

To help you achieve excellence, we have established these guidelines to ensure fairness, understanding and positive work habits among our future beauty and wellness professionals.

Violation of any of these policies and standards may lead to counseling, letter(s) of warning and termination of enrollment. To resume the course of instruction after suspension or dismissal for unsatisfactory progress, attendance or conduct, the student must interview with his or her instructor and the Administrative Director. Each case will be handled individually. In some cases, resuming instruction may require waiting for the next available course of instruction. If a student wishes to resume a course of instruction after a withdrawal and has satisfactory progress, the student must interview with his or her instructor and the Administrative Director. Each case will be handled individually.

Dress Codes and Appearance

- 1 All students must maintain a professional appearance.
- 2 A solid black top or Institute/Aveda tee-shirt with solid black dress pants or skirt are to be worn. Shoes are to be black. If worn, socks should be a neutral color.
- 3 Name tags must be worn and be visible at all times while on the school premises.
- 4 Observe personal hygiene and grooming. All women are to wear color cosmetics and all men are to be well-groomed. Only Aveda Aromas are to be worn.
- 5 Esthiology and Massage Students:
 - On the practical floor, hair should be worn off the face.
 - Necklaces, bracelets, rings and large earrings are not permitted on the practical floor. Wedding bands, however, may be worn.
 - Nails must be clipped back to the skin line. Color nail polish is not permitted; clear polish may be worn, if desired.

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To help prepare you for the workplace, The Institute of Beauty and Wellness operates much like a professional salon environment. Late arrivals, absences and other interruptions in your training have a significant effect on your achievement—just as they would if you were an employee in a salon, day spa or other professional environment. By law, we must keep track of your training hours for licensure or certification.

Standards

- 1 Abstain from the use of alcohol and controlled substances prior to and during school hours. (This includes lunchtime and off-site events.)
- 2 Respect the rights of all others and remain courteous in the classroom and on the clinic floor. (This includes refraining from the use of offensive, discriminatory or derogatory language.)
- 3 Consume food and beverages in assigned areas only.
- 4 Smoking is prohibited in the building.
- 5 Gum and candy are not allowed in class or during clinic activities.
- 6 Never refuse an assigned service. If this occurs, the student will be excused for the day and receive credit only for the hours in attendance.
- 7 Be responsible for the security and maintenance of your work station.
- 8 Theft will not be tolerated and will result in immediate termination from the Institute.
- 9 Be responsible for daily cleaning / sanitation duties, which may include laundry and other general duties.

Attendance Policies

Absences

Regular attendance gives students the opportunity to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and the extensive and diverse practical experience available.

Students not meeting satisfactory academic progress (80%) and/or attendance requirements (90%) are placed on probation for 30-calendar days (15-calendar days for manicuring program) and must meet with their Departments Team Leader and the Administrative Director of the school. The student is considered to be maintaining satisfactory progress while on probation and will be eligible for Title IV aid. If at the end of the probation, the student has not demonstrated satisfactory progress toward these academic and/or attendance minimum standards, the student is placed on a second 30 day (or 15 day probation for manicuring program only) probation or terminated from the program at the discretion of the Administrative team.

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POLICIES AND STANDARDS (CONTINUED)



Standards

Attendance Policies

Absences

Vacations

Holidays

If a student wishes to resume the course of instruction after a withdrawal and has satisfactory progress, the student must interview with his or her department Team Leader and the Administrative Director.

Late Arrival

Consistent late arrival could lead to disciplinary actions by Administration.

Time Record Policies

It is a state requirement that the school provide an accurate system for recording all students' times, services and class hours. Students are ultimately responsible for tracking hours on a daily basis. IBW will honor documented weekly time worked, up to 40 hours.

Always scan in/out on the time clock at the beginning and end of each day, and at the beginning and end of each lunch break.

Vacations

It is understood, when accepted into the educational course(s), a student will not be allowed to take leaves of absence for vacations or other reasons during his or her scheduled training, with the exception of unexpected medical problems.

Holidays

The Institute of Beauty and Wellness recognizes the following days as legal holidays:

New Year's Eve Day

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Eve Day

Christmas Day

Days off due to legal holidays are recorded as such and extend the enrollment contract.