



2025-2026

**International Institute of Education
1507 North State Rd. 7 Suite #B
Margate, Florida 33063
(954) 915-7003**

www.internationalinstituteducation.com

**Florida Commission for Independent Education
License Number # 5946
Middle States Accredited**



**Volume VI
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GENERAL INFORMATION

MISSION STATEMENT

International Institute of Education is a private school specializing in vocational training for career preparation in the Cosmetology Arts and Sciences including Cosmetology, Esthetician, and Nail Technology in order to provide our students with the education and resources necessary to have successful careers in the beauty and wellness industry.

STATEMENT OF OWNERSHIP AND CONTROL

The International Institute of Education was founded by Licensed Cosmetologist, Entrepreneur Mr. Juan Carlos Landazabal. Mr. Landazabal has over 30 years' experience in Cosmetology and business management as well as owning several salons in Broward County. In 2017, International Institute of Education campus was opened in Margate, Florida.

International Institute of Education Corp. is a private corporation operating under the laws of the State of Florida and doing business as International Institute of Education, the officer of the corporation is Juan Carlos Landazabal. The school is owned and operated by Juan Carlos Landazabal.

EDUCATIONAL OBJECTIVE

The objective of International Institute of Education is to provide students with diversified, integrated theory and practical programs of cosmetology, nails and skin care. This prepares the Specialty students to sit for school, as well as State exam (Cosmetology Only).

ALL PROGRAMS ARE TAUGHT IN ENGLISH OR SPANISH. COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

LICENSURE

International Institute of Education 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 #5946.

Accreditation

International Insitute of Education is accredited by the Middle States Association for the following programs Cosmetology, Esthetics, and Nail Technology.

THE ACCREDITING AGENCY(S) OR ASSOCIATION(S) LISTED BELOW IS/ARE NOT RECOGNIZED BY THE UNITED STATES DEPARTMENT OF EDUCATION AS AN APPROVED ACCREDITING AGENCY. THEREFORE, IF YOU ENROLL IN THIS INSTITUTION, YOU MAY NOT BE ELIGIBLE FOR TITLE IV FEDERAL FINANCIAL ASSISTANCE, STATE STUDENT FINANCIAL ASSISTANCE, OR PROFESSIONAL CERTIFICATION. IN ADDITION, CREDITS EARNED AT THIS INSTITUTION MAY NOT BE ACCEPTED FOR TRANSFER TO ANOTHER INSTITUTION, AND MAY NOT BE RECOGNIZED BY EMPLOYERS.

FACILITIES AND EQUIPMENT

International Institute of Education is located:

**1507 North State Rd. 7 Suite #B
Margate Florida 33063**

International Institute of Education is easily accessible from the turnpike, I-95, and the Sawgrass Expressway. The campus is 3000 square feet which includes classrooms, 3 stations and sanitizers for each station. The facial area has four stations, hot towel cabinet, and a wax station. The nail area has three manicure, one pedicure station, a sanitizer and a paraffin unit. The campus has 2 separate classrooms for theory, and an online library. Students have access to a break room. TV, DVD and projector are available for each class. International Institute of Education has supply cabinets for all basics and a retail area for the purchase of beauty supplies.

CATALOG AND POLICIES

Students are expected to become familiarized with the information presented in the enrollment agreement, Catalog, and any addenda to the catalog. By enrolling in International Institute of Education, the student agrees to abide by all policies of the institution. The two documents (Enrollment Agreement, and the Catalog) together create a contract between the school and the student.

ADVISORY BOARD

Sindiana Echeverri RN- Director/Educator, FAU, Margate Fl. 33063

954-552-9898

Joe Barone- Director of Operations at Boca West Country Club, Boca Raton, Florida 33434

561-756-6110

John Kohn- Attorney at Law, Coconut Creek Fl.

954-270-1000

Anthony Scaramellino- Paramedic/Educator, Sunrise Fl. 33323

954-829-0725

Juan Carlos Landazabal- Salon Owner, Boca Raton and Margate

954-815-3003

FACULTY

Administration

Director/Owner- Juan Carlos Landazabal

Director of Education- Sindiana Echeverri

Admissions- Juan Carlos Landazabal

Reception- Natalia Roca

Faculty Name	License	License #
Juan C. Landazabal	Cosmetologist	CL0220477
Ruben Tovar	Cosmetologist	CL1280397
Iris sanchez	Esthetics	FB9764889
Vilma Artiles	Esthetics	FB9773489
Julia Villalba	Nail Technologist	FV9628705
Eliana Naranjo	Nail Technologist	FV9632481

STUDENT RECORDS

It is the policy of the school to offer any students the right to access their files. This must be done between the hours of 10:00 a.m. and 3:00 p.m. Any copies a student may want will be provided to them at no additional charge. If a student is out of state, a notarized written request must be sent to the school. Student's records are permanently maintained at the school.

Records of academic progress may be furnished to students; this does not include time sheets. A compilation of the student's time will be recorded on a counseling sheet and provided to the student.

An Official Transcript of Hours will be issued to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the school.

RESERVED RIGHTS

International Institute of Education reserves the right to make changes in the policies, procedures, schedules, kit contents, textbooks, dress code, curriculum format, teaching materials, educational methods and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute at its discretion. Students will always be given notification of any policy change.

SCHOOL HOURS

The school hours are Monday through Friday, 9:00 a.m. to 4:00 p.m., 5pm-9pm,

OBSERVED HOLIDAYS

MEMORIAL DAY	YOM KIPPUR	CHRISTMAS DAY
VETERANS DAY	INDEPENDENCE DAY	PRESIDENT'S DAY
ROSH HASHANAH	LABOR DAY	
THANKSGIVING DAY	NEW YEARS	

ADMISSIONS POLICIES

ADMISSIONS

All applicants must be at least sixteen (16) years old, for applicants under eighteen (18), a parent or guardian must accompany them during the admission process. Additionally, identification from the parent or guardian is required for applicants under eighteen. All applicants must present a valid form of photo identification. The school accepts students who possess either a High School Diploma or GED. If the High School Diploma is issued in a foreign language, it is the applicant's responsibility to have it translated into English by a school-approved translator or by a qualified outside agency that can confirm its equivalence to a U.S. high school diploma. The school may, at its discretion, request official transcripts to be assessed by the director prior to enrollment

- **AT THIS TIME IIE DOES NOT OFFER FINANCIAL AID OR TITLE IV FUNDING. THE INSTITUTION DOES OFFER FINANCIAL AID THROUGH APPROVED PAYMENT PLANS.**

TRANSFER HOURS

At least 25% percent of the credits or hours required for completion of a program must be earned through instruction taken at the institution awarding the credential in compliance of rule 6E-22.004(4)(j), F.A.C

TRANSFER POLICY

Students leaving our program have the responsibility to confirm whether or not clock hours (credits) will be accepted by another institution of a student's choice.

POLICY FOR GRANTING CREDIT FOR PRIOR LEARNING

Students entering our programs who have earned hours from a previous school must provide International Institute of Education with a transcript from a state licensed school. Programs for which clock hours are granted shall parallel in content and intensity to the program offered by International Institute of Education. Transfer hours will be accepted on a case-by-case basis with the approval of the Director and will only be evaluated prior to enrollment. (Subject to a \$100 transcript evaluation fee).

CRIMINAL HISTORY

Criminal history is reviewed on a case-by-case situation and your application may require Board review. If your application requires Board review, you will receive notification by mail approximately three weeks prior to the meeting. Your application cannot be pre-approved.

FINANCIAL INFORMATION

BUSINESS OFFICE/FINANCE

Business Office/Finance listing will be provided by your Admissions Representative or may be obtained by visiting the International Institute of Education website

SCHOLARSHIP:

International Institute of Education is proud to sponsor the International Institute of Education Endowment of the Arts Scholarship for 2018-2019. A total of (# of Student) applicants will be chosen, each applicant receiving a scholarship varying from \$350.00-\$2500.00 based on program. We're seeking to find and reward the most passionate, gifted newcomers to the world of the beauty industry. Each scholarship will go toward the total cost of the program, "for those who qualify". For more information ask your advisor.

TUITION AND FEES

Cosmetology Program 1200 hours

Cost per Clock Hour- \$7.04

30 hours a week full time / 20 hours a week part time

Tuition: \$8,450

Kit/Uniform: Manikin head, perm rods, hair dryers, clipper, scissors, brushes, rollers, and 2 Sets of Scrubs: \$999.00

Books: Salon Fundamentals Stylist 3rd Edition Student Package (Textbook, Study Guide, Exam Prep) ISBN#-13-978-128-5042-33- \$350.00

Registration: \$200.00

Total Cost of Program: \$9,999

Barbering Program 900 hours

Cost per Clock Hour- \$7.16

30 hours a week full time / 20 hours a week part time

Tuition: \$6,450

Kit/Uniform: Minimizable dryer ,2 sets of clippers, shears, razors, brushes,2 sets of uniforms \$999

Books: Milady Standard Barbering 6th Edition, Publisher: Milady 2017, Workbook (Softcover-English) ISBN-13: 9781305100664, CIMA (English) ISBN-13: 9780357812587- \$350.00

Registration: \$200.00

Total Cost of Program: \$7,999

Esthetics Program 260 hours

Cost per Clock Hour- \$8,07

Full time 30 hours a week /part time 20 hours a week

Tuition: 2,099

Kit: Full Facial skin care line, brushes, sponges, extraction tools, and 3 sets of Scrubs: \$250.00

Book: Milady Standard Esthetics: Fundamental's 11th Edition- Textbook ISBN-13: 9781111306892 -\$350

Registration: \$200.00

Total Cost of Program: \$2,899

Nail Technology Program 240 hours

Cost per Clock Hour-\$7,07

Full Time 30 hours a week/ part time 20 hours a week

Tuition: \$1,699

Kit: Rubber hands, nail polish, remover, and acrylic drill, and 2 sets of Scrubs: \$250.00

Book: Milady Standard Nail Technology 7th Edition #ISBN: 9781285080475- \$350

Registration: \$200.00

Total Cost of Program: \$2,499

Insufficient Fund Fees

There is a \$25.00 fee for any checks returned for insufficient funds.

Transcript Fee

The school will charge a \$10.00 transcript fee for transcript requests and \$100 for a transcript evaluation from another school

PENALTIES

- Students will receive a \$5.00 per day fee for late payments, after the 5th of the month.
- Students will be removed from the program after 2 consecutive missed payments.

CONTRACT COSTS AND PAYMENT TERMS

Student and Guardian (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan. The school may, at its discretion and without notice, prevent students from attending class until any applicable unpaid balance of payments are satisfied. School will charge additional tuition for hours remaining after the contract ending date at the hourly program rate listed in the catalog, or any part thereof, payable in advance until graduation.

The school will charge a registration or transfer fee to the student of \$150.00. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of \$150. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply.

Methods of payment include full payment at time of signing the Enrollment Agreement, registration fee paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

International Institute of Education offers financing to those who qualify through approved payment plans.

REFUND POLICY - NOTICE OF CANCELLATION

Should a student's enrollment be terminated or cancelled for any reason, all refunds will be made according to the following refund schedule:

- Cancellation, Withdrawal, or Dismissal needs to be made in writing, via electronically or, by Certified Mail.
- All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the enrollment agreement.
- Cancellation after the third (3rd) Business Day, but before the first class, results in a refund of all monies paid, with the exception of the registration not to exceed of \$150.00
- Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund computed on the number of hours completed to the total program hours.
- Cancellation after completing more than 40% of the program will result in no refund.
- Refunds will be made within 30 days of termination of students' enrollment or receipt of Cancellation Notice from student.
- Termination Date: In calculating the refund due to a student, the last date of actual attendance by the student is used in the calculation unless earlier written notice is received.

POLICY ON SCHOOL CLOSURE

If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun International Institute of Education will make arrangements for students to receive a full refund.

GROUND FOR TERMINATION

I agree to comply with the rules and policies and understand that the school shall have the right to terminate this contract and my enrollment at any time for violation of rules and policies as outlined in the catalog. I understand that the school reserves the right to modify the rules and regulations, and that I will be advised of all modifications.

GRADUATION REQUIREMENTS

I, the student, understand that in order to graduate from the program and to receive a diploma, I must successfully complete the required number of scheduled clock hours as specified in the catalog and on the Student Enrollment Agreement, pass all written and practical examination with a 70% average and satisfy all financial obligations to the school.

EMPLOYMENT ASSISTANCE

I, the student, understand that the school has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance, which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

ACKNOWLEDGEMENT

This contract contains the entire agreement between the school and myself, and no further modification or representation except as herein expressed in writing will be recognized.

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

STANDARDS OF SATISFACTORY ACADEMIC PROGRESS

International Institute of Education requires each student to maintain reasonable academic progress. Any student who does not maintain the standards of progress outlined by International Institute of Education will be placed on academic probation. The standards of satisfactory academic progress apply to all students. The Standards of Satisfactory Academic Progress are consistently applied to all students enrolled in the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class.

ATTENDANCE PROGRAM EVALUATION

Students are required to attend a minimum of 70 % 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 70% 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 EVALUATION

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). 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 study.

Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Letter	Grade Average	Description	GPA
A	90-100	Excellent	4.0
B	80-89	Above Average	3.0
C	70-79	Average	2.0
F	Below 70	Fail	0.0
P		Pass	Not Affected
W		Withdrawn	Not Affected
I		Incomplete	Not Affected
T		Transferred	Not Affected

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress may be terminated, unless 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 may be dropped from the program.

Probation will apply only to the first evaluation.

RE-ENROLLMENT POLICY

Students who are dropped for making unsatisfactory progress in attendance and/or academics, as well as students who are dropped due to behavioral issues, must wait 90 days to re-enroll.

The waiting period will be waived for students who are dropped due to medical or personal crisis and those students who voluntarily withdrew. All re-enrolls must meet with the Director of Education to re-enroll

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 written copy of their Satisfactory Academic Progress Determination at the time of each evaluation.

Students deemed not maintaining Satisfactory Academic Progress may be terminated, unless the student has prevailed upon appeal resulting in a status of probation.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress, 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.

MAXIMUM TIME FRAME

Satisfactory Progress, students must complete their program within a specified period of time, or maximum time frame. Upon enrollment, each student will be informed of their maximum time frame to complete the program. The maximum time frame shall not exceed 1.5 times the number of clock hours required to successfully complete the program. At each evaluation period, attendance of students will be evaluated as to their ability to complete the program in the maximum time frame. Probation will apply only to the first evaluation.

Example: Stan is a part time day cosmetology student contracted 15 hours per week to complete the 1200-hour program. His estimated completion time is 80 weeks. His maximum time frame is 120 weeks (80 x 1.5). All time is rounded to the nearest whole number.

GRADING SYSTEM

The following factors will be measured to determine academic progress:

- Theory Tests
- Practical Exams

- Clinic Work
- Graded Assignments

The minimum acceptable grade for any theory is 70%. All practical skills are graded on a pass/fail system. Anyone with a score below 70% must bring the score up before being allowed to graduate. If desired, they can review the work in another class. Tests can be retaken one time, any days as class and clinic assignments permit.

Letter	Grade Average	Description	GPA
A	90-100	Excellent	4.0
B	80-89	Above Average	3.0
C	70-79	Average	2.0
F	Below 70	Fail	0.0
P		Pass	Not Affected
W		Withdrawn	Not Affected
I		Incomplete	Not Affected
T		Transferred	Not Affected

PROGRAM EVALUATION PERIODS

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

Nail Technology	Total Hours 240	EVALUATION AT 120,240
Esthetics	Total Hours 260	EVALUATION AT 120,260
Cosmetology	Total Hours 1200	EVALUATION AT 300, 600, 900, 1200
Barbering	Total Hours 900	EVALUATION AT 300,600,900

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 midpoint in the course.

PROGRESS TEST/REPORTS

Progress reports/tests, for:

Cosmetology 1200-hour programs are distributed at the following hour levels: 300, 600, 900 and 1200 hours.

Barbering 900- hour program is distributed at the following hour levels: 300, 600, 900 hours.

Esthetic 260-hour program are distributed at the following hour levels: 120, 260 hours.

Nail Technology 240-hour programs are distributed at the following hour levels: 120,240 hours.

To meet satisfactory progress, an individual must maintain a 70% academic average. If the individual does not meet this, they are given remedial training in the area needing improvement and a retest is given. Students who fail to meet minimum requirements for academic progress may be terminated unless probation is approved. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probation period, the student has still not met academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and may be dropped from the program.

ATTENDANCE

ATTENDANCE

All absences must be reported prior to the start of the students' scheduled class.

Absences are not excused for any reason.

Each student is allotted 10% of the program hours that are not subject to overtime charges to complete this course of study.

TARDINESS

Students are encouraged to arrive 15 minutes early in order to be prepared for class. Your attendance in Theory is a state requirement. Should a life circumstance cause you to be tardy, you must contact the school with an approximate arrival time. Once theory has begun you will not be able to interrupt the class. Tardy students will not be able to clock in until the class returns from break.

Students that project a poor attitude or show little or no effort to attend school or complete their assignments may be put on probation, suspension or terminated from school before the minimum satisfactory progress policy. Any action to be taken would be determined by the school administration

NON-CREDIT AND REMEDIAL CREDITS

Noncredit and remedial courses do not apply to this policy.

Therefore, these items have no effect upon the school's satisfactory academic progress standards.

LEAVES OF ABSENCE

Leaves of Absence are temporary interruptions of training at the request of the student for personal reasons. The request must be made in writing and approved by the Administration. A leave of absence request must be a minimum of 10 calendar days and a maximum of 180 days. A student is allowed a total of 180 calendar days' leave of absence during their program. Such a leave will not result in additional tuition, as we will extend graduation and maximum time frame dates accordingly. Veterans must be terminated for VA pay purposes.

CLASS CHANGE POLICY

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

STUDENT SERVICES

SCHOOL RULES

Students must comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements.

1. Students must adhere to the Attendance Policy. Students must sign in and out each day or night.
2. Day students report absences by 9:00 a.m.; night students report absences by 4:00 p.m. Personal or child illness (documented by a physician) and court appearances are the only excused absences.
3. Student parking is assigned.
4. Students 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 signing out will be signed out at the time they were last seen by their instructor. Students that choose to leave the school for a break or lunch must sign out and clock back in when the student returns.
6. Students must attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
7. Specific sanitation assignments are given to each student daily.
8. Students must stay with their clients during services.
9. Students may not refuse to perform client services or other program requirements.
10. Students must be at their station performing services on clients or manikins or doing bookwork at all times.
11. Any equipment left in the school becomes property of the school if not picked up within 30 days of the last day of attendance.
12. Students are not permitted visitors during class hours.

13. A beeper or cell phone must remain on monitor only while in class. Phone calls can only be returned on breaks determined by the instructor, outside of the building.
14. Students are not permitted to sell any products, crafts, or any items on the school premises.
15. Students may take photographs in school with permission from the administration, teachers and ALL persons being photographed.
16. Students may not fraternize at another student's place of employment, as a client or visitor, or with IIE employees.
17. Any tuition that is not paid per contracted arrangements may be grounds for termination.
18. All enrolled students must have a phone number or a contact person with a phone number for a reference.
19. NIGHT SCHOOL STUDENTS that fall below satisfactory progress must be available to come to the school for counseling before 5:00 p.m.
20. IIE will NOT be responsible for cash, credit cards or valuable items.
21. No student shall express discriminatory displays, actions or words towards any other student, staff, faculty member, or client based on race, color, sex, sexual orientation, religion, ethnic origin, age or handicap.
22. No student shall verbalize disparaging or disrespectful remarks to any student, staff, faculty member, or client.
23. Each student shall respectfully request acknowledgement 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.
24. All facilities are designated as non-smoking.
25. No student shall engage in malicious destruction of School property.
26. No student shall use any illegal drugs, alcohol or tobacco products while on School property or attend School under the influence of such substances.
27. No student shall cheat on an examination or provide false information.
28. No student shall engage in any behavior that is legally defined by the government as sexual harassment.
29. Weapons of any type are forbidden on school grounds.
30. All students will wear clean, neatly pressed student uniforms, if student is out of uniform, they will be sent home and given an absence for the day.
31. Good hygiene is a must
32. Students that are not in full uniform will be sent home and receive an absence for the day. The student will be required to make up the day on their own time
33. All electronic devices, IPod, IPad, cell phones, pagers, computers, etc. Are to remain in the "OFF" position during class time. Cell phones and pagers should remain in the "Vibrate/Silent" mode and may be checked during breaks only in the lobby area. If you have special circumstances that require that you be reached immediately, advise your instructor, prior to the start of class.
34. All students are offered Academic advisement, financial advisement, and personal advisement once requested from the teacher, the students will be set up with administration for the guidance requested.
- 35.

STUDENT CONDUCT

Students are expected to conduct themselves professionally while attending classes, working in a salon, or engaging in any activities sponsored by International Institute of Education. Violations of student rules or conduct policy can constitute grounds for dismissal.

STUDENT SERVICES

Students may have personal services on their own time, not on contract time, by asking the teacher, making the appointment with another student and paying in advance for the products and service. The teacher has the cost of the products.

STUDENT DRESS CODE

Uniforms: Cosmetology, Esthetics, and Nail Technology students receive two sets of scrubs Blue Scrubs initially and will receive 2 sets of Black scrubs to be worn once 600 hours have been met. Shoes: Flat, closed toe are the **ONLY** acceptable shoe. Students may not sign in without a clean, pressed uniform. Students must comply with

the school's dress code and Hygiene practices at all times and project a well-groomed professional image representative of the cosmetology and wellness industry.

STUDENT BELONGINGS

Personal belongings are the student's responsibility.

EXAM AND LICENSE FEES

Exam and License Fees can be obtained by your Admissions Representative or by visiting the International Institute of Education (website)

SCHOOL REGULATIONS AND INFORMATION

CLOCK HOURS/BREAKS AND MEALS POLICY

A clock hour is 60 minutes of instruction with a minimum of 50 minutes of instruction in the presence of an instructor.

Students who choose to leave the school for lunch must sign out and back in. Breaks and meals may be taken only after receiving permission from your instructor.

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 or mitigating circumstance. The student must submit a written appeal to the school explaining 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.

GRIEVANCE PROCEDURE GUIDELINES

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.

- The student should register the complaint in writing on the designated form provided by the institution within 7 days of the date that the act which is the subject of the grievance occurred.
- The complaint form will be given to the school Director.
- The complaint will be reviewed by management and a response will be sent in writing to the student within 7 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.
- 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.

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.

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 is not involved 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 7 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 7 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.

Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable. If complaint is not resolved, the student may contact the Commission for Independent Education at: Commission for Independent Education, 325 W. Gaines Street, suite 1414, Tallahassee, FL 32399-0400, (805) 245-3200 or toll free (888) 224-6840.

CAREER SERVICES

International Institute of Education will facilitate Job Readiness Assistance for the student; however, job placement is not guaranteed. Job readiness assistance will be in the form of:

- Interviewing Skills and Seminars
- Resume Preparation Seminars
- Job Search Techniques

COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.

POLICY ON COURSE OR PROGRAM CANCELLATION

The school reserves the right to cancel or delay a course program due to class size that is economically too small to offer. If a program or course is cancelled after a student's enrollment, and before instruction in the program has begun, and the student elects not to be rescheduled into the next course offering, then the school shall provide a full refund of any money paid. If the student elects to be scheduled in the next program offering, the tuition rate will remain unchanged from the original enrollment.

RELEASE OF INFORMATION

The school follows policies that:

- a) Requires written consent from the student, or parent or guardian of a dependent minor for release of records in response to each third-party request unless otherwise required by law.
- b) Before publishing "directory information" such as name, address and phone of student, date and place of birth, major field of study, dates of attendance, degrees and awards received, date of graduation, previous school attended, and/or date of graduation from previous school, allow the student or guardian to deny authority to publish one or more of these items.

GRADUATION REQUIREMENTS

When the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school International Institute of Education will grant a diploma or certificate of completion and an Official Transcript of Hours for the applicable course.

POLICY ON ACADEMIC REMEDIATION

Students who are admitted are given the following instructions if the student finds it necessary to obtain extra academic assistance with any program. 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.

MAKE-UP POLICY

International Institute of Education is open Monday through Friday from 9:00 a.m. to 9:00 p.m., and Saturday from 9:00 a.m. to 4:00 p.m. Our students are expected to come to school according to their contract. If for any reason a student needs to be absent, he/she will be expected to make arrangements with the teacher. Any and all missed clinic days are to be made up on another clinic day. There are no exceptions.

DISCIPLINARY COMMITTEE

Any student who has been dropped from school due to any reason and wishes to return, must request in writing to request a meeting with the Director, The Director's decision is final.

TERMINATION

International Institute of Education may terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which would be detrimental to the school, cause or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

REQUIREMENTS/LIMITATIONS/PHYSICAL CAPABILITIES

Good health and stamina are important for hairdressers, specialists; they are on their feet for most of each day. Prolonged exposure to some hair and nail chemicals may cause irritation for hairdressers or nail technicians, so protective clothing such as plastic gloves or aprons may be worn.

NON-DISCRIMINATION POLICY

International Institute of Education prohibits discrimination against current or prospective students and employees based on race, color, sex, religion, ethnic origin, age, disability, sexual orientation, or another legally protected characteristic.

HARASSMENT POLICY

International Institute of Education strives for an optimal learning environment and for this reason there is a zero tolerance for all harassment to include, cyber, physical, verbal, and sexual. Both students and faculty are held to the same standards and face termination from the programs if found to have participated in any kind of inappropriate behavior.

DRUG FREE ENVIRONMENT

All programs at this school are offered to drug free individuals. If at any time a student is suspected of being under the influence of alcohol or recreational drugs, he or she will be counseled and tested at the expense of the student. If after the first incident it is suspected that the student is once again under the influence of alcohol or recreational drugs the student will be dropped from the program.

PROGRAM INFORMATION

COURSE NUMBERING SYSTEM

The course numbers are composed of a two to four letter alphabetic identifier of the subject area and a one to two numerical digit course number.

Program Description

International Institute of Education offers the blend of the theoretical instruction, classroom practice and service to the public. Students are scheduled for class to obtain theory as well as practice. Clinical time is scheduled so students perform services for the public. This will allow the student to demonstrate skills, safe services using good work habits. Students will be prepared to take a state test for a Florida license.

PROGRAMS OFFERED

Cosmetology

Esthetic

Nail Technology

PROGRAMS

COSMETOLOGY

COSMETOLOGY - 1200 HOURS

Objective

The objective of International Institute of Education is to produce graduates that are sufficiently trained to sit for a Florida state exam and find gainful employment in places such as salons, resorts, and or the opportunity to own his/her own salon.

Program Description

International Institute of Education offers the blend of the theoretical instruction classroom practice and service to the public. Students are scheduled for class to obtain theory as well as practice. Clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe services using good work habits. Students will be prepared to take a state test for a Florida license.

Breakdown by Program Number / Hours

	<u>Theory</u>	<u>Practical</u>
COSMO1- Unit 1-Theory Essentials-Description	220	0
<ul style="list-style-type: none">• Florida Laws and Rules• Includes 4 hours HIV/AIDS• Professional Development• Salon Ecology• Anatomy and Physiology• Electricity• Chemistry• Salon Business		
COSMO2-Unit 2- Hair Services- Description	340	530
<ul style="list-style-type: none">• Trichology• Design Decisions• Hair Cutting• Hair Styling• Wigs and Hair Additions• Chemical Texturizing• Hair Coloring		
COSMO3- Unit 3 Nail and Skin Services - Description	40	70
<ul style="list-style-type: none">• The Study of Nails• The Study of Skin		

Hours: **Theory: 600** **Practical: 600**

Total Clock Hours: 1200

Completion Time Days

Day full time students attending 30 hours per week complete the program in 40/60 weeks. Day full time class schedule is Monday through Friday, 9:00 a.m. to 3:00 p.m. Night Part time students attending 20 hours per week complete the program in 62/93 weeks. Part time minimum schedule is 12 hours per week.

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 tests as to their needs in order to be prepared. A 70% average in each skill must be achieved.

Barbering Program:
Barbering 900 hours

Objective

The objective of International Institute of Education is to produce graduates that are sufficiently trained to sit for a Florida state exam and find gainful employment in places such as salons, resorts, and or the opportunity to own his/her own salon.

Program Description

International Institute of Education offers the blend of the theoretical instruction classroom practice and service to the public. Students are scheduled for class to obtain theory as well as practice. Clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe services using good work habits. Students will be prepared to take a state test for a Florida license.

Breakdown by Program Number / Hours

	<u>Theory</u>	<u>Practical</u>
UNIT 1- BARB01- Orientation to Barbering	110	0
<ul style="list-style-type: none">• History of Barbering• Life Skills• Professional Image		
UNIT 2- BARB02- General Sciences	120	150
<ul style="list-style-type: none">• Infection Control, Principle & Practices• Implements, Tools, & Equipment• General Anatomy & Physiology• Basics of Chemistry• Basics of Electricity• The Skin-Structure, Disorder, & Disease		
UNIT 3- BARB03- Practice of Barbering	70	200
<ul style="list-style-type: none">• Treatment of Hair & Scalp• Men's Facial Massage & Treatments• Shaving & Facial Hair Design• Men's Haircutting & Styling• Men's Hair Replacement		
UNIT 4- BARB04- Advanced Barbering Services	60	150
<ul style="list-style-type: none">• Women's Haircutting & Styling• Chemical Texture Services		
UNIT 5- BARB05- Business Skills	40	0
<ul style="list-style-type: none">• Preparing for Licensure & Employment• Working Behind THE Chair• He Business of Barbering		

Hours: Theory: 400 Practical: 500
Total Clock Hours: 900

Completion Time Days

Day full time students attending 30 hours per week complete the program in 40/60 weeks. Day full time class schedule is Monday through Friday, 9:00 a.m. to 3:00 p.m. Night Part time students attending 20 hours per week complete the program in 62/93 weeks. Part time minimum schedule is 12 hours per week.

Evaluation

Students take weekly quizzes on theory work. Progress tests are given at 300, 600, 900, hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these tests as to their needs in order to be prepared. A 70% average in each skill must be achieved.

ESTHETICS PROGRAM

Esthetics - 260 HOURS

Objective

The objective of this program is to provide complete training in the field of skin care, and to afford the skin care professional the opportunities to become employed as a skin care consultant, spa manager, technician, and or own his/her own salon. The program includes training in how to give skin treatments using skin, analysis with basic facial massage applications using correct products to enhance skin and follow with the machine application to safely apply procedures for hair removal and procedures for eyelash application and make up.

Program Description

This program is a blend of theoretical instruction, classroom practice and services to the public. The program instructs the student to be able to use safe application of products so the public is protected and be able to pass a school exam in order to apply for a Florida specialty registration to enter the field officials (esthetician, aesthetician).

Breakdown by Program Number / Hours

	<u>Theory</u>	<u>Practical</u>
ES01 Orientation- Description	20	0
<ul style="list-style-type: none">• Florida Laws and Rules to include 4 hours of HIV/AIDS• History career opportunities in Esthetics• Life Skills• Your Professional Image• Communication for Success		
ES02 General Science- Description	30	
<ul style="list-style-type: none">• Infection control: Principles and Practices• General Anatomy and Physiology• Basics of Chemistry• Basics of Electricity• Basics of Nutrition		
ES03 Skin Science - Description	30	20
<ul style="list-style-type: none">• Physiology and Histology of the Skin• Disorders and diseases of the Skin• Skin Analysis• Skin Care Products:• Chemistry, Ingredients, and Selection		
ES04 Esthetics- Description	30	90
<ul style="list-style-type: none">• The Treatment Room• Facial Treatments• Facial Massage• Facial Machines• Hair Removal• Advanced Topics and Treatments• The World of Makeup		

ES05- Business Skills - Description	30	10
<ul style="list-style-type: none"> • Career Planning • The Skin Care Business • Selling Products and Services 		

Hours: Theory: 140 Practical: 120
Total Clock Hours: 260 Hours

Completion Time Days

Day full time students attending 30 hours per week complete the program in 12/18 weeks. Day full time class schedule is Monday through Friday, 9:00 a.m. to 3:00 p.m.

Night Part time students attending 20 hours per week complete the program in 18/27 weeks. Night full time class schedule is Monday through Friday, 5:00 p.m. to 9:00 p.m. Part time minimum schedule is 12 hours per week.

Evaluation

Students take weekly quizzes on theory work. Progress tests given at 120, 260 and 360 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these tests as to their needs in order to be prepared. A 70% average in each must be achieved.

NAIL TECHNOLOGY

Nail Technology - 240 HOURS

Objective

The objective of the program is to provide complete training in the Nail Technology field and afford the Nail technologist the opportunity to become employed in a salon, spa, or own his/her own salon. The Nail technology program teaches a basic knowledge of the nail and its disorders, as well as how to develop techniques to manicure, pedicure and apply artificial nails.

Program Description

International Institute of Education offers the blend of theoretical instruction, classroom practice and actual service to the public. Student are scheduled for class to obtain theory as well as practice and clinic time is scheduled so students perform services for the public. This will allow the student to demonstrate skillful, safe applications using good work habits. Students will be able to pass a school exam to receive a Florida specialty registration (license).

Breakdown by Program Number / Hours

	<u>Theory</u>	<u>Practical</u>
NAIL01 ORIENTATION	20	0
<ul style="list-style-type: none"> • Florida Laws and Rules includes 4 hours HIV/AIDS • History and Career Opportunities • Life Skills • Your Professional Image • Communicating for Success 		
NAIL02 GENERAL SCIENCES	20	40
<ul style="list-style-type: none"> • Infection Control: Principles and Practices • General Anatomy and Physiology • Skin Structure, Growth, and Nutrition • Nail Structure, and Growth • Nail Disorder and Disease • The Basics of Chemistry • Nail Product Chemistry Simplified • The Basics of Electricity 		
NAIL03 NAIL CARE	20	120
<ul style="list-style-type: none"> • Manicuring • Pedicuring 		

- Electric Filling
- Nail Tips and Wraps
- Monomer Liquid and Polymer Powder Nail Enhancements
- UV and LED Gels
- The Creative Touch

NAIL04 BUSINESS SKILLS

20

0

- Seeking Employment
- On the Job
- The Salon Business

Hours: Theory: 80 Practical: 160

Total Clock Hours: 240

Completion Time Days

Day full time students attending 30 hours per week complete the program in 11/16 weeks. Day full time class schedule is Monday through Friday, 9:00 a.m. to 3:00 p.m.

Night Part time students attending 20 hours per week complete the program in 17/25 weeks. Part time minimum schedule is 12 hours per week.

Evaluation

Students take weekly quizzes on theory work. Progress tests are given at 120, 240 and 340 hours which evaluates each student on theory, services completed and practical application of their work. Students are notified prior to these tests as to their needs in order to be prepared. A 70% average in each skill must be achieved.



International Institute of Education
1507 North State Rd. 7 Suite #B
Margate Fl. 33063
954-915-7003
CIE #5946

2025-2026

School Catalog
Student Acknowledgement

I _____ ACKNOWLEDGE READING, UNDERSTANDING, SIGNING, AND RECEIVING A COPY OF BOTH THE CATALOG AND THE ENROLLMENT AGREEMENT.

Student Signature: _____ Date _____

Student Print: _____ Date _____

Guardian (if student not 18 years): _____ Date _____

Accepted by School Official: _____ Date _____

ACKNOWLEDGEMENT:

The two documents (Enrollment Agreement, and the Catalog) together create a Binding contract between the school and the student.

- **NOTICE TO PROSPECTIVE STUDENTS: DO NOT SIGN THE ENROLLMENT AGREEMENT UNLESS YOU HAVE READ IT OR IF IT CONTAINS ANY BLANK SPACES**
- **I ACKNOWLEDGE READING, UNDERSTANDING, SIGNING, AND RECEIVING A COPY OF BOTH THE CATALOG AND THE ENROLLMENT AGREEMENT**

