field Trips/Guest Speakers	5
K	Professional Conduct/Communication	5

Available Space, Facilities, and Equipment:

- **Classrooms:** Fully equipped with modern multimedia systems for lectures and demonstrations.
- **Beauty Labs:** State-of-the-art facilities for hands-on training in aesthetics, makeup, skincare, and hairstyling.
- **Spa and Wellness Rooms:** Designed for practical training in spa treatments, massage therapy, and body treatments.
- **Student Lounge:** Comfortable area for relaxation and collaboration.
- **Retail and Practice Salon:** A fully functional salon for real-world experience under professional supervision.
- **Advanced Equipment:** High-tech skincare machines, laser treatment devices, and hair styling tools for industry-standard training.

ADEQUATE STAFF/ADMINISTRATORS/INSTRUCTORS/DIRECTORY'S

Comprehensive Job Descriptions: Clearly defined roles and responsibilities help ensure that staff understand their duties and the expectations of their positions. Documentation should confirm that all personnel have reviewed and acknowledged their specific job descriptions.

1. **Verification of Qualifications:** Maintaining up-to-date records, such as curricula vitae (CVs) and relevant certifications, provides evidence of staff qualifications. This practice is essential in fields like clinical research, where investigators must demonstrate their education, training, and experience to assume responsibility for proper conduct.
2. **Ongoing Training and Professional Development:** Regular training sessions and professional development opportunities ensure that staff remain competent and updated on best practices. For instance, in early childhood education, studies have shown that settings with higher staff qualifications correlate with improved quality and better learner progress.
3. **Adequate Staffing Levels:** Ensuring sufficient numbers of qualified staff supports the effective delivery of care, treatment, and services. Organizations should assess their staffing needs based on the services provided and maintain appropriate staff-to-client ratios.
4. **Standard Operating Procedures (SOPs) for Staff Qualifications:** Implementing SOPs that outline the requisite experience, qualifications, and licenses for each role provides clear guidance on duties and responsibilities. This approach is recommended in clinical research settings to ensure staff are appropriately qualified.
5. **Record Keeping:** Maintaining thorough records that demonstrate staff members have the appropriate qualifications, skills, and experience is vital. Documentation should also reflect ongoing opportunities for staff to develop their capabilities in providing care or other services.

Registration Fee	\$500
Tuition	\$4450
Scholarship Fund	\$0
Books	\$550
Kits/Supplies	\$1700
Processing Fees	\$300
Total Cost	\$7500

DETAILED LISTING OF TUITION, FEES AND OTHER EXPENSES

ESTHETICIAN FULLTIME/PARTIME TUITION, FEES & EXPENSES

MANICURE FULLTIME/PARTIME TUITION, FEES & EXPENSES

Registration Fee	\$500
Tuition	\$3250
Scholarship Fund	\$0
Books	\$500
Kits/Supplies	\$1000
Processing Fees	\$250
Total Cost	\$5500

ESTHI/MANI FULL-TIME/PART-TIME TUITION, FEES & EXPENSES

Registration Fee	\$500
Tuition	\$6250
Scholarship Fund	\$0
Books	\$1000
Kits/Supplies	\$1500
Processing Fees	\$250
Total Cost	\$9500

SPECIALTY LASH FULL-TIME/PART-TIME TUITION, FEES & EXPENSES

Registration Fee	\$500
Tuition	\$1000
Scholarship Fund	\$0
Books	\$100
Kits/Supplies	\$650
Processing Fees	\$250
Total Cost	\$2500

GRADUATION AND PLACEMENT

Graduation Policy

Purpose

The purpose of this policy is to clearly define the criteria and procedures for successful program completion at The International Institute of Aesthetic Arts and Beauty (IIAAB).

Graduation Requirements

To be eligible for graduation from any licensed program offered at IIAAB, students must:

1. **Complete All Required Clock Hours**
Fulfill the total number of instructional hours required by the program and approved by the state board of cosmetology.
2. **Meet Academic Requirements**
Maintain a minimum cumulative grade of 85% or higher in both theory and practical components of the curriculum.
3. **Pass Final Exams**
Successfully pass all required final written and practical examinations.
4. **Satisfy Financial Obligations**
Pay all tuition, fees, and any outstanding balances in full, or be current on an approved payment plan.
5. **Complete Exit Interview**
Participate in an official exit interview with administrative staff to review licensure requirements, graduation documentation, and placement support services.

Placement Policy

Purpose

IIAAB is committed to preparing graduates for successful entry into the beauty and wellness industry. This policy outlines how the Institute supports graduates in securing employment in their field of study.

Placement Services Offered

Graduates of IIAAB are eligible to receive the following career support services:

- Resume writing and portfolio development
- Job search assistance and interview preparation
- Access to job postings and employer partnerships

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- Ongoing networking opportunities with alumni and industry professionals
 - Support with licensure application and exam preparation

Student and Graduate Responsibilities

To receive placement assistance, graduates must:

1. Respond to follow-up communications from the Placement Department or administration.
2. Attend scheduled placement or career workshops.
3. Notify the Institute upon gaining employment, and provide documentation (e.g., offer letter, employer verification).
4. Keep the Institute informed of any job changes or updated contact information within the first year after graduation.

GOVERNING BODY, CORPORATE OWNER, AND BOARD MEMBERS

Governing Bodies:

Texas Department of Licensing & Regulation: The Texas Department of Licensing and Regulation (TDLR) is a state agency responsible for overseeing a wide range of occupations, businesses, facilities, and equipment in Texas. Its mission is to protect the health and safety of Texans by ensuring they are served by qualified professionals. tdlr.texas.gov

Governing Body:

TDLR is governed by the Texas Commission of Licensing and Regulation, a seven-member body appointed by the Governor with the consent of the Texas Senate. Commission members serve staggered six-year terms and are prohibited from engaging in any of the occupations or businesses regulated by TDLR. tdlr.texas.gov

Corporate Owner:

As a state agency, TDLR is not owned by a corporation. It operates under the authority of the Texas state government.

Board Members:

The Texas Commission of Licensing and Regulation consists of seven public members who oversee TDLR's activities. The current members are:

- **Chairman:** Michael Arismendez
- **Vice Chairman:** David Gonzales
- **Members:**
 - Dr. John D. Baker

- Dr. William J. Brown
- Dr. David J. Garcia
- Dr. Michael J. McKinney
- Dr. William J. Smith

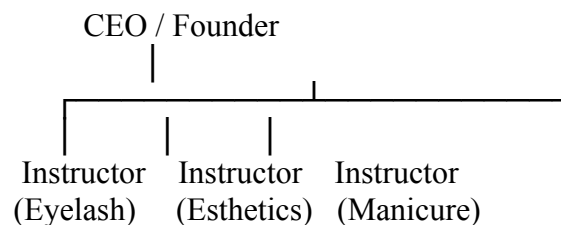
These individuals are responsible for setting policies and overseeing the regulation of various professions and industries in Texas.

Corporate Owners and Board Members:

- **International Institute of Aesthetic Arts & Beauty Group:** A company specializing in the esthetics industry. The Board of Directors includes:
 - **Ashley Bonds:** Group Managing Director and Chief Executive Officer.

IIOAAAB Governing Body

CEO, Ashley Bonds is the sole decision maker of the institute's policies and procedures. She often interacts with instructors for input on curriculum, equipment's, activities, and student experience. She also receives feedback from students.



Student Services Policy

Purpose

This policy outlines the scope of student services provided by the International Institute of Aesthetic Arts and Beauty (“the Institute”). It ensures that students understand the resources available to them, the limitations of those services, and the Institute’s commitment to supporting student success while maintaining professional and ethical boundaries.

Scope of Services Provided

The Institute provides limited student services designed to enhance the educational experience and prepare students for successful careers in the beauty industry. These services include:

1. Academic Guidance Counseling
 - o Assisting students in understanding program requirements, course progression, and academic policies.
 - o Providing strategies for time management, study habits, and program completion.
2. Career Counseling
 - o Offering guidance on résumé preparation, interview techniques, and professional presentation.
 - o Sharing information on current trends in the beauty industry and employment opportunities.
 - o Hosting occasional career-related workshops or guest speaker events.
3. Student Support Referrals
 - o Referring students to outside resources for personal counseling, mental health support, legal advice, or financial guidance when needed.
 - o Providing information on local community services and industry networking events.

Services Not Provided

While the Institute is committed to supporting its students, certain services fall outside the scope of what the school offers:

- No Mental Health or Therapeutic Counseling

The Institute does not provide licensed mental health services, psychological therapy, or medical treatment. Students requiring such services will be referred to qualified external professionals.

- **No Job Placement Guarantees**

Career counseling is provided as guidance only; the Institute does not guarantee employment upon graduation.

- **No Personal Errand or Financial Assistance Services**

The Institute does not provide personal loans, grants, or assistance in paying personal bills unrelated to tuition or program fees.

- **No Immigration, Legal, or Tax Advisory Services**

The Institute cannot provide legal representation or official tax/immigration consultation. Students will be referred to licensed professionals as needed.

Student Responsibilities

Students are responsible for:

- Actively engaging in the services provided.
- Requesting support in a timely manner when challenges arise.
- Following through on referrals and resources offered by the Institute.
- Maintaining professional behavior and boundaries during all student service interactions.

Confidentiality

The Institute respects student privacy and will keep all personal information shared during student service interactions confidential, except when disclosure is required by law or when there is a risk of harm to the student or others.

Policy Review

This policy will be reviewed annually to ensure services remain relevant and compliant with industry standards, accreditation requirements, and student needs.

Continuity of Education Policy

Purpose:

This policy ensures that in the event of major disasters—such as pandemics (e.g., COVID-19), hurricanes, floods, fires, or other significant disruptions—the International Institute of Aesthetic Arts and Beauty (IIAAB) has a plan to maintain, modify, or temporarily suspend educational operations in a manner that prioritizes student safety, program continuity, and compliance with applicable regulations.

1. Scope

This policy applies to all students, faculty, and administrative staff of IIAAB. It covers academic operations, student support services, and communication procedures during emergencies that disrupt normal on-campus operations.

2. Guiding Principles

- Safety First: Protect the health and safety of students, faculty, and staff.
- Regulatory Compliance: Maintain alignment with Texas Department of Licensing and Regulation (TDLR) and any relevant accrediting body requirements.
- Program Integrity: Ensure students can progress toward program completion without compromising educational quality.
- Transparent Communication: Provide timely, clear, and consistent updates to all stakeholders.

3. Continuity Strategies

3.1 Transition to Remote or Hybrid Learning

If on-campus instruction is not possible:

- Classes will transition to online platforms such as Zoom, Google Classroom, and My Pathway Labs.
- Attendance will be recorded through digital check-ins, QR codes, or time logs.
- Practical components will be adapted using virtual demonstrations, video assignments, and at-home practice kits (where applicable).
- Upon safe reopening, students will be scheduled for make-up hours and hands-on practice.

3.2 Modified On-Campus Operations

If limited on-campus activity is possible:

- Implement staggered schedules to reduce building occupancy.
- Require PPE such as masks, gloves, and face shields (as applicable).
- Enhance cleaning and sanitization protocols between classes and client services.
- Enforce social distancing in classrooms, clinic areas, and common spaces.

3.3 Temporary Suspension of Operations

If neither on-campus nor remote learning is possible:

- The school will suspend operations until safe to resume.
- Students will be notified of the pause and provided an estimated timeline for resumption.
- Tuition and enrollment agreements will be adjusted in compliance with TDLR and contractual obligations.

4. Communication Plan

- Primary Channels: Email, text alerts, and school website announcements.
- Frequency: Updates will be sent at least weekly during ongoing disruptions or immediately if circumstances change.
- Point of Contact: The Director's Office will be the primary contact for all continuity-related inquiries.

5. Student Support During Disruptions

- Academic Advising: Available via phone, email, or virtual meetings.
- Mental Health & Counseling Referrals: List of local and online counseling services will be provided.
- Financial Aid Guidance: Students receiving aid will receive information about maintaining eligibility during interruptions.

6. Recovery & Return to Normal Operations

- A phased reopening plan will be implemented based on government guidance.
- Missed hours will be scheduled through extended days, weekends, or supplemental sessions.
- Any curriculum modifications will be documented and reported to the appropriate regulatory agencies.

Copyright Law Policy

Purpose

The purpose of this policy is to ensure that all faculty, staff, and students of the International Institute of Aesthetic Arts and Beauty (IIOAAAB) understand and comply with U.S. copyright laws. As an educational institution, we are committed to promoting legal, ethical, and responsible use of copyrighted materials in all forms.

Policy Statement

All individuals affiliated with IIOAAAB are expected to respect the intellectual property rights of others. This includes printed materials, digital content, video/audio media, instructional content, visual images, software, and any other protected works.

No copyrighted material may be reproduced, distributed, performed, displayed, or modified without proper authorization or licensing, unless the use falls under the guidelines of **fair use** as defined by federal law.

Scope

This policy applies to:

- All faculty and instructors
- Administrative staff
- Students (on-campus and distance learning)
- Contractors or external collaborators

Acceptable Use Examples

- Using brief excerpts from textbooks or professional articles for educational commentary under fair use.
- Sharing links to public web content rather than copying or uploading the content directly.
- Using only properly licensed music, videos, or images in presentations or course content.
- Citing sources when referencing or adapting copyrighted material for instructional purposes.

Prohibited Actions

- Photocopying or scanning entire textbooks or manuals without permission.
- Uploading copyrighted videos or music to online classrooms without proper licensing.
- Sharing or distributing software or digital tools without appropriate usage rights.
- Copying course content from other institutions without permission.

Instructor and Student Responsibilities

- **Instructors** must verify that any materials used in instruction comply with copyright law or fall under fair use.
- **Students** must not submit work that includes unauthorized use of copyrighted content. Plagiarism and copyright violations may result in disciplinary action.
- **Administrative staff** must ensure materials used in promotional, operational, or educational functions are either original or properly licensed.

Consequences of Violation

Violations of this policy may result in:

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- Removal of unauthorized content
 - Disciplinary action (up to and including termination or expulsion)
 - Legal consequences under federal copyright law

Support and Resources

For guidance on determining fair use or obtaining permissions, staff and students should contact the **Director of Education** or refer to the **U.S. Copyright Office** at www.copyright.gov.

Emergency Management Policy

1. Purpose

This policy establishes procedures for preventing, preparing for, responding to, and recovering from emergencies that may impact the International Institute of Aesthetic Arts and Beauty (IIAAB). Emergencies include, but are not limited to, medical incidents, fires, severe weather, natural disasters, hazardous material exposure, security threats, and other incidents that may endanger students, staff, or visitors.

2. Scope

This policy applies to all students, faculty, staff, and visitors present at IIAAB facilities or participating in off-site school activities.

3. Policy Statement

The safety and well-being of all students, staff, and guests is the highest priority during any emergency. IIAAB will respond to emergencies promptly, in accordance with established

procedures, and will maintain compliance with all applicable local, state, and federal safety regulations.

4. Procedures

4.1 Emergency Response Steps

In the event of an emergency:

1. Assess the Situation – Identify the type and severity of the emergency.
2. Activate Emergency Procedures – Follow the applicable emergency action plan (see Section 4.2).
3. Contact Emergency Services – Dial 911 for police, fire, or medical emergencies.
4. Alert Staff and Students – Use verbal announcements, alarms, or other communication methods.
5. Evacuate or Shelter-in-Place – Follow posted evacuation routes or shelter instructions.
6. Account for All Individuals – Instructors must take attendance after relocation to designated safe areas.
7. Report Incident – The incident must be documented and reported to the CEO/Founder.

4.2 Specific Emergency Scenarios & Actions

A. Fire

- Activate the nearest fire alarm.
- Evacuate immediately via posted routes.
- Gather at the designated assembly point outside the building.
- Do not re-enter until cleared by emergency personnel.

B. Severe Weather (Tornado, Hurricane, Flooding)

- Move to designated shelter areas away from windows and glass doors.
- Remain indoors until the “all clear” signal is given.

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- In flood situations, do not attempt to leave the building unless directed by emergency authorities.

C. Medical Emergencies

- Call 911 immediately.
- Provide basic first aid if trained to do so.
- Do not move the injured person unless necessary for safety.

D. Security Threats (Intruder, Active Shooter)

- Follow “Run, Hide, Fight” protocol if safe to do so.
- Lock doors, turn off lights, and remain silent if hiding.
- Only leave hiding place if it is safe or directed by law enforcement.

E. Hazardous Materials Exposure

- Evacuate the area immediately.
- Call 911 and report the incident.
- Do not attempt to clean or handle hazardous substances.

5. Communication During Emergencies

- Primary notification methods: verbal instructions, alarms, text alerts, and email announcements.
- The CEO/Founder or designated staff member will act as the Incident Commander during emergencies.
- Updates will be communicated as quickly as possible to all affected individuals.

6. Training & Drills

- All staff and students will receive orientation on emergency procedures during enrollment or onboarding.
- Fire drills will be conducted at least twice per year.

-
- Other scenario-based drills (severe weather, lockdown) will be conducted annually.

7. Recovery Procedures

- Once the immediate danger has passed, the Incident Commander will coordinate a headcount and check for injuries.
- Damaged property will be assessed, and repairs initiated as soon as possible.
- Counseling referrals will be offered to any affected students or staff.
- An incident report will be completed and stored in school records.

8. Policy Review

This policy will be reviewed annually and revised as necessary to reflect changes in law, regulations, or operational needs.

Assessment Policies and Procedures

At the International Institute of Aesthetic Arts & Beauty, assessments are designed to evaluate a student's knowledge, skills, and readiness for professional practice in esthetics and related fields. To ensure fairness, academic integrity, and compliance with industry standards, the following policies and procedures apply to all examinations, quizzes, and practical assessments:

1. General Assessment Rules

- All assessments, both written and practical, must be completed individually by the student without unauthorized assistance.
- Students must arrive on time for all scheduled assessments. Late arrivals may not be granted additional time.
- Only materials explicitly permitted by the instructor may be used during an exam or assessment.

2. Written Exams and Quizzes

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- Closed Book Policy: Unless otherwise specified by the instructor, all written exams and quizzes are closed book. Students may not use textbooks, notes, or study guides during the assessment.
 - Electronic Devices: Cell phones, smartwatches, tablets, and any internet-enabled devices are strictly prohibited during exams. These items must be turned off and stored away prior to the start of the assessment.
 - Open Book/Resource Exams: If an instructor designates an assessment as “open book,” students may use the specified textbook or approved materials only. Personal notes, cell phones, or online resources remain prohibited unless specifically authorized.

3. Practical Assessments

- Students will be assessed on their ability to perform services according to professional standards, safety, and sanitation guidelines.
- During practical exams, students may be asked to demonstrate procedures without the aid of textbooks, notes, or electronic devices.
- Only tools, products, and equipment provided or approved by the Institute may be used during practical exams.

4. Academic Integrity

- Cheating, plagiarism, or the use of unauthorized materials during assessments is a violation of school policy and will result in disciplinary action.
- Consequences may include receiving a failing grade on the assessment, written warning, suspension, or dismissal, depending on the severity of the violation.

5. Make-Up Exams

- Students who miss an assessment due to illness, emergency, or excused absence must notify the instructor immediately.
- Make-up exams may be scheduled at the discretion of the instructor and administration. Documentation may be required.

6. Grading and Feedback

- Assessment results will be communicated to students in a timely manner.
- Students may request to review their graded exam with the instructor to clarify misunderstandings and improve performance.
- All grades are final once recorded unless an error has been identified.

✓ Acknowledgement: All students are required to sign the Student Enrollment Agreement acknowledging they understand and will comply with the Institute's Assessment Policies and Procedures.