

# Student Catalog

Rev and Effective.  
10/26/2022

**INTERNATIONAL INSTITUTE OF COSMETOLOGY**

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## Welcome to the International Institute of Cosmetology (IIC)

The International Institute of Cosmetology (here forward referred to as IIC or IIC's or School) provides you with the rules and regulations that apply to all students attending IIC campuses, as well as additional information to reference throughout your schooling. Please take the time to read it carefully and make sure you thoroughly understand it. All students receive a copy of the catalog prior to enrollment and on the first day of School in LAB. During orientation, many details regarding your enrollment and attendance will be explained. Please pay careful attention and feel free to ask the Director of Education (DOE) any questions you may have.

Note: The rules and policies in this catalog and as represented on any addendums to the catalog may change without notice.

### Mission Statement

Our mission is to provide the highest level of education in the growing beauty industry, using interactive learning tools, while preparing students for employment. Our belief is,

“Our Success Depends on Your Success™”  
– Carmelo Gugliotti  
IIC Founder

### Our Values

#### Respect the members of our community as individuals

Everyone at IIC (Students, educators, staff, clients, visitors) has value as an individual and we honor their humanity, regardless of identity group.

#### Embrace new and differing outlooks

IIC embraces ideas and perspectives that celebrate our diversity.

#### Progress is a journey

IIC values change and seeks to continually improve itself as a safe and all-inclusive learning environment.

### Empowering through Education

The IIC is about you. We believe in people and their potential to take a passion for the beauty industry and elevate them to an art. We are committed to our mission of empowering you, the next generation of beauty professionals, with education that allows you to design the career that you want.

At the core of our education is teaching you the “why” behind the “how” of the beauty industry through our curated curriculum design.

### The IIC Difference

Your training is not about one product line or personality; it is about elevating your skills to the highest level of artistic creativity. IIC's devotion to the acquisition of knowledge in hairdressing, barbering, skincare, makeup, nails, eyelashes and personal success of each one of our students is what makes this school stand out among the rest.

### Careers in the Beauty Industry

The following are some examples of career opportunities available to you upon completion of your training at the International Institute of Cosmetology. Please note that the list below is not intended to represent all career opportunities available. *Although placement assistance is provided, employment is not guaranteed.*

<b>Beauty Industry Opportunities:</b>	<b>Travel Opportunities (for both areas):</b>
<ul style="list-style-type: none"> <li>• Hair Designer</li> </ul>	<ul style="list-style-type: none"> <li>• Platform Artist</li> </ul>
<ul style="list-style-type: none"> <li>• Salon Owner</li> </ul>	<ul style="list-style-type: none"> <li>• Professional Competition</li> </ul>
<ul style="list-style-type: none"> <li>• Color Specialist</li> </ul>	<ul style="list-style-type: none"> <li>• Cruise Ship’s Hair Designer</li> </ul>
<ul style="list-style-type: none"> <li>• Nail Technician</li> </ul>	
<ul style="list-style-type: none"> <li>• Salon Manager</li> </ul>	<b>Glamorous Opportunities (for both areas):</b>
<ul style="list-style-type: none"> <li>• Salon Trainer</li> </ul>	<ul style="list-style-type: none"> <li>• TV/Motion Picture Designer</li> </ul>
<ul style="list-style-type: none"> <li>• Esthetician</li> </ul>	<ul style="list-style-type: none"> <li>• Celebrity Designer</li> </ul>
<ul style="list-style-type: none"> <li>• Makeup Artistry</li> </ul>	
<ul style="list-style-type: none"> <li>• Medical Support</li> </ul>	<b>Scientific Opportunities (for both areas):</b>
<ul style="list-style-type: none"> <li>• Spa Services</li> </ul>	<ul style="list-style-type: none"> <li>• Manufacturer’s Representative</li> </ul>
<ul style="list-style-type: none"> <li>• Spa Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Research Assistant</li> </ul>
<ul style="list-style-type: none"> <li>• Spa Owner</li> </ul>	
<ul style="list-style-type: none"> <li>• Spa Trainer</li> </ul>	<b>Educational Opportunities (for both areas):</b>
<ul style="list-style-type: none"> <li>• Eyelash Technician</li> </ul>	<ul style="list-style-type: none"> <li>• *Corporate Educational Director</li> </ul>
<ul style="list-style-type: none"> <li>• Barber</li> </ul>	<ul style="list-style-type: none"> <li>• *School Faculty</li> </ul>
	<ul style="list-style-type: none"> <li>• *School Director</li> </ul>
	<ul style="list-style-type: none"> <li>• *Educational Consultant</li> </ul>

**\*May require additional certification to licensure**

By choosing a profession in the beauty field, you can be sure of a rewarding, creative and exciting future. To reach the top and make the best use of your talents and artistry, you will need an exceptional education. IIC will offer you just that. EDUCATION THAT WORKS!

## Occupation Information

The IIC is required to disclose Standard Occupation Codes (SOC) of each program. Please see the SOC program links to the Career Occupational Guides of each program offered at IIC.

Students should note that employers in this industry would most likely seek employees who are: On time for work, work Saturdays, have an outgoing personality, are able to provide own transportation to and from work, abide by all employer policies and procedures. A number of factors, including the size and location of the salon or spa, clients' tipping habits, personal work ethic and competition from other barbershops, salons and spas determine the total income of beauty professionals. Professionals may receive commissions based on the price of the service, or a salary based on the number of hours worked, and many receive commissions on the products they sell. Initiative and ability to attract and hold regular clients also are key factors in determining earnings.

### Cosmetologists/Hairdressers

[www.bls.gov/oes/current/oes395012.htm](http://www.bls.gov/oes/current/oes395012.htm)

Standard Occupational Classification Code (SOC) 39-5012.00.

<http://www.onetonline.org/link/summary/39-5012.00>

### Estheticians

[www.bls.gov/oes/current/oes395094.htm](http://www.bls.gov/oes/current/oes395094.htm)

Standard Occupational Classification Code (SOC) 39-5094.00.

<http://www.onetonline.org/link/summary/39-5094.00>

### Barbers

<https://www.bls.gov/oes/current/oes395011.htm>

Standard Occupational Classification Code (SOC) 39-5010.00.

<http://www.onetonline.org/link/summary/39-5010.00>

### Nail Technicians

<https://www.bls.gov/oes/current/oes395092.htm>

Standard Occupational Classification Code (SOC) 39-5092.00.

<http://www.onetonline.org/link/summary/39-5092.00>

### Eyelash Technicians

No SOC Code

## Continuing Education Requirements

As the beauty industry continues to change with new designs, techniques and products, education should be kept current. Additional training can be offered from vendors, beauty shows and institutions like the IIC. Some classes are offered at IIC periodically and students/graduates interested should contact the Admissions department for more information.

## Industry Demands

Beauty professionals work in clean surroundings with good lighting and ventilation. Good health, manual dexterity and stamina are needed. Beauty professionals are on their feet for most of their career. Prolonged exposure to some chemicals may cause irritation, so protective clothing, such as plastic gloves or aprons, may be worn. 40-hour workweek is the norm, but longer hours may be necessary.

## Safety

Many products used in the beauty field are classified as hazardous substances. Some products, such as shampoos, are not classified as "hazardous" but may still cause adverse health effects such as dermatitis.

**Specific control measures** – hairdressing, barber, esthetics, nail and eyelash

- Do not use products that are known to contribute to dermatitis or cause sensitization, such as:
  - Formaldehyde/formalin (present in low concentration in some shampoos as a preservative and some treatments)
  - P-phenylene diamine and paratoluene diamine (present in some hair colours and tints – also known as PPD and PTD)
  - Glycerol monothioglycolate (present in some "acid" permanent wave solutions – also known as GMTG)
  - Thioglycolic acid (present in some hair straighteners)
- Do not use nickel-plated equipment with permanent wave solutions containing ammonium thioglycolate. Use high quality stainless steel or plastic equipment.

In order to protect the public; State laws, rules, regulations, and/or standards apply to this field. All persons working in the beauty field are responsible for maintaining a level of understanding and are required to practice according to current law as well as adhere to changes in law. The state is not required to notify directly any person or entity of changes in the law and/or changes to standards.

## Governing Bodies

### Accrediting Agency

IIC-Wethersfield (main campus) and IIC-Plainville (additional location) are accredited with the National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS). The NACCAS is recognized by the United States Department of Education as a national accrediting agency for Cosmetology and related studies. If a need should arise or to check IIC's status, contact:

**National Accrediting Commission of Career Arts & Sciences, Inc.**

3015 Colvin Street  
Alexandria, VA 22314  
Ph: (703) 600-7600 Fx: (703) 379-2200  
[www.naccas.org](http://www.naccas.org)

State of CT School Licensing

**CT Department of Public Health**

410 Capitol Ave  
Hartford, CT 06134  
(860) 509-8000

State Authorization

**Office of Higher Education**

450 Columbus Boulevard, Suite 707  
Hartford, CT 06103  
(860) 947-1816  
[www.ctohe.org](http://www.ctohe.org)

Veterans Information

The IIC is approved by the Connecticut State Approving Agency to train eligible veterans and their dependents. Please contact the VA hotline with any questions at 1(888) 442-4551.

In accordance with Title 38 US Code 3679 subsection (e), this school adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the institution is pending from the VA. This school will not:

- Prevent the students enrollment;
- Assess a late penalty fee to;
- Require student secure alternative or additional funding;
- Deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to:

- Provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E's contract with the school on VA Form 28-1905 by the first day of class.
  - ❖ Note: Chapter 33 students can register at the VA Regional Office to use E-Benefits to get the equivalent of a Chapter 33 Certificate of Eligibility. Chapter 31 student cannot get a completed VA Form 28-1905 (or any equivalent) before the VA VR&E case-manager issues it to the school.
- Provide written request to be certified;

- Provide additional information needed to certify properly the enrollment.

School Certifying Officials:

- Damian Gugliotti [damiang@studyhair.com](mailto:damiang@studyhair.com) x.115
- Mark Anderson [marka@studyhair.com](mailto:marka@studyhair.com) x.120

### Financial Aid Approval

IIC is certified by the United States Department of Education to offer Federal Financial Aid to students that qualify. Some financial aid options available are: Pell grants, subsidized Stafford loans, unsubsidized Stafford loans, and parent plus loans. For information on financial aid please contact the financial aid department at IIC.

#### United States Department of Education

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202  
(800)872-5327 [www.ed.gov](http://www.ed.gov)

### Professional Affiliations

**The *International Institute of Cosmetology* is a member and in good standing with the following associations:**

**American Association of  
Cosmetology Schools (AACS)**  
9927 E. Bell Rd. Suite 110  
Scottsdale, AZ 85260  
800-831-1086  
[www.beautySchools.org](http://www.beautySchools.org)

**Pivot Point International, Inc.**  
8725 Higgins Road Suite 700  
Chicago, IL 60631  
(847)866-0500  
[www.pivot-point.com](http://www.pivot-point.com)

**Career Educators Alliance (CEA)**  
9927 E. Bell Rd. Suite 110  
Scottsdale, AZ 85260  
800-831-1086  
[www.beautyeducators.org](http://www.beautyeducators.org)

### Educational Facilities

#### Wethersfield

The IIC is located at 632 Silas Deane Hwy, Wethersfield, CT 06109. IIC-Wethersfield was established in 2002. Since then many additions and remodels have been made, allowing our facility to stay modern; the last of which was done in July of 2019. Parking can be found on site both in the rear, and side of the building; and IIC also leases parking spaces from an adjacent property. Public transportation is easily accessed from this location, with a bus stop a few blocks away. The facility consists of more than 7900 square feet and includes offices, student clinic area, dispensary, lunchroom, practical room, classrooms and a skin care area.

Our two classrooms may be utilized for theory or practical work. They are both well-lit and ventilated. The classrooms contain ample seating, desks, whiteboard, modern audio-visual equipment, and storage cabinets.

The student clinic area for Cosmetology consists of stations for student practice on clients. Students are allowed to work on mannequins in this area as well as dictated by IIC Educators. The student salon area includes sinks with hot and cold running water and electrical outlets. The waxing area, dispensing area, time clock and Educator's office are located adjacent to the student salon area.

The practical area is used for all student mannequin work. It contains space for students' mannequin stands, as well as a spacious room layout. The practical area also contains sinks with hot and cold running water and electrical outlets.

The Esthetics/eyelash room contains facial beds, pedicure chairs, manicure tables, make-up stations, and plenty of seating as well as storage cabinets.

Student lockers and locks are provided by IIC upon request to students for securing any personal belongings.

Effective July 1, 2022, parking passes will be distributed to IIC staff, and to students at the discretion of IIC administration. Students and staff with a parking pass will be permitted in the IIC parking lot, but not in areas marked as Reserved. [Please note that a parking pass does not guarantee that parking will be available at any given time]. IIC clients and guests will be permitted to park at IIC in Reserved spaces only. This parking policy is in effect Monday-Friday 8:00 A.M. – 3:30 P.M. Parking for students and staff without a parking pass will be at the adjacent Ocean State Job Lot parking lot, where IIC leases spots along the edge of the lot by the railroad tracks. This is outlined for students upon registration.

## Plainville

The IIC is located at 65 Whiting Street, Plainville, CT 06062. IIC-Plainville was established in 2010. This facility includes stainless steel stations, climazons spread out throughout the school, granite counters, etc. Parking spaces can be found on site in both the rear and side of the building; free street parking is also available. Public transportation is easily accessed from this location, with a bus stop a few blocks away. The facility consists of roughly 10,000 square feet and includes offices, student clinic areas, dispensary, lunchroom, practical room, library, and a soothing manicure/pedicure area.

Three classrooms may be utilized for theory or practical work. They are well-lit and ventilated. The classrooms contain ample seating, desks, whiteboard, modern audio-visual equipment, and storage cabinets.



The student salon area consists stations for student practice on clients. Students are allowed to work on mannequins in this area as well. The student salon area includes sinks with hot and cold running water and electrical outlets.

The nail area contains pedicure chairs, manicure tables, and plenty of seating as well as storage cabinets.

Students can lock their belongings in their designated locker. Each station contains storage for student equipment and books.

### Student Outcome

(2020 Annual Report Data reported in March 2022 with Information through 11/30/2021)

The institution’s accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

#### Cosmetology Program

Wethersfield Campus	Plainville Campus	IIC as a Whole
Graduation Rate 88.89%	Graduation Rate 78.57%	Graduation Rate 83.64%
Placement Rate 87.50%	Placement Rate 85.37%	Placement Rate 86.52%
Licensure Rate 100.00%	Licensure Rate 100.00%	Licensure Rate 100.00%

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

#### Esthetics Program

Wethersfield Campus
Graduation Rate 66.67%
Placement Rate 100.00%
Licensure Rate N/A

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

### Combined Rate By Campus

Wethersfield Campus	Plainville Campus	IIC as a Whole
Graduation Rate 87.72%	Graduation Rate 78.57%	Graduation Rate 83.19%
Placement Rate 88.00%	Placement Rate 85.37%	Placement Rate 86.81%
Licensure Rate 100%	Licensure Rate 100.00%	Licensure Rate 100.00%

Some students who previously enrolled at this institution and were unable to successfully graduate, sit for licensure and/or obtain employment attested that they were unable or unwilling to do so specifically due to the COVID-19 Pandemic. Students who made such attestations have been excluded from the calculation of this rate.

**Placement Rate** – Percentage of 2020 graduates eligible for employment who actually found employment in field as of submission of NACCAS 2021 annual report.

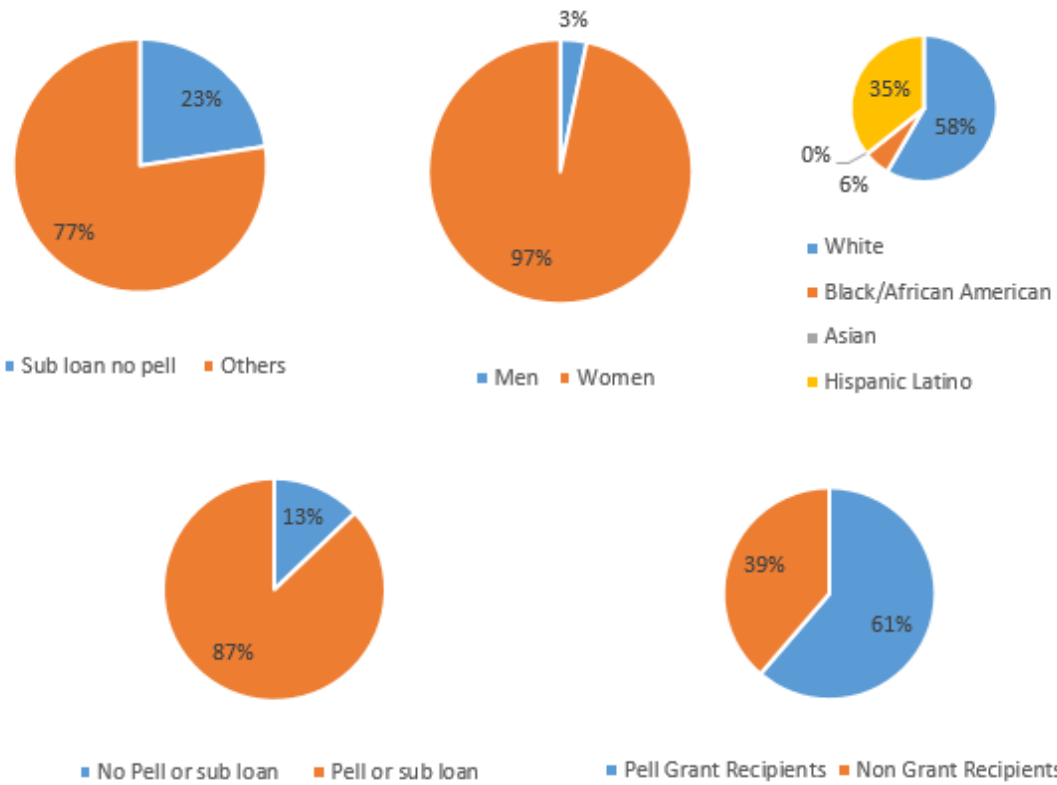
**Graduation Rate** – Percentage of students scheduled to graduate in 2020 who actually graduated as of submission of NACCAS 2021 annual report. The graduation rate does not reflect the students who may have transferred out and graduated due in part to the training provided by the IIC; nor does it show those who may have graduated their program at the School after the designated reporting period. A student is not considered a graduate even if they have completed all education requirements if they have an outstanding balance.

**Licensure Rate** – Number of students scheduled to graduate in 2020 who took the State Board licensing exam for the first time divided by number of students who passed by the submission of the NACCAS 2021 annual report.

### IPEDS Graduation Rate Demographics

IPEDS Graduation Rate of students who began their studies in 2017/2018 – The overall graduation rate is also known as the "Student Right to Know" or IPEDS graduation rate. It tracks the progress of students who began their studies as full-time, first-time degree- or certificate-seeking students to see if they complete a degree or other award such as a certificate within 150% of "normal time" for completing the program in which they are enrolled. Note that not all students at the institution are tracked for these rates. Students who have already attended another postsecondary institution, or who began their studies on a part-time basis, are not tracked for this rate.

Cosmetology1500hr: **77%**



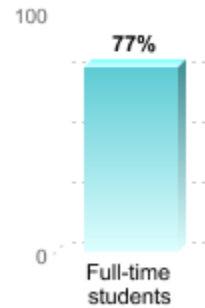
Each year, prior to November 30, the Financial Aid Director and the Dean of Students compiles the student outcome ratios for the prior calendar year. This data is also submitted to the NACCAS annual report.

Median Loan Debt

- Federal student loan debt: \$9,833.00
- Private loan debt: \$0.00
- Institutional financing plan debt: \$0.00

Retention Rate – Percent of Students who began studying in Fall 2020 and returned Fall 2021.

**RETENTION RATES FOR FIRST-TIME STUDENTS**



Percentage of Students Who Began Their Studies in Fall 2020 and Returned in Fall 2021

**College Navigator**

The Department of Education has a website that collects many of the schools statistics. Our school can be viewed on the following link.

<https://nces.ed.gov/collegenavigator/?q=international+institute+of+cosmetology&s=all&id=457341>

**Textbooks**

The following textbooks must be purchased for each program. The textbooks may be ordered from IIC. The purchase of these textbooks is in addition to the stated tuition fees. The price for **Fundamentals Cosmetology** coursebook set, study guide, exam prep, & LAB is \$302.00. **Fundamentals Barbering** coursebook set, study guide, exam review & LAB is \$319.00. **Fundamentals Esthetics** coursebook set, study guide & LAB is \$289.00. **Salon Fundamentals Nails** textbook & study guide is \$90.25. All students receive necessary books and supplies on the first day of school.

Textbook Name	Product	Copyright	Edition	ISBN
Pivot Point Fundamentals: Cosmetology	Coursebook Set	2016	1	978-1-940593-56-2
Pivot Point Fundamentals: Cosmetology	CB Set & SSG	2016	1	978-1-940593-58-6
Pivot Point Fundamentals: Cosmetology	CB Set, SSG & LEP	2016	1	978-1-940593-59-3
Pivot Point Fundamentals: Cosmetology	Studyguide	2016	1	978-1-940593-52-4
Pivot Point Fundamentals: Cosmetology	Exam Prep	2016	1	978-1-940593-54-8
Pivot Point Fundamentals: Cosmetology Life Skills	Coursebook	2016	1	978-1-940593-40-1
Pivot Point Fundamentals: Cosmetology Science	Coursebook	2016	1	978-1-940593-41-8
Pivot Point Fundamentals: Cosmetology Business	Coursebook	2016	1	978-1-940593-42-5

Pivot Point Fundamentals: Cosmetology Client-Centered Design	Coursebook	2016	1	978-1-940593-43-2
Pivot Point Fundamentals: Cosmetology Sculpture	Coursebook	2016	1	978-1-940593-44-9
Pivot Point Fundamentals: Cosmetology Hair Design	Coursebook	2016	1	978-1-940593-45-6
Pivot Point Fundamentals: Cosmetology Long Hair Design	Coursebook	2016	1	978-1-940593-46-3
Pivot Point Fundamentals: Cosmetology Wigs & Hair Additions	Coursebook	2016	1	978-1-940593-47-0
Pivot Point Fundamentals: Cosmetology Color	Coursebook	2016	1	978-1-940593-48-7
Pivot Point Fundamentals: Cosmetology Perm & Relax	Coursebook	2016	1	978-1-940593-49-4
Pivot Point Fundamentals: Cosmetology Skin	Coursebook	2016	1	978-1-940593-50-0
Pivot Point Fundamentals: Cosmetology Nails	Coursebook	2016	1	978-1-940593-51-7
Pivot Point Fundamentals: Esthetics	Coursebook	2004	2	978-1-951862-26-8
Pivot Point Fundamentals: Esthetics	Studyguide	2004	2	978-1-951862-27-5
Pivot Point Fundamentals: Barbering	CB Set, SSG & LEP	2018	1	978-1-940593-97-5
Robert Jones' Makeup Masterclass	Coursebook	2018	1	978-1-59233-783-5
OPI Nails Workbook	workbook		1	

## Admissions Requirements and Procedures

The IIC seeks to fulfill students' dream of becoming a beauty professional. The IIC is a private open enrollment school. Admission is determined on a case-by-case basis. IIC reserves the right to change scheduled start dates and/or class schedule without prior notice. Schedules vary depending upon the program. All IIC programs are only taught in English. It is recommended that all students speak and read fluently in English or take a ESL outside course prior to enrollment.

## High School Diplomas/Transcripts

The Department of Education and our accreditation agency requires IIC to evaluate all high school diplomas or transcripts. All high school diplomas and/or transcripts are required to have a valid post-secondary school name and must not be in any fashion a "diploma mill", a date of graduation, and may need a signature from a principal or superintendent. If the Admissions department is given a high school diploma that might be questionable, the student may be asked to provide more information or may be denied acceptance to school. If the student has a high school diploma or transcript from a foreign country, it is the student's responsibility to have it translated and be evaluated as an equivalent to a U.S. high school diploma, if applicable.

## GED Programs

IIC accepts GED in lieu of a high school diploma. For Information in obtaining a GED please visit <https://portal.ct.gov/SDE/Adult-Ed/GED/Getting-a-GED-in-Connecticut> .

### Home School Information

Home schooled students must provide documentation to demonstrate compliance with one of the following requirements. 1) Obtain written documentation from the school district or state that shows that the student's secondary school education was in a home school that state law treats as a home or private school. 2) If the state the home schooled student was educated in issues a secondary school completion credential, the prospective student must provide this credential. In addition, if the state requires a parent to register their child with the local school district to be home schooled, a copy of the approval to home school must be provided. Additionally, a letter from local or state school district or a home school association, verifying completion of home schooling.

### Foreign Diplomas Information

All students who provide a foreign diploma or official transcripts for the purpose of enrollment will be required to have the document translated and certified. They must also provide verification that the document is equivalent to a U.S. high school diploma. The following websites can assist in that process:

- [www.naces.org/members.htm](http://www.naces.org/members.htm) (this website provides a list of companies that will translate)
- [www.wes.org/application/faq.asp](http://www.wes.org/application/faq.asp)
- [www.spantran.com/students-and-graduates](http://www.spantran.com/students-and-graduates)
- [www.themarketinganalysts.com](http://www.themarketinganalysts.com)

### ACE Grants

At times IIC offers Ace Grant Scholarships for specific start dates and set deadlines that are listed in the Ace Grant Application and Guidelines packet, provided to students in their admissions tour folder. Please note that these will only be provided in the tour folder if it is applicable for the next start date at that point in time. The Ace Grant is an internal scholarship that reduces the tuition cost for the student. The dollar amount of the ace grant varies from class start to class start, so information on the amount of the Ace Grant would be listed in the Ace Grant guidelines form, located in the tour folder. If students complete the items required for the Ace Grant listed on the guidelines form, they will be granted the scholarship. Additionally, at times IIC may offer an Ace Grant to the next start date if the prior class is full.

### Process for New Students only (accredited programs only)

To be considered for admission as a regular student to any program, a prospective student must complete the following requirements, please note IIC does not accept Ability to Benefit (ATB) students:

- Be above the age of 17 at enrollment date.
- Complete a School visitation and a personal interview with an Admissions Representative. (May be completed virtually and not required for nail and eyelash technician programs).

- Complete a Student Application (nail and eyelash technician programs have an “enrollment form” that is completed online).
- Pay a non-refundable application fee of \$50 (unless waiver from school).
- Essay (not required for nail and eyelash technician programs).
- Pay a registration fee of \$150 (not required for nail and eyelash technician programs).
- Non-Private Pay students are required to make a \$500 down payment to cover part of equipment costs (for cosmetology and esthetics programs only).
- Private pay students are required to make a down payment to application/registration fees, books, tools, taxes, and part of the tuition of \$3900 (Cosmetology students) \$2500 (Esthetics students). In form of cash, check or credit card.
- Title IV students are asked to submit all verification information shall it be needed within 2 weeks of verification notification or prior to start date (the lesser of the two).
- Complete and sign an Enrollment Agreement.
- Must be a High School Graduate, have obtained a General Educational Development (GED) certificate or meet IIC’s home school requirement.
- Submit a copy of the High School diploma/Official Transcripts or equivalent, GED certificate, or home school certification.
- Submit a copy of all of the following: Proof of date of birth (driver’s license or birth certificate) and verification of social security number (can be done with a FAFSA or student showing the Social Security card to the admissions department, a copy of the social security card will not be kept for security purposes).

### Re-Enrollment

All students requesting to be considered for re-enrollment must follow the policies and procedures listed below:

1. To be considered for re-enrollment student must follow all guidelines depicted in the re-enrollment application packet (Form IIC\_552), which includes submitting the application request along with an essay, and a check for \$50.00. Approval for re-enrollment is determined by IIC’s Appeal Committee.
2. Upon approval for re-enrollment by IIC’s Appeal Committee the student wishing to re-enroll must fulfill the financial responsibility of the prior enrollment based on the withdrawal and settlement policy.
3. If a student re-enrolls prior to 180 calendar days from their last day attended (LDA), they must pay any overtime charges that have accumulated up until their LDA (if applicable), prior to commencing classes. This is calculated by subtracting the student’s makeup hours by the absent hours and comparing it to the 15% extra time given to students in the enrollment agreement. Note that Title IV does not cover overtime charges. When payment is made on the overtime, the student will complete an enrollment agreement with a new start/end date and will be given a new 15% overtime buffer.

If a student re-enrolls after 180 calendar days from their LDA, the student will be treated as a transfer student and will be charged the current hourly tuition rate for the hours needed to graduate.

4. The student must submit a \$150.00 re-registration fee.
5. An appointment must be made with the DOE and/or School Dean to evaluate if credit will be given for student's previous test scores and practical assignments.
6. An appointment must also be made to make acceptable payment arrangements.

All of the above must be completed and is to be submitted to the School Dean for approval. The re-admittance process may take approximately 2 to 4 weeks; student will be notified by mail. Re-admittance will only be accepted when space is available. New students are granted priority.

### Transfer Policy

IIC does not recruit students who are currently enrolled in another School. Transfers are only accepted for the Cosmetology Program, Barber Program and individuals who attended IIC's 300-hour Esthetics program prior to the CT law change for Esthetics. Transfer students are not allowed for refresher, nail, eyelash or makeup programs. All students seeking a transfer into IIC come at their own will and want to join IIC. A person transferring to the IIC must meet the following Transfer Admission Requirements:

- Be above the age of 17 at enrollment date.
- Complete a School visitation and a personal interview with an Admissions Representative. (May be completed virtually).
- Complete a Student Enrollment Application.
- Pay an application fee of \$50.
- Essay.
- Pay a registration fee of \$150.
- Non Private Pay students are required to make a \$500 down payment to cover part of equipment costs.
- Title IV students are asked to submit all verification information shall it be needed within 2 weeks of verification notification or prior to start date (the lesser of the two).
- Complete and sign an Enrollment Agreement.
- Must be a High School Graduate, have obtained a General Educational Development (GED) certificate or meet IIC's home school requirement.
- Submit a copy of the High School diploma/Official Transcripts or equivalent, GED certificate, or home school certification.
- Submit Transcript and Affidavit of Hours for prior education.
- Submit a copy of all of the following: Proof of date of birth (driver's license or birth certificate) and verification of social security number (can be done with a FAFSA or



student showing the Social Security card to the admissions department, a copy of the social security card will not be kept for security purposes).

- Prior school tools must be reviewed by IIC and additional tool kit and educational materials may be required.

IIC reserves the right to deny or accept all, part, or none of the hours credited at another institution based on personal interview, practical evaluations and/or theory evaluation. IIC cannot guarantee transferability of clock hours without an Affidavit of Hours from prior school. An educator will evaluate the prospective transfer student. Evaluation will include but is not limited to the applicant's comprehension, ability, and speed. If accepted, the transfer student will then be placed into the level of learning deemed necessary to maintain satisfactory progress. Credit will be given for clock hours earned from other institutions in accordance with the results of the evaluation. Assessments will be used to evaluate the student's knowledge of material. There is a 750-hour minimum requirement to attend IIC for cosmetology, 500-hour minimum requirement for Barbering and a 300-hour minimum requirement to attend IIC for Esthetics students. The hourly credit applied for all transferred hours is at current hourly rate. Transfer students are subject to all standards and policies in effect at IIC. There is a \$75.00 fee each time a student transfers to a different IIC campus.

For those students transferring out of IIC, IIC does not guarantee that hours completed will transfer into another school. Transfer policy is subject to change.

### **Satisfactory Academic Progress (SAP) Policy**

The following SAP policy applies to all Title IV and Non-Title IV students. In order to be considered to be in SAP all students regardless of their program and/or attendance schedule must meet IIC's policy regarding academics and attendance at the time of official progress evaluations. Unofficial reviews of progress are not used when determining the student's official satisfactory progress but will be used to advise the student toward meeting the standard by the time of official review. Various components of the satisfactory progress policy may differ by program type and/or as identified in this policy, however it is applied consistently to all the students enrolled in a specific program for both part-time and full-time students. The SAP policy is issued to students prior to enrollment via the student catalog and confirmed by the student on the "pre-enrollment receipt".

The IIC Cosmetology's minimum satisfactory progress standards for official determination are:

- 75% cumulative theory and practical.
- 75% cumulative rate of attendance that will allow the student to complete the program within the maximum time frame.

## Grade Scale

The IIC's grading scale is based on percentages. 75% to 100% is considered to be satisfactory (passing)

Grading Scale (Theory and Practical)	
75-100%	Satisfactory
0-74%	Unsatisfactory; Retake

## Practical Grading:

Practical assignments are graded with rubrics. These rubrics have a "yes" and "no". Students will be graded on the various steps needed to complete a certain practical. All "yes" will be totaled and then divided by the total number of rubric questions to get a grade. This grade is then factored into the grade for the practical section. Practical grades not turned in by the due date may result in a "0" grade for that practical.

## SAP Academic Requirements

The qualitative measure for satisfactory progress is determined by achievement in theory and in practical work. All students must maintain a minimum cumulative grade average of 75% of combined theory and in practical for each evaluation period.

## Impact of Exam Re-take or Practical Re-do on Satisfactory Progress

It is the student's responsibility to make up any examinations that were missed due to absence or failing grades. Failed exams/practicals may be re-taken/re-done within the same phase/segment of the Program. If re-taken/re-done the maximum score shall be recorded as a 75%. The re-take score shall be used when determining the cumulative average and thus the student's satisfactory progress status.

## Scheduled Examination Extensions

Under exceptional circumstances, students may seek permission from their educator to take scheduled examinations at an alternate time or date. This permission must be sought in writing at least one school day in advance of the scheduled examination.

## Course Incomplete, Repetitions and Non-Credit Remedial Courses

IIC does not offer course incomplete or non-credit remedial courses and therefore they have no impact on the institution's satisfactory progress policy.

## SAP Attendance Requirements

All students are required to attend regularly. Failure to do so may result in failure to meet satisfactory standards and/or termination. The student must maintain a minimum cumulative

attendance average of 75% during each official evaluation period in order to be considered to be meeting the satisfactory progress standard.

Attendance will be monitored at least monthly in order to determine unofficial withdrawals and in order to provide advising to students who may be progressing below the standards set forth by the school.

All absences other than those covered by an approved leave of absence or official closure/holiday periods shall be recorded as such and shall be used in the determination of the student's cumulative attendance average and satisfactory progress status.

According to state requirements, students are required to complete all hours as mandated for the program or as required by the school whichever is greater. *There are no official excused absences.* Therefore, students who are absent must make up the hours missed.

### Maximum Time frame Determination

IIC requires students to progress through their program toward graduation within a set and standard time frame. Based upon the school's requirement for 75% attendance, the maximum time frame during which students are to complete any program is 133% of the published program length. This quantitative measure of progress will be reviewed at 450, 900 and 1200-hour checkpoints for Cosmetology and 300-hour checkpoint for Esthetics. If at any time it is determined that a student is unable to complete the program within the maximum established time frame, the student will be deemed to be in unsatisfactory progress and therefore will be terminated from the program.

#### Maximum time frames for each program are

Cosmetology 1500 hours: 1995 scheduled hours

Barber 1000 hours: 1333 scheduled hours

Esthetics 600 hours: 800 scheduled hours

Cosmetology Refresher 245 hours: 326.67 scheduled hours

Cosmetology Refresher 135 hours: 180 scheduled hours

Nail Technician 100 hours: 133 scheduled hours

Eyelash Technician 50 hours: 66.5 scheduled hours

Any student who falls below 75% attendance is advised that they may be in jeopardy of not completing within maximum time frame. A student in this situation must increase the cumulative attendance average immediately. Failure to increase the attendance rate by the next evaluation period (as applicable) may result in termination from the program. Please note students receiving Veterans benefits will be terminated from the program at this point and may appeal in accordance with IIC's appeal policy after the termination has been processed. Per accreditation and Department of Education requirements; if a student at an Official SAP evaluation is deemed not

able to complete the program within the published max time frames, that student will be terminated and may apply for re-enrollment as a cash pay student.

#### LOA impact on maximum time frame:

If a student takes an approved leave of absence, the expected graduation (contract period) date will be adjusted for the number of actual days taken on leave. The maximum time frame is therefore adjusted accordingly.

#### Official Evaluation Periods

Satisfactory Progress is officially determined according to evaluation periods for each program. All evaluations will be completed within seven (7) school business days following the established evaluation period. The student will receive a written notice of the official SAP determination including a description of actions required should the student be deemed to be below IIC SAP standards. A student that is below the SAP standards at the time of official review will also be expected to meet with a student advisor to discuss the actions they should take in order to achieve a satisfactory standing by the next official evaluation period. IIC uses a 900 hour and 30 week academic year for all programs.

Official Evaluation periods are based on actual hours completed and completed as follows:

- Cosmetology 1500 hours: 450 hrs and 15 weeks, 900 hrs and 30 weeks and 1200 hrs and 40 weeks
- Barber 1000 hours: 450 hrs and 15 weeks, 900 hrs and 30 weeks and 950 hrs and 32 weeks
- Esthetics 600 hours: 300 hours and 10 weeks
- Cosmetology Refresher 245 hours: 122.50 hours and 4 weeks
- Cosmetology Refresher 135 hours: 67.50 hours and 2 weeks
- Nail Technician 100 hours: 50 hours and 2 weeks
- Eyelash Technician 50 hours: 25 hours and 1 week

Transfer student evaluation periods are based on the total number of hours for which the transfer student is contracted. A transfer student will have at least one official evaluation prior to the midpoint of the contract length or at the time of evaluation periods described above, whichever is earlier.

#### Determination of SAP Status

If a student is meeting or exceeding the minimum requirements in academics and attendance at the time of official evaluation, they shall be considered to be in SAP until the next scheduled official evaluation. If the student is below the minimum standards at the time of official evaluation, they will be placed on SAP warning. If during the next evaluation the student continues to be below the progress standards, suspension of financial aid will occur and may be subject to termination.

## SAP Warning

Students who do not meet the minimum satisfactory progress standards, during an official evaluation period will be placed on SAP Warning. During a SAP warning period a student may continue to receive Title IV aid for one payment period. Warnings are only for one payment period. If at the time of the next official evaluation period the student is at or above the progress standards, they will be considered in satisfactory progress until the next official evaluation period.

## SAP Appeal and Probation

Students who do not meet SAP by the end of the SAP warning period may petition IIC for reconsideration of eligibility for Title IV aid via an appeal process. Some examples of reasons for such a request may include, but are not limited to:

1. Serious illness for which the student remained enrolled at the school and did poorly in the attendance/school work.
2. Death or serious illness or injury to an immediate family member.
3. An injury to the student that prevented the student from attending classes and completing academic requirements.

Appeals will be considered on a case-by-case basis. Guidelines are as follows:

- All official appeals are to be made in writing and given to the DOE within fifteen (15) calendar days from the date of adverse action.
- The Appeal must include why the student failed to make SAP and what has changed that will allow the student to make SAP at the next evaluation.
- Any appeal filed greater than 15 calendar days from the date of adverse action is not required to be reviewed by IIC.
- Student should specify the outcome they is seeking. Student must attach all documentation necessary to reach a decision.
- All appeals will be reviewed by a committee within 30 days of receipt.
- All outcomes will be given to the student in writing within 15 days of committee decision and a copy will be kept in the student's permanent file. All committee decisions are final.

The appeal and all required forms should be submitted at the beginning of the probation period. If the appeal is approved by IIC then the school may reinstate Title IV aid for the student. For a SAP Appeal to be considered for approval the school will evaluate that the student can reach SAP standards by a specific point in time within maximum time frame. If the student is able, and all other guidelines are followed, and the appeal is approved, the student will be placed on SAP Probation. In SAP Probation, the institution will develop an academic plan for the student that, if followed, will ensure that the student is able to meet SAP by a specific point within the maximum time frame. IIC may impose conditions for the student to continue receiving aid and may only receive aid for one payment period. At that point the student needs to be reaching SAP to continue receiving Title IV funds or have an academic plan that will ensure that the student will

be able to meet SAP by a specific point. The appeal results will be documented in the students file by a note submitted by the Financial Aid department.

### SAP Financial Aid Suspension

Students who are unsuccessful in the SAP appeal or who chose not to appeal will not be eligible for TITLE IV funds. After financial aid is suspended, a student is considered to be out of satisfactory progress until the next official evaluation period or until they have successfully appealed the SAP determination. IIC will notify students of ineligibility on the day the SAP evaluation is signed by the student. Students may also be subject to termination from the program at the discretion of school administration.

### Re-establishment of Status

A student who has been placed on probation or suspension will have the status restored to satisfactory if they have attained the required attendance and academic requirements at the time of the next official evaluation period or if they successfully appeal the satisfactory progress determination.

Once the student is evaluated officially and is determined to be meeting the progress standards in both attendance and academics, the student shall be deemed to be making satisfactory progress.

### SAP Issues Related to Transfers and Program Transfers

The school counts accepted transfer hours as both attempted and actual hours for the purpose of determining when the allowable maximum time-frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution. In other words, a transfer student is treated as if they are a new student with 100% attendance with regard to SAP. The number of hours the student transfers is also the amount of hours a student was scheduled to complete. Upon acceptance the student is deemed to be in SAP until the first available evaluation period, which is based on the current enrollment only. All transfer students regardless of the amount of transferred hours are required to maintain satisfactory progress in order to successfully move toward graduation. Such maximum time frame shall be based on 133% of the transfer student's contracted hours. SAP reviews shall take place at least once by midpoint of the transfer student's contracted hours.

### SAP Issues Related to Leave of Absence

A student, who returns from LOA into the same program within 180 days, will return to the program in the SAP status in which they left until the next evaluation period. A student who left during an initial evaluation period (who did not yet have an evaluation) shall be deemed to be in satisfactory progress until an official evaluation period; treated similar to a student who was on an official leave of absence.

## Re-Admittance

Re-enrollment evaluation periods are determined by the amount of time since the last verifiable date attended. Students re-entering the School will re-enter in the same progress status as when they left regardless of the amount of time that lapsed.

## Monthly Review (Unofficial Reviews)

Each student's attendance and academic progress will be monitored monthly. Students who are deemed to be below the school's cumulative standards at the time of the unofficial review will be advised of their progress and notified of measures they should take to improve their situation by the time of the next monthly review and in order to assure that their progress comes within standards by their official satisfactory progress evaluation.

Progress reports are issued monthly and available upon request to be used for informational purposes. These progress reports will contain information regarding the student's progress to date on attendance and on academics.

Note: Failure to meet attendance standards may also result in additional charges (over-exit fees) for periods beyond the enrollment agreement terms.

## Graduation Requirements, State Board Exams, and Licensure

Graduation ceremonies for all programs are held once a year, usually in the fall. Graduates will be notified of the date and time of their graduation ceremony. For this reason, it is important that all graduates keep the School notified of any address changes.

### Cosmetology Graduation Requirements

All courses where applicable

To receive a diploma from IIC, student must:

1. Complete all of the 1500 clock hours [required by the state of CT].
2. Grade average of at least 75%.
3. Complete all unit and course work requirements.
4. Complete final mock state board exam.
5. Pay tuition and other costs in full as stipulated in the contract.

### Barber Graduation Requirements

1. Complete all of the 1000 clock hours [required by the state of CT].
2. Grade average of at least 75%.
3. Complete all unit and course work requirements.
4. Complete final mock state board exam.
5. Pay tuition and other costs in full as stipulated in the contract.

### Esthetics Graduation Requirements

1. Complete all of the 600 clock hours [required by the state of CT].

2. Grade average of at least 75%.
3. Complete all unit and course work requirements.
4. Complete final exam.
5. Pay tuition and other costs in full as stipulated in the contract.

### Nail Technician Graduation Requirements

1. Complete all of the 100 clock hours [required by the state of CT].
2. Grade average of at least 75%.
3. Complete all unit and course work requirements.
4. Pay tuition and other costs in full as stipulated in the contract.

### Eyelash Technician Graduation Requirements

1. Complete all of the 50 clock hours [required by the state of CT].
2. Grade average of at least 75%.
3. Complete all unit and course work requirements.
4. Pay tuition and other costs in full as stipulated in the contract.

### IIC Requirements for the State Board Exam

The CT Department of Public Health requires that all Hairdressers/Cosmetologists and Barbers take the state board exam. The following requirements apply:

1. Proof of education.
2. An application must be completed at the following website:  
[https://www.smttest.com/candidatemanagementsystem/cplogin.aspx?cms\\_cid=61](https://www.smttest.com/candidatemanagementsystem/cplogin.aspx?cms_cid=61)
3. The cost of the application is \$65.00 (not included in tuition). Any questions regarding the application should be directed to [SMT-OperationsTeam@prometric.com](mailto:SMT-OperationsTeam@prometric.com)

### Requirements for Licensing

1. An application(s) must be filled out online and a fee of \$100 for each license Hairdresser/Cosmetician; Barber; Nail Technician; Eyelash Technician; and Esthetician (not included in tuition) for licensing. Online application can be found at <https://www.elicense.ct.gov/>
2. Graduate from respective Cosmetology, Barber, Esthetics, Nail or Eyelash program
3. Pass State Board Licensing Exam (for Cosmetology and Barber programs)
4. Any questions about licensing should be directed to the following:  
Connecticut Department of Public Health

Examining Board for Barbers, Hairdressers and Cosmeticians  
410 Capitol Avenue MS#13PHO  
Hartford, CT 06134  
Phone: (860) 509-7603, menu option 6  
[www.ct.gov/dph/cwp/view.asp?a=3143&q=388878](http://www.ct.gov/dph/cwp/view.asp?a=3143&q=388878)



IIC is not responsible for students denied licensure by the State of CT. The state may refuse to grant a license if a student has been convicted of a crime, committed an act of fraud or any act that would be grounds for the Department of Public Health to deny licensure. CT requires a license in order to practice Cosmetology/Hairdressing, Barbering, Nail Technician, Eyelash Technician or Esthetics. IIC does not guarantee licensure in other states. Licensure and reciprocity information may be obtained by contacting the School Dean.

Note: There has not yet been established a CT state board exam for the Esthetics, Nail Technician or Eyelash Technician programs as of the printing of this catalog. International students may not qualify for licensure and are advised to seek guidance from the State prior to entry.

### Failure of the State Board Examination

Students who fail the state board exam on their first attempt may return to IIC at no charge and retake our mock state board exams at regularly scheduled times. The student must furnish all needed supplies.

Students failing the State Board Exam two (2) times may return for a minimum of 30 additional clock hours of State Board training at the current hourly rate. Arrangements must be made with the DOE to take these additional clock hours.

### Financial Aid Information

At IIC, we try to keep our costs as low as possible without jeopardizing the quality of education and we offer many different payment methods for our students and families.

- Interest-free payment plans for up to 12 months for Cosmetology Students.
- Interest-free payment plans for up to 7 months for Esthetics Students.
- Students and parents may use private loans to finance school. We do caution students that these private loans are usually variable interest rate loans and are based on credit approval. Check personal loan options with your local bank and/or credit union.
- Our most popular option is Financial Aid for those who qualify. More information on this is below. (Only available to 1500-hour Cosmetology and 600-hour Esthetics students).

### **IIC is approved to participate in the following Title IV programs:**

**Federal Pell Grant** - (Need Based) This is gift aid that does not require the student to pay it back.

**Subsidized Direct Loan** - (Need Based) This loan requires repayment. In this loan, the US Department of Education will subsidize or pay the interest that accrues while you are in school, and during your grace period. Note that any subsidized loan that is disbursed after July 1, 2012 will not have the interest paid by the US Department of Education during your 6-month grace period. Check with the Financial Aid department for the current rate.

**Unsubsidized Direct Loan** - This loan requires repayment. In this loan, the student is responsible for paying all interest accrued from the date of 1<sup>st</sup> disbursement. The student may pay the interest while in school and/or deferment. Check with the Financial Aid department for the current rate.

**Parent Plus Loan** - This loan requires repayment that a parent of a dependent student may take out to cover any costs related to the program up to the Cost of Attendance (COA). A credit check is required. In this loan, the parent is responsible for paying all interest accrued from the date of 1<sup>st</sup> disbursement. The parent may pay the interest while the student is in school and/or deferment. Check with the Financial Aid department for the current rate.

Check the financial aid office for the current rate.

All awards are based on eligibility determined by filing a Free Application for Federal Student Aid (FAFSA). To complete the application you can go to [www.fafsa.gov](http://www.fafsa.gov). All students must be enrolled prior to any aid being disbursed. The school code is **041524**.

Upon registration to the program, IIC will present students with an award package and the financial aid officer will help the student complete an entrance counseling and master promissory note for the loans. If the student is requesting any loan funds, they must complete the entrance counseling and master promissory note, failure to do so will prohibit the student from receiving funds. The entrance counseling and master promissory note may be completed at [www.studentloans.gov](http://www.studentloans.gov). Entrance counseling is extremely important because it also discusses the consequences of a failure to make payments on your student loans (default). Default will damage your credit report, prevent you from taking out further Title IV aid, wage garnishment, legal action, etc.

Students who receive Title IV funds will have the following rights:

1. The right to review your financial aid files.
2. The right to accept or deny your financial aid package.
3. The right to request information on how financial need was determined.
4. The right to an explanation of financial aid package.
5. The right to know the school withdrawal and settlement policy.
6. The right to know the school's SAP policy (student must maintain SAP to continue eligibility of Title IV funds). For more information on IIC's Satisfactory Academic Progress Policy, please see the student Catalog.

Financial Aid will be disbursed in four (4) different payment periods for Cosmetology students; 1-450 hours, 451-900 hours, 901-1200 hours, and 1201-1500 hours.

Financial Aid will be disbursed in two (2) different payment periods for Esthetics students; 1-300 hours and 301-600 hours.

All information regarding Direct Loans and Pell Grants will be submitted to the National Student Loan Data System (NSLDS) and will be accessible to authorized users of Lenders, Guaranty

agencies, Third Party Servicers, and other Colleges or Institutions. All students will experience a delay of Direct Loan disbursement for 30 days after the students start date.

If a student previously received Title IV loans, a deferment option may be available while enrolled at IIC. Please call your current servicer or the financial aid office for more information.

Upon graduation or withdrawing from IIC, a student that has received Title IV loans must complete an exit counseling with a financial aid officer per federal requirements. Exit counseling is required by the Department of Education. This is completed at [www.studentloans.gov](http://www.studentloans.gov).

Any student receiving Pell can opt out of the way the school provides for the student to purchase books and supplies by the 7<sup>th</sup> day of class. For more information and for transfer policy, please refer to the Student Catalog.

Our cost of attendance (COA) is developed by a handing out surveys to as many currently enrolled students as are available, upon completion of the surveys they are sent to Financial Aid Services to comprise an average cost. Please note that the Tuition portion may vary due to scholarships or previously locked tuition costs. IIC also accepts Veterans benefits.

**Cosmetology 1500 hours** (30 hours a week program)

The COA is as follows for awards after 07/01/2022 with on-time completion being 59 weeks:

ACADEMIC YEAR ONE (7 Months) 0-900 hours:

Living with Parent/ 0 Dependents		All Others	
Tuition, Fees, Books & Supplies & Tax	\$14,043.97	Tuition, Fees, Books & Supplies, and Tax	\$14,043.97
Estimated Loan Fees	56.00	Estimated Loan Fees	98.00
Room and Board	2,424.73	Room and Board	10,236.59
Personal	1,249.01	Personal	1,742.72
Transportation	1,732.36	Transportation	2,036.37

ACADEMIC YEAR TWO (5 Months) 901-1500 hours:

Living with Parent/ 0 Dependents		All Others	
Tuition, Fees, Books & Supplies, and Tax	\$9,362.64	Tuition, Fees, Books & Supplies, and Tax	\$9,362.64

Estimated Loan Fees	44.00	Estimated Loan Fees	72.00
Room and Board	1,731.95	Room and Board	7,311.85
Personal	892.15	Personal	1,244.80
Transportation	1,237.40	Transportation	1,454.55

**Esthetics 600 hours** (18 hours a week program)

The COA is as follows for awards with on-time completion being 38 weeks:

ACADEMIC YEAR ONE (8 Months) 0-600 hours:

Living with Parent/ 0 Dependents		All Others	
Tuition, Fees, Books & Supplies, and Tax	\$9,430.84	Tuition, Fees, Books & Supplies, and Tax	\$9,430.84
Estimated Loan Fees	38.00	Estimated Loan Fees	66.00
Room and Board	2,771.12	Room and Board	11,698.96
Personal	1,427.44	Personal	1,991.68
Transportation	1,979.84	Transportation	2,327.28

An IIC Financial Aid officer is available Monday-Friday during regular business hours to answer any financial aid questions. Staff can be reached by phone at (860) 571-0330 ext 118 or 158.

# Student Body Diversity

FALL 2021

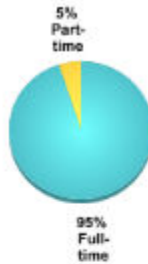
TOTAL ENROLLMENT (ALL UNDERGRADUATE)

185

Undergraduate transfer-in enrollment

0

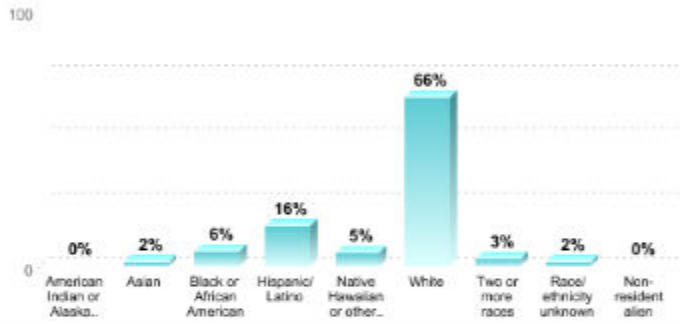
## ATTENDANCE STATUS



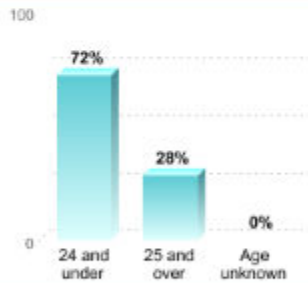
## STUDENT GENDER



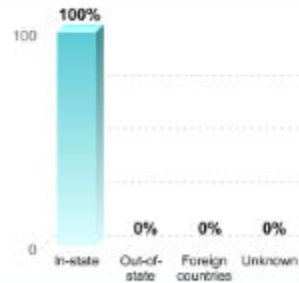
## STUDENT RACE/ETHNICITY



## UNDERGRADUATE STUDENT AGE

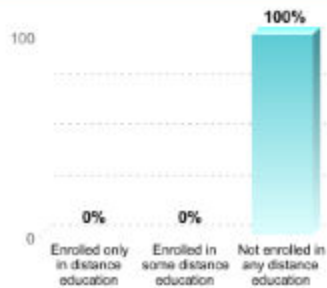


## UNDERGRADUATE STUDENT RESIDENCE



- Residence data are reported for first-time degree/certificate-seeking undergraduates, Fall 2020.

## UNDERGRADUATE DISTANCE EDUCATION STATUS



UNDERGRADUATE STUDENT FINANCIAL AID, 2020-2021

Full-time Beginning Undergraduate Students

- Beginning students are those who are entering postsecondary education for the first time.

TYPE OF AID	NUMBER RECEIVING AID	PERCENT RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Any student financial aid <sup>1</sup>	54	98%	—	—
Grant or scholarship aid	53	96%	\$291,477	\$5,500
Federal grants	53	96%	\$291,477	\$5,500
Pell grants	38	69%	\$230,871	\$6,076
Other federal grants	44	80%	\$60,606	\$1,377
State/local government grant or scholarships	0	0%	\$0	—
Institutional grants or scholarships	0	0%	\$0	—
Student loan aid	47	85%	\$402,300	\$8,560
Federal student loans	47	85%	\$402,300	\$8,560
Other student loans	0	0%	\$0	—

- <sup>1</sup> Includes students receiving Federal work study aid and aid from other sources not listed above.

All Undergraduate Students

TYPE OF AID	NUMBER RECEIVING AID	TOTAL AMOUNT OF AID RECEIVED	AVERAGE AMOUNT OF AID RECEIVED
Grant or scholarship aid <sup>1</sup>	150	\$725,073	\$4,834
Pell grants	110	\$581,665	\$5,288
Federal student loans	146	\$1,079,440	\$7,393

- <sup>1</sup> Grant or scholarship aid includes aid received, from the federal government, state or local government, the institution, and other sources known by the institution.
- For more information on Student Financial Assistance Programs or to apply for financial aid via the web, visit [Federal Student Aid](#).

Financial Aid Code of Conduct

January 2022

The Higher Education Opportunity Act (HEOA) requires educational institutions to develop and comply with a code of conduct that prohibits conflicts of interest for financial aid personnel. Any school employee or owner that has duties related to student loans must comply with the code of conduct and must refrain from taking any action they believe is contrary to any applicable laws or regulations, or is not in the best interest of the student(s). The employee or owner must disclose any conflict included in this policy. All officers, employees, agents, consultants and representatives of the IIC with any involvement in the Federal Financial Aid process must read, understand, and adhere to the principles and standards outlined in this policy. Adhering to these practices will help ensure that all actions pertaining to financial aid are consistent with this code of conduct.

The IIC, nor its owners and employees, are in any revenue sharing arrangements with any lender.

No owner or employee of the IIC who is employed in the financial aid office or who otherwise has responsibilities, with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term “gift” means any gratuity, favor, entertainment, hospitality, loan, or other item having a monetary value. Additionally, they shall not accept from any lender or affiliate of any lender any fee, payment, or any other benefit or advantage, be it financial or non-monetary, as compensation for any type of consulting arrangement or other, contract to provide services to a lender or on behalf of a lender relating to education loans.

The IIC shall not use funds received under Federal Financial Aid programs to hire a registered lobbyist or pay any person or entity in order to secure any legislation, nor will IIC use such funds to pay any person for influencing in connection with the awarding of any federal contract, making any federal grant or loan, entering into any federal cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement.

Any IIC employee who is employed in the financial aid office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors.

In addition, all directors, employees, agents, consultants, and representatives of IIC involved in Federal Financial Aid shall: refrain from taking any action for the personal benefit, refrain from taking actions they believe is contrary to law, regulation, or the best interest of the students and parents they serves, and ensure that the information they provides is accurate, unbiased, and does not reflect any preference arising from actual or potential gain.

### Private Lending

Students may use Sallie Mae Smart Option Student loans or any other private loan at their sole discretion.

### Verification of FAFSA elements for Title IV

IIC has policies and procedures in place that it follows for verification of Title IV funding. The school will notify the student/prospective student of the verification requirement and will have the student submit documentation and a verification worksheet. These documents must be submitted in a timely manner for the student to continue to receive federal funding. For more information please contact the Financial Aid Department.

### Provisions for Books and Supplies

In order to succeed in a program, a Pell Grant student must have the ability to purchase books and supplies at the beginning of the academic period. By the seventh day of a payment period, the school will provide a way for a student who is eligible for a Pell Grant to obtain or purchase the books and supplies required for the payment period if; ten days before the beginning of the payment period, the school could have disbursed FSA funds to the student, and disbursement of those funds would have created a FSA credit balance. The school will consider all the FSA funds a student is eligible to receive at the time it makes the determination, but the school does not need to consider aid from non-FSA sources. The amount the school must provide is the lesser of the credit balance or the amount determined by the school that the student needs to obtain the books and supplies. A student may decline to participate in this process to purchase the books and supplies.

### Consumer Information

IIC is required to make certain consumer information available to any enrolled or prospective student who requests the information. The Financial Aid department attempts to meet the requirements below.

IIC is approved for and participates in the following programs to try to offset costs of attending school for students that qualify for Financial Aid:

- Federal Pell Grants
- Subsidized Federal Direct Loans
- Unsubsidized Federal Direct Loans
- Parent PLUS Federal Direct Loans

Financial Aid is any tool that reduces out of pocket expenses that the students or parents must pay to obtain post-secondary education. Financial aid includes grants and need/non-need based loans. Need based financial aid is available to families that demonstrate a financial need based on the following formula:

Cost of attendance (COA) – Expected Family Contribution (EFC) = Financial Need

Non-Need based is the difference between the cost of education and financial need. At times the Federal Student Aid may not cover all the costs of attendance. To qualify for Financial Aid you must be an eligible citizen or permanent non-citizen and not be in default, owe overpayments, and as a male student must be registered for Selective Service.



## Time Clock Procedures

### To Clock In/Out

1. Type in your badge ID that will be listed above the time clock. Press the “V” or “F8”. Then and select “F2” (for in) or “F6” (for out). Place your finger on the reader. You will hear a single beep, indicating that your request registered.
2. The small screen will display “Clocked in” and confirm your punch in/out.

### Clock in Times

*Students should ensure to use correct punch in/out times based on their schedules.*

1. Students are to punch in at start of their schedule. Begin accruing hours at schedule time.
2. Students may receive makeup hours by clocking in prior to their schedule time or staying after their scheduled time, during approved time. To receive makeup hours the student needs to sign in with the educator.
3. Students cannot collect any hours if they do not punch in by their prescribed clock-in deadline. If a student misses clock in or out they must fill out the missed punch sheet with the school director

### Clock out Times

1. For all students, the earliest allowed clock out is 5 minutes before your scheduled checkout time. By signing the sign out sheet at the beginning of the day students may be allowed to clock out early.
2. Students must clock out for lunch breaks and whenever leaving School premises.
3. Students may not earn hours beyond their scheduled dismissal time, unless they have signed up for make-up hours. Please refer to IIC’s make-up hour policy located in this catalog for more information.

### Clocking Hours

All students in clock hour programs scheduled for 6 ½ or more hours per day must clock four times per day: in for the day, out for lunch (dinner), in from lunch (dinner), and out for the day.

All students in programs scheduled for six or less hours per day must clock twice per day: in for the day and out for the day.

**NOTE:** All students are required to follow these rules, or they face not receiving clock hours for the day. In addition, the following rules apply to all IIC students:

1. Students who do not clock in properly/clock out properly may not receive those hours that are not properly documented. Missed punch sheet available in Educators office and requires educator initials.

2. Student misuse or abuse of the clocks, or any other computer equipment may result in a suspension and possible termination from School.

Students must be in full uniform and ready for school when clocking in for the day and clocking out for the day.

A student who feels there is a discrepancy in their clock hours should make an appointment with the School Dean to review those clock hours no later than 30 days after the clock hours are posted.

### Tardies

Students are allowed to punch in up to 15 minutes after their scheduled start time and may be considered late/tardy. Any student showing up after those 15 minutes may not be allowed to clock in for the day.

### Early Dismissals

1. If student needs to leave earlier than their scheduled time, inform an educator.
2. Sign out on the roster.
3. Clock out.

### Sign-in Policy

Each student must punch in and out on the time clock to receive hours for the day. If a student does not do so, they must sign in on the missed punch list to receive appropriate credit for hours attended.

### Outside Educational Opportunities

The International Institute of Cosmetology encourages its students to participate in outside educational events, although no hours will be given for outside educational opportunities. Events may include competitions, advanced training, hair shows and many more. IIC at times may select certain events to attend as a field trip. Any costs associated with these events are the responsibility of the participant and IIC is not responsible for cancellations of any event.

### Statement of Non-Association

At times, flyers or other announcements may appear in the School for opportunities for students to participate. The appearance of these flyers or announcements does not in any way imply that IIC promotes or condones the event or class. IIC shall not be responsible for the content or activities related to the said events.

## Tools and Equipment

### Stations

Students are not allowed to place pictures, frames, or anything other than required tools on station or mirror. The stations are available on a first come first serve basis; the stations are designed to accommodate two persons per station. Priority is given to students attending to clients.

### Tool Kits

The purchase of an authorized School tool kit is required. The tool kits include all tools necessary for the program. Each program of study has their own tool kit, with appropriate tools in them. When taken care of properly, many tools can be transitioned with the graduate as they progress into a future in the industry. Tools and books are non-refundable once issued.

### Storage Policy

Tool bags should be stored away in under counter cabinets and/or in students' lockers. The bags are not to be on top of student clinic floor counters. Repeated failure to properly store bags may result in disciplinary action.

**NOTE:** Students are to take all of their belongings including kits and tools home with them at the end of their day, and must bring them to School at the start of their day. **The IIC is in no way responsible for any student's belongings left at School.** The kits and lockers come equipped with locks and students should implement them whenever the kit is unattended.

## IIC Administration

### Owners

The owners of the International Institute of Cosmetology (both campuses).

- Owner and Director, Carmine Gugliotti
- Owner and Dean of Students, Martin Gugliotti
- Owner and Artistic Director, Leonardo Gugliotti

### Administrative Staff

- CEO/Director, Carmelo Gugliotti
- Assistant Director, Cristina Gugliotti
- Dean of Students, Martin Gugliotti
- Artistic Director, Leonardo Gugliotti
- CFO/Director of Financial Aid, Damian Gugliotti
- School Dean, Mark Anderson
- Director of Marketing Relations, Teena Gugliotti
- Director of Admissions, Laura Taylor

- Office Manager/Student Accounts, Olivia Hartel
- Financial Aid Officer, Emanuel Rivera

## Faculty

- Director of Education, Marie Bobair
- Assistant Director of Education (Plainville), Angela Urciuoli
- Hairdresser/Cosmetology Lead Educator, Kesha Griner
- Hairdresser/Cosmetology/Makeup Educator, Robert Blumenthal
- Hairdresser/Cosmetology Educator, Pamela Harrison
- Hairdresser/Cosmetology Educator, Eva Cormier
- Hairdresser/Cosmetology Educator, Amber Blackthorn
- Hairdresser/Cosmetology Educator, Chanice Haughton
- Hairdresser/Cosmetology Educator, Marissa Betancourt
- Hairdresser/Cosmetology Educator, Amber Pellegren
- Hairdresser/Cosmetology Educator, Gianna Aconfora
- Hairdresser/Cosmetology Educator, Kaity Silverman
- Hairdresser/Cosmetology Educator, Alexandra Delmonaco-Lough
- Hairdresser/Cosmetology Educator, Lauren Jacquemin
- Hairdresser/Cosmetology Educator, Karen Schwarzmann
- Hairdresser/Cosmetology Educator, LaCorrah Snider
- Hairdresser/Cosmetology Educator/Receptionist, Cassandra Plaza
- Barber Educator, Martin Gugliotti
- Barber Substitute Educator, Aleta Kerr
- Esthetics & Eyelash Educator, Jessica Gonzales
- Nail Substitute Educator, Jessica Gonzales
- Nail Educator, Firyuza Manapova

## Program Offerings:

### 1500 Clock Hour Cosmetology Program

SOC 39-5012.00, CIP 12.0401 (offered at both campuses). Students can expect to complete this program within 59 weeks for full time and 88 weeks for part time. Upon completion of program an IIC diploma will be issued, and then the State Board Examination is taken leading to licensure in the State of CT. Instructional methods include the use of web based learning platform called LAB as well as theory and practical instruction.

The objective of the Cosmetology program is to train students with all aspects of Cosmetology, so they receive the educational foundation needed to successfully pass the state licensing examination and become a successful professional. IIC uses Pivot Point's Salon Success program, which helps students prepare for their career. With a strong technical background along with people skills, graduates of IIC will have all the necessary tools to become successful professionals.

Content Area	Min Theory Hours	Min Clinical Hours
Sanitation & Hygiene	15	20
Anatomy & Physiology	15	0
Chemical Procedures	30	200
Business & Professional Relations	10	10
Hair Care & Treatment	20	200
Skin Care, Facials, Make-up	15	80
Manicuring	15	40
Hair Shaping, Styling & Shaving	75	750
State Laws for Barbers and Hairdressers and EEOC guidelines	5	0
<b>TOTALS</b>	<b>200</b>	<b>1300</b>

### 245 Clock Hour Cosmetology Refresher Program

SOC 25-1194.00, CIP12.0401 (offered at both campuses). Students can expect to complete this program between 1½-3 months depending on the schedule the student chooses. Upon completion of program an IIC diploma will be issued, and then the State Board Examination is taken leading to licensure in the State of Connecticut.

For applicants who have not actively practiced as a hairdresser for more than eight (8) years must successfully complete the State Board Examination and a refresher program of two hundred forty-five (245) hours of instruction as follows:

Content Area	Theory Hours	Clinical Hours
Sanitation & Hygiene	10	10
Chemical Procedures	30	80
Hair Care & Treatment	20	20
Hair Shaping & Styling	20	20
State Laws for Barbers and Hairdressers and EEOC guidelines	5	0
<b>TOTALS</b>	<b>85</b>	<b>160</b>

### 135 Clock Hour Cosmetology Refresher Program

SOC 25-1194.00, CIP 12.0401 (offered at both campuses). Students can expect to complete this program between 1- 2 months depending on the schedule the student chooses. Upon completion of program an IIC diploma will be issued, and then the State Board Examination is taken leading to licensure in the State of CT.

For applicants who have not actively practiced as a hairdresser for two (2) to eight (8) years must successfully complete either the State Board Examination or a refresher program of one hundred thirty-five (135) hours of instruction as follows:

Content Area	Theory Hours	Clinical Hours
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Sanitation & Hygiene	10	10
Chemical Procedures	15	40
Hair Care & Treatment	10	10
Hair Shaping & Styling	10	25
State Laws for Barbers and Hairdressers and EEOC guidelines	5	0
<b>TOTALS</b>	<b>50</b>	<b>85</b>

### 600 Hour Equivalent Esthetics Program

SOC 39-5094.00, CIP 12.0409 (only at Wethersfield campus). Students can expect to complete this program in 38 weeks for evening schedule or 23 weeks for day schedule. Upon completion of program an IIC diploma will be issued, and then the State Board Examination is taken leading to licensure in the State of CT. The Esthetics program includes but is not limited to the following:

Esthetics involves the study of skin care, body care, hair removal and makeup. Estheticians are skin care specialists who enhance the skin's beauty with facials, massage and makeup.

IIC works exclusively with Pivot Point's Salon Fundamentals -Esthetics textbook and workbook. Dermalogica is our exclusive professional skin care product provider. The support and education that students receive through the International Institute of Cosmetology, Pivot Point, Dermalogica, Mac, Crown, and guest educators are unrivaled.

### Objective

The objective of the Esthetics program is to train students in many aspects of Esthetics, to receive the educational foundation needed to become a successful professional. IIC uses Pivot Point's Salon Fundamentals – Esthetics textbooks along with Dermalogica Product that helps students prepare for their career. With a strong technical background along with people skills and spa reality, graduates of IIC will have the necessary tools to enter the workforce as skin care professionals.

Content Area	Min Theory	Min Clinical
Orientation	4	0
Safety and Health	8	0
Infection Control	12	6
Anatomy and Physiology	25	5
Structure and Function of the Skin	18	0
Nutrition for Healthy Skin and Body	5	0
Skin Disorders and Diseases	8	4
Skin Analysis	2	16
Superfluous Hair	6	54
Chemistry	10	14
Electricity and Equipment	4	14

Facial and Body Procedures	36	204
Make-Up Techniques	20	50
Business Practices/Career Skills	42	0
Additional Training	0	33
<b>TOTALS</b>	<b>200</b>	<b>400</b>

### 45 Hour Makeup Program

SOC 39-5012.00, CIP 12.0401 (only at Plainville campus).

#### Objective

The objective of the Makeup Program is to provide basic makeup instruction both beginners and makeup artists that are looking to refine their skills. Students will receive a certificate upon completion from the IIC.

	Min Theory	Min Clinical
Introduction to Makeup	5	0
Sanitation/Infection Control	2	1
Consultation	5	1
Product Knowledge	2	0
Makeup Application	5	22
Resume/Portfolio Building	1	1
<b>TOTALS</b>	<b>20</b>	<b>25</b>

### 1000 Hour Barber Program

SOC 39-5010, CIP 12.0401 (only at Plainville campus) - Students can expect to complete this program within 39 weeks for full time. Upon completion of program an IIC diploma will be issued, and then the State Board Examination is taken leading to licensure in the State of CT. Instructional methods include the use of web based learning platform called LAB as well as theory and practical instruction.

The Barber program prepares students on the foundational concepts and practices associated with Barbering. It is comprised of 1000 clock hours following the approved CT DPH curriculum. The program's instructional methods include interactive lectures, practical assignments on both mannequins and patrons, group activities, workshops, videos and other learning resources.

#### Objective

Objectives of the Barber program is to complete the State required 1000 hours instruction and successfully prepare students to take the State Board Exam.

Content Area	Min Theory	Min Clinical
Sanitation and Hygiene	15	20
Anatomy and Physiology	15	0
Chemical Procedures	30	100

Hair Care and Treatment	10	50
Skin Care/Facials and Manicuring	15	30
Hair Cutting (20), Styling (10) and Shaving (20)	50	640
Business and Professional Relations	10	10
State Laws for Barbers and EEOC Guidelines	5	0
<b>TOTALS</b>	<b>150</b>	<b>850</b>

### 100 Hour Nail Program

SOC 39-5092, CIP 12.0401 (only at Plainville campus). The Nail Technician program prepares students on the foundational concepts and practices associated with Nail Technician. It is comprised of 100 clock hours. The program's instructional methods include interactive lectures, practical assignments on both mannequins and patrons, group activities, workshops, videos and other learning resources. An IIC certificate is issued upon completion.

#### Objective

Objective of the Nail Technician program is to complete the State required 100 hours.

Content Area	Hours
<b>Sciences</b> (ie. Infection control, Chemistry, Electricity, Anatomy & Physiology, Structure/Disease/Disorders of the nail)	16
<b>Principles &amp; Techniques of Nails</b> (ie. Manicure, Pedicure, Artificial Nails)	76
<b>Career &amp; Employment</b> (ie. Professional Ethics, communication skills, communication methods, Income reporting, Licensing requirements, State Laws & regulations, Business basics, Record Keeping)	8
<b>TOTALS</b>	<b>100</b>

### 50 Hour Eyelash Program

CIP 12.0401 (only in Wethersfield campus). The Eyelash Technician program prepares students on the foundational concepts and practices associated with Eyelash Technician. It is comprised of 50 clock hours. The program's instructional methods include interactive lectures, practical assignments on both mannequins and patrons, group activities, workshops, videos and other learning resources. An IIC certificate is issued upon completion.

#### Objective

Objective of the Eyelash Technician program is to complete the State required 50 hours.

Content Area	Hours
<b>Sciences</b> (ie. Infection control, Chemistry, Anatomy & Physiology, Structure/Disease/Disorders of the eye)	3.5
<b>Principles &amp; Techniques of Eyelash</b> (ie. Lash Mapping, Lash Application, Lash removal, Lash fill)	44



<b>Career &amp; Employment</b> (ie. Professional Ethics, communication skills, Licensing requirements, State Laws & regulations, Business basics)	2.5
<b>TOTALS</b>	<b>50</b>

## Calendar

IIC is open Monday through Saturday. Educator in-service days will be scheduled throughout the year. The School will be closed during the following breaks and legal holidays:

2023 Calendar Year			
New Year's Day	01/01/2023	IBS New York Show	TBD
Martin Luther King Day	01/16/2023	Labor Day	09/04/2023
Memorial Day	05/29/2022	Thanksgiving	11/23/2023
Juneteenth	06/19/2023	Holiday Break	12/24/2023-01/01/2024
Summer Break	07/02/2023- 07/09/2023	Teacher In-Service Days (Subject to change)	03/14/2023; 05/16/2023; 08/14/2023; 11/13/2023

## Schedule

### 1500 hour Cosmetology program – *Wethersfield and Plainville*

IIC's Cosmetology program offers a variety of scheduling options throughout the year. The 1500-hour program is designed to be completed in a little over a year [within 59 weeks]. Class start dates and schedules are subject to change. Below are the scheduled start dates for 2023, as well as a definition of the days/times during the week for each type of schedule.

Campus	Schedule	Start Date
Wethersfield	5-Day	January 17, 2023
Plainville	5-Day	January 10, 2023
Wethersfield	5-Day	April 17, 2023
Plainville	4-Day	March 20, 2023

Wethersfield	5-Day	July 24, 2023
Plainville	5-Day	July 18, 2023
Wethersfield	4-Day	September 25, 2023
Plainville	4-Day	September 18, 2023
Wethersfield	5-Day	October 23, 2023
Plainville	5-Day	October 17, 2023

Definitions:

*Wethersfield 5-Day:* Phases 1 & 4 Monday-Friday, 8:30 A.M. – 3:00 P.M.  
 Phases 2 & 3 Tuesday-Friday, 8:30 A.M. – 3:00 P.M.;  
 Saturday 8:00 A.M. – 2:30 P.M.

*Plainville 5-Day:* Tuesday-Saturday, 9:00 A.M. – 3:30 P.M.

*Wethersfield 4-Day:* Monday-Thursday 8:30 A.M. – 4:30 P.M.

*Plainville 4-Day:* Monday-Thursday 9:00 A.M. – 5:00 P.M.

**600 hour Esthetics program – Wethersfield**

Full Time Day (can expect to complete within 23 weeks)

Monday, Tuesday, Thursday 8:30 A.M. – 7:00 P.M.

Part Time Evening (can expect to complete within 38 weeks)

Monday, Wednesday, Friday 5:30 P.M. – 9:30 P.M.; Saturday 8:00 A.M. – 2:30 P.M.

Campus	Schedule	Start Date
Wethersfield	Part-Time Evening	TBD

**1000 hour Barber Program – Plainville**

Full Time Day (can expect to complete within 39 weeks)

Monday-Friday 12:30 P.M. – 7:00 P.M.

Flex 3 Day (can expect to complete within 39 weeks)

Monday, Wednesday, Friday 8:30 A.M. – 7:00 P.M.

**100 hour Nail Technician Program – Plainville**

Start date is 1/25/2023 - Part Time Day (can expect to finish in 6 weeks) Wednesday – Friday  
 10:00 AM-2:00PM; Sat 9:00 AM – 2:00 PM.

TBD start date- Part Time Evening (can expect to finish in 6 weeks) Wednesday – Friday 3:00 P.M. - 7:00 P.M.; Saturday 9:00 A.M. – 2:00 P.M.

### 50 hour Eyelash Technician Program – *Wethersfield*

Part Time Day (can expect to finish in 5 weeks)

Monday, Tuesday, 9:00 A.M. – 2:30 P.M.

Part Time Evening (can expect to finish in 3.5 weeks)

Tuesday & Thursday 4:00 P.M. – 9:00 P.M.

Campus	Schedule	Start Dates
Wethersfield	Part-Time Day	1/17/2023

### 45 hour Makeup Program – *Plainville*

Part Time Day (can expect to finish in 5 weeks) Tuesday & Wednesday 1:00 P.M. – 4:30 P.M.

Part Time Evening (can expect to finish in 5 weeks) Tuesday & Wednesday 5:30 P.M. – 9:00 P.M.

Campus	Schedule	Start Date
Plainville	Part-Time Evening	TBD

### Snow Days

The IIC announces School closings, delays, and early dismissals through our social media, One Call NOW system, as well as CBS 3, ABC 8, NBC 30, and Fox 61. IIC usually, but not always, follows similar closings as Wethersfield Public Schools or Plainville Public Schools. IIC may offer distance learning because of weather.

### Resource Library

A resource library is located in LAB, where all school materials are housed. Additionally, in Wethersfield visual aids, videos, trend magazines, books and articles are available to students and staff in the educator office; and Beauty Connection Center (Plainville). Students are allowed to remove material at their leisure. Additional resources may be available upon request.

### FERPA Policy

IIC respects the privacy and security of your personal information and your educational records. We are required by law to provide this policy notice and to explain to you how we will collect, use, and safeguard your personal information. This notice is intended for all currently enrolled students. Annual notice of this policy may be found in this catalog.

Collection and use of personal and educational records: The school collects information from numerous sources including your enrollment application, and other forms. We also obtain information due to transactions you have with us or that we have with third parties on your behalf. We use that information to provide you with products and/or services you have requested from us and in order to comply with reporting and/or other legal requirements or mandates.

You should be advised the school may allow access to your educational records without your consent in order to comply with requests from governing authorities including but not limited to accrediting bodies, the Department of Education, and the State of CT. Records will be released to such agencies in order to fulfill the duties, orders, or to assist the school in fulfilling its missions and objectives, School staff members with a legitimate interest in the records, that IIC administration cleared, in connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount, conditions of the financial aid, or to enforce the terms and conditions of that aid. This may include third party servicers that help IIC in Title IV funding and our delinquency management.

Safeguarding records: The School keeps student educational and financial records in the schools administrative offices, locked in fireproof file cabinets. All electronic data is also safeguarded and backed up into a remote location in case of a computer malfunction. We restrict access to your non-public personal information to those employees who have a specific business purpose in utilizing your data.

Release of information with your consent: Students or parents of a dependent minor may authorize the release of information to outside/third parties. Requests should be made to an IIC administrator, or a requested form signed by the student or parent of the dependent minor. Blank release forms will not be approved and no information will be released without the student's consent.

Your rights: IIC guarantees each student their right to access their student records.

You have the right to consent to or withhold the disclosure or personally identifiable information. You have the right to inspect and review your educational records. Any inaccuracies shall be brought to the Dean of Students if correction of inaccuracy is denied an appeal may be filed. Requests to do so or review educational records must be made in writing and will be compiled within 45 days of the request.

If you believe your rights under the FERPA requirements have been violated, please contact the IIC at 632 Silas Deane Hwy, Wethersfield, CT 06109 or 65 Whiting Street, Plainville, CT 06062; or a student may file a complaint with the Department of Education.

IIC maintains the following guidelines and procedures concerning a student and or parent gaining access to the student's academic or financial files. Please note that parents are allowed access to

the student's file only if the student is a dependent minor or if student has signed a student information release form granting parent permission.

1. Any information of a highly confidential nature i.e. financial or payment data will be stored in separate locked files. This information will be made available only to the student and/or parent, qualified School personnel, state or government agency requiring information, third party servicers, and accreditation bodies.
2. The student and/or parent are guaranteed access to the student's cumulative (academic) records, and will be provided with proper supervision and interpretation of these records while they are being reviewed.
3. Any and all information concerning an individual student will be released only upon receipt by the School of written instructions from the student and/or parent.
4. School follows FERPA guidelines. Requires written legally authorized requests from all sources desiring information unless otherwise authorized by law or for accrediting purposes.
5. Protects and ensures the privacy rights of students and staff members.
6. Provides and maintains sufficient duplicating equipment for all duplicate records of any information sent out of the School.
7. Staff and student records are not co-mingled.

Procedures for compliance with the Privacy Act are that all student records are kept under lock and key in a separate file room. All student files are available to authorized personnel only. All staff members have been instructed that access to the contents of a student's records are confidential and will only be released to that individual student from an authorized personnel. All students are guaranteed the right to access the academic or financial file by scheduling an appointment with the respective office personnel during regular business hours.

Release of personal information relative to a student to any outside party, agency, prospective employer, etc. will only be done upon the written consent and authorization of the student. **In the event that the student is a minor (under 18), the written consent and authorization of the parents or guardian must be obtained.**

### Record Retention and Transcripts

Student transcripts and affidavit of hours records to be maintained in perpetuity. Students requesting records should contact the admissions department during regular business hours. Advanced request is needed.

## Student Conduct, Rules and Regulations

### Changes to Rules and Regulations

IIC reserves the right to revise any of the School's rules or regulations at its sole discretion without prior notification. Rules will be published in the School Catalog on the schools website.

Students must follow rules and regulations. **The failure to obey the rules and regulations of the School listed/posted may result in student's dismissal, suspension or termination.**

### Emergencies

Please see the Emergency Procedure Guide available in the Administrative Office or Educators Office. Any accidents occurring in the building should be reported to School Dean.

For our Emergency Evacuation and Timely Warning Procedures please reference our Annual Security report and Emergency Procedures Guide.

### Sanitation

Students are responsible for the cleanliness of their stations, equipment and general sanitation of the School for the purpose of client protection. Sanitation must be performed before and after each client. Sanitation is to be completed each day by each student. Students must wash their hands before and after each client, and after leaving the washroom.

### Change of Schedule

Students wishing to change their attendance schedule should notify School Dean. The student must pay a \$75.00 Change of Schedule fee. Additional tuition charges may apply.

### Leave of Absence Policy (LOA)

Students may need to take time off school for medical, temporary transportation issues, temporary childcare needs, or other unforeseen circumstances approved by the School Dean; this is called a Leave of Absence or LOA. Student must follow this policy.

- Students must request a LOA in advance and in writing to the School Dean, including the reason for the student's request, supporting documentation (as applicable) and student signature. A LOA may be requested via email. If email submission, it should be from an address on file with IIC administration as an address attributable to the student.
  - A student must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if the student was injured and needed more than 14 calendar days to recover before returning to the institution, the student would not have been able to request the LOA in advance.
  - IIC may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if IIC documents the reason for its decision and collects the request from the student at a later date. The beginning date of any LOA will be the day after the student's last verifiable date of attendance.
- LOA's are limited to the following reasons:
  - Medical Issues
  - Financial Issues
  - Transportation Issues
  - Childcare Issues

- Family Issues that require out of state travel
- Legal Issues
- Military Requirements
- For a LOA to be approved, there must be a reasonable expectation that the student will return from LOA.
- There will be no additional charge assessed to the student as a result of a LOA.
- LOA requests shall be no less than 14 calendar days, however a student can return earlier from a LOA. A LOA together with any additional leaves of absence shall not exceed a total of 180 calendar days in any 12-month period.
- No more than two (2) LOAs per student (unless justified by the School Dean).
- A student granted an LOA that meets the above criteria is not considered to have withdrawn, and no refund calculation is required at that time.
- A student who takes an unapproved LOA or fails to return from LOA by the expiration of the approved LOA, will be terminated. The withdrawal date for the purpose of calculating a refund will be the student's last day of attendance.
- If LOA is granted, when the student returns from LOA, IIC will extend the student's contract period by the same number of calendar days taken in the LOA. Changes to the contract period will be listed on the addendum to the enrollment agreement that will be signed and dated by both parties.

### Leaving Assigned Area

To leave an assigned area, students must first receive permission from their educator. Failure to follow this procedure may result in disciplinary action. Student must punch out whenever leaving the school grounds; NO exceptions.

### Early Dismissals

Leaving school before student is scheduled to leave may cause student to incur over exit charges and may result in suspension.

### Lunch/Breaks

Breaks are allowed periodically during the course of a day.

### Make-up Hours

Students can make up hours during course times the student is not normally scheduled for attendance. Students may make-up hours after completing 200 hours (for cosmetology and barber students). At times, additional make-up hours are allowed by students with permission from the DOE. Make-up hours may be allowed for students until a cumulative attendance percentage of 100% is achieved. Make-up hours must be signed by an educator and at times may need to be approved by the Financial Aid Office. The DOE has the right to deny requests for make-up hours based on, but not limited to, instructor/student ratios. If students are working beyond

their regular schedule, they should be on the student clinic floor, at their station, prepared to take any client assigned by the floor educator.

If students are serving clients during their scheduled lunches, or at end of scheduled day, they may use that time for make-up hours if applicable. It is the student's responsibility to make sure they have signed up for make-up hours. IIC may allow the Holiday Break for students to make-up hours, the dates for make-up hours are 12/27-12/31 and 01/02 if it falls on a Saturday (this is not guaranteed).

### Vaccination Policy

IIC currently does not have requirements regarding vaccinations. IIC encourages students to take responsibility for their health and wellness. For COVID-19 vaccines, IIC does not currently mandate proof of vaccine. Proof of vaccine may be used as substitution for required PPE equipment.

### Copy Right Infringement and WIFI Policy

Any unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may lead to civil or criminal liabilities.

Students engaging in copyright infringement of any kind using the school's information technology may be terminated from the program.

Federal Penalties: In General - Any person who violates [section 1201](#) or [1202](#) willfully and for purposes of commercial advantage or private financial gain

- Shall be fined not more than \$500,000 or imprisoned for not more than 5 years, or both, for the first offense; and
- (2) shall be fined not more than \$1,000,000 or imprisoned for not more than 10 years, or both, for any subsequent offense.

IIC is providing wireless connectivity on site as a free service to students, employees and guests of IIC and offers no guarantees or representations that any use of the wireless connection is in any way secure, or that any privacy can be protected when using this wireless connection. Use of this wireless connection is entirely at the risk of the user, and IIC is not responsible for any loss of any information that may arise from the use of the wireless connection, nor is IIC responsible for any loss, injury, or damages resulting from the use of the wireless connection. Anyone using the wireless network provided by IIC is forewarned that there can be no expectation of privacy when using the wireless network. It is an "as available" service meaning with no guarantees on service. IIC reserves the right to deny access to any of its computer based services including but not limited to wireless access. Users will have rate limits imposed to help keep congestion down and WiFi services working for everyone.

IIC's wireless connection uses WPA-PSK security, though any information being sent or received could potentially be intercepted by another wireless user. Cautious and informed wireless users should not transmit their credit card information, passwords and any other sensitive personal information while using any wireless "hot spot."



Users assume all associated risks and will not hold IIC and its employees liable for any personal information that is compromised, or for any damage caused to users' hardware or software due to electric surges, security issues or consequences caused by viruses or hacking. All wireless access users should have up-to-date virus protection on their personal laptop computers or wireless devices.

IIC will only provide the network name and password. IIC will not provide any form of technical support for any device on or off our WIFI network. If a user has problems accessing the Internet over these connections the IIC staff will not be available to assist in making changes to the users network settings or perform any troubleshooting on the users own device. Users should refer to their owner's manuals or other support services offered by their device manufacturer.

Use of these access points is governed by IIC's Policy. All users are expected to use the wireless access in a legal and responsible manner, consistent with the educational and informational purposes for which it is provided. Users should not violate federal, CT or local laws, including the transmission or receiving of child pornography or harmful material, fraud, or downloading copyrighted material.

Any restriction or monitoring of a minors access to the wireless network is the sole responsibility of the parent or guardian. IIC has full authority and responsibility over any wireless access point. Use or installation of unauthorized devices is prohibited. These policies are subject to change without prior notification as needed and could change on an individual basis.

### **Non-Discrimination Policy and Behavior**

IIC expressly prohibits any form of student or staff harassment based on race, color, religion, sex, national origin, ethnic origin, age, sexual orientation, handicap or status as a military veteran. The School's policy states that certain rules and regulations regarding student behavior are necessary for the efficient operation of the School and for the benefit and safety of all students and staff. Negative conduct that interferes with operations, discredits the School, or is offensive to customers, students or staff will not be tolerated and may be grounds for suspension or termination from the School. Students should maintain professional and desirable work habits and attitudes. Gross negligence, abuse, or endangering the health and welfare of another is therefore prohibited. This includes but are not limited to verbal or written (including internet) threats, intimidation, coercion, verbal abuse, physical contact, and discriminatory behavior. If students cannot maintain a professional attitude with their fellow students, educators and administrative staff, disciplinary actions may be taken.

### **Title IX- Sexual Harassment**

It is the policy of the IIC to maintain an environment for students, faculty, administrators, staff, and visitors that is free of all forms of discrimination and harassment, including sexual harassment. IIC has enacted the Sexual Harassment Policies & Grievance Procedures (the "Policy") to reflect and maintain its institutional values, to provide for fair and equitable procedures for determining when this Policy has been violated, and to provide recourse for individuals and the community in response to violations of this Policy.

The Policy can be found at the IIC's website at [www.studyhair.com](http://www.studyhair.com) or obtained in person from the Title IX Coordinator (see below).

IIC does not discriminate on the basis of sex in its educational, extracurricular, or other programs or in the context of employment. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides:

*No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.*

This Policy prohibits all forms of sex discrimination, harassment, and misconduct, including sexual assault, domestic violence, dating violence, and stalking. The requirement not to discriminate in IIC's education programs or activities extends to admission. This Policy also prohibits retaliation against a person who has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation, proceeding, or hearing under this Policy. Inquiries about the application of Title IX may be referred to IIC's Title IX coordinator, the U.S. Department of Education Office for Civil Rights, or both.

IIC also prohibits other forms of discrimination and harassment, including discrimination and harassment on the basis of race, color, national origin, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies, including Title IX:

Damian Gugliotti, Title IX Coordinator  
Chief Financial Officer  
632 Silas Deane Hwy.  
Wethersfield, CT 06109  
65 Whiting Street,  
Plainville, CT 06062  
Phone: (860) 571-0330, ext. 115, 158  
Email: [damiang@studyhair.com](mailto:damiang@studyhair.com)

Inquiries or complaints concerning IIC's compliance with Title IX or other federal civil rights laws may be referred to the U.S. Department of Education's Office for Civil Rights.

Office for Civil Rights, Boston Office  
U.S Department of Education, 8<sup>th</sup> Floor  
Boston, MA 02109-3921  
Telephone: (617) 289-0111  
Facsimile: (617) 289-0150  
Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov)

IIC desires to create and sustain an anti-discriminatory environment and will not tolerate discrimination of any kind. IIC will achieve this through education, orientation, and training for all students, staff, and faculty for the purpose of creating awareness of both the issues surrounding discrimination as well as accountability, sensitivity training, and anti-discrimination training in their classrooms, at least once while the student is in IIC.

## **II. Sexual Harassment Grievance Procedure**

Reports of sexual harassment should be made to IIC's Title IX Coordinator or School Dean. IIC will respond promptly when it has actual knowledge of sexual harassment in its education programs or activities. The Title IX Coordinator will promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

IIC will investigate all formal complaints of sexual harassment. A formal complaint must be in writing, filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent, and request that IIC investigate the allegation of sexual harassment. A formal complaint form may be obtained from the Title IX Coordinator, although no particular form is required to submit a formal complaint so long as the complaint is in writing, signed by a complainant, alleges sexual harassment against a respondent, and requests an investigation. IIC's Title IX Coordinator oversees IIC's investigation, response to, and resolution of all reports of prohibited sexual harassment, and of related retaliation, involving students, faculty, and staff.

If all parties voluntarily agree to participate in an informal resolution that does not involve a full investigation and adjudication after receiving notice of a formal complaint and if IIC determines that the particular formal complaint is appropriate for such a process, IIC will facilitate an informal resolution to assist the parties in reaching a voluntary resolution. IIC retains the discretion to determine which cases are appropriate for voluntary resolution.

IIC will convene a hearing panel following the end of an investigation. The hearing panel determines whether the respondent is responsible or not responsible for a violation of the Policy. If the respondent is determined to be responsible, the hearing panel's written determination will include any disciplinary sanctions IIC imposes on the respondent. The Policy provides that the parties have the right to appeal the hearing panel's determination under certain circumstances.

More information and our complete Title IX policy and procedure can be found in our Annual Security Report Publication located on our website or our admissions office.

### **Profanity**

Profanity and vulgarity on the School premises will not be tolerated and may result in the use of disciplinary action, such as suspension or dismissal.

### Food/Smoking

Due to health and safety standards, there is to be no eating, drinking, or gum chewing in the washrooms, classrooms, hallways, practical area or student clinic floor. Water in closed container is permitted in the student clinic floor and classroom. Smoking/vaping/electronic smoking is not permitted inside building. Smoking/vaping/electronic smoking is only allowed in the rear of the premises in the designated area.

### Electronic Devices

The use of cell phones, iPads®, iPods®, or any other communication is allowed only as instructed to do so by an Educator.

### Solicitation

No solicitation is allowed without approval from the owner.

### Student Clinic floor Behavior

The student clinic is used for students to get real world experience in working on the public. All services on the student clinic floor are done by students under instructor supervision. IIC charges a nominal price to clients for services on the student clinic floor. IIC does not require nor advise clients to tip the students. If a client elects to tip a student, the student is responsible to claim and report all tips/gratuities to the IRS for tax purposes. For more information consult your accountant, visit [www.irs.gov](http://www.irs.gov), or <http://www.irs.gov/pub/irs-pdf/p3148.pdf>.

In order to maintain proper decorum on the student clinic floor, the following standards will be observed:

1. Students must show respect to all clients.
2. Students may not refuse to do any service. If refusal is made, it may result in the student being dismissed (sent home).
3. Students must follow educators' instructions.
4. All sales are rung at the front desk before services are performed upon a client. No student is allowed to perform a service without properly being assigned a client.
5. Students are not allowed behind the front desk or in the dispensary unless assigned by a staff member.
6. Students must sign out any products or material that is taken from the retail product shelf. If the items are not returned the same day, the proper amount will be charged to the student's account.
7. Students signing out equipment will be required to return equipment at appropriate time; if damaged or lost, the cost of equipment will be charged to the student's account.
8. Students are not excused from attending scheduled classes to work on the student clinic floor.

NOTE: Failure to comply with these standards may result in disciplinary action.

Students understand that they are not employees of the IIC and will not earn any wages or compensation of any kind while performing services as a student at the IIC. The State of CT DPH school curriculum requires that all students complete practical/clinical supervised instruction. **This supervised instruction is at all times uncompensated.**

### Homework

Homework may be assigned from time to time. It is expected that homework assignments be completed and submitted on schedule.

### Personal Hygiene

Students are expected to maintain high professional standards of personal hygiene at all times; i.e., daily showers, teeth brushed, hair clean and groomed. Hair, makeup and nails must look professional and be inoffensive to the public. Uniforms are to be freshly laundered and without spots or tears. Any student not in compliance with our standards of grooming may be sent home and may not be permitted to return to School until the violation has been resolved. Students must be ready for School as soon as student is punched in, getting ready (i.e. hair, makeup, etc...) while punched in and receiving hours may result in disciplinary action.

### Dress Code

#### Cosmetology/Barber Students:

Outer layer must be IIC branded attire. Professional black pants and a shirt must be worn under smock.

#### Esthetics Students:

IIC has selected student Esthetics Dermalogica aprons, which are provided with your tool kit. Students are to wear all black clothing and the apron over the clothing.

#### All Students:

Students are not permitted to wear colored accessories or any other clothing over their uniform. Natural, black or white nylons or black socks must be worn. Shoes or sneakers must be black (white soles are ok), closed toe, non-skid low-heeled and professional. Students are not allowed to wear hats. Torn clothing, short shorts and jeans are not acceptable. A student not in proper uniform will be dismissed. Alterations of any kind to the IIC student uniform are not allowed.

### Violence

Students involved in any form of violence or threatening the use of physical violence with another student, staff member or a client will be suspended and may be terminated from School. Guns, knives or weapons of any kind are not permitted on School premises.

### Student Lunchroom

Students are expected to maintain proper decorum at all times while in the lunchroom. No horseplay, yelling, standing on furniture, or other disruptive behavior will be permitted. Students are expected to dispose of all trash and to clean up their areas after eating. Repeated violation of this rule may result in disciplinary actions being taken.

### Campus Security, Crime Awareness and Drug Free Workplace General Policy

The IIC is committed to providing students with a safe environment in which to learn and to keep parents and students well-informed about campus security. To that end, and in accordance with the Crime Awareness and Campus Security Act of 1990, the school collects campus crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. Copies of the Annual Security Report and drug free workplace policy reports are available in the Administrative and Educator's offices and on our website: [www.studyhair.com/disclosures](http://www.studyhair.com/disclosures).

### Crime Statistics

Annual crime statistics disclosures are compiled by the Dean of Students, data is collected through mailings sent to the Wethersfield and Plainville police departments and combined with any reports made to any School official. Victims or witnesses can report crimes on a voluntary, confidential basis for inclusion in the annual disclosure of crime statistics.

### Breaks/Lunches

Breaks are to be taken at designated times in the student lunchrooms. Students are not to spend breaks and lunches loitering hallways, student clinic floor, or reception area.

### Children/Guests at School

Students may not, under any circumstances, bring children/guests to School and collect hours.

### Inspections

IIC reserves the right to conduct inspections on students' kits and/or lockers at the School's discretion. If necessary, local authorities can be contacted regarding stolen property and they will conduct the searches and inspections of bags, lockers and personal property, as they deem necessary. Theft of any kind will not be tolerated and will lead to termination.

### Personal Property

IIC assumes no responsibility for the loss, theft or destruction of a student's belongings or equipment. It is recommended that students mark all belongings with name or initials. Students are responsible for their own belongings, which should be taken home and kept with them at all times. Any student found to be involved in vandalism or theft of personal property on School premises will be suspended and may be terminated from the School. Students are also issued a locker with lock. All equipment must be brought in every day, students may be sent home if they does not have all of their equipment.

## School Property

Any student found guilty of willful defacement, destruction or theft of School property will be suspended and may be terminated from the School. The student will be expected to make financial restitution for stolen or damaged School property prior to the return.

## Disability Policy

IIC complies with all provisions of Section 504 of the Rehabilitation Act of 1973 in that no qualified disabled person will be excluded from enrolling in a program of instruction. However, any disabled person seeking admission should be aware that the programs require a high degree of manual dexterity. The person responsible for implementing these responsibilities at IIC is: Marie Bobair; ADA Compliance Coordinator; 632 Silas Deane Hwy, Wethersfield, CT 06109; (860) 571-0330; [marieb@studyhair.com](mailto:marieb@studyhair.com). When a student informs a School staff member that the student is disabled, or needs accommodations or assistance due to disability, the staff member will refer the Student to The School's ADA Compliance Coordinator. IIC has a comprehensive policy and procedure for students with disabilities as well as a disability verification form for students to complete if they seek reasonable accommodations. Please refer to our Policy and Procedures for Students With Disabilities which can be requested by contacting Marie Bobair x.121 ([marieb@studyhair.com](mailto:marieb@studyhair.com)) or Mark Anderson ([marka@studyhair.com](mailto:marka@studyhair.com)) x.120.

## Constitution Day Observance

IIC will observe Constitution Day on or near September 17<sup>th</sup> of each year (unless the 17<sup>th</sup> falls on a Sunday, in which case the event shall be held the week before or after). The educators will arrange an activity pertaining to the Constitution. For more information, visit the following: [www.constitutionday.com](http://www.constitutionday.com)

## Voter Registration

It is your right to vote in local, state, and national elections. Voter registration forms are available at the financial aid office, [www.rockthevote.org](http://www.rockthevote.org) , or <https://voterregistration.ct.gov/OLVR/welcome.do>

## Misrepresentation Policy

The IIC is prohibited under federal regulations from making any false, erroneous, or misleading statement directly or indirectly to a student, prospective student, member of the public, accrediting agency, state agency, or to the Department of Education. Misleading statements include any statement that has the likelihood or tendency to deceive or confuse. A statement is any communication made in writing, visually, orally, or through other means. This includes student testimonials given under duress or because such testimonial was required to participate in a program.

Federal regulations further provide that substantial misrepresentation is any misrepresentation on which the person to whom it was made could reasonably be expected to rely, or has reasonably relied, to that person's detriment.

The regulations regarding misrepresentation describe misrepresentation with respect to:

- Nature of the education program
- Nature of financial charges
- Employability of graduates
- Relationship with the Department of Education. A Title IV eligible school may not describe its participation in a way that suggests approval or endorsement by the Department of Education of the quality of its educational programs.

Any violation of this directive will be taken seriously and IIC will ensure that it is not repeated.

### Recruiter Compensation/Incentive Programs

Section 487(a)(20) of the Higher Education Act (HEA) prohibits IIC from providing incentive compensation to employees or third party entities for their success in securing student enrollments or the awarding of Title IV HEA program funds. IIC takes this requirement seriously and no employee in the Admissions and Financial Aid Department receives a change in pay or a bonus for recruiting prospective students. The IIC may give our Admissions and Financial Aid staff annual raises that usually coincide with their annual employee evaluations strictly based on years of service and/or evaluations.

### Connecticut Law

Students are taught CT state law as it relates to the professions and any local laws or ordinances that apply.

### Complaints

Any complaints should be reported to the DOE, in written form (Action Form), who has the responsibility to investigate the situation. Within 10 days of the written complaint, the DOE will meet with the student and provide the student with the findings in verbal and written form on the action form. All action forms are submitted and reviewed by the corporate administration staff. If problem persists student may personally submit an action form to the Dean of Students. This complaint policy is posted where visible to students and in student catalog. The School does not in any way have a policy or act in a manner that discourages or prohibits the filing of inquiries or complaints regarding the school's operation with the Executive Director of Higher Education. To file inquiries or complaints with the Office of Higher Education, Executive Director 450 Columbus Blvd, Suite 707, Hartford, CT 06103, phone: (860) 947-1816 fax: (860) 947-1310.

### Appeal Policy

Students who have lost their right to attend classes or had some action or sanction rendered against them due to an unsatisfactory progress, maximum time frame, and/or another matter may appeal IIC's determination. However, no appeals will be considered in cases of conduct or behavior in a manner that caused any type of harm to another individual or any unlawful acts. Appeals will be considered on a case-by-case basis. Guidelines are as follows:



- All official appeals are to be made in writing and given to the DOE within fifteen (15) calendar days from the date of adverse action.
- Any appeal filed greater than 15 calendar days from the date of adverse action is not required by IIC to review.
- Student should specify the outcome they is seeking.
- Student must attach all documentation necessary to reach a decision.
- All appeals will be reviewed by a committee within 15 days of receipt.
- All outcomes will be given to the student in writing within 15 days of committee decision. A copy will be kept in the students' permanent file.
- All committee decisions are final.

If not satisfied with findings:

NACCAS	Office of Higher Education	CT Department of Public Health
3015 Colvin Street	450 Columbus Blvd, Suite 707	410 Capitol Avenue
Alexandria, VA 22314	Hartford, CT 06103	Hartford, CT 06134
(703) 600-7600	(860) 947-1816	(860) 509-8000
www.naccas.org	www.ctohe.org	

### Attendance and Absenteeism

IIC's attendance policy is correlated with IIC's SAP policy that can be found in the SAP Policy section of this catalog. Beyond the SAP requirement, students may face termination from a program pertaining to absence in the following cases:

- If a student is absent 14 consecutive days. Note that IIC attempts to reach students with consecutive absences via any available means, multiple times.
- If the school determines that the student has excessive absence from the program and school has made attempts to have the student correct attendance.

It is the student's responsibility to arrange any make up examinations, written or practical that are missed due to absenteeism. There are no official excused absences. Therefore, students who are absent must make up the hours missed. See the policy on overtime/make-up hours in this catalog.

### Suspension/Termination/Dismissal

Any student dismissed or signed out, by a faculty member is not allowed to return to class until the same time the next day (full 24hours). The failure to obey School rules and regulations listed/posted may result in suspension or termination.

#### Grounds for termination:

- Possession or distribution of illegal drugs or alcohol in the premises or on the School parking lot
- Cheating; stealing; disruptive behavior
- Willful damage of School property

- Possession or use of any item which resembles a weapon or could be used to cause physical injury
- Failure to meet SAP standards
- Not adhering to specified rules and policies
- Several refusals of client
- Physical or verbal abuse and/or threats
- Failure to meet financial obligations to the school
- 14 consecutive days absent
- Excessive absences

## Student Support Services

### Academic counseling

Academic counseling services are available to our students. A student desiring counseling should make an appointment to meet with the DOE.

### General issues

IIC staff provide advising on general issues of a non-academic or non-attendance nature as needed or requested by the student. Students in need of this advising should contact the DOE during normal business hours. IIC is not responsible for professional counseling services.

### Social, Personal, Family issues

The following are associations that can help with a large array of issues.

<p><b>Connecticut Department of Social Services</b> Bureau of Aging, Community, and Social Work Services, 10th floor 25 Sigourney St. Hartford, CT 06106 (860) 424-5373</p>	<p><b>Hotline Mental Health America</b> 2000 N. Beauregard Street, 6th Floor Alexandria, VA 22311 Phone (703) 684-7722 Fax (703) 684-5968 Toll free (800) 969-6642 TTY Line 800/433-5959</p>	<p><b>Connecticut Coalition Against Domestic Violence</b> <a href="http://www.ctcadv.org">www.ctcadv.org</a> Email: <a href="mailto:info@ctcadv.org">info@ctcadv.org</a> 90 Pitkin Street East Hartford, CT 06108 (860) 282-7899 (800) 799-SAFE (7233)</p>
<p><b>Center on Post Secondary Education and Disability</b>  <a href="http://www.cped.uconn.edu">www.cped.uconn.edu</a></p>	<p><b>Association on Higher Education and Disability</b>  <a href="http://www.ahead.org">www.ahead.org</a></p>	<p><b>National Organization of Disability</b>  <a href="http://www.nod.org">www.nod.org</a></p>

*More support services information available in the Admissions office.*

## Professional Referrals

If a student is having difficulty relating to a personal issue, IIC staff may provide referral information. Students needing assistance should contact the DOE during normal business hours.

## Career Services

IIC is dedicated to your success in the beauty profession. Although we do not guarantee job placement, our Career Services will assist you with resources to help in marketing yourself for a job. Through our Career Services, students can seek information on résumé writing, interview tips and cover various career opportunities in the field. We also update our job posting board to make sure our students know of opportunities available to them. Please meet with our Admissions Coach to get a tailored list of opportunities available based on personal preferences. Please notify the Admissions office when you have been employed or have moved employment so we can better assist you. <https://www.studyhair.com/admissions/career-services/>

For a good résumé and cover letter resource, visit

<https://www.ctdol.state.ct.us/progsupt/jobsvce/resume.htm>

## Availability of Employees for Information Dissemination Purposes

IIC is required to designate an employee or department to assist enrolled or prospective students in obtaining all of the information specified below. IIC shall make that person or department available, upon reasonable notice, to any enrolled or prospective student throughout the normal administrative working hours listed. All phone numbers are (860) 571-0330, please see the extension below:

- Institutional and federal financial aid information – Financial Aid Office Ext. 118 or 158
- Employee Information – Administration Office Ext. 120
- Accreditation, Approval and Licensure of Institution and Programs – Administration Office Ext. 120
- Students with Disability – Director of Education Ext. 121
- Campus Crime and Safety – Administration Office Ext. 120
- Admissions/Readmissions – Admissions Office Ext. 111 or 156
- Graduation/Retention Rates – Admissions Office Ext. 111 or 156

## Tuition

IIC uses an enrollment agreement/contract that clearly outlines the obligations of both the School and the student. Upon enrollment, students are provided with a copy of the enrollment agreement/contract and information regarding any additional costs and payment options. All students are individually contracted. Payment options for Cosmetology include full pay, 12-month interest free monthly payment or Title IV. Payment options for Barbering include full pay, 10-month interest free monthly payment or Title IV (pending approval). Payment options for

Esthetics include full pay, 6-month interest free monthly payment, or Title IV. Full payment is only option for Eyelash Technician and Nail Technician programs.

A receipt is issued for all monies received by students and posted to the student account ledgers, cross-posted and entered into a computer system. IIC offers a full payment option, a monthly payment plan, and a Financial Aid payment option. Students may be able to do a combination of two payment options. For information on the payment option please contact the Admissions or Financial Aid office.

A copy of the enrollment agreement/contract is maintained on each student, and is kept within the academic file. Individual student agreements/contracts are completed, signed, and dated by the appropriate parties. Settlement/Withdrawal polices are explained in the tuition category of the Student Catalog and on the Enrollment Agreement.

Students must follow pay schedule as outlined in the student agreement/contract and payment form. Any late payments will incur a \$20.00 late fee. IIC reserves the right to suspend a student until tuition payments are brought current. All tuitions must be paid in full before the completion of any program. Final payment must be made in the form of cash, credit card, money order or cashier's check after the last month of enrollment but before the completion of the program. If the student incurs over-exit charges, they must arrange a payment schedule that will enable them to pay off the balance before their completion date.

### Schedule of Fees

The following are all the fees to attend the IIC. Program costs are subject to change without notice. IIC requires students to put \$500 down payment for schooling. Please contact the admissions office for current information. Payments are accepted via cash, check, ACH, or credit card.

#### Cosmetology (1500 hours):

Application Fee (non-refundable)	\$50.00
Registration Fee	\$150.00
Tuition	\$19,720.00
Lab Fee	\$185.00
Equipment/Text Books	\$3,151.49
6.35% Sales Tax (where applicable)	\$200.12
<b>TOTAL</b>	<b>\$23,456.61</b>

#### Cosmetology Refresher (245 hours):

Registration Fee	\$150.00
Tuition	\$3,220.93
Equipment	(As Needed)
Application Fee (non-refundable)	\$50.00
<b>TOTAL</b>	<b>\$3,420.93</b> +tools, books, tax

Cosmetology Refresher (135 hours):

Registration Fee	\$150.00
Tuition	\$1,774.80
Equipment	(As Needed)
Application Fee (non-refundable)	\$50.00
<b>TOTAL</b>	<b>\$1,974.80</b> +tools, books, tax

Esthetics (600 hours):

Registration Fee	\$150.00
Tuition	\$6,871.00
Lab Fee	\$185.00
Equipment/Text Books	\$2,092.00
6.35% Sales Tax (where applicable)	\$132.84
Application Fee (non-refundable)	\$50.00
<b>TOTAL</b>	<b>\$9,480.84</b>

Barber (1000 hours):

Registration Fee	\$150.00
Tuition	\$13,500.00
Lab Fee	\$185.00
Equipment/ Text Books	\$1,850.00
6.35% Sales Tax (where applicable)	\$117.48
Application Fee (non-refundable)	\$50.00
<b>TOTAL</b>	<b>\$15,852.48</b>

Makeup (45 hours):

Tuition	\$1,424.60
Equipment/ Text Books	\$1006.49
6.35% Sales Tax (where applicable)	\$63.91
<b>TOTAL</b>	<b>\$2495.00</b>

Eyelash (50 hours):

Tuition	\$2,195.00
Equipment/ Text Books	\$987.31
6.35% Sales Tax (where applicable)	\$62.69
Application Fee (non-refundable)	\$50.00
<b>TOTAL</b>	<b>\$3,295.00</b>

Nail (100 hours):

Tuition	\$3250.00
Lab Fee*	\$185.00
Equipment/ Text Books	\$855.67
6.35% Sales Tax (where applicable)	\$54.33
Application Fee (non-refundable)	\$50.00

**TOTAL**

**\$4,395.00**

### **Withdrawal and Settlement Policy**

Tuition, Fees and Refunds: Student tuition, fees and refund policies are clearly outlined and completely stated in printed form and are uniformly administered. The policy below applies to all terminations for any reason, by either party, including student decision, course, or program cancellation, or school closure. Unofficial withdrawals are determined by the school through monitoring attendance at least every thirty (30) calendar days.

- a) Any monies due to the applicant or student shall be refunded within 30 days of determination that a student has withdrawn, whether officially or unofficially. Withdrawal shall occur on the earlier of the dates that:
  - i. An application not accepted by the School shall be entitled to a refund of all monies paid minus the \$50.00 non-refundable Application Fee.
  - ii. If a student (or parent or legal guardian if under legal age), cancels the enrollment and demands the money back in writing, until five o'clock P.M. within three business days of signing the enrollment agreement contract but prior to start date all monies collected by School shall be refunded (minus the \$50.00 non-refundable Application Fee). This policy applies regardless of whether or not the student has actually started classes.
  - iii. If a student cancels/changes the enrollment after three business days from signing of the enrollment agreement or contract, but prior to entering classes; they shall be entitled to a refund of all monies paid to the School less the \$50.00 application fee and \$150.00 registration fee.
  - iv. In the event a student is absent for 14 consecutive days without contacting the School, student will be considered unofficially withdrawn and will be terminated. Unofficial withdrawals are determined by the school through monitoring clock hour attendance at least every thirty (30) days.
  - v. A student notifies the School of withdrawal. Notification is preferred to be in writing.
  - vi. A student on an approved leave of absence notifies the School that they will not be returning. The date of withdrawal determination shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the School that the student will not be returning.
  - vii. A student is expelled by the School.
- viii. In type ii, iii, v, or vi official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification or date said information is delivered to a school administrator in person.
- b) All persons, regardless of the reason for separation (withdrawal or termination) will be assessed an administrative withdrawal/termination fee of \$150.00.
- c) In case of illness or disabling accident, death in immediate family, or other circumstances beyond the control of student, the School at its discretion, may try to make a settlement.
- d) If student loses Financial Aid, student must pay the school ½ of amount due at time of loss of aid or may result in termination.

- e) Cost of equipment/textbooks, lab fee, and registration fee become non-refundable only after three business days of signing enrollment agreement and/or after beginning classes.
- f) For students who enroll in and begin classes but withdraw prior to program completion (after three days of enrollment contract), the following schedule of tuition earned by the School applies. All refunds are based on scheduled hours.

% of tuition retainable by IIC based on % of academic year scheduled to complete, until date of termination or request there of (which should be presented in writing to the School Dean)	
% of scheduled time enrolled in current academic year to total time of current academic year:	Total tuition School shall receive/retain*:
0.01% to 4.9%	20% *
5.0% - 9.9%	30% *
10.0% - 14.9%	40% *
15.0% - 24.9%	45% *
25.0% - 49.9%	70% *
50.0% and over	100% *
*In addition to total program Equipment/Textbooks cost, Termination Fee, Registration Fee, Lab Fee, and Application Fee. For Cosmetology students: If student withdraws in academic year 2, all academic year 1 tuition charges will be added to this calculation.	

- g) If the program is cancelled subsequent to a student’s enrollment, and before instruction in the program has begun, the School shall at its option: Provide a full refund of all monies paid; or provide completion of the program.
- h) If the School cancels a program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: Provide a pro rata refund of all students transferring to another school based on the hours accepted by the receiving school; or provide completion of the program; or participate in a teach-out agreement; or provide a full refund of all monies paid.
- i) If the School is permanently closed and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for the students. The School has at its option: Provide a pro rata refund or participate in a Teach-Out Agreement.
- j) All refunds are calculated based on the student’s last date of attendance.
- k) Collection Policy: The School uses collection procedures that reflect good taste and ethical business practices; and any third party representing IIC acknowledges the existence of the Withdrawal and Settlement Policy. The School at its discretion may offer a settlement.

### Return of Title IV funds

Students who receive Title IV aid (Federal Pell, Federal Subsidized and/or Federal Unsubsidized Stafford loans and PLUS) and withdraw or are terminated from School are subject to the Return of Title IV aid regulations. (Federal law requires that a student must "earn" the aid that they receive.) When a student withdraws from School, the School is required to determine the amount

"earned" using the Return of Title IV regulations. This calculation is based on the number of hours the student attended divided by the number of hours for which the aid was disbursed.

If the student completes more than 60% of the hours in the payment period, it is determined that 100% of the Title IV funds the student received have been earned and the school will determine if the student is eligible for a post-withdrawal disbursement. If a student completes 60% or less of the hours in a given payment period, the earned and unearned portion will be calculated.

- The "unearned" portion of the institutional charges will be returned by the institution to the appropriate Title IV program. The School will then bill the student for the amount of institutional charges that were returned in excess of the school's refund policy.
- The "unearned" portion of the aid that was disbursed directly to the student will also be calculated. If applicable, the student will owe repayment to the Title IV programs. The student will receive an overpayment letter and will be given 45 days to make the repayment. The student will be eligible for further Title IV aid during the 45-day period but will become ineligible after the 45 days has passed. The student will remain ineligible until the funds are repaid or satisfactory payment arrangements have been made with the Department of Education.

### Post Withdrawal Disbursement

If a student receives less Title IV funds than the amount earned, the School will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal that is called a post-withdrawal disbursement. Post Withdrawal disbursements will be made from Pell Grant funds first, if eligible. If there are current educational costs still due to the School at the time of withdrawal, a Pell grant post withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take action. Any Federal loan funds due in a post withdrawal disbursement must be offered to the student and the School must receive the student's authorization before crediting the account.

### Refunds for Financial Aid Recipients

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 calculation was performed. The overpayment must be eliminated before offering a credit balance to a student. The School will return Title IV funds to the following Title IV programs from which the student received aid during the payment period as applicable, up to the net amount disbursed from each source in this order, and no later than 45 days after the date of determination:

- Unsubsidized Direct Stafford loans (other than PLUS loans)
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a return of funds is required



## Overpayment of Title IV Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. A student who owes an overpayment remains eligible for Title IV, HEA program funds through and beyond the earlier of 45 days from the date the School sends a notification to the student of overpayment, or 45 days from the date the School was required to notify the student of the overpayment if, during those 45 days the student:

- Repays the overpayment in full to the School
- Enters into a repayment agreement with the School in accordance with repayment arrangements satisfactory to the School; or
- Signs a repayment agreement with the Department, which will include terms that permit a student to repay the overpayment while maintain eligibility for Title IV, HEA program funds.

Within 30 days of the date of the School's determination that the student withdrew, an institution must send a notice to any student who owes a Title IV, HEA grant overpayment because of the student's withdrawal from the School in order to recover the overpayment.

At any time, the student fails to meet the terms of the repayment agreement with the School:

- The student chooses to enter into a repayment agreement with the Department of Education.
- The student who owes an overpayment is ineligible for Title IV HEA program funds. You must arrange with the School or Department of Education to return the amount of unearned grant funds.

## Termination and Withdrawal Fees

All persons, regardless of the reason for separation (withdrawal or termination) will be assessed an administrative Withdrawal/Termination fee of \$150.00 as described in the enrollment agreement.

Any student owing a balance to IIC because of withdrawal or termination must make satisfactory repayment arrangements by contacting the Financial Aid Office during regular business hours. IIC has the right to collect late fees and penalties on unpaid balances. If third party collections are deemed necessary to ensure collection of the debt, additional charges will be the responsibility of the student or guarantor of the enrollment agreement.

## Over Exit (Overtime) Charges

Over exit charges are only for 1500 hour Cosmetology, 1000 hour Barber, and 600 hour Esthetics programs. IIC includes allotted time in its enrollment agreement of 225 scheduled hours (Cosmetology), 150 scheduled hours (Barber) and 90 scheduled hours (Esthetics) for non-transfer students. The allotted "personal time" includes but is not limited to, sick days, suspension, dismissal, tardiness, personal, early departure and unforeseen events. Please note that if the school is closed for holidays, snow days, summer vacation, educator in-service days, it will not

come out of the allotted time. If a student should be absent in excess of their allotted time, those hours are called “over-exit” clock hours. Cosmetology students incur overtime charges once their scheduled hours pass 1725 hours, Esthetics students incur overtime charges once their scheduled hours pass 690 hours. Transfer students and refresher students will be allotted 15% “personal time.” Over exit charges are calculated at the rate specified in your enrollment agreement for every hour in excess of your personal time and/or contracted exit date. Current rate of \$10.50/hour (subject to change). Over exit fees must be paid in full before a student is allowed to graduate from IIC or to receive affidavit of hours completed. No paperwork will be filed by the School until accumulated balance is paid.

Example of overtime charges at \$10.50 per hour:

Actual Hours Completed:	1500 hours
Scheduled Hours at Last Day Attended:	1775 hours
Scheduled Hours Allotted(1500 + 225):	1725 hours
Overtime Hours(1775-1725):	50 hours
Total Overtime Charges (50 X \$10.50)	\$525.00

## **COVID -19 Policy regarding temporary alteration of other school policies**

### **COVID-19 operation impact summary:**

On March 16, 2020, The International Institute of Cosmetology (IIC) was closed due to Covid-19 state guidance. On March 19, 2020, IIC began theory-only temporary distance learning. From April 19<sup>th</sup> 2020, through May 2<sup>nd</sup> 2020, IIC paused theory temporary distance learning to seek approval for practical temporary distance learning. On May 4<sup>th</sup> 2020 through June 6<sup>th</sup> 2020, IIC taught both practical and theory via temporary distance learning and moved all students to a Monday through Friday schedule. On June 8<sup>th</sup> 2020, IIC resumed on-campus education at reduced weekly student schedules for Cosmetology students for two weeks. Cosmetology schedules were reduced from 30 to 18 hours per week. On 06/22/2020 IIC resumed regular schedules for all students on campus. Esthetics students continued distance learning until 06/15/2020, upon which on-campus education resumed.

### **COVID-19 temporary changes to school policies that may be in effect until end of COVID-19 National Emergency:**

The following policies were temporarily modified due to COVID-19 to make for reasonable accommodations for students and families during these times. The Department of Education and NACCAS gave additional flexibility to many IIC operations to help accommodate students:

- Leave of absences (LOA) may be granted to students seeking it. Students’ reason for LOAs during this time will be “COVID-19”. IIC temporarily waives the limit of two LOAs per year and 14-day minimum.

- Student signatures may not be required from the student and IIC may allow emails and/or texts from students seeking LOA in lieu of signatures until a feasible time arises for students to sign the paperwork at a later date or when classes resume to full operation.
- Due to COVID-19 closures, IIC has cancelled the scheduled summer break week 06/29/2020 – 07/04/2020. 07/04/2020 will still be a closed holiday. Due to this, contract end dates that are recalculated, via the below bullet point, will be reduced 1 week. Except students who had a contract end date prior to 06/28/2020.
- Contract end dates are being extended for students who were not on a LOA during:
  - 03/16/2020 – 03/18/2020;
  - Two week closure between 04/19/2020 – 05/02/2020; and
  - 2 week reduced schedule of 18 hours instead of 30 hours (06/08/2020-06/21/2020) Phase 1-3 only. Phase 4 did not have a reduced schedule.
  - These contract end dates are adjusted by calendar days using the same method to calculate end dates used in calculating LOAs.
  - Cosmetology students that did not take a LOA during any of these dates, will have their contract extended by 14 calendar days, unless they were Phase 4 students or had a prior contract end date before 06/28/2020.
  - Students that took a LOA at any point during the School COVID-19 closures will have their contract end dates adjusted after the LOA contract end date is calculated and is done on a per student basis.
  - Any student whose contract end date calculation yielded a negative number because of the elimination of summer break, was determined to not have a change in their contract date.
  - If a student’s contract was affected by the COVID-19 closures, a form will be added to the students file showing the old and new contract end dates.
  - Any student that completed hours prior to 06/09/2020 will not have their end dates changed since the hours were previously completed.
  - Additionally, no student end date rolls into another calendar year due to these changes so no signature will be required by the student as these closures were forced by COVID-19.
- IIC’s SAP policy may be modified to exclude absent hours related to COVID-19. Students who are sick or are sent home from School for having high temperatures are asked to complete the “Student Covid-19 related absence” form on our website at [www.studyhair.com/covid](http://www.studyhair.com/covid). If a student fails SAP because of the attendance component, the student’s SAP will then be reevaluated by the financial aid department and absences related to COVID-19 can be excluded from the calculation and a new SAP evaluation form will be completed. COVID-19 related absences will only be excluded if a student fails SAP. For students who pass SAP, the COVID-19 absences will not be excluded as they are maintaining SAP and are not at jeopardy of losing TITLE IV.
- IIC’s admissions policy says that students are required to take a Wonderlic test assessment for enrollment. IIC is suspending this requirement.

- IIC will waive over exit charges for students that have remained active students through the complete distance learning period of 03/19/2020 – 06/07/2020 until further notice.
- IIC will waive over exit charges for students who started school prior to 12/31/2021.
- IIC may allow students to makeup hours outside their schedule at all times the school is open for business. This may be allowed to students with approval from Director of Education or School Dean.
- The Student Accounts department has been authorized to temporarily postpone student tuition payments on a per student request.
- Students withdrawing due to COVID-19 may have their balances reduced after the schools Withdrawal and settlement calculations are completed.

**\* This catalog/publication is true and correct in content and policy.**



Please sign both copies; both copies are one and the same. Remove (staff copy) and hand to the educator. Maintain this copy in the Student Catalog for your records.

