



Bene's
International
School of Beauty, Inc.

Catalog

MMATRIX C.R.A.F.T. CUTTING, COLOR
METHODOLOGY

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WANT TO LEARN?

Cosmetology



Barbering



Nail Tech



Facial



Massage



School Hours

The school hours of operation are:

Monday - Friday
8:00 a.m. to 10:00 p.m.

Saturday and Sunday
9:00 a.m. to 5:00 p.m.

Financial Aid Available to Those Who Qualify

*High School Diploma or GED Required

7027 US Hwy 19, New Port Richey, FL 34652
1486 Pinehurst Drive, Spring Hill, FL 34606

Admissions: **727-848-8415**

www.isbschool.com



Mission

Bene's International School of Beauty, Inc. provides career preparation in the Cosmetology arts and sciences including Barbering, Skin Care, Instructor Training, Massage Therapy and Nail Care in order to prepare the student for employment in the Beauty Industry to serve God, the family and community.

Bene's International School of Beauty, Inc., is a private school specializing in vocational training in Cosmetology and related arts and sciences. It was founded in the spring of 1976, accredited 1979. It was located at 7127 U.S. Highway 19, New Port Richey. Over the years the school has grown and we have moved to 7027 U.S. Highway 19, New Port Richey.

In 2009, an additional campus was opened at 1486 Pinehurst Drive, Spring Hill, FL 34606.

School's Governing Body

Bene's International School of Beauty, Inc., 7027 U.S. Highway 19, New Port Richey, FL 34652. The officers of the corporation, since January 2004, are Patrick J. Bené and Vicki L. Bené.

Bene's International School of Beauty Spring Hill Campus is owned by Bene's International School of Beauty, Inc., 7027 U.S. Highway 19, New Port Richey, FL 34652. The officers of the corporation, since January 2004, are Patrick J. Bené and Vicki L. Bené. Bene's International School of Beauty, Inc. is licensed by the Commission for Independent Education, Florida Department of Education, Florida Education License # 3101 and 4048.

Educational Objective

Our objective is to provide students with diversified, integrated theory and practical courses based on eight sources selected from the common body of knowledge of cosmetology, nails and skin care. This prepares the Cosmetology and Barbering students to pass a State Exam so that the students may receive a license from the State of Florida, and prepares the Specialty students to pass a school exam, to apply for a specialty registration. Massage students are provided diversified, integrated, theory and practical courses based on twelve NCBTMB sources. This prepares the massage student to pass the NCETMB, the NCETM or the MBLEX exam.

Accrediting And Licensing

We are Accredited by the National Accrediting Commission of Career Arts and Sciences (NACCAS), located at 4401 Ford Ave., Suite 1300, Alexandria, VA 22302, telephone number 1-703-600-7600. NACCAS is recognized by the U.S. Department of Education as the national accrediting agency for cosmetology schools.

Bene's International School of Beauty, Inc. is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, toll-free telephone number (888) 224-6684. Florida Education License #3101 New Port Richey, and #4048, Spring Hill.

Certificates from these agencies are on display at the school.

We are an approved institution for Veterans' Training and Department of Immigration.

We are an approved provider of CEU's by The Department of Business & Professional Regulation for Cosmetology, Skincare and Nails.

Our provider number for massage therapy is MCE288-05 from the Florida Department of Health Division of Medical Quality Assurance Board of Massage Therapy.

Occupations

Barber Styling, Cosmetology and Cosmetology/Barber Styling

- Stylist
- Salon Manager
- Salon Owner
- Haircolor Specialist
- Retail Specialist
- Day Spa Stylist
- Product Educator
- Platform Artist

Facial Skin Care

- Facial Technician
- Make Up Artist
- Hair Removal Specialist
- Body Wrap Specialist

Full Specialty

- See Facial Skin Care and Manicuring/Nail Extension

Instructor Training

- Instructor

Manicuring Nail Extension I & II

- Manicurist
- Pedicurist
- Artificial Nail Specialist

Massage Therapy

- Massage Therapist

Barber Restricted

- Barber
- Shop Manager
- Shop Owner
- Retail Specialist
- Product Educator
- Platform Artist

Admissions

Admissions Requirements

All programs require applicants have proof of being above the age of compulsory school attendance. In Florida, this is 16 years of age or above. Also required is that students have a High School Diploma or GED approved by the Florida Department of Education. Home Schooled students must have a state-issued credential for secondary school completion.

Instructor Training students must hold a current Florida Cosmetology License AND have two years salon experience.

The school cannot guarantee anyone with a criminal background will be issued a license. You may have to appear before the board prior to testing or prior to receiving a license.

Transfer Policy Evaluation/ Previous Training

Evaluation Fee \$200.00

Credit for previous training will be evaluated based on a transcript of previous hours and services and granted if appropriate. The training time will be reduced appropriately and the student will be notified prior to enrollment. It will be the policy of Bene's International School of Beauty, Inc. to accept hours from another cosmetology school providing: a) Sufficient evidence is presented to our school that their courses are equivalent to Bene's International School of Beauty, Inc., and b) A test is taken for the transfer of hours. If the student scores a 95-100, all hours will be credited. If the student scores a 94-75, the clock hours will be reduced appropriately prior to enrollment.

Transfer hours will only be evaluated prior to enrollment.

It is the student's responsibility to confirm whether or not credits will be accepted.

Policy On Student Scholarships

All students who graduated from one program at Bene's International School of Beauty and enroll in a second program within two years of graduation, will be awarded scholarship money based on eligibility and need.

Instructional Staff New Port Richey

- Jessica Bowman, Cosmetology Instructor
Licensed Cosmetologist – Tomlinson's Cosmetology, St. Petersburg, FL – Diploma
Licensed Barber – International School of Beauty, New Port Richey, FL – Diploma
- Robert Bridgewater, Barber Instructor
Licensed Barber – Roffler Hair Design, Tampa, FL – Diploma
- Elani Kangelaris, Facial Instructor
Licensed Cosmetologist – International School of Beauty, New Port Richey, FL – Diploma
- Lauren Calzadilla, Massage Instructor
Licensed Massage Therapist – International School of Beauty, New Port Richey, FL – Diploma
- Karrie Taylor, Massage Instructor
Licensed Massage Therapist – Harold J. Reilly School of Massage Therapy, New Port Richey, FL – Diploma
- Marion Dove, Facial & Massage Instructor
Licensed Massage Therapist and Facial Specialist – International School of Beauty, New Port Richey, FL – Diploma
- Diane Baccile, Nail Tech Instructor, Licensed Nail Tech – Pasco Hernando Community College, Spring Hill, FL
- Cindy Tartaglia, Cosmetology Instructor
Licensed Cosmetologist – American College of Cosmetology, Madison, NJ – Diploma
- Tiffany Bené, Nail Instructor
Licensed Nail Specialist – Bene's International School of Beauty, New Port Richey, FL – Diploma
International Correspondance Schools (online)
- Greg Edwards, Cosmetology Instructor
Licensed Cosmetologist – Advance Schools of Cosmetology, Atlanta, GA – Diploma
- Debbie Taylor, Cosmetology Instructor
Licensed Cosmetologist – Charles Allan Academy, Lansing, IL – Diploma
- Johnella Kozlowski, Cosmetology Instructor
Licensed Cosmetologist – Artistic Beauty, Tampa, FL – Diploma
- Joyelle Stramiello, Massage & Facial Instructor
Licensed Massage Therapist and Facial Specialist
Bene's International School of Beauty, New Port Richey, FL – Diploma

**All staff are full time unless otherwise noted.*

Instructional Staff Spring Hill

- Joyelle Stramiello, Massage & Facial Instructor
Licensed Massage Therapist and Facial Specialist
Bene's International School of Beauty, New Port Richey, FL – Diploma

- Christina Slavinsky, Nail Instructor
Licensed Full Specialist – The Salon Professional Academy, Tampa, FL – Diploma
 - Katrina Vincent, Massage Therapy Instructor
Licensed Massage Therapist – Edutech Centers, Clearwater, FL – Diploma
 - Dalia Colon, Cosmetology Instructor
Licensed Cosmetologist – American Business College, Bayamon, PR – Diploma
 - Susan Howell, Cosmetology Instructor
Licensed Cosmetologist – Suncoast Academy, Brooksville, FL – Diploma
 - Stacy Cobb, Cosmetology Instructor
Licensed Cosmetologist – Suncoast Cosmetology, New Port Richey, FL – Diploma
 - Terri Lawrence, Cosmetology/Barber Instructor
Licensed Cosmetologist – Virginia Farrell Beauty, Livonia, MI – Diploma
Licensed Barber – Bene’s International School of Beauty, New Port Richey, FL – Diploma
 - Briana Cornell, Cosmetology Instructor
Licensed Cosmetologist – Vanguard College, Slidell, LA – Diploma
Licensed Barber – International School of Beauty, New Port Richey, FL – Diploma
 - Patricia Neidzwiecki, Cosmetology Instructor
Licensed Cosmetologist – Bene’s International School of Beauty, New Port Richey, FL – Diploma
 - Amoda Juarez, Cosmetology Instructor
Licensed Cosmetologist – Bene’s International School of Beauty, New Port Richey, FL – Diploma
- *All staff are full time unless otherwise noted.*

Advisory Board

The Bene’s International School of Beauty Advisory Board consists of seven members and meets bi-annually or more often if needed.

- Terri Reniger, Salon Owner, Toppers Salon
6919 State Road 54, New Port Richey, FL 34652
(727) 845-0899. Salon offers cosmetology, barber, skin care and nail care.
- Andrea Lupinek, Salon Owner, Rio Salon
6624 Ridge Road, Port Richey, FL 34668
(727) 815-1640. Salon offers cosmetology, skin care, nail care and massage.
- Paul Force, Salon Owner, The Hair Force
5622 Trouble Creek Road, New Port Richey, FL 34652-5158, (727) 849-7052. Barber shop.
- Suzy Hill, Student Services
Bene’s International School of Beauty
7027 U.S. Hwy 19, New Port Richey, FL 34652
Licensed Barber and Cosmetologist.
- Steve Fleming, Salon Owner, Salon 427
7239 Forest Oaks Blvd., Spring Hill, FL 34606
(352) 684-4444. Salon offers cosmetology, skin care and nail care.

Business Office Staff

Business Office Staff offices are located in the New Port Richey Branch. The office staff serves the student population of both the New Port Richey Branch and the Spring Hill Branch.

- Mr. Patrick J. Bené, President
BS - from College of St. Francis, Joliet IL – Diploma
MBA - from DePaul University, Chicago, IL – Diploma
 - Ms. Vicki L. Bené, Vice President
BS - from Illinois State University, Bloomington, IL – Diploma
 - Mrs. Patricia Martin, Admissions
Licensed Cosmetologist, Harpers, Rochester, NY – Diploma, Ohio Teachers Certification
 - JoAnn DiBlasio, Financial Aid
Licensed Cosmetologist
BS - International College, Naples, FL – Diploma
 - Mary Stuprich, Attendance Office Staff
Licensed Cosmetologist, Bene’s International School of Beauty, New Port Richey, FL – Diploma
 - Amber Warren, Business Office Manager
BS - Berean College, Jacksonville, FL – Diploma
 - Adrienne Inman, Substitute Part Time
Cosmetology, Facial, Nail Instructor. Full Time
Office Personal Records
Licensed Cosmetologist & Full Specialist, Bene’s International School of Beauty, New Port Richey, FL – Diploma
 - Suzy Hills, Student Services – Advisory Committee
Licensed Barber and Cosmetologist
Cosmetology – La Boutique, Holiday, FL – Diploma
Barber – Bene’s International School of Beauty, New Port Richey, FL – Diploma
- *All staff are full time unless otherwise noted.*

Financial Aid

- JoAnn DiBlasio, Financial Aid Officer - Instructor,
Cosmetologist, A.A., PHCC; B.S. in Management,
International College.
- Weber & Associates, Financial Aid Servicer.

Facilities and Equipment New Port Richey

Bene’s International School of Beauty, Barber & Massage Therapy holds its classes at a 10,000 foot facility in New Port Richey, Florida. The facility holds five separate educational centers: Cosmetology, Barber, Skin Care, Nail Care and Massage Therapy. The facility holds up to 200 students on

a rotating basis and is equipped with a 16 camera security system in the classroom and clinic areas.

All educational centers are equipped with a television set, DVD/VCRs as well as a new computer system with internet access. A student library is available with books and videos, as well as a student courtyard for breaks. B.I.S.B. is a smoke free facility.

Massage Education Center

The Massage department is equipped with eight tables for the clinic separated by a full length curtain for privacy, one Dermalife "Space Pod" for hydro therapy (Hydrofusion skin and body care system), one massage chair for 1/2 hour massages, a Hydrocollater which heats and keeps moist heated packets for massages, two large skeletal dummies, one medium dummy and two small dummies for educational tools. The Massage Education Center also includes one separate classroom for theory learning.

Facial Education Center

The Facial Education Center consists of three serenely appointed tables for the clinic area, a separate room for waxing, and two massage tables used for body wraps. Mag lights are used to review skin, and four galvanic current and vacuum machines are used to care for skin. These machines also include a micro-derm abrasion attachment. The clinic area has a UV towel warmer caddy and two facial steamers. The Facial Education Center has one separate classroom for learning.

Nail Education Center

The Nail Education Center consists of seven granite topped contemporary styled Nail tables, ram nail drills and a built in ventilation system. Three large Massaging/Pedicure Chairs grace this department along with an OPI backbar. The classroom is inside the Nail Tech area.

Cosmetology and Barber Education Center

The Cosmetology Education Center has 23 granite topped contemporary styled stations, four Belvedere hair dryers, a separate shampoo area with five sinks and a washer/dryer for towels. The Cosmetology Education Center has a separate classroom area.

Barber Education Center

The Barber Education Center has 17 motorcycle-styled aluminum stations and shares the shampoo area with Cosmetology. The Barber classroom is within the Barber clinic area.

Facilities and Equipment Spring Hill

The Spring Hill campus is located in Hernando West Plaza in Spring Hill, Florida. This campus is 4,000 square feet and will facilitate students from Spring Hill, Weekie Wachee, Aripeka, Brooksville, Land O' Lakes and the Lutz area. The school holds four clinic areas and one classroom that will facilitate all five courses on a rotating basis.

Classroom Area

Consists of 25 seat/desks, two DVD/VCR combination televisions. A teacher's desk, computer and teacher's chair.

Cosmetology and Barber Education Center

The Cosmetology and Barber Education Center has 20 Cosmetology/Barber Styling Chairs, three shampoo sinks and three shampoo chairs and professional hair dryers for clients. It also has a washing machine/dryer for towels.

Massage Education Center

Three tables for the clinic separated by a full length curtain for privacy. A hydrocollater which heats and keeps moist heated packets for massages, skeletal dummies to use as an educational tool.

Facial Education Center

Tables for the clinic area and a separate private area for waxing. Mag lights, galvanic current and vacuum machines with a micro-dermabrasion attachment. The clinic area has a UV towel warmer caddy and facial steamers.

Nail Education Center

The Nail Education Center consists of contemporary styled Nail tables, ram nail drills and massaging/pedicure chairs. The room also includes a ventilation system. The Nail Education Center uses OPI nail products.

Course Numbering System

The prefix are characters that represent the type of course and the suffix are the numbers that represent the sequence in which they are taught.

Programs

Barber Styling

New Port Richey & Spring Hill Campus

Title

Barber Styling – 1200 hours

Objective

This program provides skills to grant the student entry into the barbering profession and provides the foundation necessary to pass the State exam.

Description

This program instructs the student in barber practices and state law related to the profession. In addition to classroom theory, the student performs barber services.

Instructional Methods

The theory portion of Barber Styling is designed for the instructor to review each chapter on a weekly rotating schedule. In our Barber Styling program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- FLB1 To learn the laws of the State of Florida as they apply to barbering, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to computers. HIV Aids 101-104
- BR2 To describe the growth and reproduction of bacteria. To learn proper techniques of sanitation, disinfection and sterilization.
- BR3 To develop chemical understanding of professional hair products and techniques. To learn about hair growth and basic concepts

of hair science.

- BR4 To learn hair cutting via taper cuts: 1) freehand; 2) shear over comb; 3) clipper over comb, and to learn style cuts which include blow drying.
- BR5 To learn shampoo procedures by draping, discuss PH and learn scalp massage.
- BR6 To identify chemical composition of products in permanent waving, demonstrate hair analysis and perm procedures. To demonstrate procedures for haircolor and strand tests, understand hydrogen peroxide, lighteners, single and double process tint. To define the purpose of chemical hair relaxing, sodium hydroxide and ammonium thioglycolate.
- BR7 To define and demonstrate shaving using a razor to design a mustache and beard, trim using clippers, comb and trimmers.

**All objectives include safety precautions.*

**Students must complete a graduate project.*

Completion Time

Night full time students may attend 25 hours per week and complete the course in 48 weeks.

Night full time class schedule is Monday – Friday, 5:00 p.m. to 10:00 p.m. A part time schedule is available – minimum 12 hours per week (after basics).

Breakdown by Course Number		Theory	Practical
FLB1	Florida Law & Rules, Barbering (HIV AIDS – 4 hrs)	150	0
BR2	Safety Sanitation/Sterilization	300	25
BR3	Hair Structure/Chemistry	50	0
BR4	Hair Cutting.....	50	150
BR5	Shampooing.....	0	75
BR6a	Perm	0	100
BR6b	Color/Bleach.....	0	200
BR6c	Hair Relax/Curling	0	50
BR7	Shaving, Beard & Mustache Trimming ...	0	50
HOURS		550	650
TOTAL CLOCK HOURS		1200	

Evaluation

Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours which evaluate each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their needs in order to be prepared. **An 80% average in each skill must be achieved.**

Tuition

BARBER Styling - 1200 Hours

12.00 per clock hour	Tuition	14,400.00
	Registration Fee	150.00
	Application Fee	50.00

Total Cost of Program Includes

Books (\$205.00)

Kit (\$495.00)

2 Jackets

Cost \$14,600.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

**There is Financial Aid available to those who qualify.*

** All students must schedule an appointment with Admissions to complete license application.*

** License Registration Fee (payable to the state) is due upon graduation.*

Barber Restricted

New Port Richey & Spring Hill Campus

Title

Barber Restricted – 1200 hours

Objective

This program provides skills to grant the student entry into the barbering profession and provides the foundation necessary to pass the State exam.

Description

This program instructs the student in barber practices and state law related to the profession. In addition to classroom theory, the student performs barber services.

Instructional Methods

The theory portion of Barber Restricted is designed for the instructor to review each chapter on a weekly rotating schedule. In our Barber Styling program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- FLB1 To learn the laws of the State of Florida as they apply to barbering, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to computers. HIV Aids 101-104
- BR2 To describe the growth and reproduction of bacteria. To learn proper techniques of sanitation, disinfection and sterilization.
- BR3 To develop chemical understanding of professional hair products and techniques. To learn about hair growth and basic concepts

of hair science.

- BR4 To learn hair cutting via taper cuts: 1) freehand; 2) shear over comb; 3) clipper over comb, and to learn style cuts which include blow drying.
- BR5 To learn shampoo procedures by draping, discuss PH and learn scalp massage.
- BR7 To define and demonstrate shaving using a razor to design a mustache and beard, trim using clippers, comb and trimmers.
- * *All objectives include safety precautions.*
- * *Students must complete a graduate project.*

Completion Time

Night full time students may attend 25 hours per week and complete the course in 48 weeks.

Night full time class schedule is Monday – Friday, 5:00 p.m. to 10:00 p.m. A part time schedule is available – minimum 12 hours per week (after basics).

Breakdown by Course Number		Theory	Practical
FLB1	Florida Law & Rules, Barbering (HIV AIDS – 4 hrs)	150	0
BR2	Safety Sanitation/Sterilization	300	25
BR3	Hair Structure/Chemistry	50	0
BR4	Hair Cutting.....	50	150
BR5	Shampooing.....	0	75
BR7	Shaving, Beard & Mustache Trimming ...	0	50
HOURS		550	650
TOTAL CLOCK HOURS		1200	

Evaluation

Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours which evaluate each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their needs in order to be prepared. **An 80% average in each skill must be achieved.**

Tuition

BARBER RESTRICTED - 1200 Hours

12.00 per clock hour	Tuition	14,400.00
	Registration Fee	150.00
	Application Fee	50.00
Total Cost of Program Includes		
Books (\$205.00)		
Kit (\$495.00)		
2 Jackets	Cost	\$14,600.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

**There is Financial Aid available to those who qualify.*

** All students must schedule an appointment with Admissions to complete license application.*

** License Registration Fee (payable to the state) is due upon graduation.*

Instructional Methods

The theory portion of Cosmetology is designed for the instructor to review each chapter on a weekly rotating schedule. In our Cosmetology program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- FL1 To learn the laws of the State of Florida as they apply to Cosmetology, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to Computers. HIV Aids 101-104.
- CO2 To describe the growth and reproduction of bacteria.
- CO3 To learn proper techniques of sanitation, disinfection and sterilization.
- CO4 To define the composition of hair/analyze clients hair and scalp.
- CO5 Demonstrate draping for all services.
- CO6 Demonstrate shampoo procedures, and understand the PH. Identify rinses.
- CO7 To learn haircutting techniques, use of scissors, razor, thinning shears, safety precautions and understand prismatic technique.
- CO8 To explain and demonstrate fingerwaving.
- CO9 To define hairstyling and demonstrate procedures and proper use and care of instruments for hair styling.
- CO10 To define the purpose of thermal waving, curling, blow dry styling and air waving.
- CO11 To identify chemical composition of products in permanent waving, demonstrate hair analysis and perm procedures.
- CO12 To demonstrate procedures for haircolor and strand tests, explain hydrogen peroxide, understand lighteners, single and double process tint application.
- CO13 To define the purpose of chemical hair relaxing, describing basic steps. Demonstrate sodium hydroxide and ammonium thioglycolate.

Cosmetology

New Port Richey & Spring Hill Campus

Title

Cosmetology – 1200 hours

Objective

This program provides skills to prepare one for entry into cosmetology and provides the foundation necessary to pass the state exam.

Description

This program instructs the students in cosmetology practices and state law related to the profession. In addition to classroom theory, the student performs cosmetology services.

- CO14 Understand and demonstrate the hair pressing procedures for both soft and hard pressing.
- CO15 To demonstrate types of wigs, extensions and hairpieces. To be able to order, clean, shape and color wigs.
- CO16 To demonstrate the proper techniques for giving manicures/pedicures and have an understanding of acrylics.
- CO17 To be able to describe the disorders and diseases of the nail.
- CO18 To identify the various types of massage and be able to perform physical manipulations.
- CO19 To describe the benefits of a facial and demonstrate the basic procedures.
- CO20 To describe correct make up and demonstrate procedures.
- CO21 To list functions of the skin and learn skin disorders.
- CO22 To learn three methods of permanent hair removal and demonstrate temporary hair removal.
- CO23 To define functions of human cells, demonstrate an understanding of anatomy/physiology.
- CO24 To define the nature of electricity and define four types of electrical current.
- CO25 To understand matter, PH, acids, alkalines and understand the chemistry of hair.
- SB1 To discuss finance in a salon, reception skills, job search and compensation. Project Internet.

*All objectives include safety precautions.
 *Students must complete a graduate project.

Completion Time Days

Day full time students attending 30 hours per week complete the course in 40 weeks. Day full time class schedule is Monday – Friday, 8:00 a.m. to 2:00 p.m.

Night full time students attending 25 hours per week complete the course in 48 weeks. Night full time class schedule is Monday – Friday, 5:00 p.m. to 10:00 p.m.

Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number	Theory	Practical
FL1 Florida Law/Ethics/History	30	0
(includes employment, personality, job opportunities, chemical awareness, HIV Aids 101-104, resume class). Intro to computers.		
CO2 Bacteriology.....	30	0

CO3 Decontamination.....	15	0
(daily salon management)		
CO4 Properties of the Scalp and Hair	15	55
CO5 Draping	5	5
CO6 Shampooing, Rinsing	5	5
CO7 Haircutting.....	60	125
CO8 Fingerwaving	5	5
CO9 Wet Hairstyling (sets)	30	125
CO10 Thermal Hairstyling (blow drying)..	60	125
CO11 Permanent Waves	60	120
CO12 Haircolor	60	60
(includes semi, permanent & bleach)		
CO13 Chemical Hair Relaxing	30	25
CO14 Thermal Straightening	30	25
CO15 Wigs.....	10	0
CO16 Manicuring/Pedicuring.....	5	5
CO17 Nail/Disorders.....	5	0
CO18 Massage Theory	5	5
CO19 Facials.....	5	5
CO20 Facial Make Up.....	5	5
CO21 Skin/Disorders	5	0
CO22 Unwanted Hair.....	5	5
CO23 Cells/Anatomy.....	5	0
CO24 Electric Light Therapy.....	5	0
CO25 Chemistry	5	0
SB1 Salon Business - Project Internet.	5	0
HOURS	500	700
TOTAL CLOCK HOURS	1200	

Evaluation

Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900 and 1200 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their needs in order to be prepared. **An 80% average in each skill must be achieved.**

Tuition

COSMETOLOGY - 1200 Hours

12.00 per clock hour	Tuition	14,400.00
	Registration Fee	150.00
	Application Fee	50.00

Total Cost of Program Includes

Books (\$220.00)

Kit (\$495.00)

2 Jackets

Cost \$14,600.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*There is Financial Aid available to those who qualify.

Cosmetology/ Barber Styling

New Port Richey Campus

Title

Cosmetology/Barber Styling – 1500 hours

Objective

This program provides skills to prepare one for entry into the cosmetology and barbering profession and provides the foundation necessary to pass the State exam.

Description

This program instructs the students in cosmetology and barbering practices and state law related to both professions. In addition to classroom theory, the student performs cosmetology and barber services.

Instructional Methods

The theory portion of Cosmetology/Barber is designed for the instructor to review each chapter on a weekly rotating schedule. In our Cosmetology/Barber program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- FL1 To learn the laws of the State of Florida as they apply to Cosmetology, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to Computers. HIV Aids 101-104.
- CO2 To describe the growth and reproduction of bacteria.
- CO3 To learn proper techniques of sanitation, disinfection and sterilization.
- CO4 To define the composition of hair/analyze clients hair and scalp.
- CO5 Demonstrate draping for all services.

- CO6 Demonstrate shampoo procedures, and understand the pH. Identify rinses.
- CO7 To learn haircutting techniques, use of scissors, razor, thinning shears, safety precautions and understand prismatic technique.
- CO8 To explain and demonstrate fingerwaving.
- CO9 To define hairstyling and demonstrate procedures and proper use and care of instruments for hair styling.
- CO10 To define the purpose of thermal waving, curling, blow dry styling and air waving.
- CO11 To identify chemical composition of products in permanent waving, demonstrate hair analysis and perm procedures.
- CO12 To demonstrate procedures for haircolor and strand tests, explain hydrogen peroxide, understand lighteners, single and double process tint application.
- CO13 To define the purpose of chemical hair relaxing, describing basic steps. Demonstrate sodium hydroxide and ammonium thioglycolate.
- CO14 Understand and demonstrate the hair pressing procedures for both soft and hard pressing.
- CO15 To demonstrate types of wigs, extensions and hairpieces. To be able to order, clean, shape and color wigs.
- CO16 To demonstrate the proper techniques for giving manicures/pedicures and have an understanding of acrylics.
- CO17 To be able to describe the disorders and diseases of the nail.
- CO18 To identify the various types of massage and be able to perform physical manipulations.
- CO19 To describe the benefits of a facial and demonstrate the basic procedures.
- CO20 To describe correct make up and demonstrate procedures.
- CO21 To list functions of the skin and learn skin disorders.
- CO22 To learn three methods of permanent hair removal and demonstrate temporary hair removal.
- CO23 To define functions of human cells, demonstrate an understanding of anatomy/physiology.
- CO24 To define the nature of electricity and define four types of electrical current.
- CO25 To understand matter, pH, acids, alkalines

and understand the chemistry of hair.

- SB1 To discuss finance in a salon, reception skills, job search and compensation. Project Internet.
- BR4 To learn hair cutting via taper cuts: 1) freehand; 2) shear over comb; 3) clipper over comb, and to learn style cuts which include blow drying.
- BR7 To define and demonstrate shaving using a razor to design a mustache and beard, trim using clippers, comb and trimmers.
- FLB1 To learn the laws of the State of Florida as they apply to Barbering, including how to seek and obtain employment, payroll deductions, employment applications and consumer safety. Introduction to computers. HIV Aids 101-104

**All objectives include safety precautions.
Students must complete a graduate project.

Completion Time

Night students may attend 25 hours per week for 60 weeks. Night full time class schedule is Monday – Friday, 5:00 p.m. to 10:00 p.m. Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number	Theory	Practical
FL1 Florida Law/Ethics/History, Cosmetology.....	30	0
(includes employment, personality, job opportunities, chemical awareness, HIV Aids 101-104, resume class). Intro to computers.		
CO2 Bacteriology.....	30	0
CO3 Decontamination.....	15	0
(daily salon management)		
CO4 Properties of the Scalp and Hair....	15	55
CO5 Draping	5	5
CO6 Shampooing, Rinsing.....	5	5
CO7 Haircutting.....	60	125
CO8 Fingerwaving.....	5	5
CO9 Wet Hairstyling (sets)	30	125
CO10 Thermal Hairstyling (blow drying)..	60	125
CO11 Permanent Waves	60	120
CO12 Haircolor	60	60
(includes semi, permanent & bleach)		
CO13 Chemical Hair Relaxing	30	25
CO14 Thermal Straightening	30	25
CO15 Wigs.....	10	0
CO16 Manicuring/Pedicuring.....	5	5
CO17 Nail/Disorders.....	5	0
CO18 Massage Theory	5	5
CO19 Facials.....	5	5
CO20 Facial Make Up	5	5
CO21 Skin/Disorders	5	0
CO22 Unwanted Hair.....	5	5
CO23 Cells/Anatomy.....	5	0

CO24 Electric Light Therapy.....	5	0
CO25 Chemistry	5	0
SB1 Salon Business - Project Internet.	5	0
BR4 Hair Cutting.....	0	200
BR7 Shaving, Beard and Mustache Trim	0	50
FLB1 Florida Laws and Rules, Barber.....	50	0
HOURS	550	950
TOTAL CLOCK HOURS	1500	

Evaluation

Students take weekly theory quizzes on theory work. Progress tests are given at 300, 600, 900, 1200 and 1500 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

COSMETOLOGY/BARBER STYLING 1500 Hours

12.00 per clock hour	Tuition	18,000.00
	Registration Fee	150.00
	Application Fee	50.00

Total Cost of Program Includes

Books (\$425.00)

Kit (\$563.00)

2 Jackets

Total Cost \$18,200.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

**There is Financial Aid available to those who qualify.*

Additional Tuition Surcharge

All students who do not complete their course by their graduation date will be charged for all unexcused absences as follows: \$5.00 per hour over graduation date.

Facial - Skin Care

New Port Richey & Spring Hill Campus

Title

Facial - Skin Care – 360 hours

Objective

This program prepares the student to master B.I.S.B.'s techniques to enter the skin care industry with a license.

Description

This program instructs the students in skin practices and State law related to the profession. In addition to classroom theory, the student performs skin services including body wraps.

Instructional Methods

The theory portion of Skin Care is designed for the instructor to review each chapter on a weekly rotating schedule. In our Skin Care program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

FL1 Florida Laws and Rules – Student will gain information and knowledge of an overview of Cosmetology ethics, law, rules and regulations in relation to consumer protection for both health and economic matters.

FL2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.

FS3 Product Chemistry – This course will teach an understanding of the science that deals with composition, structures and properties of matter and how the chemicals effect the skin and to choose correct products.

FS4 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community. The student performs sanitation

on implements and equipment during their program length.

FS5 Basics of Electricity – An understanding of the use and precautions of electricity as it applies to facial skin care and the machines which are utilized. The student will perform practical services on the set up, and use and maintenance of electrical devices.

FS6 Facial Techniques and Contraindications – The study of Facials, manual and mechanical, including masks, packs, peels or treatment to be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature. Basic facial massage movements and manipulations. Students will engage in practical hours during their program performing facials, masks, packs, peels and treatments.

FS7 Skin Theory, Disease & Disorders of the Skin – The study of the fundamentals of human skin, its structure and function. Recognizing lesions and the ability to describe diseases of the glands. Students will engage in practical services in skin analysis, and manual extractions.

FS8 Body Wrap – This course instructs students in the technique and function of body wrap and its detoxifying benefits. Students engage in practical services performing body wraps.

FS9 Microdermabrasion – This course will teach manual and electric microdermabrasion and its exfoliating benefits to the skin. Students will engage in practical services performing manual and machine assisted microdermabrasion.

FS10 Make-up – Students will learn make-up application for evening and day wear, and photo/stage application, lash and brow tinting as well as eyelash application, including strip lashes, individual lashes and semi-permanent lashes. Students will engage in practical hours performing these services.

FS11 Hair Removal – This course will teach hair removal including tweezing, waxing, threading and sugaring. Students will engage in practical hours performing these services.

SB1 Salon Management/Reception Skills – Students will learn basic principles needed to plan and operate a salon as a successful business, booking appointments and managing clientele, staff management and techniques for interviewing prospective employees.

Completion Time

Full time students may attend 30 hours per week for 12 weeks. Days – Monday through Friday 9:00 a.m. to 3:00 p.m. Night school is offered only at our New Port Richey Campus Monday through Wednesday 5:00 p.m. to 9:00 p.m. Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number	Theory	Practical
FL1 Florida Laws, Rules and Ethics	7	0
FS2 HIV/AIDS	4	0
FS3 Product Chemistry	8	0
FS4 Sanitation	10	10
FS5 Basics of Electricity	8	5
FS6 Facial Techniques and Contraindications	66	60
FS7 Skin Theory, Disease and Disorders of the Skin	85	10
FS8 Body Wrap	10	5
FS9 Microdermabrasion	10	5
FS10 Make-up	2	30
FS11 Hair Removal	3	20
SB1 Salon Management/Reception Skills	2	0
HOURS	215	145
TOTAL CLOCK HOURS	360	

Evaluation

Students take theory quizzes on theory work. Progress tests are given at 120, 240 and 360 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

FACIAL - SKIN CARE (Aesthetician - esthetician) **360 hours**

15.00 per clock hour	Tuition	5400.00
	Registration Fee	150.00
	Non-Refundable Application Fee	50.00
Total Cost of Program Includes		
Books (\$240.00)		
Kit (\$41.00)		
2 Pair of Scrubs	Cost	\$5600.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.
3. Student loans are available.

Extra Cost

Students must supply a notebook, pen and 2 rolls of paper towels the first week of school. (Approximate cost \$5.00.)

License Registration Fee is \$85.00 for skin care and \$30.00 for body wrap (payable to the state) due upon graduation*.

* All students must schedule an appointment with admissions to complete license application.

Full Specialty

New Port Richey Campus

Title

Full Specialty – 600 hours

Objective

This program prepares the student to master B.I.S.B.'s techniques to enter the nail and skin care industry.

Description

This program instructs students in skin and nail practices and state law related to the profession. In addition to classroom theory, the student performs skin and nail services.

Instructional Methods

The theory portion of Full Specialty is designed for the instructor to review each chapter on a weekly rotating schedule. In our Full Specialty program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- FL1 Florida Laws and Rules – Student will gain information and knowledge of an overview of Cosmetology ethics, law, rules and regulations in relation to consumer protection for both health and economic matters.
- FL2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.
- FS3 Product Chemistry – A knowledge of the Chemistry makeup of products used on the skin and desired effects. Exploration of MSDS sheets in relation to understanding product hazards and adverse effects.
- FS4 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.
- FS5 Basics of Electricity – An understanding of the use and precautions of electricity as it applies to facial skin care and the machines which are utilized. The student will perform a minimum of 5 practical hours on the set up, and use and maintenance of electrical devices.
- FS6 Facial Techniques and Contraindications – The study of Facials, manual and mechanical, including masks, packs, peels or treatment to be performed on a variety of skin types, including normal, oily, dry, combination, problem and mature. Basic facial massage movements and manipulations. Students will perform a minimum of 60 practical hours during their program performing facials, masks, packs, peels and treatments.
- FS7 Skin Theory, Disease & Disorders of the Skin – The study of the fundamentals of human skin, its structure and function. Recognizing lesions and the ability to describe diseases of the glands. Students will perform a minimum of 10 practical hours in skin analysis, and manual extractions.
- FS8 Body Wrap – This course instructs students in the technique and function of body wrap and its detoxifying benefits. Students will perform a minimum of practical hours performing body wraps.
- FS9 Microdermabrasion – This course will teach manual and electric microdermabrasion and its exfoliating benefits to the skin. Students will perform a minimum of 5 practical hours performing manual and machine assisted microdermabrasion.
- FS10 Make-up – Students will learn make-up application for evening and day wear, and photo/stage application, lash and brow tinting as well as eyelash application, including strip lashes, individual lashes and semi-permanent lashes. Students will perform a minimum of 30 practical hours performing these services.
- FS11 Hair Removal – This course will teach hair removal including tweezing, waxing, threading and sugaring. Students will perform a minimum of 20 practical hours performing these services.
- MI2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.
- MI3 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment used in Manicuring-Nail care in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.
- MI4 Ethics – The understanding of good character, proper conduct and moral judgment. To provide skilled and competent services.
- MI5 Nail Theory – Understanding nail structure, irregularities and identifying nail diseases.
- MI6 Manicures – The use of professional manicuring implements, supplies and procedures in shaping and polishing finger nails (including paraffin treatments). This includes exfoliating the skin as well as hand and arm massage. Students will engage in practical services during their program performing manicures.
- MI7 Pedicures – The use of professional pedicuring implements, supplies and procedures in shaping and polishing toe nails. This includes exfoliating skin as well as proper foot massage. Students will engage in practical services during their program performing pedicures.
- MI8 Tip with Overlay – The course instructs students in the steps performed to apply an artificial nail using a nail tip and overlay material such as acrylic or gel. Students will engage in practical services during their program applying artificial nails with a tip and overlay method.

- MI9 Sculpting Using a Form – This course instructs students in forming artificial nails using a nail form and drill for shaping. Students engage in practical services during their program sculpting artificial nails utilizing a form.
- MI10 Nail Wraps or Mending – Students will learn the procedures used to apply nail wraps or to mend broken nails. Students will engage in practical services during their program performing nail wraps and mending.
- MI11 Nail Fill In – Students will learn the procedure involved in Nail Fills for artificial nails using acrylic product and drill procedures.
- MI12 Artificial Nail Removal – Students will learn the procedures involved in artificial nail removal including chemical and manual removal utilizing the drill. Students will engage in practical services during their program performing artificial nail removal.
- MI13 Polish/Nail Art/Project/Essay – Students will learn the proper nail preparation for polishing and polishing techniques including nail art. During this course students will complete a nail art project with essay. Students will engage in practical services during their program performing polish and nail art.
- SB1 Salon Management/Reception Skills – Students will learn basic principles needed to plan and operate a salon as a successful business, booking appointments and managing clientele, staff management and techniques for interviewing prospective employees.

Completion Time

Full time students may attend 30 hours per week for 12 weeks. Days – Monday through Friday 9:00 a.m. to 3:00 p.m. Night school is Monday through Wednesday 5:00 p.m. to 9:00 p.m. Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number	Theory	Practical
FL1 Florida Laws, Rules and Ethics	12	0
FS2 HIV/AIDS.....	4	0
FS3 Product Chemistry.....	8	0
FS4 Sanitation.....	10	10
FS5 Basics of Electricity	8	5
FS6 Facial Techniques and Contraindications	66	60
FS7 Skin Theory, Disease and Disorders of the Skin	85	10
FS8 Body Wrap.....	10	5
FS9 Microdermabrasion	10	5

FS10 Make-up.....	2	30
FS11 Hair Removal.....	3	20
MI2 HIV/AIDS.....	4	0
MI3 Sanitation.....	4	0
MI4 Ethics.....	2	0
MI5 Nail Theory	85	0
MI6 Manicures.....	0	20
MI7 Pedicures.....	0	10
MI8 Tips with overlay	0	37.5
MI9 Sculpting using a form	0	37.5
MI10 Nail Wraps or Mending	0	15
MI11 Nail Fill-Ins.....	0	10
MI12 Artificial Nail Removal	0	5
MI13 Polish/Nail Art/Project/Essay	0	5
SB1 Salon Management/Reception Skills ...	2	0
HOURS	315	285
TOTAL CLOCK HOURS	600	

Evaluation

Students take weekly theory quizzes on theory work. Progress tests are given at 200, 400 and 600 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

FULL SPECIALTY - 600 Hours

15.00 per clock hr - Facial	Tuition	5400.00
11.50 per clock hr - Nails	Tuition	2760.00
	Registration Fee	150.00
	Application Fee	50.00
Total Cost of Program Includes		
Books (\$435.00)		
Kit (\$336.00)		
2 Uniforms	Cost	\$8360.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

**There is Financial Aid available to those who qualify.*

Students must supply a notebook, pen and 2 rolls of paper towels for NT course.

Full Specialty License Registration Fee is \$85.00; Body Wrap License Registration Fee is \$30.00 (both payable to the state due upon graduation*.

** All students must schedule an appointment with admissions to complete license application.*

Instructor Training

New Port Richey Campus

Title

Instructor Training – 600 hours

Objective

This program is designed to prepare a licensed barber, cosmetologist, skin care technician, nail technician, or massage therapist to be able to demonstrate their practical skill and develop skill necessary to teach theory in a classroom.

Description

The student is to be considered in training as an instructor during the entire course under our trained instructors.

Instructional Methods

The theory portion of Instructor Training is designed for the instructor to review each chapter on a weekly rotating schedule. In our Instructor Training program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- IT1 Explain how knowledge and communication skills are both necessary components of effective teaching. Intro to computers, Internet, Windows.
- IT2 Discuss the ways in which teaching is both art and science.
- IT3 Explain why students are responsible for their own learning.
- IT4 List characteristics that qualify cosmetology as a profession.
- IT5 Several examples of professional behavior by teachers.
- IT6 Describe five roles of teaching.
- IT7 Explain how roles of teaching overlap.

- IT8 Examples of strategies for motivating students.
- IT9 Explain what it means to be a reflective professional.
- IT10 Positive and negative teaching styles.
- IT11 Teaching styles and consequences in classroom
- IT12 Describe the components of the learning process.
- IT13 List five learning principles.
- IT14 Give reasons students learn.
- IT15 Explain the value of recognizing students as individuals.
- IT16 List positive and negative teaching behaviors.
- IT17 Explain roles of planning.
- IT18 Describe elements of daily lesson plans.
- IT19 Benefits of lesson plans.
- IT20 Write lesson plans.
- IT21 Describe four step teaching plan.
- IT22 Describe different teaching methods.
- IT23 Explain and identify the four categories of aids.
- IT24 Explain how to handle personal problems and behavior problems.
- IT25 Explain self evaluation.

Completion Time

Full time students attending 20 hours per week complete the course in 30 weeks. Full time class schedule is Monday – Thursday, 9:00 a.m. to 2:00 p.m.

Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number		Theory	Practical
IT1	Intro Challenge of Teaching.....	20	0
	a. knowledge and communications		
	b. art and science of teaching		
	c. cosmetology as a profession		
IT2	Characteristics of Teaching	20	0
	a. portrait of a teacher		
	b. roles of a teacher		
	c. styles of teaching		
IT3	Students and Learning	20	0
	a. learning process		
	b. promoting success		
	c. recognize students		
IT4	Developing a Course	25	25
	a. analysis of needs		
	b. curriculum development		
	c. designing an individual course		

IT5	Effective Instruction.....	50	50
	a. planning			
	b. lesson plans			
	c. 4 step teaching plan			
IT6	Teaching Methods.....	50	200
	a. methods			
	b. effective teaching			
	c. lecture method			
	d. interactive lecture			
	e. discussion method			
	f. cooperative learning			
	g. demonstrative/practice methods			
	h. fields trips			
IT7	Instructional Aids.....	50	50
	a. importance of aids			
	b. visual aids			
	c. projection aids			
	d. display aids			
	e. three dimensional aids			
	f. printed aids			
IT8	Evaluating Student Performance	5	10
	a. purposes			
	b. tests			
	c. performance test			
	d. grading challenge			
IT9	Creation of a Positive Environment .5.....	5	10
	a. elements of Classroom Management			
	b. first impressions in classroom			
	c. checklist for classroom			
	d. organizing course material			
	e. class supervision			
	f. promoting positive behavior			
IT10	Reflection and Vision in Teacher Education.....	10	0
	a. reflective teaching			
	b. developing a vision			
HOURS	255	345*
TOTAL CLOCK HOURS	600		

*(In 345 practical hours, the student will be required to do 345 services.)

Evaluation

Students take theory quizzes on theory work. Progress tests are given at 200, 400 and 600 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

INSTRUCTOR TRAINING - 600 Hours

8.00 per clock hr	Tuition	4800.00
	Registration Fee	150.00
	Application Fee	50.00
Total Cost of Program Includes		
Books (\$162.00)	Cost	\$5000.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.
3. Financial aid is available for those who qualify.

* *The State of Florida does not require a course to become an instructor.*

MANICURING - NAIL EXTENSION I

New Port Richey Campus

Title

Manicuring - Nail Extension I – 240 hours

Objective

This program of study designed to instruct a student in manicuring, pedicuring, and sculptured nails.

Description

This program instructs the students in nails and state law related to the profession. In addition to classroom theory, the student performs nail services.

Instructional Methods

The theory portion of Nail Care is designed for the instructor to review each chapter on a weekly rotating schedule. In our Nail Care program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading

- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- FL1 Florida Laws and Rules – Student will gain information and knowledge of an overview of Cosmetology ethics, law, rules and regulations in relation to consumer protection for both health and economic matters.
- MI2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.
- MI4 Ethics – The understanding of good character, proper conduct and moral judgment. To provide skilled and competent services.
- MI3 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment used in Manicuring-Nail care in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.
- MI5 Nail Theory – Understanding nail structure, irregularities and identifying nail diseases.
- MI6 Manicures – The use of professional manicuring implements, supplies and procedures in shaping and polishing finger nails (includes paraffin treatments). This includes exfoliating the skin as well as hand and arm massage. Students will engage in practical services during their program performing manicures.
- MI7 Pedicures – The use of professional pedicuring implements, supplies and procedures in shaping and polishing toe nails. This includes exfoliating skin as well as proper foot massage. Students will engage in practical services during their program performing pedicures.
- MI8 Tip with Overlay – The course instructs students in the steps performed to apply an artificial nail using a nail tip and overlay material such as acrylic or gel. Students will engage in practical services during their program applying artificial nails with a tip and overlay method.
- MI9 Sculpting Using a Form – This course instructs students in forming artificial nails using a nail form and drill for shaping. Students engage in practical services during their program sculpting artificial nails utilizing a form.

- MI10 Nail Wraps or Mending – Students will learn the procedures used to apply nail wraps or to mend broken nails. Students will engage in practical services during their program performing nail wraps and mending.
- MI11 Nail Fill In – Students will learn the procedure involved in Nail Fills for artificial nails using acrylic product and drill procedures.
- MI12 Artificial Nail Removal – Students will learn the procedures involved in artificial nail removal including chemical and manual removal utilizing the drill. Students will engage in practical services during their program performing artificial nail removal.
- MI13 Polish/Nail Art/Project/Essay – Students will learn the proper nail preparation for polishing and polishing techniques including nail art. During this course students will complete a nail art project with essay. Students will engage in practical services during their program performing polish and nail art.

Completion Time

Full time students may attend 30 hours per week for 12 weeks. Days – Monday through Friday 9:00 a.m. to 3:00 p.m. Night school is offered only at our New Port Richey Campus Monday through Wednesday 5:00 p.m. to 9:00 p.m. Part time schedule is available – minimum 12 hours per week.

Breakdown by Course Number		Theory	Practical
FL1	Florida Cosmetology laws and rules	5	0
MI2	HIV/AIDS	4	0
MI3	Sanitation	4	0
MI4	Ethics	2	0
MI5	Nail Theory	85	0
MI6	Manicures	0	20
MI7	Pedicures	0	10
MI8	Tips with overlay	0	37.5
MI9	Sculpting using a form	0	37.5
MI10	Nail Wraps or Mending	0	15
MI11	Nail Fill-Ins	0	10
MI12	Artificial Nail Removal	0	5
MI13	Polish/Nail Art/Project/Essay	0	5
HOURS		100	140
TOTAL CLOCK HOURS		240	

Course includes drill class, paraffin hand and foot treatment.

Evaluation

Students take theory quizzes on theory work. Progress tests are given at 120 and 240 hours which evaluates each student on theory, services

completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

MANICURING - NAIL EXTENSION I - 240 Hours

11.50 per clock hour	Tuition	2760.00
	Registration Fee	150.00
	Application Fee	50.00
Total Cost of Program Includes		
Books (\$195.00)		
Kit (\$295.00)		
2 Jackets	Cost	\$2960.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

Students must supply notebook, pen and 2 rolls of paper towels.

License Registration Fee is \$85.00 (payable to the state) due upon graduation*.

** All students must schedule an appointment with admissions to complete license application.*

MANICURING - NAIL EXTENSION II

New Port Richey & Spring Hill Campus

Title

Manicuring - Nail Extension II – 360 hours

Objective

This curriculum and program of study is designed to instruct a student in manicuring, pedicuring, and sculptured nails.

Description

This program instructs students in nails and state laws related to the profession. In addition to classroom theory, the students perform 120 additional hours in sculptured nails.

Instructional Methods

The theory portion of Nail Care is designed for the instructor to review each chapter on a weekly rotating schedule. In our Nail Care program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

- FL1 Florida Laws and Rules – Student will gain information and knowledge of an overview of Cosmetology ethics, law, rules and regulations in relation to consumer protection for both health and economic matters.
- MI2 HIV/Aids. – Modes of transmission, infection control, procedures, clinical management and prevention of HIV and AIDS syndrome.
- MI3 Sanitation – Study of the use of chemical agents and ultraviolet rays to sanitize implements and equipment used in Manicuring-Nail care in the salon and promote and protect good health in the community. The student performs sanitation on implements and equipment during their program length.
- MI4 Ethics – The understanding of good character, proper conduct and moral judgment. To provide skilled and competent services.
- MI5 Nail Theory – Understanding nail structure, irregularities and identifying nail diseases.
- MI6 Manicures – The use of professional manicuring implements, supplies and procedures in shaping and polishing finger nails (includes paraffin treatments). This includes exfoliating the skin as well as hand and arm massage. Students will engage in practical services during their program performing manicures.

- MI7 Pedicures – The use of professional pedicuring implements, supplies and procedures in shaping and polishing toe nails. This includes exfoliating skin as well as proper foot massage. Students will engage in practical services during their program performing pedicures.
- MI8 Tip with Overlay – The course instructs students in the steps performed to apply an artificial nail using a nail tip and overlay material such as acrylic or gel. Students will engage in practical services during their program applying artificial nails with a tip and overlay method.
- MI9 Sculpting Using a Form – This course instructs students in forming artificial nails using a nail form and drill for shaping. Students engage in practical services during their program sculpting artificial nails utilizing a form.
- MI10 Nail Wraps or Mending – Students will learn the procedures used to apply nail wraps or to mend broken nails. Students will engage in practical services during their program performing nail wraps and mending.
- MI11 Nail Fill In – Students will learn the procedure involved in Nail Fills for artificial nails using acrylic product and drill procedures.
- MI12 Artificial Nail Removal – Students will learn the procedures involved in artificial nail removal including chemical and manual removal utilizing the drill. Students will engage in practical services during their program performing artificial nail removal.
- MI13 Polish/Nail Art/Project/Essay – Students will learn the proper nail preparation for polishing and polishing techniques including nail art. During this course students will complete a nail art project with essay. Students will engage in practical services during their program performing polish and nail art.

Completion Time

Full time students may attend 30 hours per week for 12 weeks. Days – Monday through Friday 9:00 a.m. to 3:00 p.m. Night school is offered only at our New Port Richey Campus Monday through Wednesday 5:00 p.m. to 9:00 p.m. Part time schedule is available – minimum 12 hours per week.

Course Description

Breakdown by Course Number		Theory	Practical
FL1	Florida Cosmetology laws and rules ..	5	0
MI2	HIV/AIDS.....	4	0
MI3	Sanitation.....	4	0
MI4	Ethics.....	2	0
MI5	Nail Theory.....	85	0
MI6	Manicures.....	0	20
MI7	Pedicures.....	0	10
MI8	Tips with overlay	0	87.5
MI9	Sculpting using a form	0	87.5
MI10	Nail Wraps or Mending	0	15
MI11	Nail Fill-Ins.....	0	20
MI12	Artificial Nail Removal	0	10
MI13	Polish/Nail Art/Project/Essay	0	10
HOURS		100	260
TOTAL CLOCK HOURS		360	

Course includes drill class, paraffin hand and foot treatment training.

Nail Tech II students master speed with the requirement of 120 additional hours in artificial nails.

Evaluation

Students take theory quizzes on theory work. Progress tests are given at 180 and 360 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these progress tests as to their need to be prepared. **An 80% average in each skill must be met.**

Tuition

MANICURING - NAIL EXTENSION II - 360 Hours

11.50 per clock hour	Tuition	4140.00
	Registration Fee	150.00
	Application Fee	50.00
Total Cost of Program Includes		
Books (\$195.00)		
Kit (\$295.00)		
2 Jackets	Cost	\$4340.00

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

**Student loans are available to those who qualify.*

** Nail tech II students master speed with the requirement of 120 additional hours in sculpted nails.*

Students must supply notebook, pen and 2 rolls of paper towels.

License Registration Fee is \$85.00 (payable to the state) due upon graduation*.

Course includes air brush demo, drill class, paraffin hand and foot treatment training.

* All students must schedule an appointment with admissions to complete license application.

Massage Therapy

New Port Richey & Spring Hill Campus

Title

Massage Therapy – 600 hours

Objective

The Massage Therapy program has two goals. The first is to instruct the student on the technical skills necessary to perform a professional standard Swedish Massage.

The second goal is to introduce the student to the education needed to successfully pass a state approved exam, to qualify for a Massage therapy License from the Board of Massage Therapy in the State of Florida.

Description

This program will give the student instruction in the assessment, theory and hands-on application of a basic Swedish Massage. It will also instill a general knowledge of anatomy, physiology, kinesiology, and pathology. The professional standards expected in the massage field such as business, ethics and legal practices will be emphasized. To complete the course, the student will be familiarized with other modalities related to this field of study.

Instructional Methods

The theory portion of Massage is designed for the instructor to review each chapter on a weekly rotating schedule. In our Massage program, the theory portion of the program is integrated with the practical skills. The following instructional methods are used to present theory and practical

lessons:

- Drill and Practice – Hands on step by step practical demonstration and repetitive use
- Visual Aids such as hand outs, video/DVD, flash cards, skeletons, mannequins
- Discussion – small group, debates, lecture, role playing, guided and assisted reading
- Laboratory groups, field trips, clinic work
- Guest lecturers and educators

Course Description

On completion of each chapter in the Theory and Practice of Therapeutic Massage, you will be able to explain or demonstrate the following:

- MT4 Historical Overview of Massage
 - a. one of the earliest remedial practices for relief of pain and discomfort
 - b. from ancient to modern times, massage is an aid to physiological and psychological well-being
 - c. basic differences between other massage systems
- MT4 Requirements of the Practice of Therapeutic Massage
 - a. educational and legal aspects of scope of practice
 - b. awareness of laws, rules, regulations,, and restrictions
 - c. necessity for obtaining license
 - d. reasons for a license to be revoked, canceled or suspended
- MT4 Professional Ethics for Massage Practitioners
 - a. meaning of professional ethics
 - b. personal and professional boundaries
 - c. effects of transference, countertransference and dual relationships
 - d. how to desexualize the massage experience
 - e. personal hygiene, health habits, communication skills and professional image
- MT1 Overview of Anatomy, Physiology, Kinesiology, Histology and Pathology
- MT3
 - a. definition of the above terms
 - b. physiological and psychological effects of stress and pain
 - c. healing mechanisms of the body
 - d. wellness model
 - e. medical terminology
- MT1 Human Anatomy & Physiology
- MT3
 - a. anatomical planes, cavities, regions, and terms
 - b. cells and tissue
 - c. organ systems of the body, including the following:
Integumentary, Skeletal, Muscular, Circulatory, Nervous, Endocrine, Digestive, Respiratory, Excretory, and Reproductive
- MT2 Effects, Benefits, Indications and Contraindications of Massage

- a. physiological and psychological benefits
 - b. indications for massage in systems of the body
 - c. main contraindications for massage
 - MT2 Equipment and Products
 - a. supplies and equipment needed for massage
 - b. massage products
 - c. selecting massage space and table
 - MT2 Sanitary and Safety Practices
 - a. laws that enforce above practices
 - b. pathogenic and nonpathogenic bacteria
 - c. protection against the spread of disease
 - d. safety in the massage practice
 - MT2 The Consultation
 - a. importance of the consultation
 - b. screen clients while making the appointment
 - c. determine needs and expectations
 - d. importance of having set policies presented
 - e. treatment plan
 - f. record keeping
 - MT5 Classifications of Massage Movements
 - a. six major categories of massage movements
 - b. classic Swedish massage techniques
 - c. performance of basic massage movements
 - d. passive and active joint movements
 - e. rhythm and pressure applied to the therapeutic body massage
 - MT5 Application of Massage Technique
 - a. hand exercises to benefit massage therapists
 - b. standing posture and body movements to develop coordination, balance, control and stamina to benefit massage therapists
 - c. concepts of grounding and centering
 - MT5 Procedures for Complete Body Massages
 - a. preparing for a massage session
 - b. procedures for draping
 - c. assisting client onto and off table
 - d. performing of full body massage
 - e. use of good body mechanics
 - f. professional courtesies toward clients
 - g. after effects of massage
 - MT2 Therapeutic Procedure
 - a. four parts of the therapeutic procedure
 - b. intake procedure
 - c. posture and gait assessment
 - d. passive, active and resisted movement (muscle testing)
 - e. soft tissue barriers
 - f. palpation of tissues
 - g. session strategies
 - h. specific client needs
 - MT2 Hydrotherapy
 - a. use of heat and cold
 - b. apparatus approved for use by a massage practitioner
 - c. applications of heat therapy
 - d. cryotherapy
 - e. water temperatures and various effects
 - MT2 Massage in the Spa Setting
 - a. historical development of spas
 - b. various types of spas current in today's industry
 - c. popular spa services performed by massage therapists
 - d. body wrap procedure and exfoliation
 - e. hot stone massage
 - f. aromatherapy
 - MT3/ MT5 Athletic/Sports Massage
 - a. purposes of athletic massage
 - b. causes of muscle fatigue
 - c. overload principle
 - d. techniques of athletic massage
 - e. four applications for athletic massage
 - f. athletic injuries
 - MT2 Massage in Medicine
 - a. alternative, complementary and integrative medicine
 - b. chiropractic and massage
 - c. massage in hospital setting
 - d. medical massage
 - e. insurance forms and codes
 - MT3 Other Therapeutic Modalities
 - a. prenatal massage
 - b. lymphatic massage
 - c. craniosacral therapy
 - d. deep tissue massage
 - e. neuromuscular therapy
 - f. trigger-point therapy
 - g. passive positioning therapies
 - h. energetic manipulation philosophies
 - i. traditional Chinese medicine
 - j. ayurvedic
 - k. shiatsu
 - l. reflexology
 - m. chair massage
 - MT4 Business Practices
 - a. attitude, self-image, and public image related to business success
 - b. business planning
 - c. massage operation options
 - d. start-up costs and needs
 - e. licenses and permits
 - f. basic bookkeeping
 - g. marketing
 - MT4 Required Classes for Licensure
 - a. Florida law
 - b. medical errors
 - c. HIV/AIDS
- * A Graduation Project is required from each student before the course is completed.
- * When the opportunity is presented, videos, guest speakers, and field trips may be offered.

Completion Time

The students in the day and night Massage Therapy course will attend school 20 hours per week for 30 weeks. Weekend students for this course will attend class 16 hours per week for 37.5 weeks.

Day Class: Monday–Thursday, 9:00 a.m. – 2:00 p.m.

Night Class: Monday–Thursday, 5:00 p.m. – 10:00 p.m.

Weekend Class: Saturday and Sunday, 9:00 a.m. – 5:00 p.m.

Course Numbers for Massage Therapy:

The following is the course number requirements:

Description for Course Number	Hours
MT1 Kinesiology, Anatomy, Physiology Chapters 4, 5.....	125 hrs. Theory
MT2 Massage, Body Work Assessment, Theory and Application Chapters 6, 7, 8, 9, 13, 14, 15, 17.....	200 hrs. Practical
MT3 Pathology Chapters 4, 5, 16.....	40 hrs. Theory
MT4 Business and Ethics (HIV/Aids 4 hrs.) Chapters 1, 2, 3, 19.....	10 hrs. Theory
MT5 Supervised instruction in related fields Chapters 10, 11, 12, 16, 18.....	225 hrs. Practical Theory: 175 Practical: 425*
TOTAL CLOCK HOURS.....	600

*(The 425 Hours in Practical Skills will require a minimum of 107 hands-on sessions of massage.)

Evaluation

Students in the Massage course will be taking chapter tests each week. An overview exam, a

practicum, and an oral muscle exam will be given at the 200, 400 and 600 hour intervals. A report will also be done on the GPA and status of each student at these times. An 80% average must be maintained in each of these areas.

Tuition

MASSAGE THERAPY - 600 Hours

15.00 per clock hr	Tuition	9000.00*
	Registration Fee	150.00
	Application Fee	50.00

Total Cost of Program Includes

Books (\$310.00)

Kit (\$13.00)

2 Pairs of Scrubs and lotion holder **Cost \$9200.00**

Payment Schedule*

The student has the option of paying the tuition costs:

1. In full prior to attending the first class, or
2. Paying the unpaid balance in equal weekly or monthly installments.

*There is Financial Aid available to those who qualify.

Extra Supplies

- 2 or 3 binders or folders (for handouts)
- highlighters (for theory books)
- index cards (for muscle learning)
- paper (for note taking)

Additional Tuition Surcharge

All students who do not complete their course by their graduation date may be charged for all unexcused absences as follows: \$5.00 per hour over graduation date. This applies to all courses.

* License Registration Fee (payable to the state) is due upon graduation.

Make-Up Policy

Bene's International School of Beauty, Inc. is open Monday through Friday from 8:00 a.m. - 10:00 p.m. and Saturday from 9:00 a.m. - 5:00 p.m. Our students are expected to come to school according to their contract. If for any reason a student needs to be excused, he will be expected to make arrangements with the teacher to make up the time the following week between 2:00 and 10:00 p.m., Monday through Friday.

Massage Therapy students must make up a missed clinic day on another clinic day. There are no exceptions.

Satisfactory Academic Progress Policy

Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled in the school whether participating in Title IV programs or not. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

Evaluation Periods

Students are evaluated for Satisfactory Academic Progress based on actual hours as follows:

Program	Evaluation Period
240 Hr	121
360 Hr	181
600 Hr	301
1200 Hr	451, 901
1500 Hr	451, 901, 1201

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by mid-point in the course.

Attendance Progress Evaluations

Students are required to attend a minimum of 75% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled at the end of each evaluation period. The school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

Academic Progress Evaluations

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set practical skills evaluation criteria adopted by the school. Student must maintain a written grade average of 80% and pass a FINAL written and practical exam prior to graduation. Student must make up failed or missed test and incomplete assignments. Numerical grades are considered according to the following scale:

- 100 – 90 = A (Excellent)
- 89 – 80 = B (Average)
- 79 or below = F (Below Average)
- P = Passing (must be 80 or above)
- F = Fail (79 or below)

Maximum Time Frame

The maximum time (which does not exceed 1.33 of the course length) allowed for student to complete each course at satisfactory progress is stated below:

Course	Hrs. Per Week	Scheduled Weeks	Maximum Allowed Weeks	Scheduled Hours
Cosmetology - 1200 Hrs.				
Full Time Days	30	40	53.2	1596
Part Time Days	18	66.67	88.67	1596
Full Time Nights	25	48	63.84	1596
Part Time Nights	15	80	106.4	1596
Barber Styling - 1200 Hrs.				
Full Time Nights	25	48	63.84	1596
Part Time Nights	15	80	106.4	1596
Barber Restricted - 1200 Hrs.				
Full Time Nights	25	48	63.84	1596
Part Time Nights	15	80	106.4	1596
Cosmetology-Barber Styling- 1500 Hrs.				
Full Time Nights	25	60	79.8	1995
Part Time Nights	15	100	133	1995

Full Specialty - 600 Hrs.

Full Time Days	30	20	26.6	798
Part Time Days	18	33.33	44.33	798
Full Time Nights	12	50	66.5	798

Nail Technology - 240 Hrs.

Full Time Days	30	8	10.64	319.2
Part Time Days	18	13.33	17.73	319.2
Full Time Nights	12	20	26.6	319.2

Nail Technology - 360 Hrs.

Full Time Days	30	12	15.96	478.8
Part Time Days	18	20	26.6	478.8
Full Time Nights	12	30	39.9	478.8

Massage Therapy-600 Hrs.

Full Time Days	20	30	39.9	798
Full Time Nights	20	30	39.9	798
Full Time Weekends	16	37.5	49.875	798

Facial Skincare- 360 Hrs.

Full Time Days	30	12	15.96	478.8
Part Time Days	18	20	26.6	478.8
Full Time Nights	12	30	39.9	478.8

Instructor Training - 600 Hrs.

Full Time Days/Nights	30	20	26.6	798
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The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled hours.

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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 a status of probation.

Warning

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

Probation

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

Re-Establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Appeal Procedure

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

Noncredit and Remedial Courses

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

Transfer Hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Attendance

Policy

Students must Clock In and Out on the computer in their Education Center. All attendance hours will be rounded to the nearest quarter hour. A student must maintain a minimum of 75% of his or her contracted hours. Student's attendance will be monitored monthly. All absences must be called into the office at ext. 304.

Leave of Absences

Leave of absence (LOA) is a temporary interruption in a student's program of study at the request of the student for personal reasons. The

request of the student must be submitted in advance in writing, include the reason for the student's request and include the student's signature. The student must have the expectation that they will return from the LOA to finish their program. In the case of unforeseen circumstances such as injury, the request can be made verbally. The student must then fill out the proper form as soon as they are able. In the case of unforeseen circumstances, the leave of absence will be dated for the first day the student was unable to attend. No additional charges will result from the LOA. LOA must be a minimum of 10 days and a maximum of 180 days in any 12 month period. A student's contract will be extended by the same number of days taken in the LOA. A contract addendum with the new dates will be signed by all parties.

Class Change Policy

Class changes from nights to days or days to nights are allowed one time unless there are mitigating circumstances.

Financial Aid

Financial Aid is available to those who qualify. The Financial Aid office requires an entrance interview with all prospective students. Materials regarding financial aid are distributed free of charge.

Bene's International School of Beauty, Inc. participates in five federal programs of assistance – Federal Pell Grant, FSEOG, Federal Work Study and Federal Stafford Loans (subsidized and unsubsidized). The amount and type of financial aid offered is based upon financial need as determined by the federal government's system of need analysis. All students will qualify for loans, either through subsidized/unsubsidized guaranteed student loans; the exception would be a student who is in default on a previous student loan, or a student who has been convicted of possessing or selling illegal drugs.

Application Process

In order to apply for federal financial aid, the student must complete the application for federal student Aid (FAFSA), and furnish the necessary documentation required for verification of information submitted. An interview is appropriate and required in almost all circumstances.

After the application is completed by the student, the information will be sent to a servicer--to determine the financial aid eligibility. Once eligibility is determined, the financial aid office

will develop a breakdown showing the estimated charges and the financial aid that will cover those charges.

Financial Aid Programs

FEDERAL PELL GRANT: A federal program of grants (gift) based on demonstrated financial need. Upon receipt of the Student Aid Report, it is signed by the student and used by this institution to receive aid for the student. The maximum annual award is \$4,310.00. It may change on an annual basis.

SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a low-interest, long term loan program available through the U.S. Department of Education. Special applications are available in the financial aid office. The loan is guaranteed by an agency of the federal government. Interest does not accrue and repayment does not begin while the student is attending an approved school at least on a half-time basis. There is usually a six month grace period after a student leaves school before repayment begins. This loan is based on financial need. **THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.** An origination fee and a guarantee fee are charged by the lender and deducted from the proceeds of each disbursement. The maximum that may be borrowed for the first year of academic school is \$3,500. **THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.**

UN-SUBSIDIZED FEDERAL DIRECT STAFFORD LOANS: This is a loan guaranteed by the federal government. It is available to students who may require additional funds beyond the subsidized Stafford Loan. The government does not pay the interest while the student is attending school, but interest and principal can be deferred until six months after graduation, or it may be repaid while the student is attending school. Interest rates are identical to the subsidized Stafford Loans. It is strongly recommended that students borrow under this program only what is absolutely necessary to meet educational expenses. **THIS IS A LOAN AND MUST BE REPAID BY THE STUDENT.**

FSEOG: A gift award that is based on financial need. If you are awarded the Federal Pell Grant, you will receive first priority for this grant. An FSEOG does not require repayment.

Federal Work Study: Based on financial need. See Financial Aid for details.

** We are also approved for training grants from vocational rehabilitation and Veteran's training. See office for details.*

Refund Policy Notice of Cancellation

- For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Applicants not accepted by the school shall be refunded all monies paid to the school. If student (or in the case of student under legal age, his/her parent or guardian) cancels the enrollment in writing within three business days of signing the enrollment agreement, all monies collected by the school will be refunded. The "formal cancellation date" will be determined by the postmark on written notification, the date said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last day of attendance or the expiration date of an approved Leave of Absence.
- If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$150 will be made. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours and last day of attendance:

Percentage of Scheduled Time Enrolled to Total Course or Program	Amount of Tuition Owed to the School
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- Any monies due the applicant or student shall be refunded within 30 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will either provide a full refund of tuition to the student or completion of the course at a later time. If the course is cancelled subsequent to a student's enrollment, the school will either provide a pro rata refund or completion of the course at a later

time. The school does not participate in any teach-out plans with other institutions.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

Return of Title IV

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

Veteran's Policies

We are State approved for Veteran's training. For Veterans, excused absences will be granted for extenuating circumstances only, and will be substantiated by entries in a student's files. Early departures, class cuts, tardies, etc. for any portion of an hour will be counted as a full hour absence. Students exceeding three days of unexcused absences in a calendar month will be terminated for VA pay purposes, for unsatisfactory attendance. Make-up work will be scheduled by the teacher.

Breaks – see School Rule #9 (page 20).

Barber-Styling, Cosmetology, Cosmetology/Barber-Styling, Full Specialty, Instructor Training and Massage Therapy

VA students falling below an 80% average at the end of a calendar month will be put on academic probation for one month. At the end of the probation month, the VA will be notified to terminate benefits if the student has not attained an 80% average. A veteran student terminated for unsatisfactory progress may be re-certified to

the VA after attaining satisfactory progress at the end of a monthly evaluation period.

Manicuring/Nail Extension and Facial/Skin Care

VA students falling below an 80% average at the end of a weekly evaluation period will be put on academic probation for one week. At the end of the probation week, the VA will be notified to terminate benefits if the student has not attained an 80% average. A veteran student terminated for unsatisfactory progress may be re-certified to the VA after attaining satisfactory progress at the end of a weekly evaluation period.

Veterans Evaluation/Previous Training

Credit for previous training will be evaluated and granted if appropriate. The training time and tuition will be reduced proportionately with the VA and the veteran student notified.

Evaluation/Dexterity/Physical Challenges

If a person has any questions about the dexterity needed to be successful in our courses, an evaluation can be done for a fee of \$75.00. This evaluation takes one full day.

Students must be physically capable to perform the skills necessary for the course chosen.

Student Visa (I-20 MN)

B.I.S.B. is authorized by the United States Department of Immigration (INS) to offer the I-20 Student Visa. There is a non-refundable \$250 administration fee for the service.

Nonimmigrant Alien Status

B.I.S.B. is authorized under Federal laws to enroll nonimmigrant/alien students. A minimum of 22 hours per week is required for all students in this status; therefore Massage Therapy and Instructor Training are not eligible courses.

Non-Discrimination Policy

Bene's International School of Beauty, Inc. prohibits discrimination against current or prospective students and employees on the basis of race, color, sex, religion, ethnic origin, age, disability, sexual orientation, or any other legally protected characteristic.

Reserved Rights

Bene's International School of Beauty, Inc. reserves the right to make changes in the policies, procedures, schedules and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will always be given notification of any policy change.

Tuition and fees are subject to change without notice.

Student Policies

Dress Code

1. Cosmetology, Barber, and Nail students will be issued two short sleeved jackets with their name and the school's name embroidered on the front. Students must be wearing their jacket at all times while on school property. Students may wear their street clothes under the jacket. In order to maintain a professional appearance, no jeans with holes or too short shorts.
2. Massage and Facials will be issued two sets of scrubs and these must be worn everyday at all times while on school property.
3. Shoes should be comfortable and closed toe.
4. New students will be issued a Bene's t-shirt that will be their uniform until their "official" uniform comes in (Usually 14 business days).

Breaks and Meals Policy

- A clock hour is defined as a minimum of 50 minutes of supervised or directed instruction and appropriate breaks.
- Breaks and meals may be taken only after receiving permission from your instructor.
- Students that choose to leave the building for a break or lunch must clock out. A student who remains in the building during breaks and or lunch earns the clock hour time.

Personal Services

Students may receive personal services in their department if they meet the below criteria.

- Personal services may be performed after 12:30 p.m. for day and weekend classes and 7:30 p.m. for night class. Clients must be served prior to a student's need!
- No personal services on Mondays for Cosmetology and Barber.
- You must receive prior permission from your instructor and have the ability to pay for supplies used.

School Rules

1. Students must adhere to the Attendance Policy. Students must clock in and out each day or night.
2. Day students report absences by 8:00 a.m.; night students report absences by 4:00 p.m. Personal or child illness (documented by a physician) and court appearances are excused absences.
3. Student parking is assigned.
4. Student must provide a notebook, pen and required supplies. Students may not clock in for school unless they are dressed according to policy, have books and their supplies to perform services.
5. A student who leaves school without permission and without clocking out will be clocked out at the time they were last seen by their instructor. Students that choose to leave the school for a break or lunch must clock out and clock back in when the student returns. A student who remains in the school during breaks and or lunch earns the clock hour time.
6. Specific sanitation assignments are given to each student.
7. Students must stay with their clients during chemical services.
8. Students must be at their station performing services on clients or manikins, or doing bookwork at all times.
9. Any equipment left in the school becomes property of the school if not picked up within 30 days of last day of attendance.
10. Students are not permitted visitors during class hours.
11. Cell phones must remain on monitor only while in class. Phone calls can only be returned on breaks determined by the instructor, outside of the building.
12. Students are not permitted to sell any products, crafts, or any items on the school premises.
13. Students may take photographs in school with permission from the administration, teachers and ALL persons being photographed.

14. Students may not fraternize at another student's place of employment, as a client or visitor, or with B.I.S.B. employees.
15. Any tuition that is not paid per contracted arrangements may be grounds for termination.
16. All enrolled students must have a phone number or a contact person with a phone number for a reference.
17. **NIGHT SCHOOL STUDENTS** that fall below satisfactory progress must be available to come to the school for counseling before 5:00 p.m.
18. B.I.S.B. will NOT be responsible for cash, credit cards or valuable items.
19. No student shall express discriminatory displays, actions or words towards any other student, staff or faculty member based on race, color, sex, sexual orientation, religion, ethnic origin, age or handicap.
20. No student shall verbalize disparaging or disrespectful remarks to any student, staff or faculty member.
21. Each student shall respectfully request acknowledgment by the instructor should they have a question or concern and refrain from otherwise interrupting the progress of the lecture. This promotes the concentrated atmosphere necessary for student comprehension of the material.
22. All facilities are designated as non-smoking.
23. No student shall engage in malicious destruction of School property.
24. No student shall use any illegal drugs, alcohol or tobacco products while on School property or attend School under the influence of such substances.
25. No student shall cheat on an examination or provide false information.
26. No student shall engage in any behavior that is legally defined by the government as sexual harassment.
27. Weapons of any type are forbidden.
28. All policies regarding discrimination and proper behavior while in school, apply to social media. Any student who uses social media to discriminate for any reason, verbalize disparaging or disrespectful remarks is in violation of the school conduct code and rules and may be grounds for termination. If the improper social media is on the school website/facebook page, it will be removed and the student will be brought into the office to discuss further actions. If the remark is on your own personal page, you will be asked to remove the statement and will be given a 24 hour period to do so. You will then be brought to the office to discuss further actions which may be taken. Conduct that is inappropriate in the classroom is inappropriate online. The way you represent yourself online is an extension of yourself and may be viewed by prospective employers.

Disciplinary Policy

Degrees of discipline are generally progressive and are used to ensure that the student has the opportunity to correct his or her performance. There is no set standard of how many oral warnings must be given prior to a written warning or how many written warnings must precede termination.

Factors to be considered are:

- How many offenses are involved
- The seriousness of the offense
- The time interval and student response to prior disciplinary action

In cases of serious offenses such as fighting, theft, threats of violence, the sale or possession of drugs or abuse of alcohol on company campus, termination may be the first and only disciplinary step taken.

In general, the sequence of warnings will be oral, written and the discharge.

A student who is being loud, disrespectful to other students or staff, argumentative, using inappropriate language, or leaves the campus without permission/clocking out, may be sent home for the day and must meet with the attendance person before returning to school. If a student is not willing to make amends and correct their behavior a three day suspension may be in order.

Student Grievance Procedure

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Release of Information

Bene's International School of Beauty distributes to the student body the FERPA privacy and release of information policy in the pre-enrollment packet given during the admissions process.

The school follows policies that provide a student with the opportunity to review his or her education records within 45 days of the receipt of the request. This must be done between the hours of 10:00 a.m. and 3:00 p.m. at the New Port Richey Campus, where the records are permanently maintained. Copies of the educational records are provided at no cost. A student must provide written consent, before an education agency or school may disclose personally identifiable information from the student's education records. If the student is out of state, a notarized written request must be sent to the school.

The written consent must:

- State the purpose of disclosure
- Specify the records that may be disclosed
- Identify the party to whom the disclosure may be made
- Be signed and dated

The above rights and transfer to a parent or guardians of a student, who is considered to be dependant per IRS law. In addition, the school maintains a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information.

The school may disclose educational records to the appropriate government agencies as required by state and federal law. This includes, but is not limited to our accrediting body NACCAS.

Student Services

Advising

Academic advising is provided to all students at each evaluation period.

Mental Health referral is available to all students if required at any other time. (Seminars may be scheduled focusing on drugs, alcohol, AIDS, etc.)

Students in crisis are referred to the Harbor Behavioral Health Care institute, located at 8002 King Helie Blvd., New Port Richey, FL. The building number is 8002 (Multipurpose Building). A student in crisis may be evaluated, interviewed and given directions for a counseling service.

Housing

Bene's International School of Beauty, Inc. does not provide housing. There are many apartments to rent near the school. We are happy to assist out of town, state or out of country students.

Campus Security

Campus security policies statistics are available upon request in the office. Campus is monitored by a surveillance system.

Lockers and Personal Belongings

Personal belongings are the student's responsibility. Locker space may be available for rental, and all equipment should be marked for identification and cared for carefully. Lockers and locks are school property. For safety reasons, school management requires the use of school locks, and reserves the right to cut off any personal locks, or to enter lockers at any time. Personal effects left

in lockers after student has dropped below half time attendance may be removed and held for 30 days. During this 30 day time, we will attempt to notify the student to make other storage arrangements. After 30 days, the school assumes no responsibility for these items and they may be disposed of in any way convenient. All equipment necessary to the courses is part of the student kits or is provided by the school. It is the student's responsibility to replace any equipment as necessary to complete work assignments, if such equipment becomes lost, stolen, or broken. Students should have all equipment they might need, to complete any assignment, available at all times.

Policy on Academic Remediation

Students who are admitted to Bene's International School of Beauty, Inc. are given the following instructions if the student finds it necessary to obtain extra academic assistance with any course.

The administration will set up specific times during the day or night, not to interfere with theory hours or practical skills, to overview material necessary for remediation. The total hours necessary for remediation are determined on an individual basis. Assignments given to the student in need may be completed as homework at school during the student's free time. Any students that let their grades fall below 80% must be remediated.

Graduation Requirements

Bene's International School of Beauty will grant a diploma of graduation and Official Transcript of Hours for the Applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical exami-

nation; completed the program of study according to the State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.

** All students may schedule an appointment with the office to complete testing and/or license applications.*

Placement Services

Student information board is provided where job opportunities are posted. Prior to graduation all students are counseled as to jobs in which they wish to apply for. The school however, does not guarantee job employment, and makes no statements to the fact that after graduation a job is guaranteed.

Exam and License Fees

Cosmetology (Promissor Test Fee) - \$27.00

Cosmetology Florida License - \$53.00

Full Barber - \$27.00

Restricted Barber (Promissor Written Test Fee) - \$9.00

Barber Florida License (Restricted) - \$200.50

August 1 of odd year to March 31 of even year

Barber Florida License (Restricted) - \$196.00

April 1 of even year to July 30 of odd year

Full Barber License

August 1 of odd year to

March 31 of even year - \$178.00

April 1 of even year to

July 31 of odd year - \$228.00

Manicuring Nail Extension Specialty Registration Fee - \$85.00

Facial/Skin Care Specialty Registration Fee - \$85.00

Full Specialist Fee - \$85.00

Massage Therapy Florida License Fee - \$205.00

Massage Therapy Examination for Static Licensing (NESL) Application - \$175.00

Notes

Bene's International School of Beauty, Inc.

2013 Class Start Dates* New Port Richey Campus

****Cosmetology***

1200 Hours - Days

All Day Classes begin Mondays* 8:00 AM

January 14, 2013

February 25, 2013

April 8, 2013

May 20, 2013

July 1, 2013

August 12, 2013

September 23, 2013

November 4, 2013

December 16, 2013

Cosmetology Nights

5:00 PM

January 14, 2013

April 8, 2013

July 1, 2013

September 23, 2013

December 16, 2013

****Barber Styling/Barber Restricted***

1200 Hours - Nights Only

February 25, 2013

May 20, 2013

August 12, 2013

November 4, 2013

****Cosmetology/Barber Styling***

1500 Hours

The 1500 hour Cosmo Barber course is only offered at night.

Massage Therapy

600 Hours

Day Class

November 19, 2012

March 18, 2013

July 22, 2013

November 4, 2013

Night Class

November 19, 2012

July 22, 2013

All Weekend Classes begin Saturday 9:00 AM

October 20, 2012

August 3, 2013

Instructor Training

Class schedule varies upon demand.

SPECIALTY CLASSES

Specialty Classes begin weekly Mondays 9:00 am

Days or Mondays 5:00 pm Nights

****Manicuring Nail Extension I***

240 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5 –9 pm Nights

****Manicuring Nail Extension II***

360 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5 –9 pm Nights

****Facial/Skin Care***

360 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5 –9 pm Nights

****Full Specialty***

600 Hours

Monday – Thursday 9:00 am – 2:00 pm Days or

Monday, Tuesday, Wednesday 5 –9 pm Nights

School Closed

Tuesday, December 25, 2012 - Christmas Day
through Tuesday, January 1, 2013 - New Year's Day
reopen Wednesday, January 2, 2013

Monday, January 21, 2013 - Martin Luther King, Jr. Day

Monday, May 27, 2013 - Memorial Day

Thursday, July 4, 2013 - Independence Day

Monday, September 2, 2013 - Labor Day

Monday, November 11, 2013 - Veteran's Day

Thursday, November 28, 2013 - Thanksgiving Day

Wednesday, December 25, 2013 - Christmas Day

through Wednesday, January 1, 2014 - New Year's Day

reopen Thursday, January 2, 2014

**Part time schedules available -
minimum 12 hours per week*

Bene's International School of Beauty, Inc.

2013 Class Start Dates* Spring Hill Campus

****Cosmetology***

1200 Hours - Days

All Day Classes begin Mondays* 8:00 AM

January 14, 2013

February 25, 2013

April 8, 2013

May 20, 2013

July 1, 2013

August 12, 2013

September 23, 2013

November 4, 2013

December 16, 2013

Cosmetology Nights

5:00 PM

January 14, 2013

April 8, 2013

July 1, 2013

September 23, 2013

December 16, 2013

****Barber Styling/Barber Restricted***

1200 Hours - Nights Only

February 25, 2013

May 20, 2013

August 12, 2013

November 4, 2013

Massage Therapy

600 Hours

Day Class

January 14, 2013

September 3, 2013

Night Class

January 14, 2013

September 3, 2013

SPECIALTY CLASSES

Specialty Classes begin weekly Mondays 9:00 am

Days or Mondays 5:00 pm Nights

****Manicuring Nail Extension II***

360 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5 –9 pm Nights

****Facial/Skin Care***

360 Hours

Monday – Friday 9:00 am – 3:00 pm Days or

Monday, Tuesday, Wednesday 5 –9 pm Nights

School Closed

Tuesday, December 25, 2012 - Christmas Day
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Monday, May 27, 2013 - Memorial Day

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Monday, September 2, 2013 - Labor Day

Monday, November 11, 2013 - Veteran's Day

Thursday, November 28, 2013 - Thanksgiving Day

Wednesday, December 25, 2013 - Christmas Day

through Wednesday, January 1, 2014 - New Year's Day

reopen Thursday, January 2, 2014

**Part time schedules available -
minimum 12 hours per week*

Bene's International School Of Beauty, Inc.

7027 U.S. Highway 19
 New Port Richey, FL 34652
 (727) 848-8415
 Fax: (727) 846-0269
 E-mail: isbschool@aol.com
www.isbschool.com

OWNERSHIP

Bene's International School of Beauty, Inc.

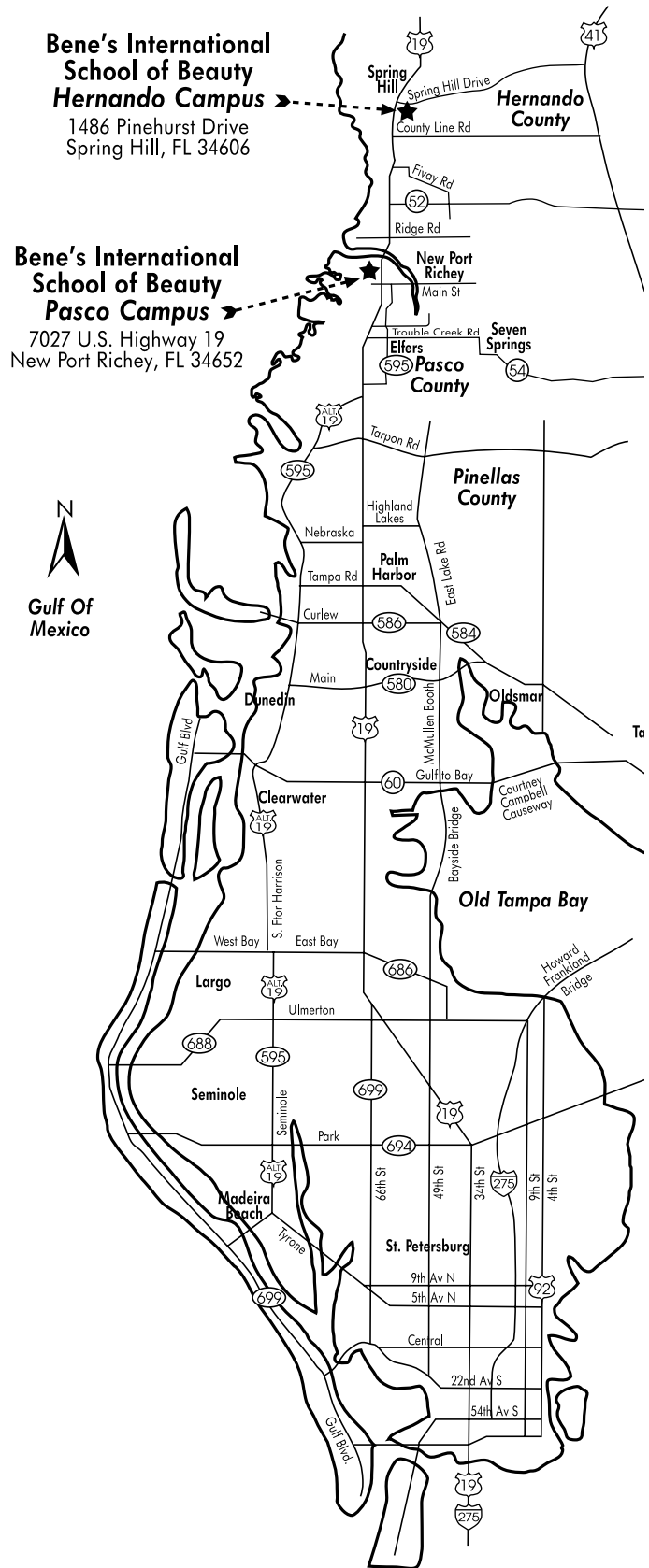
OFFICERS

Patrick J. Bené
President

Vicki L. Bené
Vice President



We are licensed by
**Commission for Independent Education
 Florida Department of Health
 Division of Medical Quality Assurance
 Board of Massage Therapy
 Our provider number is: MCE 288-05**



Bene's International School Of Beauty, Inc.

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