

INTERNATIONAL ACADEMY OF STYLE

***2295 Market St
Reno, Nevada 89502***

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www.internationalacademyofstyle.com

EXPERIENCE THE DIFFERENCE

Student Catalog

Date of Publication: 5/19

CAREERS IN:

HAIR

SKIN

NAILS

INSTRUCTION

A REDKEN SCHOOL

What are you looking for?

If you are interested in becoming a professional Cosmetologist, Aesthetician, Nail Technician, Hair Designer or Provisional Instructor INTERNATIONAL ACADEMY OF STYLE offers an exceptional, cutting edge curriculum. Your training is designed to provide the skills necessary to be competitive in the beauty industry work force.

Did you know...

By the end of this year, Cosmetology schools will provide just 70,000 graduates annually while the industry needs at least 150,000 a year to fill open positions. Furthermore, most students entering the salon business upon graduation will assist at minimum wages for at least a year simply because they are not adequately trained. (According to the American Salon Magazine, "Coming Up Short")

This statistic is a reflection upon poorly designed, out-dated curriculums, not representative of the curriculum at INTERNATIONAL ACADEMY OF STYLE. Students studying under our cutting edge curriculum are challenging this national statistic.

MISSION STATEMENT

International Academy of Style's objective is to provide a career ready education. International Academy of Style will train you beyond passing the State Board examination and into the advanced techniques needed for a career in Cosmetology, Hair Design, Aesthetician, Nail Technology and Provisional Instructor.

Discover a career that will provide you with a good income while allowing you the freedom of enjoying a personal life.

Our goal at INTERNATIONAL ACADEMY OF STYLE is to give you the skills and knowledge to secure a financially stable future. We offer more than the average Cosmetology School.

All programs at International Academy of Style are taught in English only.

All correspondence written, spoken or otherwise will be in English only.

If a student is in need of translation it will be the students responsibility to obtain and pay for it.

International Academy of Style is licensed by:

Nevada State Board of Cosmetology

1785 E. Sahara, Suite 255

Las Vegas, NV 89104

(702) 486-6542

International Academy of Style is Accredited by:

NACCAS (National Accrediting Commission of Career Arts & Sciences)

3015 Colvin St.

Alexandria, VA 22314

703) 600-7600

www.naccas.org

INTERNATIONAL ACADEMY OF STYLE PRACTICES NONDISCRIMINATION ON THE BASIS OF RACE, AGE, COLOR, SEX, RELIGION, FINANCIAL STATUS, OR ETHNIC ORIGIN.

FACILITIES & EQUIPMENT:

INTERNATIONAL ACADEMY OF STYLE is located at 2295 Market Street in Reno, Nevada in the INTERNATIONAL ACADEMY OF STYLE has over 10,000 square feet for training. All implements, tools and supplies needed for the course will be supplied by INTERNATIONAL ACADEMY OF STYLE.

MONTHLY STARTING SCHEDULE FOR NEW CLASSES:

January 09, 2019	February 6, 2019	January 8, 2020	February 5, 2020
March 6, 2019	April 3, 2019	March 4, 2020	April 1, 2020
May 1, 2019	June 5, 2019	May 6, 2020	June 3, 2020
July 10, 2019	August 7, 2019	July 8, 2020	August 5, 2020
September 11, 2019	October 2, 2019	September 9, 2020	October 7, 2020
November 6, 2019	December 4, 2019	November 4, 2020	December 2, 2020

INTERNATIONAL ACADEMY OF STYLE IS CLOSED ON SUNDAY, MONDAY, AND THE FOLLOWING HOLIDAYS:

Christmas Day – New Years Day	Thanksgiving-Thurs, Fri, Saturday	Easter Saturday
Memorial Saturday	4 th of July	Labor day Saturday

Students are required to make up all tests and theory work that is missed due to absence on the first day that they return to school.

SCHOOL HOURS

Tuesday through Friday 9:00 am to 10:30 pm Saturday from 9:00 am to 7:30 pm. Day Students can Clock in at 9:00 am or 12:00 pm. Saturdays are only mandatory unless work schedule is conflicting, night students can clock in at 5:30. Night students can make up hours during the day.

DAILY SCHEDULE

Theory hours: 9:00 am to 10:00 am, 12:00 noon to 1:00 pm and 5:30 to 6:30. All students must attend theory every day that he/she attends school. No one is allowed to clock in late for theory. A full hour is required.

International Academy of Style Safety and Crime Information 2016/2017

While open – none
While closed – none

A full safety policy is available in the student center or upon request. All programs at International Academy of Style are taught in English

NEVADA STATE COURSE COMPLETION REQUIREMENTS/ ALL PROGRAMS ARE IN CLOCK HOURS	
COURSE	COURSE LENGTH
COSMETOLOGY	1600 HOURS
HAIR DESIGN	1200 HOURS
AESTHETICIAN	900 HOURS

NAIL TECHNOLOGY

600 HOURS

PROVISIONAL INSTRUCTOR

500 HOURS

Cosmetology/Hair Design students remain in the freshman class for a minimum of 300 hours or until successful completion. Minimum attendance is 30 hours a week Maximum attendance is 40 hours a week

Aesthetician students remain in the freshman class for a minimum of 150 hours or until successful completion.

Minimum attendance is 30 hours a week Maximum attendance is 40 hours a week

Nail Technology students remain in the freshman class for a minimum of 100 hours or until successful completion.

Minimum attendance is 30 hours a week Maximum attendance is 40 hours a week

Provisional Instructor students do not have state required freshman class hours or a minimum or maximum attendance requirement.

Students may not attend more than 13 hours per day. Make up hours attendance is maximum 40 hours per week.

PRE-ENROLLMENT SCHOOL AND INDUSTRY INFORMATION

Physical Demands:

- | | |
|--|--------------------------|
| Cosmetology/Hair Design/Provisional Instructor | 1. Standing long periods |
| | 2. Arms outstretched |
| | 3. Chemical Contact |
| Aesthetician/Nail Technology | 1. Sitting long periods |
| | 2. sitting bent over |
| | 3. Chemical Contact |

Safety Requirements:

Safety requirements vary from field to field. The different chemicals require the licensed professional to follow manufacturer’s directions and follow all safety precautions.

Compensation:

The average income is between 15.00 and 18.00 per hour.

Licensure Requirements for Nevada:

1. 18 years of age
2. Complete a minimum of 10th Grade or equivalent education
3. Successfully completed and paid for the hours of the program for licensure
4. Must be of good moral character
5. Pay and Complete the State Board of Cosmetology exam application \$15.00
6. Pay the exam fee to the State Board of Cosmetology \$110.00
7. Pay License fee to the State Board of Cosmetology \$70.00
8. Provisional Instructor requires a Diploma or a GED, a current Cosmetology or Hair Design or Aesthetician or Nail Technology License and Proof of one Year salon experience.

Employer Requirements:

All employers have policies and regulations that they expect their employees to follow. At the time of an interview all questions should be asked to avoid misunderstandings. Examples are but not limited to: work hours, work days, duties, dress code, sanitation. If you choose to be a booth renter there will also be policies and regulations you need to be aware of to avoid misunderstandings. Examples are but not limited to: Hours of operation, sanitation, rent, lease contract. All owners will have their own policies and regulations that will vary. The interview process is for both parties to determine if the establishment is the right one, it is advisable to interview 3 possibilities prior to choosing where you will start your new career

COURSE	SCHEDULED HOURS	WEEKS COMPLETION	MONTHS COMPLETION
Cosmetology	40 Hours per Week	40 Weeks	9.3 Months
	36 Hours per Week	44.5 Weeks	10.5 Months
	34 Hours per Week	47.2 Weeks	11.0 Months
	30 Hours per Week	53.5 Weeks	12.5 Months

Hair Design	40 Hours per Week	30 Weeks	7 Months
	36 Hours per Week	33.25 Weeks	7.75 Months
	34 Hours per Week	35.5 Weeks	8.25 Months
	30 Hours per Week	40 Weeks	9.25 Months
Aesthetician	40 Hours per Week	22.5 Weeks	5.25 Months
	36 Hours per Week	25 Weeks	5.75 Months
	34 Hours per Week	26.5 Weeks	6.25 Months
	30 Hours per Week	30 Weeks	7 Months
Nail Technology	40 Hours per Week	15 Weeks	3.5 Months
	36 Hours per week	16.5 Weeks	4 Months
	34 Hours per Week	17.75 Weeks	4.25 Months
	30 Hours per Week	20 Weeks	4.75 Months
Provisional Instructor	48 Hours per Week	10.5 Weeks	2.5 Months
	44 Hours per Week	11.5 Weeks	2.75 Months
	40 Hours per Week	12.5 Weeks	3 Months
	36 Hours per Week	14 Weeks	3.25 Months
	34 Hours per Week	14.75 Weeks	3.5 Months
	30 Hours per Week	16.75 Weeks	3.75 Months

Students are contracted for the minimum of 30 hours per week, students can attend up to 40 hours per week. Any student attending over 30 hours per week will risk the reduction of financial Aid they are eligible to receive.

Provisional Instructors: Provisional Instruction does not have a minimum attendance requirement as they are considered instructors by the State.

Outcome Rates for all Programs combined: The rate % is based on NACCAS formula and year end reporting. Individual program rates are on that program information page.

Graduation Rate 82%

Licensure Rate 97%

Placement Rate 71%

COSMETOLOGY COURSE – REQUIRED HOURS 1600

Program Description:

The Cosmetology program is designed to educate students to render professional services used in the treatment and beautification for skin, hair and nails with confidence and professionalism and to develop a competent attitude that is compatible to success and professional growth.

Program Objectives:

Prepare students to pass the state board exam and obtain an entry level position in the cosmetology industry.

Career Opportunities:

Hairstylist, makeup artist, skin care specialist, platform artist, salon owner, colorist, Nail tech, merchandising.

Instructional Methods:

Lecture, demonstration, hands-on practice, audio-visual presentation, individualized instruction. All methods of instruction are taught in English only

Grading Procedures: Theory: A = 90 – 100 B = 79 – 89
C = 75 – 78 F = 0 - 74
Practical: Pass or Fail

Hours	Subject	Hours	Subject	Hours	Subject
*160	Theory	250	Permanent/relaxer	30	Pedicuring
*32	NV Law Regulation	20	Shampoo Rinses	70	Thermal – Marcel
*48	Sanitation	250	Hair Cutting	70	Wet Hairdressing
33	Salon Management	160	Hair Coloring	20	Wigs –Hair pieces
25	Reception desk	20	Scalp Treatment	40	Modeling
50	Blow Drying	50	Facial –Arch – Makeup	50	Misc Instruction
20	Finger Wave	62	Nail Extensions	30	Product and tools
20	Skip Waving	40	Manicuring	50	Career and Employment

*Required hours by NV State Board of Cosmetology are Theory, NV law, and sanitation. All other category hours for the subjects are not required by the Nevada State Board of Cosmetology therefore the hours listed are an estimate of time that a student will spend on the subject. Should a student need more hours on a subject they will be allowed to spend more time on that subject.

Advanced Education :

Advanced Education is not required by the State of Nevada Board of Cosmetology. INTERNATIONAL ACADEMY OF STYLE feels that your education should go beyond the basics to pass the test, our educators prepare you for the demands of a Salon and Clients.

You will Receive Advanced Education in:

- Hair Cutting
- Weaves
- Extensions
- Styling
- Color
- Braiding
- Chemicals
- Client Consultations

All Advanced Education for the Aesthetician and Nail Technology Programs

Completion Rate: 75%
Licensure Rate: 97%
Placement Rate: 71%

HAIR DESIGN COURSE – REQUIRED HOURS 1200

Program Description:

The Hair Design program is designed to educate students to render professional services used in the treatment and beautification for hair with confidence and professionalism and to develop a competent attitude that is compatible to success and professional growth.

Program Objectives:

Prepare students to pass the state board exam and obtain an entry level position in the hairstyling industry.

Career Opportunities:

C = 75 – 78 F = 0 - 74
Practical: Pass or Fail

Hours	Subject	Hours	Subject
100	Teaching Techniques	25	Use of teaching aids
50	Developing objectives for performance	75	Questioning and problem solving
50	Developing lesson plans	100	Classroom Management
100	Supervising students		

*Required hours by NV State Board of Cosmetology are Theory, NV law, and sanitation. All other category hours for the subjects are not required by the Nevada State Board of Cosmetology therefore the hours listed are an estimate of time that a student will spend on the subject. Should a student need more hours on a subject they will be allowed to spend more time on that subject.

Advanced Education

Advanced Education is not required by the State of Nevada Board of Cosmetology.

INTERNATIONAL ACADEMY OF STYLE feels that your education should go beyond the basics to pass the test, Our educators prepare you for the demands of educating students.

You will receive Advanced Education in:

Lesson Planning

Computer skills

Developing Power Point Presentations

Client and Student relations

Excel record keeping

Graduated Rate: 100%

Licensure Rate: 100%

Placement Rate: 100%

GRADUATION REQUIREMENTS

Student will received a Diploma/Certificate of Completion upon completion of the required program hours with minimum grade average of 75% (C)

RELEASE OF HOURS

Students will be considered a graduate of INTERNATIONAL ACADEMY OF STYLE when graduate requirements are met. Hours will not be released for licensure if all financial obligations with INTERNATIONAL ACADEMY OF STYLE have not been met.

NEVADA STATE BOARD OF COSMETOLOGY REQUIREMENTS FOR LICENSING:

- Must be 18 years of Age
- Completed a minimum of 10th grade or equivalent education,(INTERNATIONAL ACADEMY OF STYLE requires a Diploma or GED) Have successfully completed the hours for the course that you are seeking a license for
- Must be of Good Moral Character
- Pay/Complete the Application for examination supplied by the State Board of Cosmetology \$15.00
- Pay the examination fee to the State Board of Cosmetology of \$110.00
- Pay the License fee to the State Board of Cosmetology of \$70.00
- Provisional Instructor: a Diploma or a GED, a current Cosmetology or Hair Design or

Aesthetician or Nail Technology License, Proof of one Year salon experience.

ACCEPTED METHODS OF PAYMENTS:

- Federal Financial Aid
- Scholarships
- State Aid
- Tribal Aid
- Workman’s Comp
- Insurance Co.
- Credit Cards – Mastercard, Visa, American Express
- Check
- Cash
- Money Orders
- Cashier’s Check

ACCEPTED TERMS OF PAYMENTS:

- All payments no matter the method are scheduled as follows.
 - Cosmetology: Start Date -- Application, Kit, books, lab, processing and 25 % of the tuition
 - Scheduled 451 hours of attendance – 25% of the tuition
 - Scheduled 901 hours of attendance – 25% of the tuition
 - Scheduled 1251 hours of attendance -25% of the tuition
 - Hair Design: Start Date -- Application, Kit, books, lab, processing and 33 % of the tuition
 - Scheduled 451 hours of attendance – 33% of the tuition
 - Scheduled 901 hours of attendance – 34% of the tuition
 - Aesthetician : Start Date -- Application, Kit, books, lab, processing and 50 % of the tuition
 - Scheduled 451 hours of attendance – 50% of the tuition
 - Nail Technology: Start Date -- Application, Kit, books, lab, processing and 50 % of the tuition
 - Scheduled 301 hours of attendance – 50% of the tuition
 - Provisional Instructor: Start Date -- Application, books, processing and 50 % of the tuition
 - Scheduled 251 hours of attendance – 50% of the tuition

TUITION (A Minimum Of \$200.00 is Required at Enrollment for books)

Cosmetology Tuition	\$16,500.00
Application Fee (Non-refundable)	\$ 100.00
Books (Non-refundable)	\$ 200.00
Kit (Non-refundable)	\$ 800.00
Lab (Non-refundable)	\$ 1,200.00
Processing (Non-refundable)	\$ 1,650.00
TOTAL COST	\$ 20,450.00
Average Loan \$ 9,205.00	_____
<hr/>	
Hair Design Tuition	\$14,000.00
Application Fee (Non-refundable)	\$ 100.00
Books (Non-refundable)	\$ 200.00
Kit, (Non-refundable)	\$ 700.00
Lab, (Non-refundable)	\$ 1,000.00
Processing (Non-refundable)	\$ 1,400.00
TOTAL COST	\$17,400.00
Average Loan \$ 9,800.00	_____
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Aesthetician Tuition	\$11,400.00
Application Fee (Non-refundable)	\$ 100.00

Books (Non-refundable)	\$ 200.00
Kit (Non-refundable)	\$ 1,400.00
Lab (Non-refundable)	\$ 1,350.00
Processing (Non-refundable)	\$ 1,140.00
TOTAL COST	\$ 15,590.00
Average Loan	\$ 8,733.00

Nail Technology Tuition	\$7,500.00
Application Fee (Non-refundable)	\$ 100.00
Books (Non-refundable)	\$ 200.00
Kit (Non-refundable)	\$ 900.00
Lab (Non-refundable)	\$ 700.00
Processing (Non-refundable)	\$ 750.00
TOTAL COST	\$10,150.00
Average Loan	\$ 4,321.00

Provisional Instructor Tuition	\$ 5,000.00
Application Fee (Non-refundable)	\$ 100.00
Books (Non-refundable)	\$ 200.00
Processing (Non-refundable)	\$ 500.00
TOTAL COST	\$ 5,800.00

*Financial Aid, Scholarships and Financing are available to those who qualify.

*All aid will be credited to the student account when received. Institutional scholarship are earned therefore are credited to the student account on the date the aid is earned.

*A one time, nonrefundable, processing fee of an additional 10% of the tuition is charged for student account set up and maintenance.

*All charges must be paid in full prior to graduation.

*Kits and Books will be given to student when paid for this is a nonrefundable charge.

*Application, processing and lab fees are all nonrefundable.

* Kit, Books, Lab and Processing fee are refundable if:

a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception of the application fee

b. A student (or in the case of a dependent minor student, His/Her parent or guardian) cancels His/Her contract and demands His/Her money back in writing, within three school days of the first date of attendance. In this case all monies collected by the school shall be refunded except the application fee. This policy applies regardless of whether or not the student has actually started training.

c. A student cancels His/Her contract after three business day after signing, but prior to entering classes. In this case He/She shall be entitled to a refund of all monies paid to the school less the application fee of \$100.00

EMPLOYMENT ASSISTANCE

Placement assistance is provided to INTERNATIONAL ACADEMY OF STYLE students and graduates at no additional charge. Placement Director contacts prospective employers regarding available jobs and provide students with a list of job opportunities. The school also provides guidance on resume writing, interview skills, professional appearance, and follow-up. Job placement, however, is not guaranteed.

INTERNATIONAL ACADEMY OF STYLE REGULATIONS

1. INTERNATIONAL ACADEMY OF STYLE is open from 9:00am to 10:30pm Tuesday through Friday, 9:00am to 7:30pm Saturday. Students that have not clocked in by 9:00am, or 12:00pm for day students and 5:30 for night students, will not be allowed to clock in for the day.

2. All students must attend the required one hour of Theory 9:00am to 10:00am, 12:00pm to 1:00pm, 5:30pm to 6:30pm. Any student not attending Theory will be sent home.

3. You are allowed to clock your own time card ONLY. Clocking another student's card will result in a verbal warning a second offence will result in termination at INTERNATIONAL ACADEMY OF STYLE.

4. Level projects must be completed and signed by an instructor as they are performed. All projects must be completed prior to grading out to the next level. Graduation certificates and/or hours will not be released until all projects are completed and signed by an instructor.

5. Freshman students are to remain in the freshman class until dismissed by your instructor. Senior students

will not loiter in the freshman classroom unless attending Theory class.

6. Students must clock in daily on the time clock. A lunch must be taken within 7 hours and you must clock two 15 minute breaks in a 6 to 13 hour day.

7. Students must notify an instructor when leaving the building and upon returning. Any student leaving the building without clocking out will be clocked out for the day.

8. Students who perform additional work on a patron without obtaining a ticket and collecting for the service will be responsible for paying for that service.

9. You are required to call between 8:00 a.m. and 9:00 a.m. when you are going to be absent. You are allowed 2 call ins per 900 hours. When you are absent, it is your responsibility to find out what classes, tests, etc. that you have missed. Make-up tests are to be taken the day that you return from the absence. Five (5) consecutive absences, without notification, may result in termination. No call No Show will result in a week suspension.

10. INTERNATIONAL ACADEMY OF STYLE DRESS CODE: A smock/apron will be worn at all times while in INTERNATIONAL ACADEMY OF STYLE. The smock must be closed (snapped or buttoned) at all times. Slacks, pants, skirts, or walking shorts with a professional shirt or top is acceptable. Skirts and dresses must pass the knee Jeans can be worn if they are not faded, torn, or cut off. NO RUBBER OR PLASTIC FLIP/FLOP SANDALS. NO HATS OR HEAD COVERS. INTERNATIONAL ACADEMY OF STYLE owners and instructors have the right to determine if the dress code is being met by any student at any time. If wearing an apron, students top must have sleeves.

11. Students withdrawn, less than thirty days, may be accepted for re-entry for the original program. If accepted, an application fee of \$100.00, and a \$150.00 withdrawal fee will be assessed to the student with all other financial obligations, and payments to INTERNATIONAL ACADEMY OF STYLE remaining from the original contract. If withdraw is more than 30 days a new contract with all outstanding balances from refund calculation will be added, a credit of hours will be credited to the student account at a rate of \$ 5.00 dollars per hour, after hours are received from the State Board Of Cosmetology.

12. All Laboratory students must be available for participating in patron services. If you do not have an assigned patron or assigned to a practical class, you must be working on a mannequin or practice hand. You will not be allowed to sit and do nothing.

13. Any student refusing a client will be sent home for the day, suspended for a week. If student clocks out when a client is on your book, you will be suspended for a week. Clients are your future, learning how to service clients is part of the education you are paying for. If this attitude continues, you will be withdrawn.

14. Name badges must be worn whenever clocked in. If you have lost your name badge, notify your instructor to obtain a new one.

15. All project sheets, final grade averages (passing), exit paperwork and final payments must be met prior to graduation and before hours are released.

16. PARKING: Designated parking for INTERNATIONAL ACADEMY OF STYLE is the outside perimeter of the parking lot or on the street in front of the building. Failure to comply will result in a \$25.00 per day fine and a towing fee. (Per landlord).

17. FOOD is not allowed on the Lab floor. Food is allowed in designated areas only. DRINKS are allowed at you station when you are not working on a patron.

18. It is your responsibility to pick up and clean up after yourself on the Lab floor and in any space that you utilize. Stations must be left clean and pass an inspected at graduation and prior to the release of hours.

19. Breaks are 15 minutes, any time beyond the 15 min will be deducted from your clocked time, Lunches are real time, all time is deducted from clocked time.

20. Business telephones are not for student use. CELLULAR TELEPHONES ARE STRICTLY PROHIBITED

DURING THEORY CLASS TIME OR WHEN YOU ARE WORKING WITH A CLIENT. If you choose to use your cell phone in any manner during class you will be clocked out for the day and sent home. You are allowed to use your cellular telephones when you are not with a client or in a class.

21. The use of alcohol and/or drugs is strictly forbidden.
22. Visitors are not allowed beyond the reception desk and must check in at the reception desk. You will be notified that you have a visitor. You should not be in the building if you are not clocked in. When you are not clocked in, you are considered a visitor and must check in at the reception desk.
23. You must clock out when you leave the building.
24. Sanitation duties are assigned daily and must be completed prior to clocking out. Students not participating in sanitation duties will be put on probation and suspended.
25. Vulgar language is strictly forbidden.
26. Absolutely NO SMOKING in the INTERNATIONAL ACADEMY OF STYLE building or in front of the building. Use designated areas only.
27. Absolutely nothing is to be solicited at INTERNATIONAL ACADEMY OF STYLE, for example, Avon, Mary Kay, Clothing, Drugs, etc.
28. Tops of stations must be cleaned off at the end of your shift. Any items left on stations will be collected and given to charity.
29. When you graduate or are withdrawn, your roll-a-bouts must be cleared out immediately. Items left will be discarded or given to charity. Stations will pass inspection before hours are released.
30. INTERNATIONAL ACADEMY OF STYLE is not responsible for any items left on stations or any part of the building. INTERNATIONAL ACADEMY OF STYLE is not responsible for any items that are not locked up.
31. Fighting, criminal conduct or bullying including cyber will result in immediate termination of enrollment.
32. Personal hygiene is a must. Your hair should be neat and styled prior to class, your smock (buttoned), a name badge and professional attire is daily requirements.
33. Students not maintaining passing grades and contracted attendance will not be allowed to receive any services. Continued failing conduct and/or absence will result in being withdrawn from the course.
34. You are not allowed to bring your children, relatives, friends, or pets to school with you.
35. Students are not allowed to bring in or use their own products on patrons, themselves, or each other without prior approval from an Instructor. Only professional products will be allowed.
36. No radios, or any personal entertainment is allowed.
37. Students will obey all Federal and State Board of Cosmetology Laws and Regulations and State Board Sanitation.
38. Student pay for product exceptions: clients, freshman service in order to learn the service, instructor requests, ALL SERVICES MUST BE APPROVED BY YOUR INSTRUCTOR AND MODELS INSTRUCTOR. All other Student services will be charged at a rate of 0.5 of the client price and must be paid prior to service.
39. Be courteous and respectful to each other. If you have difficulty with another student, let an instructor know do not Let the problem escalate.
40. Always be polite in front of clients. Never bother another student when they are with a client

41. Students enrollment with International Academy Of Style maybe terminated for but not limited to
- A. Not following International Academy Of Style policies, procedures, regulations and rules.
 - B. Not meeting his/her financial obligations.
 - C. Immoral conduct, International Academy Of Style shall be the sole judge of such conduct which may be detrimental to International Academy Of Style or International Academy Of Style students, staff and clients.
 - D. Not complying with the hours stated on the student contract unless student has applied for a leave of absence of which must be approved.
 - E. Any illegal activity on School computers or network.
 - F. Any illegal activity on school property including theft.
 - G. Cheating on any test or graded project including using a past students workbook material and answers.
42. International Academy of Style provides salon grade equipment anyone abusing the equipment will pay for repairs or replacement of the equipment.

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INTERNATIONAL ACADEMY OF STYLE STAFF

Owners:	Bonnie Schultz & Loni Casteel
School Director:	Bonnie Schultz & Loni Casteel
Director of Education:	Bonnie Schultz
Instructor: All Programs/clinic floor	Bonnie Schultz
Instructor: Cosmetology/clinic floor	Maria Rodriguez
Instructor: Clinic Floor	Melissa Wolf
Instructor: Cosmetology/freshman	Carla Tenhet
Instructor: Cosmetology/freshman	Meledy Wolf
Instructor: Cosmetology/freshman/clinic	Laura Hartman
Instructor: Cosmetology/clinic floor	Christi Thomas
Instructor: Cosmetology/clinic floor	Bethnie Gates
Instructor: Cosmetology/clinic floor	Jennifer Hawkinson
Instructor: Aesthetics/freshman/clinic	Jeannine Achter
Instructor: Nail Tech/freshman/clinic	Bianca Lopez
Financial Aid: officer/	Loni D Casteel
Instructor: Financial Aid	Amber LaRosa
Instructor: Financial Aid	Joyce Mikesell
Instructor: Financial Aid	Jennifer Engelhardt

FINANCIAL AID AVAILABLE TO ALL THAT QUALIFY
FAFSA School Code # 04144800

INTERNATIONAL ACADEMY OF STYLE IS ACCREDITED BY:
NACCAS REFERENCE # 038015-00

INTERNATIONAL ACADEMY OF STYLE IS A CERTIFIED REDKEN SCHOOL
REDKEN EDUCATORS FROM NEW YORK AND SAN FRANCISCO, PERFORM ADVANCED EDUCATION

CLASSES AT INTERNATIONAL ACADEMY OF STYLE FOR INTERNATIONAL ACADEMY OF STYLE STUDENTS ONLY.
INTERNATIONAL ACADEMY OF STYLE INSTRUCTORS UNDERGO ADVANCED TRAINING REGULARLY SO THAT YOUR EDUCATION PREPARES YOU FOR THE STATE BOARD EXAM AND THE SALON.

::: FLEXIBLE SCHEDULES TO FIT YOUR LIFESTYLE:::

VISIT OUR WEB SITE FOR DISCLOSURE INFORMATION
WWW.INTERNATIONALACADEMYOFSTYLE.COM

THANK YOU AND WELCOME

International Academy of Style

ADMISSION REQUIREMENT
POLICY AND PROCEDURE

TO QUALIFY TO ENROLL THE POTENTIAL STUDENT MUST:

1. Interview with the school enrollment personnel to gain a regular student admittance
2. Be 17 years of age or older
3. Supply INTERNATIONAL ACADEMY OF STYLE with a copy of proof of age High School Diploma/GED/Transcripts or another form of state approved Education equal to or greater than High School. International Academy of Style does not admit Ability-to-Benefit students.
4. Applicants must read and certify that they have read a copy of the INTERNATIONAL ACADEMY OF STYLE policies And procedures, catalog, financial aid information, updates and inserts and the enrollment contract.
5. Have the ability to attend a minimum of 30 hours per week
6. If a minor student must have guardian sign all documentation also
7. Be of good moral character
8. Attend orientation
9. Have the ability to Attend on Saturdays unless working, a signed schedule by employer will be required to Exclude Saturday from your school schedule. No other exceptions.
10. The ability to pay for all nonrefundable contract items

Financial aid students must also:

1. be a citizen or eligible non-citizen,
2. if male in the applicable age range, be registered with the selective service,
3. complete a FAFSA on line
4. provide all requested documentation.
5. enroll in an "eligible program"
6. not currently enrolled in a secondary school
7. No convictions of drug/alcohol related offence that occurred while enrolled in school and receiving Title IV aid

8. Not in default on a Title IV loan, does not owe Overpayment on a Title IV grant or loan, and has not borrowed in excess of annual or aggregate Title IV loan limits.
9. Entrance test on financial aid and the responsibilities of repayment, take and Pass the test.

INFORMATION VERIFICATION:

All above information will be copied and placed in the student file. If required for Title IV aid the information and documentation may require verification. Student will then be asked to bring in requested documentation and fill out a verification form. If student is a dependent student a parent signature is also required on the verification form. The Students file is available to the student with a 24 hour notice.

TRANSFER STUDENTS:

Any regular student meeting all of the above requirements wishing to transfer to INTERNATIONAL ACADEMY OF STYLE must provide acceptable hours approved by the Nevada State Board of Cosmetology. INTERNATIONAL ACADEMY OF STYLE will not recruit students that are already attending or admitted in another cosmetology school. The student must be withdrawn from any other Cosmetology school before enrolling at INTERNATIONAL ACADEMY OF STYLE. This information is for admission only.

Transfer students are considered freshman until the official hours from the NV State Board of Cosmetology are received by International Academy of Style. Transfer students must pass a practical test before they are allowed to work on the public. Transfer hours do not reduce the initial contract total as the State of Nevada official transfer hours must be received. The state will release the hours after the student has attended orientation. Each transfer hour will give the student a \$5.00 credit. Example: 100 transfer hours = \$500.00 (100 X \$5.00 = \$500.00)

Transfer hours reduce the total owed to the school in the student account. When transfer hours are received by International Academy of Style from the Nevada State Board of Cosmetology a new contract page will be generated documenting the transfer (credit) hours, a new contract end date, and credit towards the cost of tuition.

No more than 50% of the program hours will be accepted as transfer hours:

- Cosmetology no more than 800 hours will be accepted
- Hair design no more than 600 hours will be accepted
- Aesthetician no more than 450 hours will be accepted
- Nail Technology no more than 300 hours will be accepted
- Provisional Instructor no more than 250 hours will be accepted

International Academy of Style requires that any transfer student that will sit for the State Board Exam under International Academy of Style will have to meet the academic and practical standards of International Academy of Style. It is required that a minimum of 50% of the program hours are attended and clocked at International Academy of Style.

Credit applies if the student has scored 75% or greater on the evaluation exam and the official hours from the State of Nevada have been received.

The maximum 150% timeframe for Federal Financial aid will apply.

Transfer out of International Academy of Style:

If hours are paid for they are released to the State of Nevada and are subject to state and institutional transfer hour policies.

Re-Entry Students:

A student that has withdrawn and would like to return to school will return with the same satisfactory progress scores that are on record at the institution at the time of the last withdrawal.

To withdraw and return to school does not reset satisfactory academic progress back to 100%.

If a student withdraws and returns within 30 days the original contract refund calculation will not be added to an additional contract. The balance owed on the original contract at the time of the withdrawal before the refund calculation plus a 100.00 application fee and 150.00 withdrawal fee will be added to the students balance owing to finish the program. If the student withdraws and returns after 30 days have passed from the withdrawal date the original contract refund calculation will be added to the new contract. The new contract will credit the student five dollars for every hour credited to the new contract.

A student re-entering after 30 days is subject to an exam to determine the knowledge and skills the student has

retained from the previous enrollment this will help in placing the student in the correct class for re-entry.

If the student returns after 1 year from the withdrawal date: No more than 50% of the program hours will be accepted :

- Cosmetology no more than 800 hours will be accepted
- Hair design no more than 600 hours will be accepted
- Aesthetician no more than 450 hours will be accepted
- Nail Technology no more than 300 hours will be accepted
- Provisional Instructor no more than 250 hours will be accepted

If the student returns after the 1 year deadline and is applying for financial aid the 150% maximum time frame will apply.

ACTION FOR MISSEADING INFORMATION AND OR DOCUMENTATION:

If it is found that any of the information and/or documentation is invalid the student will be notified in writing and will have 48 hours to make the correction or will be withdrawn.

INTERNATIONAL ACADEMY OF STYLE PRACTICES NONDISCRIMINATION ON THE BASIS OF RACE, AGE, COLOR, SEX, RELIGION, FINANCIAL STATUS OR ETHNIC ORIGIN.

Rev 8/17

International Academy of Style

ATTENDANCE POLICY/PROCEDURE

STUDENTS ARE EXPECTED TO ATTEND A FULL HOUR OF SCHEDULED THEORY CLASS PRIOR TO PRACTICING SERVICES ON THE CLINIC FLOOR OR PARTICIPATING IN THE FRESHMAN CLASSROOM

TARDINESS IS NOT ALLOWED. THEORY CLASS FOR DAY STUDENTS BEGINS AT 9:00AM OR 12PM NO ONE IS ALLOWED TO CLOCK IN AFTER 9:00AM OR 12PM. IF YOU MISS THE 9:00 AM CLASS YOU WILL BE REQUIRED TO COME BACK AT 12NOON TO COMPLETE YOUR REQUIRED 1 HOUR OF THEORY STUDY PRIOR TO PARTICIPATING IN PRACTICAL ACTIVITIES. IF YOU MISS THE 12 NOON CLOCK IN TIME YOU WILL BE REQUIRED TO RETURN THE NEXT SCHOOL DAY. FOR NIGHT STUDENTS YOU WILL BE REQUIRED TO CLOCK IN AT 5:30.

ALL STUDENTS ATTENDING 7 TO 13 Hrs IN A DAY ARE REQUIRED TO TAKE A 15 MINUTE BREAK TWICE PER DAY ALSO CLOCK ONE HALF HOUR LUNCH.

ALL STUDENTS ATTENDING LESS THAN 7 HOURS IN A DAY MUST TAKE ONE 15 MINUTE BREAK

STUDENTS MUST MAINTAIN AN AVERAGE OF 67% ATTENDANCE TO BE CONSIDERED SATISFACTORY.

A LEAVE OF ABSENCE OR REQUEST FOR TIME OFF FORM MUST BE SUBMITTED AND APPROVED FOR A PLANNED ABSENCE TO BE CONSIDERED EXCUSED

IF A STUDENT HAS NOT COMPLETED THE REQUIRED HOURS WITHIN THE CONTRACTED TIME AN ADDITIONAL \$10.00 FOR EACH ADDITIONAL HOUR NEEDED TO COMPLETE WILL BE CHARGED. IF THE STUDENT NEEDS TO MAKE PAYMENTS ON THE ADDITIONAL CHARGE FOR OVER CONTRACT HOURS AN ADDITIONAL CHARGE OF \$500.00 IS CHARGED FOR PROCESSING.

STUDENTS MUST CALL INTERNATIONAL ACADEMY OF STYLE BETWEEN 8:00AM AND 9:00AM IF HE/SHE IS NOT ABLE TO ATTEND THAT DAY FOR THIS ABSENCE TO BE EXCUSED. THE SCHOOL MUST HAVE THIS NOTIFICATION IN ORDER TO ADJUST THE CLIENT BOOK OR SPECIAL CLASSES THAT THE INSTRUCTORS/ STUDENTS HAVE SCHEDULED FOR THAT DAY.

NO-CALL NO-SHOWS WILL RESULT IN DISCIPLINARY ACTION.

Rev:8/17

International Academy of Style

CANCELLATION/WITHDRAWAL AND REFUND POLICY AND PROCEDURE

Failure to attend class does not constitute a withdrawal. The refund policy is based on contracted dates and scheduled hours not actual clocked hours. The refund is calculated based on the student's last date of attendance, a refund calculation is made to determine if International Academy of Style refunds money to the student or if the student has a balance owing to International Academy of Style. The student's hours will not be released to the Nevada State Board Of Cosmetology if the student has an outstanding balance owed to International Academy of Style.

1. Any monies due the applicant or student shall be calculated and refunded within 45 days of official cancellation or withdrawal. A \$150.00 withdrawal fee will be charged. Official cancellation or withdrawal shall occur on the earlier of the dates that

a. An applicant is not accepted by the school. This applicant shall be entitled to a refund of all monies paid with the exception of the application fee

b. A student (or in the case of a dependent minor student, His/Her parent or guardian) cancels His/Her contract and demands His/Her money back in writing, within three school days of the first date of attendance. In this case all monies collected by the school shall be refunded except the application fee. This policy applies regardless of whether or not the student has actually started training.

c. A student cancels His/Her contract after three business days after signing, but prior to entering classes. In this case He/She shall be entitled to a refund of all monies paid to the school less the application fee of \$100.00.

d. A student notifies the institution of His/Her withdrawal.

e. A student on an approved leave of absence notifies the school that He/She will not be returning. The date of the withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

f. A student is expelled by the school.

g. In type b,c,d or e official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator / owner in person.

2. Any monies due a student who unofficially withdraws from the institution shall be calculated and refunded within 45 days of a determination by the institution that the student has withdrawn without notifying the institution. To determine unofficial withdrawals, the school monitors student attendance at a minimum of once a month (every 30 days)

3. If a student withdraws or is withdrawn a \$150.00 withdrawal fee will be applied and added to the total amount due at the time of the refund calculation.

4. Kit ,Books, Lab, Application and Processing fees are all non refundable items.

Except in the event of 1a, 1b, or 1c.

5. All fees must be identified in the catalog and on the contract.

6. For students who enroll in and begin classes, the following schedule of tuition adjustment will be considered to

meet minimum standards for refund collections:

% Scheduled Time completed			% Tuition owed to School
0.01	to	4.9	20%
5.	to	9.9	30%
10.	to	14.9	40%
15.	to	24.9	45%
25.	to	49.9	70%
50.	to	100	100%

Program cancellation Policy:

If a program or course is canceled subsequent to a student's enrollment, and before instruction in the program has begun, the school shall at its option:

- a). Provide a full refund of all monies paid
- b). Provide completion of the program or course.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

- a). provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
- b). provide completion of the course and or program; or
- c). Participate in a Teach-Out Agreement; or
- d). provide a full refund of all moneys paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:

- a). provide a pro rata refund: or
- b). participate in a Teach-Out Agreement.

If a student who has received TITLE IV, HEA program assistance is owed a refund, the school will allocate the refund in the following order: Federal Direct Loan Program (FFELP), Federal Parent Loan for undergraduate study (PLUS), Federal Direct Loan, Federal Pell Grant, any other Federal, State, Private, International Academy of Style assistance, student. If there is a balance due, the student is responsible for paying the balance.

Collection procedures shall reflect ethical business practices

International Academy of Style shall be entitled to all reasonable costs of collection including reasonable Attorney's Fees in the event of any default hereunder. All parties involved in the collection process will acknowledge the existence of the withdrawal and settlement policy to include any and all representatives and third parties.

International Academy of Style

RIGHT TO STUDENT RECORDS AND PRIVACY
POLICY AND PROCEDURE

The school requires written consent from the student (or parent or guardian if the student is a dependent minor according to the IRS) for release of the student's records in response to each third party request unless otherwise required by law or as required for any accreditation process.

INTERNATIONAL ACADEMY OF STYLE provides and permits access to student and school records as required for State, Accreditation-NACCAS, and Financial Aid process. The school does not publish "Directory Information".

*Parents or eligible students have the right to inspect and review the student's education records maintained by the school.

* Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. International academy of style charges 25.00 for a complete copy of the student records.

*Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

*Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

REV:8/17

International Academy of Style

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP) POLICY AND PROCEDURE

To be eligible for FSA funds, a student must make satisfactory academic progress (SAP), This is the International Academy of Style policy for monitoring that progress. The student is given the SAP policy at pre-enrollment. This policy applies to all students of all Programs.

The SAP policy is as strict as that for students who are not receiving FSA funds, and is applied consistently to all students enrolled in a specific educational program and scheduled for a particular category of attendance (full-time/part-time). If the student is put on SAP warning for academic/grade SAP the financial aid office will be notified, the financial aid office calculates time and records academic % every payment period.

Students meeting the minimum SAP for academics and attendance will be considered making SAP until the next scheduled evaluation .Students will be notified of any evaluation that impacts the students eligibility for financial aid, if applicable.

Academic/Grades and pace of completion

The following factors will be measured to determine academic progress:

Theory work: All tests, homework, workbooks

Practical work: All hands on work

Academic progress will be graded according to the following scale:

100-90% Excellent

89-80% Good

79-75% Satisfactory

74-0 % Unsatisfactory

The qualitative standard (grades) that a student must have at each cumulative evaluation is a minimum of 75%.

The following will be measured to determine attendance progress:

All students must maintain at minimum a 67% cumulative average to be considered satisfactory. Federal aid will not fund hours or weeks that exceed the maximum 150% time frame.

MAXIMUM TIME FRAME

Maximum timeframe— measured in clock hours, a period no longer than 150% of the published length of the program as measured by the cumulative number of clock hours the student is required to complete and expressed in calendar time (a student cannot receive aid for hours beyond those in the program the maximum timeframe applies to the amount of calendar time the student takes to complete those hours). The student is evaluated and put on a plan to Graduate at the earliest date. The student will be responsible for all additional charges due to exceeding the maximum time frame.

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

Program	Minimum timeframe	Maximum timeframe
Cosmetology	55 weeks	82 weeks
Hair Design	40 weeks	60 weeks
Aestheticsian	30 weeks	45 weeks
Nail Technology	20 weeks	30 weeks
Provisional Instructor	13 weeks	52 weeks

Every student with the exception of provisional instructors is contracted for 30 hours per week to meet the quantitative standard

(pace), A student can calculate the pace at which the student is progressing by dividing the total number of hours the student has successfully completed by the total number he has attempted. This pace is calculated at the beginning of every payment period if the student is not satisfactory the student is put on SAP warning and a new schedule is created and signed to bring the student into a satisfactory status.

Student Access-

SAP is posted through monthly GPA and time sheets so the student is always aware of their SAP progress.

Transfer hours that count toward the student's current program must count as both attempted and completed hours for the purpose of determining when the allowable maximum time-frame has been exhausted.

GPA and attendance rate from a previous attended school does not effect the transfer student SAP at International Academy of Style.

SAP evaluation periods are based on actual contracted hours at International Academy of Style.

A student is to re-enter after a period of a Leave of absence or withdraws, will re-enter in the same progress status as when they left.

All periods of the student's enrollment count when assessing progress, even periods in which the student did not receive FSA funds.

If a student withdraws from one program and enrolls in a program that will receive no transfer hours SAP from the prior program will not continue into the new enrollment.

If a satisfactory progress check shows that a student does not meet the required minimum standards the student becomes ineligible for Title IV, HEA program funds, if applicable, unless the student is placed on SAP warning, as explained below, or has prevailed upon appeal of the determination that has resulted in the status of probation. Students will be talked to and sign a warning notice that effects the eligibility for FSA funds. The student will be considered making SAP if the student is following the warning plan that the student and instructor have agreed upon for the student to return to the required minimum SAP.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

APPEAL PROCEDURE

International Academy of Style practices financial aid probation in their SAP policy. When a student loses Title IV, HEA (federal financial aid) A student may be allowed the Status of probation who are not meeting SAP. If the institution evaluates the student progress and determines that the student did not make SAP during a warning or previous evaluation period.

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress

determination will be reversed and federal financial aid will be reinstated, if applicable.

A written appeal to the Director of Education (DOE) along with any supporting documentation must be received within 10 calendar days from the probation notice student signature date. The student will then proceed in the program with no negative consequences from the appeal. Students who have prevailed upon appeal of the determination that has resulted in the status of probation are eligible for FSA funds.

International Academy of Style and the student determine that SAP can be met by the end of the subsequent evaluation period. International Academy of Style and the student should develop a plan that ensures that the student is able to meet the school's satisfactory progress standards by the end of the subsequent evaluation period, though an academic plan could instead take the student to successful program completion. Students must also appeal to change their plan. They must explain what has happened to make the change necessary and how they will be able to make academic progress. All appeal documents will be placed in the student file.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. To withdraw and re-enroll does not reestablish FSA eligibility. If a student loses aid meeting SAP requirements is the only way to reestablish aid. If student does not meet the requirements of the plan that was developed for the student to meet the required SAP the student then is responsible for the tuition and fees owed to International Academy of Style for the hours clocked while the student is reestablishing eligibility.

COMPLETED PROGRAM NO CERTIFICATE

A student that completes the academic requirements for a program but does not have the certificate is not eligible for further additional FSA funds for that program. If a student completes all clock hours for program but has not graduated is not eligible for additional FSA funds.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If a student has taken a program at International Academy of Style or another Institution and has withdrawn or needs to retake the program and the state no longer has record of the hours a student may retake the program. If a student has hours International Academy of Style will not accept more than half of the program hours and the student will have to retake those hours. Course incompletes, repetitions and non-credit courses have no effect upon International Academy of Style SAP standards if International Academy of Style does not offer the course in question. The maximum time frame of 150% for federal financial aid will apply. If a student re-enters a program they will re-enter with the same SAP status as when they left. If a student enrolls in an entirely different program there SAP status from the previous program does not transfer.

LEAVE OF ABSENCE

If a leave of absence is approved the approved LOA will extend the contract period and the maximum time by the same number of days taken in the LOA. If a student is on an LOA the student will return with the SAP they had at the start date of the LOA. The student has one week per LOA week to make up academic work.

Scheduled Evaluations

All students evaluations are based on the scheduled contracted hours and not actual hours. Evaluations are scheduled for the mid hour of the first academic year and the first hour and mid hour of the second academic year. As scheduled in the chart below. Evaluations will be completed within 7 school days following the established evaluation points. Due to the variations of hours that can be attended in a day the mid scheduled hour may fall within a day, therefore the scheduled evaluation may vary by 12 hours.

Cosmetology

First academic year 900 hours second academic year 700hours	-- at the start date of 450, 900, 1250 hours
First academic year 700 hours second academic year 900 hours	-- at the start date of 350, 700, 1150 hours
Hair design	-- at the start date of 450, 900 hours
Aesthetician	-- at the start date of 450 hours
Nail Technology	-- at the start date of 300 hours
Provisional Instructor	-- at the start date of 250 hours

NOTE:

SAP for scholarships from the institution and other sources may differ from the standard institutional SAP stated above. For Example SAP for attendance and academics for an International Academy of Style scholarship is set by the scholarship committee and is set at 90%. Scholarships from other sources may have requirements the student must meet, it is up to the

student to know the requirement of all aid that is provided for them.

Rev: 6/18

International Academy of Style

SCHOLARSHIP, DISCOUNT and PROMOTIONS POLICY AND PROCEDURES

Institutional Scholarship/Discount/Promotion Awards do not reduce the contracted total as the award can be revoked due to non compliance with Policies, Procedures, Regulations and Rules.

Institutional aid awards standards are set by the aid comity and differ from the standard institutional attendance/academic satisfactory progress requirements. Attendance/academic SAP for aid is 90% minimum. If at anytime cumulative attendance/academic drops below 90% aid will be revoked.

If the student does not complete the contract on or before the contract end date (to include all approved LOAs) aid is revoked. If a student receives a probation or suspension notice aid is revoked. If a student uses an internet social site to include but not limited to Facebook, MySpace, Twitter as a complaint forum aid will be revoked.

The award is credited at completion as it is earned.

This policy applies only to International Academy of Style aid all other scholarships are subject to the Policies of the grantor.

The student is responsible to request the policies from the grantor.

Rev: 8/17

International Academy of Style

**TIME SHEET
POLICY AND PROCEDURE**

Time sheets used in this academy to record student time are the property of International Academy of Style. Time sheets are the official means and only accurate way of tracking student hours; therefore, it is important to make sure you clock in and out at the beginning and end of the day, as well as for lunch and breaks.

State of Nevada Laws and Regulations

NAC 644.085 Minimum requirements for equipment, (NRS 644.110, 644.120, 644.380

Each school must have the following working equipment:

12. One time clock which punches the date and time on the time cards, or a computer or any other device approved by the Board, for use by the students to record their hours of training at the school.

Student training will be given on the proper technique for using the time clock. Students will be allowed 30 days to learn the time clock after the 30 days no corrections can be made to the time that is clocked.

Failure to clock in and out accurately will result in a loss of hours. If you clock incorrectly, there is no way to verify your time. If there is a time clock failure -IE power failure -a sign in and out sheet will be made available the date will be documented for the Nevada State board.

NO STUDENT MAY CLOCK IN AND/OR OUT FOR OTHERS: to do so will be grounds for termination of the student enrollment.

TIME CLOCK PROCEDURES:

1. Type in name in name box
 2. Type in student # in student # box
 3. Move arrow to action you are seeking ie clock in –clock out-lunch-break
 4. Click mouse
-

Rev: 8/17

International Academy of Style

TRANSFER STUDENTS POLICY AND PROCEDURE

Transfer to International Academy of Style:

Transfer students take an evaluation exam and must pass with a minimum of 75% score for the transfer hours to be accepted. Transfer hours do not reduce the contract total as the State of Nevada official transfer hours must be received. The state will release the hours after the student has attended orientation. Each transfer hour will give the student a \$5.00 credit. Example: 100 transfer hours = \$500.00 (100 X \$5.00 = \$500.00)

Transfer hours reduce the total owed to the school in the student account. No more than 50% of the program hours will be accepted as transfer hours:

- Cosmetology no more than 800 hours will be accepted

- Hair design no more than 600 hours will be accepted

- Aesthetician no more than 450 hours will be accepted

- Nail Technology no more than 300 hours will be accepted

- Provisional Instructor no more than 250 hours will be accepted

International Academy of Style requires that any transfer student that will sit for the State Board Exam under International Academy of Style will have to meet the academic and practical standards of International Academy of Style. It is required that a minimum of 50% of the program hours are attended and clocked at International Academy of Style.

Credit applies if the student has scored 75% or greater on the evaluation exam and the official hours from the State of Nevada have been received.

The maximum 150% timeframe for Federal Financial aid will apply.

Transfer out of International Academy of Style:

If hours are paid for they are released to the State of Nevada and are subject to state and institutional transfer hour policies.

INTERNATIONAL ACADEMY OF STYLE PRACTICES NONDISCRIMINATION ON THE BASIS OF RACE, AGE, COLOR, SEX, RELIGION, FINANCIAL STATUS, OR ETHNIC ORIGIN.

Rev. 8/17

International Academy of Style

VACCINATION
POLICY AND PROCEDURE

International Academy of Style does not require any vaccinations for enrollment, however International Academy of Style is concerned about the health of all students and clients.
INTERNATIONAL ACADEMY OF STYLE encourages students to maintain all available vaccinations.
The Health Department can provide all information about the vaccinations that are available.
Please use the web link below.

<http://www.co.washoe.nv.us/health/cchs/imm.html>

Rev:8/17

International Academy of Style

LEAVE OF ABSENCE (LOA)/REQUEST FOR TIME OFF Policy and Procedure

A LEAVE OF ABSENCE FORM MUST BE SUBMITTED IN ADVANCE IN WRITING TO INCLUDE THE REASON FOR THE STUDENTS REQUEST AND THE STUDENT SIGNATURE, AND APPROVED FOR ANY ABSENCE THAT IS 5-180 DAYS; IF AN LOA EXTENDS MORE THAN 180 DAYS YOU WILL BE WITHDRAWN. THE REASON FOR THE LOA MUST HAVE A REASONABLE EXPECTATION THAT THE STUDENT WILL RETURN FROM THE LOA. AN LOA TOGETHER WITH ANY ADDITIONAL LOAS MUST NOT EXCEED A TOTAL OF 180 DAYS IN ANY 12 MONTH PERIOD.

ANY APPROVED LEAVE OF ABSENCE (LOA) WILL NOT RESULT IN ANY DISCIPLINARY ACTION OR ADDITIONAL INSTITUTIONAL CHARGES. STUDENTS WILL BE ALLOWED ONE APPROVED LOA FOR EACH ACADEMIC YEAR (900 HOURS) THAT THE STUDENT WILL BE ATTENDING. THE ACADEMIC YEAR IS BASED ON CONTRACTED TIME AND NOT ACTUAL TIME THAT IS CLOCKED. FOR EXAMPLE A STUDENT CAN HAVE 850 HOURS CLOCKED WHICH WOULD BE THE FIRST ACADEMIC YEAR BUT THE CONTRACTED HOURS ARE 950 WHICH IS THE SECOND ACADEMIC YEAR, THE STUDENTS LOA IS COUNTED IN THE SECOND ACADEMIC YEAR AS CONTRACTED TIME IS THE CALCULATED TIME USED. TOTAL OF ALL LOA TIME CAN NOT EXCEED 180 DAYS IN ANY 12 MONTH PERIOD.

NO LOA WILL BE APPROVED BEFORE 12 WEEKS OF ATTENDENCE FROM THE ENROLLMENT START DATE. UNLESS THE STUDENT HAS A DOCTOR FAX TO THE SCHOOL THAT THE STUDENT HAS A CONTAGIOUS CONDITION AND CAN NOT BE IN THE PUBLIC OR THE STUDENT HAS BEEN IN AN ACCIDENT THAT PREVENTS THE STUDENT FROM ATTENDING SCHOOL.

A STUDENT MAY NOT BORROW AN LOA FROM A PAST OR FUTURE ACADEMIC YEAR.

INTERNATIONAL ACADEMY OF STYLE WILL ONLY APPROVE A MEDICAL LOA. A DOCTORS NOTE CAN BE FAXED TO THE SCHOOL WITH A REASON FOR THE NEEDED TIME OFF IS REQUIRED.

IF A STUDENT DOES NOT HAVE A MEDICAL REASON FOR THE TIME OFF THE STUDENT CAN FILL OUT A REQUEST FOR THE TIME OFF AND MAKE UP THE TIME, AS A REQUEST FOR TIME OFF DOES NOT EXTEND THE CONTRACT. THE STUDENT CAN ALSO BANK TIME PRIOR TO THE REQUEST FOR TIME OFF.

A REQUEST FOR TIME OFF WILL NOT RESULT IN ANY NO CALL, NO SHOW ACTIONS, IF THE STUDENT REMAINS AT A SATISFACTORY LEVEL IN ATTENDENCE AND ACADEMICS THERE WILL BE NO DISCIPLINARY ACTIONS.

IF A STUDENT IS NOT ABLE TO FILL OUT THE LOA PAPERWORK AND GET IT APPROVED PRIOR TO THE START DATE OF THE LOA (IE: A CAR ACCIDENT), THE STUDENT WILL BE PLACED ON A REQUEST FOR TIME OFF BY THE SCHOOL TO PREVENT THE STUDENT FROM RECEIVING NO CALL NO SHOW DIAPLANARY ACTION. LOA PAPERWORK MUST BE COMPLETED AND APPROVED WHEN THE STUDENT IS ABLE TO RETURN TO SCHOOL OR THE STUDENT MAY HAVE SOMEONE PICK UP THE FORM AND RETURN IT TO THE SCHOOL, INCLUDING ALL REQUIRED DOCUMENTS FOR THE LOA TO BE APPROVED. THE LOA START WILL BE THE START DATE OF THE REQUEST FOR TIME OFF OR THE FIRST DATE THE STUDENT WAS UNABLE TO ATTEND SCHOOL. IF THE STUDENT RETURNS AND LOA PAPERWORK IS NOT COMPLETED AND APPROVED THE TIME MISSED WILL REMAIN AS A REQUEST FOR TIME OFF AND WILL NOT EXTEND THE STUDENTS CONTRACT.

A STUDENT ON AN APPROVED LOA IS NOT CONSIDERED TO HAVE WITHDRAWN AND NO REFUND CALCULATION IS REQUIRED AT THIS TIME.

THE ENROLLMENT CONTRACT WILL BE EXTENDED BY THE SAME NUMBER OF DAYS TAKEN IN THE LOA. CHANGES TO THE CONTRACT PERIOD OF THE ENROLLMENT AGREEMENT ARE SIGNED AND DATED BY BOTH PARTIES ON AN LOA ADDENDEM FORM.

IF A STUDENT DOES NOT RETURN FROM AN APPROVED LOA OR A REQUEST FOR TIME OFF (OR A STUDENT TAKES AN UNAPPROVED LOA) THE STUDENTS WITHDRAW DATE IS THE DATE THE STUDENT BEGAN THE LOA. THE WITHDRAW DATE FOR THE PURPOSE OF CALCULATING A REFUND IS ALWAYS THE STUDENTS LAST DAY OF ATTENDANCE.

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