POLICIES & STANDARDS

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To support our students in achieving excellence at our institutions, we have implemented these guidelines to promote fairness, understanding, and positive work habits. Violating these policies may result in counseling, warning letters, or termination of enrollment.

If a student is suspended or dismissed due to unsatisfactory progress, attendance, or conduct, they must meet with their Team Leader or the Administrative Director to discuss resuming their studies. Each situation will be assessed individually, and in some cases, the student may need to wait for the next available course to continue.

For students wishing to return after a withdrawal, provided they have maintained satisfactory progress, a meeting with their instructor or the Administrative Director is also required. Again, each case will be considered on its own merits.

STANDARDS

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

PHYSICAL DEMANDS & SAFETY

- Repetitive motion for hands, arms, and wrists.
- Possible exposure to chemical smells.
- Stretching and bending.
- Possible work with sharp objects.
- Possible contact with a communicable disease.
- Possible requirements to stand for long periods

DRESS CODES & APPEARANCE

- All students must maintain a professional appearance that does not inhibit their ability to perform services.

- All clothing must be entirely black. T-shirts with inappropriate logos are not allowed; leadership reserves the right to determine appropriateness. Memorial Day to Labor Day: Students can wear white and black clothing.

- Shoes should be black and/or white, comfortable, and have excellent slip-resistant soles—no color socks. The state of Illinois requires all students wear close toed shoes.

- All Aveda apparel, including Aveda hats, is allowed. Solid black hats and head wraps are also acceptable.

- Leadership will occasionally announce opportunities to wear other colors and indicate rules.

- Jewelry can be metal, such as silver, gold, or rose gold.

- Shorts and skirts should be no shorter than the mid-thigh. If they're shorter than this length, black opaque leggings or stockings must be worn.

- Garments with large holes are not allowed.

- Leggings and biker shorts should not be see-through.

- Midriffs must not exceed stomach exposure of 2 inches (two fingers) or have navel showing.

- Undergarments should be worn. Clothing that results in undergarment exposure is prohibited.

- Name tags must be constantly worn and visible on the Institute's premises.

- Observe personal hygiene and grooming. Synthetic aromas of any kind are not allowed.

Esthiology Students

- On the practical floor, hair should be worn off the face.

- Necklaces, bracelets, rings, and large earrings are prohibited on the practical floor. Wedding bands, however, may be worn.

- Nails must be clipped back to the skin line. Chipped nail polish is not permitted.

ATTENDANCE POLICIES

To help prepare students for the workplace, The Institute of Beauty and Wellness operates like a professional salon or spa. Late arrivals, absences, and other interruptions in training have a significant effect on performance. By law, the Institute must keep track of student training hours for licensure or certification. See Satisfactory Academic Progress for attendance requirements per program.

ABSENCES

Regular attendance allows students to benefit from classroom theory and technical applications in their chosen fields. Students are encouraged to take advantage of each hour of training and extensive and diverse practical experience available. The Institute of Beauty and Wellness does not have excused absences. Absences are recorded in the Institutes' two attendance tracking systems.

MAKEUP WORK

Any homework missed due to absences is due when the student resumes attendance.

TARDINESS

A student is considered tardy if they are more than one minute late to class. Frequent tardiness may lead to written documentation, suspension, or termination

TIME RECORD POLICIES

Institutes are required by the state to maintain an accurate system for recording all students' hours, services, and class time. Students are responsible for tracking their hours each day. The Institute of Beauty and Wellness will recognize documented work hours up to a maximum of 40 hours per week. Students must clock in and out at the time clock at the start and end of each day. Attendance records are kept using an attendance history report from the institute's student information system, Advantage.

VACATIONS

Once a student is accepted into the educational course(s), they are not permitted to take leaves of absence for vacations or any other reasons during their scheduled training, except in the case of unexpected medical issues.

HOLIDAYS

The Institute of Beauty and Wellness recognizes the following days as holidays for enrolled students:

- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve & Day
- Boxing Day
- New Year's Eve & Day

The administration will exercise discretion when deciding on closures. Additional closure days before and after holidays may vary each year, based on the administration's judgment. Days off due to holidays, institute closures, and class cancellations will be recorded, which may extend the estimated completion date of the enrollment contract.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory progress in academic work and attendance is a requirement for all students during all terms for which they are enrolled at either The institute of Beauty and Wellness or The Institute of Beauty and Wellness Chicago, including summer, whether or not the student receives Title IV Funds (Federal Financial Aid) during those terms.

This policy is intended to comply with all applicable rules and regulations established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the United States Department of Education.

The institutes' satisfactory academic progress policy is provided to applicants before enrollment in the course catalog and the enrollment contract.

ACADEMIC

Students must meet a minimum of 80% in their academic grades. When enrolling in our programs, a student accepts the responsibility to perform at the prescribed standards and achieve results to graduate. The objective is to recognize, equitably and uniformly, the performance of individual students. Attendance, level of cooperation, attitude, professionalism, and completing the necessary homework, projects, and tests are absolute necessities..

Academic progress is measured by the following:

Chapter Tests 25%
Student Projects 25%
Mock State Board Practical & Written Exam 25%
Technical Evaluations 25%

Grading Scale

98-100 ..... Honor Roll
94-97 ..... Very Good
87-93 ..... Good
80-86 ..... Satisfactory
79-Below ..... Unsatisfactory

ATTENDANCE

Students must maintain a minimum of 90% attendance record. The start and completion of class dates are set for perfect attendance. Beyond that, it is the student's responsibility to continue their program until the total requirement of clock hours is concluded.

REV. 3/11/2026