



2017-2018

School Catalog

VOLUME 1

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Mission Statement

New York Institute of Beauty is dedicated to the highest level of education for our students and graduates and to the continued accomplishments and success of our graduates, so they may find gainful employment in the appearance enhancement field.

Accreditation, Licensure, and Affiliations

- New York Institute of Beauty is Licensed by the New York State Education Department, Bureau of Proprietary School Supervision (BPSS)

Contact Information: 89 Washington Avenue
Education Building Addition, Room 962
Albany, NY 12234.
Phone: 518-474-3969

- New York Institute of Beauty is accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS)

Contact Information: 3015 Colvin Street
Alexandria, VA 22314
Phone: 703-600-7600

- New York Institute of Beauty is approved to offer Federal Student Financial Aid for certain programs by the United States Department of Education (for qualified individuals).

Contact Information: <http://www.ed.gov>

- New York Institute of Beauty is approved by the New York State Education Department, and the Veteran's Administration for the training of those eligible for Veteran's benefits
- New York Institute of Beauty is a member of the National Coalition of Estheticians
- New York Institute of Beauty is a member of the New York State Beauty School Association
- New York Institute of Beauty is a member of the American Association of Cosmetology Schools

Admissions Requirements

1. Students must be at least 16 1/2 years of age.
2. High School Diploma or credential documenting proof of passing the Test Assessing Secondary Completion (TASC) formerly GED, is required for admission.
3. In certain instances, students who do not possess a High School Diploma, nor a TASC credential, may qualify as an Ability to Benefit student. However, it should be noted that ATB students may not qualify for Federal Student Financial Aid. In order to gain admission using Ability to Benefit, the prospective student must achieve a passing score on the Wonderlic Ability to Benefit Examination.
4. Applicants must provide the school with:
 - a. Copy of Birth Certificate or other acceptable proof of age
 - b. U.S. Citizens must provide the school with proof of a minimum of at least an elementary school education for ATB consideration.
5. If interested in obtaining your TASC credential (formerly GED), please visit www.acces.nysed/ged to find a testing center closest to you.

The New York Institute of Beauty does not recruit students already attending or admitted to another school offering a similar program of study.

New York Institute of Beauty may accept hours earned at another institution for credit toward one of its programs. It should be noted that New York Institute of Beauty does not guarantee that all of the hours earned at another institution will be credited toward a student's enrollment. Prospective students must provide the school with an official transcript from the previous institution, prior to enrollment. In addition, the prospective student may be required to undergo a theoretical and/or practical assessment of skills. Once all of these requirements are met, the school will determine the number of hours to be credited to the student. All of these items must be taken care of prior to execution of the Enrollment Agreement.

Re-Entry Policy

Students who have previously withdrawn from a particular program, or were terminated, may be readmitted or reinstated to the program, depending on the circumstances associated with their withdrawal/termination. Depending on the length of time that has passed, the student may have to undergo a skills assessment to determine the amount of information retained during their absence. These instances are examined on a case-by-case basis. Information regarding this process is available through the School Director.

Course Offerings (Course Descriptions, Schedules, and Tuition Liability)

Advanced Esthetics

900 Clock Hours

(Full course outline can be found on page 12)

Advanced Esthetics includes the basic 600 clock-hour Esthetics Program described below, and also includes an additional 300 clock-hours of training in advanced techniques and technologies. This program is geared to encompass procedures in more of a medical setting.

Schedule Option 1:	Full-Time Day	Duration: Approximately 30 weeks
Monday - Friday	9:00am-3:30pm	6 hrs/day 30 hrs/week
Total Tuition Charge:	\$14,695.00*	Refund Policy: Terms**
Term Charge:	\$7347.50	(2 Terms: 15 wks/term)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHARTS:

First Term:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$7347.50
During the 2nd Week:	20%	\$1469.50	\$5878.00
During the 3rd Week:	35%	\$2571.63	\$4775.87
During the 4th Week:	50%	\$3673.75	\$3673.75
During the 5th Week:	70%	\$5143.25	\$2204.25
After the 5th Week:	100%	\$7347.50	\$0

Second Term:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
During the 1st Week:	20%	\$1469.50***	\$5878.00
During the 2nd Week:	35%	\$2571.63***	\$4775.87
During the 3rd Week:	50%	\$3673.75***	\$3673.75
During the 4th Week:	70%	\$5143.25***	\$2204.25
After the 4th Week:	100%	\$7347.50	\$0

***This amount must be added to the total earned by the school in the first term in order to arrive at the overall student tuition liability for the program. For this particular schedule, each of these amounts needs to be added to \$7347.00, which was 100% earned by the school during the first term.

Schedule Option 2: Part-Time Day Duration: Approximately 50 weeks

Monday-Wednesday	9:00am-3:30pm	6 hrs/day 18 hrs/week
Total Tuition Charge:	\$14,695.00*	Refund Policy: Terms**
Term Charge:	\$4,898.33	(3 Terms: 17, 17 & 16 wks/term)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHARTS:

First Term:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$4898.33
During the 2nd Week:	20%	\$979.66	\$3918.66
During the 3rd Week:	35%	\$1714.41	\$3183.91
During the 4th Week:	50%	\$2449.16	\$2449.16
During the 5th Week:	70%	\$3428.83	\$1469.49
After the 5th Week:	100%	\$4898.33	\$0

Second or Third Term:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	20%	\$979.66	\$3918.66
During the 2nd Week:	35%	\$1714.41	\$3183.91
During the 3rd Week:	50%	\$2449.16	\$2449.16
During the 4th Week:	70%	\$3428.83	\$1469.49
After the 4th Week:	100%	\$4898.33	\$0

***This amount must be added to the total earned by the school in the first term, and second term (if the student discontinues training during the third term), in order to arrive at the overall student tuition liability for the program. For this particular schedule, each of these amounts needs to be added to \$4,898.33, which was 100% earned by the school during the first term, for second-term non-completers. For third-term non-completers, this amount needs to be added to \$9796.66, which was 100% earned in previous terms.

Schedule Option 3: Part-Time Night Duration: Approximately 75 weeks

Monday-Wednesday	6:00pm-10:00pm	4 hrs/day 12 hrs/week
Total Tuition Charge:	\$14,695.00*	Refund Policy: Quarters**
Quarterly Charge:	\$2,449.17	(6 Quarters: 13, 13, 13, 12, 12, & 12 wks/quarter)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHARTS:

First Quarter:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$2449.17
During the 2nd Week:	25%	\$612.29	\$1836.87
During the 3rd Week:	50%	\$1224.59	\$1224.58
During the 4th Week:	75%	\$1836.88	\$612.29
After the 4th Week:	100%	\$2449.17	\$0

Second through Sixth Quarter:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
During the 1st Week:	25%	\$612.29***	\$1836.87
During the 2nd Week:	50%	\$1224.59***	\$1224.58
During the 3rd Week:	75%	\$1836.88***	\$612.29
After the 3rd Week:	100%	\$2449.17***	\$0

***This amount must be added to the total earned by the school in the previous quarters, if the student discontinues training during the second or subsequent quarters, in order to arrive at the overall student tuition liability for the program. For this particular schedule, each of these amounts needs to be added to \$2,449.17, which was 100% earned by the school during the first quarter, for second-quarter non-completers. For third-quarter non-completers, this amount needs to be added to \$4,898.34, which was 100% earned in previous quarters. For fourth-quarter non-completers, this amount needs to be added to \$7,347.51, which was 100% earned in previous quarters. For fifth-quarter non-completers, this amount needs to be added to \$9,796.68, which was 100% earned in previous quarters. Finally, for sixth-quarter non-completers, this amount needs to be added to \$12,245.65, which was 100% earned in previous quarters.

Esthetics

600 Clock Hours

(Full course outline can be found on pages 12)

Esthetics is a course designed to allow a graduate to gain the basic skills necessary to take the New York State Board Examination for an operator's license and become a practicing esthetician.

Schedule Option 1:

Full-Time Day

Duration: Approximately 20 weeks

Monday – Friday	9:00am-3:30pm	6 hrs/day 30 hrs/week
Total Tuition Charge:	\$9,795.00*	Refund Policy: Quarters**
Quarterly Charge:	\$4,897.50	(2 Quarters: 10 wks/quarter)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHARTS:

First Quarter:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$4897.50
During the 2nd Week:	25%	\$1224.38	\$3673.12
During the 3rd Week:	50%	\$2448.75	\$2448.75
During the 4th Week:	75%	\$3673.13	\$1224.37
After the 4th Week:	100%	\$4897.50	\$0

Second Quarter:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
During the 1st Week:	25%	\$1224.38***	\$3673.12
During the 2nd Week:	50%	\$2448.75***	\$2448.75
During the 3rd Week:	75%	\$3673.13***	\$1224.37
After the 3rd Week:	100%	\$4897.50***	\$0

***This amount must be added to the total earned by the school in the first quarter in order to arrive at the overall student tuition liability for the program. For this particular schedule, each of these amounts needs to be added to \$4,897.50, which was 100% earned by the school during the first quarter.

Schedule Option 2:
Part-Time Day
Duration: Approximately 34 weeks

Monday-Wednesday	9:00am-3:30pm	6 hrs/day 18 hrs/week
Total Tuition Charge:	\$9,795.00*	Refund Policy: Terms**
Term Charge:	\$4,897.50	(2 Terms: 17 wks/term)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHARTS:

First Term:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$4897.50
During the 2nd Week:	20%	\$979.50	\$3918.00
During the 3rd Week:	35%	\$1714.13	\$3183.37
During the 4th Week:	50%	\$2448.75	\$2448.75
During the 5th Week:	70%	\$3428.25	\$1469.25
After the 5th Week:	100%	\$4897.50	\$0

Second Term:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
During the 1st Week:	20%	\$979.50***	\$3918.00
During the 2nd Week:	35%	\$1714.13***	\$3183.37
During the 3rd Week:	50%	\$2448.75***	\$2448.75
During the 4th Week:	70%	\$3428.25***	\$1469.25
After the 4th Week:	100%	\$4897.50***	\$0

***This amount must be added to the total earned by the school in the first term in order to arrive at the overall student tuition liability for the program. For this particular schedule, each of these amounts needs to be added to \$4,897.50, which was 100% earned by the school during the first term.

Schedule Option 3:
Part-Time Night
Duration: Approximately 50 weeks

Monday-Wednesday	6:00pm-10:00pm	4 hrs/day 12 hrs/week
Total Tuition Charge:	\$9,795.00*	Refund Policy: Terms**
Term Charge:	\$3,265.00	(3 Terms: 17, 17, & 16 wks/term)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHARTS:

First Term:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$3265.00
During the 2nd Week:	20%	\$653.00	\$2612.00
During the 3rd Week:	35%	\$1142.75	\$2122.25
During the 4th Week:	50%	\$1632.50	\$1632.50
During the 5th Week:	70%	\$2285.50	\$979.50
After the 5th Week:	100%	\$3265.00	\$0

Second and Third Term:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
During the 1st Week:	20%	\$653.00***	\$2612.00
During the 2nd Week:	35%	\$1142.75***	\$2122.25
During the 3rd Week:	50%	\$1632.50***	\$1632.50
During the 4th Week:	70%	\$2285.50***	\$979.50
After the 4th Week:	100%	\$3265.00***	\$0

***This amount must be added to the total earned by the school in the first term, and second term (if the student discontinues training during the third term), in order to arrive at the overall student tuition liability for the program. For this particular schedule, each of these amounts needs to be added to \$3,265.00, which was 100% earned by the school during the first term, for second-term non-completers. For third-term non-completers, this amount needs to be added to \$6,530.00, which was 100% earned in previous terms.

Nail Specialty

250 Clock Hours

(Full course outline can be found on page 13)

Nail Specialty is a course designed to allow a graduate to gain the basic skills necessary to take the New York State Board Examination for an operator's license and become a practicing Nail Technician.

Schedule Option 1: Full-Time Day Duration: Approximately 9 weeks

Monday – Friday	9:00am-3:30pm	6 hrs/day 30 hrs/week
Total Tuition Charge:	\$2,495.00*	Refund Policy: Quarters**
Quarterly Charge:	\$2,495.00	(1 Quarter: 9 weeks)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHART:

First Quarter:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$2495.00
During the 2nd Week:	25%	\$623.75	\$1871.25
During the 3rd Week:	50%	\$1247.50	\$1247.50
During the 4th Week:	75%	\$1871.25	\$623.75
After the 4th Week:	100%	\$2495.00	\$0

Schedule Option 2: Part-Time Day Duration: Approximately 14 weeks

Monday – Wednesday	9:00am-3:30pm	6 hrs/day 18 hrs/week
Total Tuition Charge:	\$2,495.00*	Refund Policy: Quarters**
Quarterly Charge:	\$1,247.50	(2 Quarters: 7 wks/quarter)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHART:

First Quarter:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$1247.50
During the 2nd Week:	25%	\$311.88	\$935.62
During the 3rd Week:	50%	\$623.75	\$623.75
During the 4th Week:	75%	\$935.63	\$311.87
After the 4th Week:	100%	\$1247.50	\$0

Second Quarter:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
During the 1st Week:	25%	\$311.88***	\$935.62
During the 2nd Week:	50%	\$623.75***	\$623.75
During the 3rd Week:	75%	\$935.63***	\$311.87
After the 3rd Week:	100%	\$1247.50***	\$0

***This amount must be added to the total earned by the school in the first quarter in order to arrive at the overall student tuition liability for the program. For this particular schedule, each of these amounts needs to be added to \$1,247.50, which was 100% earned by the school during the first quarter.

Schedule Option 3:

Part-Time Night

Duration: Approximately 24 weeks

Monday-Wednesday

6:00pm-9:30pm

3.5 hrs/day 10.5 hrs/week

Total Tuition Charge:

\$2,495.00*

Refund Policy: Quarters**

Quarterly Charge:

\$831.67

(3 Quarters: 8 wks/quarter)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHARTS:

First Quarter:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$831.67
During the 2nd Week:	25%	\$207.92	\$623.75
During the 3rd Week:	50%	\$415.84	\$415.83
During the 4th Week:	75%	\$623.75	\$207.92
After the 4th Week:	100%	\$831.67	\$0

Second and Third Quarters:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
During the 1st Week:	25%	\$207.92***	\$623.75
During the 2nd Week:	50%	\$415.84***	\$415.83
During the 3rd Week:	75%	\$623.75***	\$207.92
After the 3rd Week:	100%	\$831.67***	\$0

***This amount must be added to the total earned by the school in the first quarter, and second quarter (if the student discontinues training during the third quarter), in order to arrive at the overall student tuition liability for the program. For this particular schedule, each of these amounts needs to be added to \$831.67, which was 100% earned by the school during the first quarter, for second-quarter non-completers. For third-quarter non-completers, this amount needs to be added to \$1,663.34, which was 100% earned in previous quarters.

Waxing

75 Clock Hours

(Full course outline can be found on page 13)

Waxing is a course designed to allow a graduate to gain the basic skills necessary to take the New York State Board Examination for an operator's license and become a practicing Waxing Technician.

Schedule Option 1: Full-Time Day Duration: Approximately 3 weeks

Monday – Friday	9:00am-3:30pm	6 hrs/day 30 hrs/week
Total Tuition Charge:	\$825.00*	Refund Policy: Mini**

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHART:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
0 to 15% of Program:	0%	\$0	\$825.00
16 to 30% of Program:	25%	\$206.25	\$618.75
31 to 45% of Program:	50%	\$412.50	\$412.50
46 to 60% of Program:	75%	\$618.75	\$206.25
After 60% of Program:	100%	\$825.00	\$0

Schedule Option 2: Part-Time Day Duration: Approximately 5 weeks

Monday – Wednesday	9:00am-3:30pm	6 hrs/day 18 hrs/week
Total Tuition Charge:	\$825.00*	Refund Policy: Mini**

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHART:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
0 to 15% of Program:	0%	\$0	\$825.00
16 to 30% of Program:	25%	\$206.25	\$618.75
31 to 45% of Program:	50%	\$412.50	\$412.50
46 to 60% of Program:	75%	\$618.75	\$206.25
After 60% of Program:	100%	\$825.00	\$0

Schedule Option 3: Part-Time Night Duration: Approximately 8 weeks

Monday-Wednesday	6:00pm-9:30pm	3.5 hrs/day 10.5 hrs/week
Total Tuition Charge:	\$825.00*	Refund Policy: Quarters**
Quarterly Charge:	\$825.00	(1 Quarter: 8 weeks)

*This amount is only tuition, and does not include kit, books, registration fee, etc.

**Please consult the Refund Policy further in this catalog for more information.

TUITION LIABILITY CHART:

Termination Occurs:	School Will Earn (Percentage):	School Will Earn (Dollars):	Student Will Keep (Dollars):
Prior to or During the 1st Week:	0%	\$0	\$825.00
During the 2nd Week:	25%	\$206.25	\$618.75
During the 3rd Week:	50%	\$412.50	\$412.50
During the 4th Week:	75%	\$618.75	\$206.25
After the 4th Week:	100%	\$825.00	\$0

As a general note about the “Tuition Liability Charts” for all of the courses and schedules above: In the event that a student discontinues their enrollment during any given week, these charts are intended to allow a prospective student to see how much of the total tuition cost they will owe the school. These charts only apply to the student’s ledger with regard to institutional refunds, and they do not apply to any returns that might be made to the U.S. Department of Education with regard to Title IV Funds. These charts only include tuition charges, and no other fees or expenses listed in this catalog, nor on any corresponding enrollment agreement.

Start Dates

When a program is actively being offered, start dates into each program are often scheduled monthly. Please see an Admissions Representative, or the School Director to find out specific start dates for specific programs, and schedules.

Course Outlines

ADVANCED ESTHETICS	Training on basic esthetics principles, with added training of advanced techniques	
	Orientation	4 hrs
	Safety and Health	8 hrs
	Bacteriology	18 hrs
	Anatomy, Physiology, Nutrition	25 hrs
	Structures and Function of Skin	12 hrs
	Superfluous Hair	24 hrs
	Chemistry	3 hrs
	Chemistry as Applied to Cosmetics	21 hrs
	Electricity and Machines	18 hrs
	Facial Treatments	225 hrs
	Body Procedures	48 hrs
	Make-Up Techniques	84 hrs
	Business Practice	50 hrs
	Job Skills	6 hrs
	Advanced Skin Histology	20 hrs
	Assessment & Documentation	15 hrs
	Advanced Exfoliation	55 hrs
	History & Overview Laser/Light	2 hrs
	Laser Physics & Properties of Laser/Light	20 hrs
	Laser & IPL Light Modalities	20 hrs
	Laser & IPL Aesthetics Practice	55 hrs
	Laser Consultation & Medical History	5 hrs
	National/State & Recommended Standards of Practice	3 hrs
	Paramedical Esthetics	20 hrs
	Advanced Facial Equipment & New Technologies	50 hrs
	Spa & Alternative Therapies	35 hrs
	Intro to Paramedical Esthetics	18 hrs
	State Board Preparation	36 hrs
	Total:	900 HOURS

ESTHETICS	Training for employment in the Skin Care Field and Beauty Industry	
	Orientation	4 hrs
	Business Practices	50 hrs
	Safety and Health	8 hrs
	Job Skills	6 hrs
	Bacteriology	18 hrs
	Intro to Paramedical Esthetics	18 hrs
	Anatomy, Physiology and Nutrition	25 hrs
	Structure & Functions of the Skin	12 hrs
	Superfluous Hair	24 hrs
	Chemistry	3 hrs
	Chemistry as Applied to Cosmetics	21 hrs
	Electricity & Machines	18 hrs
	Facial Treatments	225 hrs
	Body Procedures (no machines)	48 hrs
	Make-Up Techniques	84 hrs
	Unassigned	36 hrs
	Total:	600 HOURS

NAIL SPECIALTY

Training for employment in the Nail Industry

Orientation	4 hrs
Pedicuring	15 hrs
Safety and Health	8 hrs
Tip Application and Design	12 hrs
Anatomy & Physiology of Nails, Hand, Arm, Foot, and Leg	10 hrs
Nail Wraps	25 hrs
Bacteria and Infectious Diseases; Nails, Foot, and Skin	
Disorders and Diseases	10 hrs
Gel Nails	20 hrs
Liquid & Powder Nail Extensions	50 hrs
Methods of Infection Control	10 hrs
Nail Art	4 hrs
Client Consultation	4 hrs
Retailing Techniques	6 hrs
Manicuring and Hand/Arm Massage	20
Business Practices	8 hrs
Job Skills	6 hrs
Unassigned	38 hrs
Total:	250 HOURS

WAXING

Training for employment in the field of Hair Removal

Professional Requirements	10
Safety and Health	20
Skin Structure, Diseases and Disorders	10
Removal of Superfluous Hair	35
Total:	75 HOURS

Space & Facilities

New York Institute of Beauty is an approximately 8,000 square foot facility located in Islandia, New York. The facility is equipped with all heating, cooling, and lighting necessary for effective instruction for the Appearance Enhancement Industry. Classrooms are equipped with all of the necessary items for instruction in theoretical and practical skills. In addition, clinic space houses all equipment and machinery necessary to perform services on clients for the purpose of instruction.

Satisfactory Academic Progress Policy

All students enrolled at New York Institute of Beauty are required to meet established requirements for attendance and academics. Satisfactory Academic Progress standards apply to all NACCAS approved programs regardless of course, program and/or length. Students will be evaluated using quantitative and qualitative measures to determine if they are making adequate progress towards course completion. The policy is printed in the school catalog and provided to students prior to enrollment.

Evaluation Periods

Satisfactory Academic Progress evaluations will be issued at least twice during the student's course of study. Evaluations will determine if the student has met the minimum requirements for Satisfactory Academic Progress. Students enrolled in the Advanced Esthetics program will be evaluated every 450 hours of actual attendance. Students enrolled in the Esthetics program will be evaluated every 300 hours of actual attendance. Students enrolled in the Nail Specialty and Waxing programs will be evaluated at the midpoint and at the end in actual hours. Transfer students will be evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever occurs first. The frequency of evaluations ensures that students have had at least one evaluation by the midpoint of their course.

Attendance Progress

For a student to be deemed making satisfactory attendance progress, the student must maintain a minimum attendance average of 85%. The attendance percentage is determined by dividing the total hours completed by the total number of hours scheduled.

Academic Progress

For a student to be deemed making satisfactory academic progress, the student must maintain a minimum Grade Point Average (G.P.A.) of 75%. Grade point average is determined by a combined average of all practical and written examinations. Those students who have not satisfied the school's minimum academic requirements may retake anywritten or practical examination at the discretion of the School Director. The new grade will become the final grade for that unit of instruction. The grading scale is listed below.

E	Excellent	96% - 100%
VG	Very Good	90% - 95%
G	Good	80% - 89%
P	Fair	75% - 79%
F	Fail	74% & below

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Students who exceed the maximum time frame may be terminated from the program. The maximum time frame for course completion is listed below.

	Advanced Esthetics 900 hrs.	Maximum Time Frame	Esthetics 600 hrs.	Maximum Time Frame	Nails Specialty 250 hrs.	Maximum Time Frame	Waxing 75 hrs.	Maximum Time Frame
Hrs./Wk.	Approx.	(1062 hrs.)	Approx.	(708 hrs.)	Approx.	(295 hrs.)	Approx.	(88.5 hrs.)
30 hrs./wk.	30 wks.	36 wks.	20 wks.	24 wks.	9 wks.	10 wks.	3 wks.	3 wks.
22.5 hrs./wk.	40 wks.	48 wks.	27 wks.	32 wks.	-----	-----	-----	-----
18 hrs./wk.	50 wks.	59 wks.	34 wks.	40 wks.	14 wks.	17 wks.	5 wks.	5 wks.
12 hrs./wk.	75 wks.	89 wks.	50 wks.	59 wks.	----	----	----	----
10.5 hrs./wk.	-----	-----	-----	-----	24 wks.	29 wks.	8 wks.	9 wks.

Determination of Progress

Students who meet the minimum requirements for attendance and academics shall be considered making Satisfactory Academic Progress until the next scheduled evaluation. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in the status of probation. Students will receive a copy of their Satisfactory Academic Progress report at the time of each evaluation. All progress reports will be maintained in the student's records and are available for review upon student request.

Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding until the next scheduled evaluation. Students must meet the minimum requirements for attendance and academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Probation

Students who do not meet Satisfactory Academic Progress requirements, following the Financial Aid Warning

period, will be deemed not making Satisfactory Academic Progress. Students not making Satisfactory Academic Progress following the Financial Aid Warning period are no longer eligible to receive Title IV funding, unless the student appeals the decision, and prevails upon appeal. Students who prevail upon appeal will be placed in the status of Financial Aid Probation. Additionally, only students who have the ability to meet Satisfactory Academic Progress standards by the next scheduled evaluation may be placed on Financial Aid Probation. Students who are not considered making Satisfactory Academic Progress by the second evaluation period are subject to dismissal. The institution may elect to place students who are not able to meet the minimum requirements for attendance and academics by the second evaluation on an Academic Plan. The Academic Plan will ensure the student meets Satisfactory Academic Progress standards at a designated point within the maximum time frame. Students who progress according to their academic plan will be considered making Satisfactory Academic Progress and are eligible to receive Title IV funding. If at the end of the Financial Aid Probation period, the student has still not met the minimum requirements for attendance and academics or as established by the academic plan, he/she will be determined as not making satisfactory academic progress and, if applicable, is no longer eligible to receive Title IV funds.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation. To re-establish Title IV funding, students must appeal the negative progress determination and prevail upon appeal.

Appeal Procedure

Students who do not meet Satisfactory Academic Progress standards may submit an appeal.

- Students may appeal by submitting a written appeal to the School Director within ten (10) calendar days of the notification of a negative progress determination.
- Students may submit an appeal for reasons which are serious in nature, such as death of a relative, personal illness or injury, or other allowable special circumstances.
- The documentation submitted must include the reasons why the student failed to make Satisfactory Academic Progress and what has changed in the student's situation that will allow them to achieve Satisfactory Academic Progress by the next scheduled evaluation.
- Students have the right to make a personal appeal before the School Director in addition to submitting the required written documentation.
- Notification of the school's action, including reasons if the appeal was approved or denied, will be sent directly to the student within ten (10) calendar days of receipt of the appeal.
- All appeal documents and results will be maintained in the student's records.

Leave of Absence

Leaves of Absence are defined as an approved interruption of training for extenuating circumstances. A leave of absence has no effect on Satisfactory Academic Progress standards, and the student will return to school in the same progress status as prior to the leave of absence. All requests for a leave of absence must be submitted in writing to the School Director. The leave of absence will extend the student's contract period and maximum time frame by the same number of days as taken in the leave of absence. If a student fails to return from the leave of absence he/she will be dismissed from the program. For more information, please see the Leave of Absence Policy.

Interruption/Re-Enrollment

Students who re-enter the program within 180 calendar days of withdrawal, will re-enter the program in the same attendance and academic status as prior to the withdrawal. Students who re-enter the program after 180 calendar days of withdrawal, will be treated as a transfer student with a new attendance and academic average. All students who re-enter the program will retain their Satisfactory Academic Progress status from their first enrollment until their next scheduled evaluation, regardless of time of withdrawal. Incompletes, withdrawals, repetitions, and noncredit, remedial courses do not apply to this institution. Therefore, these items have no effect upon the school's Satisfactory Academic Progress standards.

Transfer Students

Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

Tests will be administered and recorded on the student progress report. Student's work will be observed and progress will be evaluated. The grading scale listed in the Satisfactory Academic Progress Policy will be used. The evaluation of the student's ability and performance will become a permanent part of the student's file. Students have the right to access information regarding their progress. Students will be evaluated for Satisfactory Academic Progress at the checkpoints listed above. In addition, students will be apprised of their academic standing through the smartphone app, which is updated in real-time. Further, students will be given a progress report (not a formal Satisfactory Academic Progress Evaluation) every four to six weeks.

Graduation Requirements & Credentials

1. Student must have completed all required number of actual hours for their respective program.
2. Student must have maintained the minimum level of academic performance on all required assessments. This includes a 75% cumulative academic average.
3. Student must have settled all financial obligations with the school, which include having a zero balance, or made additional payment arrangements (Please also see the section regarding "Extra Instructional Charges").

Students who have met the criteria above are issued a Certificate of Completion from the school and an application for temporary licensing and State Board Examination. The graduate is then issued a temporary license by the Division of Licensing Services, New York State Department of State, permitting immediate employment in the Appearance Enhancement Industry. A permanent Esthetics License is issued to the applicant by the NYS Division of Licensing Services upon passing both the written and practical State Board Examinations. A permanent Nail Specialty License is issued to manicuring applicant by the Division of Licensing Services upon passing both the written and practical examination. A permanent Wax License is issued to the applicant by the NYS Division of Licensing Services upon passing the written examination.

Refund Policy

ADVANCED ESTHETICS/ESTHETICS/NAIL SPECIALTY

If a student cancels their enrollment within three business days of the signing of an enrollment agreement all monies collected by the school shall be refunded. This cancellation will be determined by the postmark, written notification or date said information is delivered or phoned to the school administrator or owner in person. This policy stands whether or not the student actually started training. If cancellation or termination of enrollment occurs after three business days, but prior to or during the first week of instruction, the student is entitled to a refund of tuition, but will be charged a \$100.00 registration fee. If a student withdraws or is discontinued after completion of the first week of instruction they will be charged for the following:

A. Applicants not accepted by the school shall be entitled to a refund of all monies paid.

B. Thereafter, a student will be liable for:

1. the non-refundable registration fee plus,
2. the cost of any textbooks or supplies accepted plus,
3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of Quarters/Terms in the program. Total tuition liability is limited to the Quarter/Term during which the student withdrew or was terminated, and previous Quarters/Terms completed

First Quarter If termination occurs, school may keep	Subsequent Quarters If termination occurs, school may keep	First Term If termination occurs, school may keep	Subsequent Terms If termination occurs, school may keep
Prior to or during the first week0%	During the first week..... 25%	Prior to or during the first week..... 0 %	During the first week20%
During the second week...25%	During the second week...50%	During the second week... 20%	During the second week ...35%
During the third week50%	During the third week75%	During the third week 35%	During the third week50%
During the fourth week75%	After the third week 100%	During the fourth week 50%	During the fourth week70%
After the fourth week 100%		During the fifth week 70%	After the fourth week100%
		After the fifth week 100%	



The failure of a student to notify the Director in writing of withdrawal may delay refund of tuition due pursuant to section 5002(3) of the Education Law.

- C. Except that the hourly rate as per the student contract shall be substituted for such hours that have been made up beyond the stated program length of 900 hours for Advanced Esthetics, 600 hours for Esthetics, 250 hours for Nail Specialty or 75 hours for Waxing
- D. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student should be refunded within 30 days of formal cancellation by the student. Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of physical attendance. Any monies due the student who unofficially withdraws, shall be made within 30 days of determination by the institution that the student has unofficially withdrawn without notifying the institution, or in a case of a Leave of Absence the documented date of return. Attendance is normally monitored weekly.
- E. If a school permanently closed and no longer offered instruction after a student enrolled, the student shall be entitled to refund of tuition, books, fees, etc.
- F. If a course is cancelled subsequent to a student's enrollment, the school shall at its option:
 - 1. Provide a full refund of all monies paid; or
 - 2. Provide completion of the course.
- G. Prior to calculating a refund, Title IV recipients who have not completed more than 60% of the payment period or period of enrollment, as per Federal regulations, will be subject to the provisions of the Return of Title IV. For specific information contact the school's Financial Aid Administrator.

A student's tuition liability to the school will be calculated in accordance with the State refund clause stated above.

The applicable refund policy (terms vs. quarters) is determined by the individual students selection of a particular schedule (i.e. Part-Time vs. Full Time or Days vs. Nights. Please refer to the enrollment agreement for this information, or see all of the possible selections in the "course offerings" section above.

WAXING

If a student cancels their enrollment within three business days of the signing of an enrollment agreement all monies collected by the school shall be refunded. This cancellation will be determined by the postmark, written notification or date said information is delivered or phoned to the school administrator or owner in person. This policy stands whether or not the student actually started training. If cancellation or termination of enrollment occurs after three business days, but prior to or during the first week of instruction, the student is entitled to a refund of tuition, but will be charged a \$82.00 registration fee. If a student withdraws or is discontinued after completion of the first week of instruction they will be charged for the following:

- A. Applicants not accepted by the school shall be entitled to a refund of all monies paid.
- B. Thereafter, a student will be liable for:
 - 1. the non-refundable registration fee plus,
 - 2. the cost of any textbooks or supplies accepted plus,
 - 3. tuition liability as of the student's last date of physical attendance. Tuition liability is divided by the number of Quarters/Terms in the program. Total tuition liability is limited to the Quarter/Term during which the student withdrew or was terminated, and previous Quarters/Terms completed.

First Quarter If termination occurs, school may keep	Subsequent Quarters If termination occurs, school may keep	Mini Course If termination occurs, school may keep
Prior to or during the first week0%	During the first week 25%	0 - 15% of the program.....0%
During the second week25%	During the second week ... 50%	16 - 30% of the program25%
During the third week50%	During the third week 75%	31 - 45% of the program50%
During the fourth week 75%	After the third week..... 100%	46 - 60% of the program..... 75%
After the fourth week100%		After 60% of the program100%



The failure of a student to notify the director in writing of withdrawal may delay refund of tuition due pursuant to section 5002(3) of the Education Law.

- C. Except that the hourly rate as per the student contract shall be substituted for such hours that have been made up beyond the stated program length of 75 hours for Waxing.
- D. Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student should be refunded within 30 days of formal cancellation by the student. Unofficial withdrawals shall occur when the institution determines that the student has been absent 14 consecutive days from the last date of physical attendance. Any monies due the student who unofficially withdraws, shall be made within 30 days of determination by the institution that the student has unofficially withdrawn without notifying the institution, or in a case of a Leave of Absence the documented date of return. Attendance is normally monitored weekly.
- E. If a school permanently closed and no longer offered instruction after a student enrolled, the student shall be entitled to refund of tuition, books, fees, etc.
- F. If a course is cancelled subsequent to a student's enrollment, the school shall at its option:
 - 1. Provide a full refund of all monies paid; or
 - 2. Provide completion of the course.
- G. Prior to calculating a refund, Title IV recipients who have not completed more than 60% of the payment period or period of enrollment, as per Federal regulations, will be subject to the provisions of the Return of Title IV. For specific information contact the school's Financial Aid Administrator.

A student's tuition liability to the school will be calculated in accordance with the state refund clause stated above.

The applicable refund policy (terms vs. quarters) is determined by the individual students selection of a particular schedule (i.e. Part-Time vs. Full Time or Days vs. Nights. Please refer to the enrollment agreement for this information.

Employment Assistance

New York Institute of Beauty has developed significant relationships with spas, salons, and members of the medical and fashion industries, just to name a few. These relationships have led to our graduates being placed in exciting professional environments in which to use the skills obtained at our school. In addition to connecting the right graduate with the right potential employer, we regularly host career fairs, and constantly work with our students to help them promote themselves in the most professional and effective possible ways. Our commitment to these goals extend throughout our graduates' professional careers. We are willing to help with employment assistance at any time, even years after graduation. Every effort is made to accomplish these goals, but placement is not guaranteed. Please note that in order to comply with various Federal, State, and Local oversight agencies, New York Institute of Beauty is required to call employers that employ our graduates in order to verify placement.

School Calendar

New students are admitted to classes approximately monthly, whether attendance is for full-time or part-time, or evening sessions. Classes are held throughout the year, with no formal closing period. Actual starting dates may be obtained by contacting the Admissions Office. Official school holidays are:

New Year's Day, Martin Luther King Day, President's Day, Memorial Day,

Independence Day, Labor Day, Columbus Day, Thanksgiving Day, and Christmas Day

Non-Discrimination Policy

New York Institute of Beauty does not discriminate in Employment, Admissions, nor Operations, on the basis of Race, Religion, Age, Color, Ethnic Origin, Sex, or Sexual Orientation.



Ownership Information

New York Institute of Beauty is owned and operated by Gloria Francis Institute of Beauty Inc.:

Ms. Linda Giardinello	President
Mr. Anthony Civitano	Vice President
Mr. Salvatore Pappacoda	Secretary/Treasurer

Student Right to Information Policy/FERPA/Releases

Any student is permitted to review the contents of their file in the Administrative Office of the school. Review must be in the presence of School Administrator, at a time compatible to both the student and the school. The school requires written consent signed by the student before releasing individual student information to third party. Parents or guardians of a dependent minor student may have access to the records of the dependent minor student. The school requires written consent signed by the parents of a dependent minor student before releasing individual student information regarding the dependent minor student. The school can not disclose to a parent if the student is an independent student under IRS laws without the students written permission. Student records may be released to the Federal Government, State Education Department and NACCAS without the student's consent.

These policies and procedures are in place, in accordance with the Family Educational Rights to Privacy Act (FERPA).

Scholarship Policy

New York Institute of Beauty may accept the award of certain scholarships in the payment of a student's cost of attendance. A list of what scholarships may be available to the student is available in the Financial Aid Office. Many of the scholarships have different requirements in order to qualify, so please check with the Financial Aid office for that list, and the associated requirements for each.

Other Services/Referrals

New York Institute of Beauty does not purport to be subject-matter experts in the areas of emotional counseling, drug abuse/addiction, etc. However, should the need arise, the school will make every attempt to make any professional referrals necessary during the student's matriculation.

Attendance Policy (Absenteeism, Tardiness, etc.)

Leaving class is not permitted and will be translated into equivalent days of absence, which are recorded in 30 minute increments. The amount of time a student is late, and the time in which they will be permitted into class is detailed in the chart below:

Amount of Time Tardy	Permitted to Enter Class
Up to 10 Minutes	Immediately
11 min – 30 minutes	30 minutes into the session
31 min – 60 minutes	60 minutes into the session
61 min or more	90 minutes into the session
more than 50% of session	Not permitted to enter

If a student is absent for 14 calendar days in a row, the student will be terminated from the program on the next business day. The only exception to this particular rule is a student who is on an approved Leave of Absence. Attendance is monitored daily, and collected electronically on a weekly basis. This information is then made available to the student with weekly updates.

Leave of Absence Policy

New York Institute of Beauty allows for students to take a Leave of Absence when extenuating circumstance warrant such an interruption in study. A Leave of Absence will be granted for 14 calendar days. A second 14 - day Leave of Absence may also be granted. However, a maximum of two 14 - day Leaves of Absence (either separately, or together) will be granted during the student's enrollment in any particular program, for the entire length of the program. Leaves of absence must be applied for, and often times are not granted unless the situation warrants it. If the student is granted a Leave of Absence, neither actual hours, nor scheduled hours continue to accrue. During this time no refund calculation is performed. If a student does not return from their leave of absence, the student will be withdrawn on the date in which they were scheduled to return. The application process for a Leave of Absence, as well as required documentation must be submitted for approval to the School Director.

Rules & Regulations

1. The following is a list of prohibited items and/or activities:
 - A. The use of cell phones by students is not allowed, unless previously approved by a school official.
 - B. Because of consumer protection laws, and client privacy the use of any recording device (either audio or video), or the taking of photographs in the student clinic is strictly prohibited.
 - C. Smoking is not permitted inside any part of the school. Smoking is only permitted during breaks, and must occur outside of the building, standing clear of entrances.
 - D. Food and Beverages are not allowed in any classroom. Bottled water is allowed.
 - E. Possession, use, selling, or dispensing of drugs or alcohol on school property will not be tolerated. This policy will be enforced and may result in immediate termination.
 - F. Solicitation in general is not allowed at New York Institute of Beauty.
 - G. Any damage to school property (including equipment) by a student, will be charged to that student's account.
2. The following is a list of general classroom rules:
 - A. No student will leave the classroom while class is in session, unless permitted to do so by the instructor.
 - B. If a student must leave school during their scheduled session it is essential that they inform their instructor.
 - C. During the day programs, students may only leave the building and grounds during the assigned lunch period. The school is not responsible for the activities undertaken during this lunch period, and all students must return on time or be charged with absence hours if late. During the evening program, students are prohibited from leaving the building and grounds area.
 - D. All absences, including but not limited to illness, car trouble, inclement weather or family emergency must be called in. There are no excused absences so all absences will be recorded in the attendance book.
 - E. Make-up work will be scheduled as soon as it is practical for both the student and the school.
 - F. During clinic time, students will work on the general public or other students. A student who refuses to participate in clinic will be sent home.
3. The following is a list of regulations with which a student must comply in order to be deemed "prepared for class." It is essential that these rules are followed in order to receive credit for the hours in that particular session.
 - A. At all times, students must have the required kit, books, uniform and all necessary tools to partake in class for the day.
 - B. A uniform consisting of white shirt, white pants (no jeans), white lab coat (at least one-quarter length sleeves), and white shoes (nursing shoes and sneakers are acceptable) and the school - issued student name badge must be worn at all times. Canvas shoes are not permitted. Scarves of any type are not permitted. The shirt worn under the lab coat must be plain white – no colored patterns, drawings, writings and/or designs. The uniform can be found at any local uniform store. Open toe and open heeled shoes are not permitted. Hats and bandanas are not permitted. Hair must be worn up, or pulled back during clinic time.
 - C. Students must have clean, short nails. The nails may not exceed the nail beds and may not extend passed the fingertips. No polish, tips, wraps, etc. is permitted. Also, students may not wear heavy perfumes or colognes, and no hand jewelry is permitted (exception: wedding rings and wrist watches). Only stud earrings are acceptable.

- D. Students are responsible for their own personal property, kit and books regardless of where they are left. Do not leave property in the school overnight.
- 4. Students may consult with the Director/Administrator or Instructor on all personal or school problems during school hours.
- 5. The following are general school rules:
 - A. Students may change their class schedule once during their course of enrollment in a course (i.e. full-time day to part-time day). A new contractual graduation date will be calculated. A change of schedule will be completed and signed for by both the school administration and the student. All previous hours earned and absence hours accumulated will carry forward with the student to the new class schedule.
 - B. A student may be suspended from class from one hour up to any number of hours depending upon the school regulation(s) broken and how often this has been done. The student will not receive credit for attendance or achievement during this time, nor will they accumulate any absence time or incur any make-up charges. The student's graduation date will be extended by the amount of time they are suspended.
 - C. Any student not complying with the school's policies and procedures may be expelled or suspended from the program. Any behavior deemed to be misconduct by the School Director, including but not limited to excessive absenteeism, rudeness, interruption of class or other behavior not deemed acceptable, may result in immediate termination. Please note that suspensions do not affect a students' absent hours.
 - D. There is a \$25.00 fee for the issuing of duplicate paperwork and a \$25.00 fee for the issuing of duplicate Certificate of Completion

Official and Unofficial Withdrawals

New York Institute of Beauty defines an "Official Withdrawal" as a student, who for whatever reason, decides to discontinue their studies at our campus. This decision must be documented in writing, and can be done with the Campus Director.

An "Unofficial Withdrawal" can include a student who is absent from school (excluding cases of a Leave of Absence) for 14 calendar days. Attendance is monitored daily, and will result in termination from the program on the next scheduled day of attendance after 14 calendar days has passed.

Any violations of the Code of Conduct above that are deemed serious enough to warrant expulsion will be categorized as an unofficial withdrawal.

Administrative Staff, Faculty, and Advisory Committee:

Directors*:	Angelica Matseyev & Linda Giardinello
Financial Aid Officer*:	Christine Kuper
Admissions Representative*:	Megan Leitch

*These employees can be found in the administrative offices

Instructors:	Christine Kuper (substitute)	Naaz Rasheed
	Deanna Beaver (substitute)	Tanya Diaz
	Renee Bades (substitute)	Natalie Iovino-Schoenfeld (substitute)
	Karen Antoci	Erika McGrath
	Shaakira Samad	Lisa Cairo
	Karen Lane	Nicole Nunns
	Anna Mazzard	Tobi Britton
	Angela Reyes	

From time to time, the New York Institute of Beauty solicits feedback from a panel of professionals that work in our industry, and may even employ some of our graduates. The roster of that Advisory Committee is as follows:



Ms. Janine Heenan: Northeast Regional Recruiter, Elizabeth Arden Red Door Spas,
2750 Merrick Road, Bellmore, NY 11710

Ms. Kelly Bennett: General Manager, Elizabeth Arden Red Door Spa,
2750 Merrick Road, Bellmore, NY 11710

Ms. Nicole Holland: District Manager, European Wax Center,
1278 Broadhollow Road, Farmingdale, NY 11735

Ms. Amy Comer: Multi-Center Manager, European Wax Center,
1278 Broadhollow Road, Farmingdale, NY 11735

Ms. Jessica Marks: Regional Director of Operations, Massage Envy,
133 Alexander Avenue, Saint James, NY 11755

Ms. Linda Giardinello: Owner/Director, New York Institute of Beauty,
11 Oval Drive, Suite 180, Islandia, NY 11749

Cost of Attendance & Financial Aid Information

1. ADVANCED ESTHETICS

Registration Fee:	\$100.00
Books/Kit:	\$1,000.00*
Tuition:	\$14,695.00
Total Tuition & Fees	\$ 15,795.00*

2. ESTHETICS

Registration Fee:	\$100.00
Books/Kit:	\$400.00*
Tuition:	\$9,795.00
Total Tuition & Fees:	\$10,295.00*

3. NAIL SPECIALTY

Registration Fee:	\$ 100.00
Books/Kit:	\$400.00*
Tuition:	\$2,495.00
Total Tuition & Fees:	\$2,995.00*

4. WAXING

Registration Fee:	\$82.00
Books/Kit:	\$118.00*
Tuition:	\$825.00
Total Tuition & Fees:	\$1,025.00*

*Sales tax is applicable on Books & Kit. The total does not reflect the added sales tax.

Financial Aid Information

This information has been prepared to supplement the Student Guide, published by the United States Department of Education to help students and parents to understand the Financial Aid process. We hope it will answer your questions and will make the Financial Aid process easier for you.

Financial Aid Mechanism

Financial Aid is a mechanism that reduces out of pocket costs that students and/or parents must pay to obtain a specific postsecondary education. Presented differently, financial aid is money made available to help students meet the “cost of attendance”. Financial Aid is awarded to students who have “need”. “Need” is the difference the amount of money that the family will be expected to contribute to meet student costs and the “Cost of Attendance” at this school.

Financial Aid Programs

The institution is approved for and participates in the following programs:

- Pell Grant
- Direct Subsidized Loan
- Direct Unsubsidized Loan
- Direct Parent Loan (PLUS)
- (SEOG) Supplemental Education Opportunity Grant
- TFC (Tuition Financing Credit Corp.)

SEOG is awarded to those students that have the lowest positive Expected Family Contribution (EFC) according to the availability of funds.

Education Benefit Programs offered by the Department of Veteran Affairs and Defense

If you served in Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member’s Post-9/11 GI benefits to you.

Financial Aid Assistance Student Eligibility Requirements

- Have Financial Aid need
- High School Diploma, GED
- Be a U.S. citizen or eligible non-citizen
- Be enrolled as a regular student in an eligible program, at least half time
- Make satisfactory academic and attendance progress
- Be registered with Selective Service or certify that there is no requirement to do so.
- Agree to use any Federal Financial aid received solely for education purposes.

The institution has been approved by the U.S. Department of Education, Office of Financial Assistance, and various state guarantee agencies for the following programs of financial assistance to assist eligible students to meet the expenses of their education of 600 hours or more.

Federal Pell Grant	\$5815.00
Federal Supplemental Education Opportunity Grants (FSEOG).....	\$ TBD
Direct Subsidized Loan	\$3500.00
Direct Unsubsidized Loan	\$6000.00
Direct Parent Plus Loans (PLUS)	(up to full cost of education, less other Financial Aid)

** May change 7/1/2017**

Direct Loans are subject to an Origination fee as per the U.S. Dept. of Education The programs listed above are based on the students need for financial assistance and the forms for applying for such aids are available at the school. The Financial Aid Advisor will explain the procedures and preparations of these forms.

COST OF ATTENDANCE

- EXPECTED FAMILY CONTRIBUTION (EFC)
- FINANCIAL AID
- = NEED

Students receiving Financial Aid incur the following responsibilities:

- Students must maintain satisfactory academic and attendance progress in their course of study.
- Students enter into their repayment period for Direct Loans six month after completing the program, or six months after they are terminated/withdrawn.
- Direct Unsubsidized Loans and Direct Subsidized Stafford loans have the same repayment terms however; interest on the unsubsidized loans is the students' responsibility from the date of disbursement.
- ***The interest can be paid while you are in school or may be added to the principal by your lender, at the students' request.
- A parent of a dependent student may borrow up to the cost of education, less other expected financial aid, on the PLUS loan.

The Maximum Loan amounts are as follows:

SUBSIDIZED - Dependent/Independent	\$3500.00
UNSUBSIDIZED - Independent	\$6000.00

These amounts may change on 7/01/17

DETERMINING NEED

The Congressional Methodology (CM) Formula is approved by the U.S. Department of Education. This school uses it to compute the ability of the family to contribute to the cost of the student's training. The expected family contribution (EFC) is subtracted from the cost of education to establish the student's need. The school awards Financial Aid to cover as much of the student need as possible.

Procedures, Forms, and Disbursements

During a Financial Aid Interview prospective students will complete a Free Application for Federal Student Aid on the web and provide necessary documentation. Based on the information provided on the application the Financial Aid officer will determine the students' need for Title IV Financial Aid assistance. The applicant will then complete the applications which apply, according to individual's preference and eligibility.



TITLE IV APPLICATIONS USED BY THIS INSTITUTION ARE AS FOLLOWS:

Free Application for Federal Student Aid (FAFSA)

COST OF ATTENDANCE - ESTHETICS

Elements included in the budget are actual cost of tuition, registration fee, books and supplies. Additionally, an allowance for the monthly cost of living is considered based upon the students' specific circumstances as follows:

Student living with parents with no dependents

Room and Board	\$2256
Transportation.....	\$341
Personal Misc	\$295

Other

Room and Board	\$2869
Transportation.....	\$500
Personal Misc	\$637

Refunds

If you discontinue your training and an overpayment exists the application of the refund will be made as follows; 1st to Student Loans, 2nd to Pell, 3rd to the student. This order will be applied providing the student received funds from that program and in amounts not to exceed the amounts originally paid from each program.

Prior to calculating a refund, Title IV recipients who have not completed more than 60% of the payment period or period of enrollment, as per Federal regulations, will be subject to the provisions of the "Return of Title IV Funds". For specific information, contact the campus Financial Aid Administrator. Title IV recipients authorize the campus to retain refunds in amounts equal to or less than \$25.00 (Twenty-Five Dollars) to defray administrative expenses.

Education Benefit Programs offered by the Department of Veteran Affairs and Defense: If you served in Active Duty, you might be eligible for education benefits offered by the Department of Veterans Affairs. For example, the Post-9/11 GI Bill provides financial support for educational support for educational and housing expenses to individuals with at least 90 days of aggregate service after September 10, 2001, or individuals discharged with a service-connected disability after 30 days. You must have received an honorable discharge to be eligible for the Post-9/11 GI Bill.

If you are currently serving in the military, you may be eligible for funding offered through the Department of Defense Tuition Assistance program. Check your eligibility status and the amount for which you qualify with your Service prior to enrolling.

If you are the spouse or child of a service member who is serving on active duty Title 10 orders in the paygrades E1-E5, O1-O2, or W1-W2, you may be eligible for financial assistance from the Department of Defense for education, training, and/or the occupational license and credentials necessary for a portable career.

If you are the spouse or child of a service member, you may be eligible for transfer of the service member's Post-9/11 GI benefits to you.

Verification Process

Federal regulations require institutions to develop written policies and procedures for verification. New York Institute of Beauty is required to make these policies available to all applicants for financial aid, as well as prospective students upon request. To follow the regulations and achieve consistency governing this process, the following verification policies apply to all applicants for Title IV Financial Aid Programs. Under the regulations, this campus will not disburse PELL to any student, selected for verification, until completion of verification.

The policy of New York Institute of Beauty shall be to verify those students “selected for verification”. Applicants are “selected for verification” either by the Central Processing System (as evidenced by an asterisk (*) on the output document) or by the campus. If an application has been selected for verification the Financial Aid Officer will request documentation of pertinent information as appropriate.

Extra Instructional Charges

Once a student reaches their contracted graduation date, and has not yet met all of the requirements in either exams/projects/services, or in actual hours, the student is given a grace period to make up those hours or assignments during which they are not required to pay any extra instructional charges (overtime). That grace period is 10% of the length of the program. For example, if a student enrolled in the 600 clock-hour Esthetics course needs additional time, their grace period will be for 60 clock hours of additional instruction without being charged. Any hours beyond the grace period will be charged at the hourly rate for that respective course. The hourly rates are as follows:

Advanced Esthetics:	\$16.33 per hour
Esthetics:	\$16.33 per hour
Nail Specialty:	\$ 9.98 per hour
Waxing:	\$11.00 per hour

Occupational Data/Job Demand

According to both The National Accrediting Commission of Career Arts and Sciences (NACCAS) and the United States Department of Labor, salon and spa professionals can average up to \$50,000.00 a year including tips. The NACCAS Job Demand Survey reveals that appearance enhancement professionals have dramatically increased their earning power today. Some of the main factors that determine income include the size and location of the salon, hours worked, the tipping habits of clients and the competition from other salons and shops. The ability to bring in and maintain regular clients is another factor in determining potential earnings. Personal appearance workers receive either a commission based on the price of the service or they earn a salary based on hours worked. Nearly every professional in the appearance enhancement industry receives tips and commission for products they sell. Some salons, spas or physicians pay bonuses to employees who bring in new business.

Location	Pay Period	Low	Median	High
United States	Hourly	\$8.22	\$13.90	\$24.47
	Annual	\$17,100	\$28,900	\$50,900
Nassau-Suffolk, NY Metropolitan Division	Hourly	\$9.20	\$15.29	\$24.61
	Annual	\$19,100	\$31,800	\$51,200

(2010 Hourly Wages Chart Source Career One Stop)

“High” indicates 90% of workers earn less and 10% earn more.

“Median” indicates 50% of workers earn less and 50% earn more.

“Low” indicates 10% of workers earn less and 90% earn more.

“N/A” indicates the data is not available.

General Information for Schools in New York State

All prospective and enrolled students in a non-degree granting proprietary school are required to receive this pamphlet. This pamphlet provides an overview of students’ rights with regard to filing a complaint against a school and accessing the tuition reimbursement fund if they are a victim of certain violations by the school.

Licensed private career schools which are licensed by the New York State Education Department are required to meet very specific standards under the Education Law and Commissioner’s Regulations. These standards are designed to help insure the educational appropriateness of the programs which schools offer. It is important for you to realize that the New York State Education Department’s Bureau of Proprietary School Supervision closely

monitors and regulates all nondegree granting proprietary schools. The schools are required to have their teachers meet standards in order to be licensed by the Department. Schools are also required to have their curriculum approved by the New York State Education Department, at minimum, every four years, thereby helping to ensure that all curriculum offered in the schools are educationally sound.

In addition, staff members of the Bureau of Proprietary School Supervision are often in the school buildings monitoring the educational programs being offered. The interest of the New York State Education Department is to ensure that the educational program being offered meets your needs and that your financial investment is protected.

The New York State Education Department's Bureau of Proprietary School Supervision wishes you success in your continued efforts to obtain the necessary skill training in order to secure meaningful employment. In addition, Bureau staff will continue to work with all the schools to help insure that a quality educational program is provided to you.

WHO CAN FILE A COMPLAINT?

If you are or were a student or an employee of a Licensed Private Career School in the State of New York and you believe that the school or anyone representing the school has acted unlawfully, you have the right to file a complaint with the New York State Education Department.

WHAT CAN A STUDENT OR EMPLOYEE COMPLAIN ABOUT?

You may make complaints about the conduct of the school, advertising, standards and methods of instruction, equipment, facilities, qualifications of teaching and management personnel, enrollment agreement, methods of collecting tuition and other charges, school license or registration, school and student records, and private school agents.

HOW CAN A COMPLAINT BE FILED BY A STUDENT OR EMPLOYEE?

You should try to resolve your complaint directly with the school unless you believe that the school would penalize you for your complaint. Use the school's internal grievance procedure or discuss your problems with teachers, department heads, or the school director. We suggest that you do so in writing and that you keep copies of all correspondence to the school. However, the school cannot require you to do this before you file a complaint with the New York State Education Department. If you do file a complaint with the Department, please advise the Bureau of any action that you have taken to attempt to resolve your complaint.

The steps you must take to file a complaint with the New York State Education Department are:

1. Write to the New York State Education Department at 116 West 32nd Street, 5th Floor, New York, New York 10001, or telephone the Department at (212) 643-4760, requesting an interview for the purpose of filing a written complaint. Bring all relevant documents with you to the interview, including an enrollment agreement, financial aid application, transcripts, etc. An investigator from the Department will meet with you and go through your complaint in detail.
2. If you cannot come for an interview, send a letter or call the office to request a complaint form. You must complete and sign this form and mail it to the office. Please include with it copies of all relevant documents. You should keep the originals. You must file a complaint within two years after the alleged illegal conduct took place. The Bureau cannot investigate any complaint made more than two years after the date of the occurrence.
3. The investigator will attempt to resolve the complaint as quickly as possible and may contact you in the future with follow-up questions. You should provide all information requested as quickly as possible; delay may affect the investigation of your complaint. When appropriate, the investigator will try to negotiate with the school informally. If the Department determines that violations of law have been committed and the school fails to take satisfactory and appropriate action then the Department may proceed with formal disciplinary charges.

WHAT IS THE TUITION REIMBURSEMENT FUND?

The Tuition Reimbursement Fund is designed to protect the financial interest of students attending non-degree proprietary schools. If a school closes while you are in attendance, prior to the completion of your educational program, then you may be eligible for a refund of all tuition expenses which you have paid. If you drop out of school prior to completion and you file a complaint against the school with the State Education Department, you may be eligible to receive a tuition refund if the State Education Department is able to provide factual support that your complaint is valid and to determine that there was a violation of Education Law or the Commissioner's Regulations as specified in Section 126.17 of the Commissioner's Regulations. To file a claim to the Tuition Reimbursement

Fund, you must first file a complaint with the State Education Department at the address included in this pamphlet. The staff of the State Education Department will assist you in the preparation of a tuition reimbursement form (a sample of this form should have been provided to you upon enrollment).

WHAT IS THE TUITION REFUND AND CANCELLATION POLICY?

All schools must have a tuition refund and cancellation policy for each program included in the catalog and in the student enrollment agreement.

Read and understand the school's policy regarding tuition refund and cancellation before you sign the enrollment agreement. If you do not understand it, or are confused by the school's explanation, get help before you sign. You may ask for assistance from the Department at the address included in this pamphlet.

WHAT SHOULD STUDENTS KNOW ABOUT "PRIVATE SCHOOL AGENTS?"

Private School Agents are employed by schools for the purpose of recruiting or enrolling students in the school; they are not school counselors. Private school agents cannot require a student to pay a placement or referral fee. Each school agent must be licensed by the New York State Education Department, must have an Agent identification card and must be a salaried employee of the school. School agents who cannot show an Agent Identification Card are breaking the law if they try to interest students in enrolling in a particular school or group of schools. The name(s) of the agent(s) who enrolled a student must appear on that student's enrollment agreement. Therefore, you should write down the name of the agent who talked to you. Each student will be required to confirm the name(s) of the agent(s) when signing the enrollment agreement. A full refund shall be made to any student recruited by an unlicensed private school agent or even by a licensed agent if there is evidence that the agent made fraudulent or improper claims. To find out if you are eligible to receive a refund, you must follow the complaint procedures included in this page.

WHAT SHOULD STUDENTS KNOW ABOUT "GRANTS AND GUARANTEED STUDENT LOANS"?

A grant is awarded to a student based on income eligibility, and it does not need to be repaid (for example, New York State Tuition Assistance Program (TAP) grants or Pell grants provided by the federal government).

Guaranteed student loans are low interest loans provided under the Federal Guaranteed Student Loan Program. The decision to apply for such a loan is yours--the school cannot require that you apply for a loan. You should understand that if you pay school tuition with money loaned to you from a lender you are responsible for repaying the loan in full, with interest, in accordance with the terms of the loan agreement. A failure to repay the loan can hurt your credit rating and result in legal action against you. Even if you fail to complete your educational program, you are still responsible for repaying all of the money loaned to you.

It is your right to select a lender for a guaranteed student loan. The school cannot require you to apply to a particular lender or lending institution. However, the school can recommend a lender, but if it does, the school must also provide you with a statement about your right and ability to obtain a loan from another lender and the insurance premiums charged on these loans. Read and understand all the information and applications for financial aid grants and loans before signing.

WHERE CAN STUDENTS FILE A COMPLAINT, FILE A CLAIM TO THE TUITION REIMBURSEMENT FUND, OR GET ADDITIONAL INFORMATION?

Contact the New York State Education Department at:

New York State Education Department
116 West 32nd Street, 5th Floor
New York, New York 10001
Attention: Bureau of Proprietary School Supervision
(212) 643-4760

This information is provided to you by the New York State Education Department (NYSED). The NYSED regulates the operation of Licensed Private Career Schools.

Please note: complaints may also be made to the National Accrediting Commission of Career Arts & Sciences (NACCAS). The contact information for NACCAS appears in the "Accreditation" section of this catalog.

The OPE Campus Security Website can be accessed at <http://ope.ed.gov/security>

Crime Incident	On Campus	Non-Campus Building or Property	Residential Facilities
Criminal Homicide	2014-0	2014-0	2014-0
Murder and Non-Negligent Homicide	2015-0	2015-0	2015-0
Negligent manslaughter	2016-0	2016-0	2016-0
Sex Offences	2014-0	2014-0	2014-0
Forcible Sex Offences	2015-0	2015-0	2015-0
Non-Forcible Sex Offences	2016-0	2016-0	2016-0
Robbery	2014-0	2014-0	2014-0
	2015-0	2015-0	2015-0
	2016-0	2016-0	2016-0
Aggravated Assault	2014-0	2014-0	2014-0
	2015-0	2015-0	2015-0
	2016-0	2016-0	2016-0
Burglary	2014-0	2014-0	2014-0
	2015-0	2015-0	2015-0
	2016-0	2016-0	2016-0
Motor Vehicle Theft	2014-0	2014-0	2014-0
	2015-0	2015-0	2015-0
	2016-0	2016-0	2016-0
Arson	2014-0	2014-0	2014-0
	2015-0	2015-0	2015-0
	2016-0	2016-0	2016-0
The Crimes above by category or prejudice, and any other involving bodily injury reported to local police, agencies or to a campus security authority that shows evidence of prejudice based on race, gender, religion sexual orientation, ethnicity or disability.	2014-0	2014-0	2014-0
	2015-0	2015-0	2015-0
	2016-0	2016-0	2016-0
Arrests for and persons referred for campus disciplinary action for liquor law violations, drug law violations, and illegal weapons possessions.	2014-0	2014-0	2014-0
	2015-0	2015-0	2015-0
	2016-0	2014-0	2016-0

Outcome Rates

Annually, New York Institute of Beauty must submit data to our various oversight agencies regarding “outcomes.” These rates are measured in three areas: how many students enroll in the program, versus how many complete the program (completion); how many students attempt all portions of the State Board Examination, versus how many pass it (licensure); and finally, how many students are eligible to be placed for employment, versus how many actually secure employment (placement). The most recent year required for submission was 2015. Our rates for the 2014 and 2015 academic years, as submitted to our accrediting body, are:

	2016	2015	2014
COMPLETION:	89.38%	89.44%	89.19%
PLACEMENT:	81.82%	83.46%	79%
Licensure:	97.66%	97.89%	100%

Please note that in order to comply with various Federal, State, and Local oversight agencies, New York Institute of Beauty is required to call employers that employ our graduates in order to verify placement.

Gainful Employment Data

New York Institute of Beauty is required to submit data to the U.S. Department of Education which monitors programs that participate in Federal Student Loan Programs. The most recent data submitted was for the 2015-2016 Federal Award Year. The only program at New York Institute of Beauty which participated in the Loan Program during that time was the 600 clock-hour Esthetics Program. All data is based solely on that program.

Program Length:	20 Weeks
On-Time Completion:	11%
Program Cost:	\$8,595.00 (tuition & fees)
	\$300.00 (books & supplies)
	\$1,044.00 (off-campus room/board & other costs)
Percentage of Borrowers of Student Body:	27%
Typical Graduate Annual Earnings:	\$6,199.00
Percentage of Graduates who are employed:	83%

New York State Occupational Education Data Survey Data

(All Programs)

	2014-2015 Reporting Year	2015-2016 Reporting Year
Total Applications:	145	257
Total Accepted:	128	219
Total Denied:	17	38
Total Enrolled:	206	246
Still Enrolled at Submission:	3	92
Total Graduated:	190	133
Non-Completers:	13	60
Employed:	152	106

Additional Personal Enrichment Courses Available

The following courses do not lead to licensure. There is no placement assistance offered for these courses or tuition assistance.

MICRODERMABRASION 8 HOURS

SCHEDULE OF SESSIONS

Mon, Tues, Wed, Thurs, Fri or Sat	9:00am-5:00pm	8 hrs/day	8 hrs/week	Approximately 1 Day
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LASER AND INTENSE PULSE LIGHT HAIR REMOVAL SPECIALIST 38 HOURS

SCHEDULE OF SESSIONS

Mon - Fri	9:00am-5:00pm	8 hrs/day	38 hrs/week	Approximately 1 week
Mon, Tues, Wed	6:00pm-10:00pm	4 hrs/day	12 hrs/week	Approximately 4 weeks

AIRBRUSH MAKE UP 35 HOURS

SCHEDULE OF SESSIONS

Mon, Tues, Wed	6:00pm-9:30pm	3.5 hrs/day	10.5 hrs/week	Approximately 4 weeks
Mon, Tues, Wed	9:00am-4:30pm	7 hrs/day	21 hrs/week	Approximately 2 weeks

AVANTE GARDE MAKE UP 14 HOURS

SCHEDULE OF SESSIONS

Mon, Tues, Wed	6:00pm-9:30pm	3.5 hrs/day	10.5 hrs/week	Approximately 2 weeks
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BEAUTY ESSENTIALS 84 HOURS

SCHEDULE OF SESSIONS

Mon, Tues, Wed	9:00am – 4:30pm	7 hrs/day	21 hrs/week	Approximately 4 weeks
Mon, Tues, Wed	6:00pm-9:30pm	3.5 hrs/day	10.5 hrs/week	Approximately 8 weeks

BRIDAL MAKE UP 21 HOURS

SCHEDULE OF SESSIONS

Mon, Tues, Wed	6:00pm-9:30pm	3.5 hrs/day	10.5 hrs/week	Approximately 2 weeks
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HIGH FASHION MAKE UP TRENDS 35 HOURS

SCHEDULE OF SESSIONS

Mon, Tues, Wed	6:00pm-9:30pm	3.5 hrs/day	10.5 hrs/week	Approximately 4 weeks
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STUDIO MAKE UP 35 HOURS

SCHEDULE OF SESSIONS

Mon, Tues, Wed	6:00pm-9:30pm	3.5 hrs/day	10.5 hrs/week	Approximately 4 weeks
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SPECIAL EFFECTS MAKE UP 70 HOURS

SCHEDULE OF SESSIONS

Mon, Tues, Wed	6:00pm-9:30pm	3.5 hrs/day	10.5 hrs/week	Approximately 7 weeks
Mon, Tues, Wed	6:00pm-9:30pm	3.5 hrs/day	10.5 hrs/week	Approximately 7 weeks


General Information About This Catalog

The student should be aware that some information in the catalog may change. It is recommended that students considering enrollment, check with the Campus Director to determine if there is any change from the information provided in this catalog. In addition, a catalog will contain information on the campus' teaching personnel and courses/curricula offered. Therefore, it is possible that courses/curricula listed in the catalog may not be approved at the time that a student enrolls at the campus, or the teaching personnel listed in the catalog may have changed. It is again recommended that the student check with the Campus Director to determine if there are any changes in the courses/curricula or the teaching personnel listed in the catalog.

Higher Education After Graduation

It should be noted that licensed private career schools offer curricula that is measured in clock hours, not credit hours. Certificates of completion, i.e. diplomas, are issued to students who meet clock hour requirements. The granting of any college credit to students who participated in and/or completed the program at a licensed private career school is solely at the discretion of the institution of higher education that the student may opt to subsequently attend.

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