

College Catalog

Cosmetology • Esthetics • Nail Technology • Cosmetology Teacher

COLLEGE LOCATIONS

211 E. 3rd Street, Sterling, IL 61081

3602 Marquette Rd #2, Peru, IL 61354

6943 E State Street, Rockford IL 61108

REV. 08/26

EDUCATORS
of BEAUTY
COLLEGE OF COSMETOLOGY

Dear Future Beauty Professional,

Welcome to Educators of Beauty College of Cosmetology! For over 60 years, we've been dedicated to nurturing talent and building careers in the beauty industry. My husband, Mark, and I have spent our entire careers in beauty, and since 2015 we've poured our hearts into this school, driven by our belief that **beauty empowers individuals, inspires confidence, and creates real opportunity**. We're thrilled to share that journey with you.

We see you as the future of this vibrant industry, and our mission is to give you the tools, knowledge, and confidence to achieve your dreams. Beyond technical skills, we focus on developing well-rounded professionals by emphasizing client communication, social media marketing, and money management skills that will truly set you apart.

This catalog is your essential resource throughout your time at Educators of Beauty. Inside, you'll find everything you need: program details, tuition, financial assistance, cultural standards, and policies. If you have questions, your Campus Executive Director and our team are always here to help. You can also visit us at www.educatorsofbeauty.com.

Thank you for choosing the Educators of Beauty family. Mark and I, along with our incredible team, are honored to be part of your journey. Here's to your bright future!

With gratitude and excitement,

Mark and Angie Clevenger
Owners, Educators of Beauty

STERLING

211 E 3rd St, Sterling, IL 61081
815.625.0247
sterling@educatorsofbeauty.com

ROCKFORD

2601 N Mulford Rd, Rockford, IL 61114
815.639.9200
rockford@educatorsofbeauty.com

PERU

3602 Marquette Rd #2, Peru, IL 61354
815.223.7326
peru@educatorsofbeauty.com

TABLE OF CONTENTS

RIGHT TO MODIFY POLICIES _____	6
EDUCATORS OF BEAUTY ALTERNATE NAMES _____	6
EDUCATORS OF BEAUTY DISCLOSURES _____	6
METHOD OF DISCLOSURES _____	6
MISSION STATEMENT _____	6
CAMPUS FACILITIES-STERLING, IL _____	6
CAMPUS FACILITIES-PERU, IL _____	7
CAMPUS FACILITIES-ROCKFORD, IL _____	7
LANGUAGE USED _____	7
STUDENT STATUS _____	7
OWNERSHIP _____	8
ADMISSION PROCEDURES AND REQUIREMENTS _____	8
Admission Procedures _____	8
Admission Requirements _____	8
Enrollment Requirements _____	8
TRANSFERS/RE-ENTRY POLICY _____	9
Transfer-In Policy _____	9
Re-Entry Policy _____	9
Transfer-In from High School Cosmetology Program _____	9
Transcript Policy _____	9
High School Diploma/GED Validation Policy _____	10
GED POLICY _____	11
NONDISCRIMINATION POLICY _____	11
TITLE IX POLICY _____	11
STUDENT ACCOMENDATIONS POLICY _____	11
DISABILITY DESCRIPTION _____	12
EMERGENCY SCHOOL CLOSINGS _____	12
EVACUATION PROCESS _____	12
SCHOOL CALENDAR / IMPORTANT DATES _____	13
CONSTITUTION / CITIZENSHIP DAY _____	13
VOTER REGISTRATION _____	13
HOUSING _____	13
PROFESSIONAL ASSISTANCE REFERRAL POLICY _____	13
ADVISING OBJECTIVES _____	13
PLACEMENT ASSISTANCE _____	14
OFFICE HOURS _____	14

ASSOCIATE LISTING _____	14
LICENSURE, ACCREDITATION AND PROFESSIONAL AFFILIATIONS _____	15
ATTENDANCE _____	15
Attendance Policy _____	15
Core I Attendance Policy _____	16
Make-up Hours Policy _____	16
Clocking in and out _____	16
Tardy Policy (late arrival) _____	16
Pre-approved Late Arrival _____	16
LUNCHES AND BREAKS _____	17
Break Policy-Cosmetology/Cosmetology Teacher/Esthetics _____	17
Break Policy-Nail Technology _____	17
SANITATIONS _____	17
DRESS CODE POLICY _____	17
Cosmetology/Cosmetology Teacher/Nail Technology _____	17
Esthetics _____	18
Not Allowed _____	18
PERSONAL HYGIENE _____	19
BOOKS / EQUIPMENT / UNIFORM POLICY _____	19
STUDENT KITS _____	19
PROGRAM INFORMATION _____	20
Cosmetology Course _____	20
Cosmetology Teacher Course (1000) _____	23
Cosmetology Teacher Course (500) _____	24
Esthetics Course (Rockford) _____	26
Nail Technology Course (When Available) _____	28
TESTS _____	29
Absent for Making up/Retaking Tests (Theory and Practical) Policy & Procedure _____	29
Final Exams Policy & Procedure _____	29
Core II Cosmetology Mock State Board Exam Information and Policy _____	30
Nail Technology Mock State Board Exam Information and Policy _____	30
Esthetics Mock State Board Exam Information and Policy _____	30
GRADING POLICY _____	30
LATE WORK _____	31
GRADUATION _____	31
Graduation Requirements-Cosmetology/Esthetics/Nail Technology _____	31
Graduation Requirements-Cosmetology Teacher _____	31
LICENSING REQUIREMENTS & EXAM _____	31
Licensing Requirements-Cosmetology/Esthetics/Nail Technology Profession _____	31
Licensing Requirements-Cosmetology Teacher Profession _____	32

STATE BOARD FILING POLICY _____	32
STATE LICENSING DISCLAIMER _____	32
RECIPROCITY _____	33
LICENSE REINSTATEMENT _____	33
C.E.U. INFORMATION _____	33
SALARY / WAGES INFORMATION _____	33
OPPORTUNITIES & OCCUPATIONS IN COSMETOLOGY/NAIL TECHNOLOGY/COS. TEACHER _____	33
SMOKING POLICY _____	34
PERSONAL SERVICES _____	34
STUDENT AS CLIENTS _____	34
STUDENT SALON _____	34
STUDENT SERVICES _____	35
STUDENT SERVICING CLIENTS' POLICY _____	35
LIBRARY _____	35
CHEATING/THEFT POLICY _____	35
FIREARM POLICY _____	35
FIRE SAFETY _____	36
FIRST AID SUPPLIES/LOCATIONS _____	36
STUDENT LOUNGE AREA _____	36
STUDENT ENTRANCE _____	36
LOCKER POLICY _____	36
PARKING POLICY _____	36
CODE OF CONDUCT _____	36
PROFESSIONAL COMMITMENTS _____	38
CODE OF CONDUCT VIOLATION PENALTIES _____	38
STUDENT AND STAFF CONDUCT _____	39
UNLICENSED PRACTICE _____	39
SUSPENSIONS _____	39
WITHDRAWAL POLICY _____	39
NON-DISPARAGEMENT POLICY – POSITIVE REPRESENTATION OF EDUCATORS OF BEAUTY _____	40
TERMINATION POLICY _____	40
INSTITUTIONAL REFUND / RETURN TO TITLE IV HEA POLICY _____	40
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) _____	44
STUDENT RECORDS _____	45
Privacy Act Information–This complies with the Privacy Act. _____	45
Safeguarding Records _____	45
INTERNAL GRIEVANCE/COMPLAINT POLICY AND PROCEDURE _____	46
DISPUTE RESOLUTION _____	46

LOA POLICY – LEAVES OF ABSENCE POLICY	47
OUTCOME RATES AS PER THE NACCAS ANNUAL REPORT	48
SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)	48
ACADEMIC ADVISING	51
PROGRESS REPORTS	51
COPYRIGHT INFRINGEMENT	51
TUITION & FEES	52
Cost of Course – Cosmetology	52
Cost of Course – Cosmetology Teacher (1000)	52
Cost of Course – Cosmetology Teacher (500)	53
Cost of Course – Esthetics	54
Cost of Course - Nail Technology	55
EXTRA INSTRUCTIONAL CHARGES	55
PAYMENT INFORMATION	56
GRANTS – A.C.E. GRANTS (ACCESS TO COSMETOLOGY EDUCATION)	56
SCHOLARSHIPS	56
FEE WAIVER INFORMATION/POLICY	56
WORK STUDY POLICY	56
ALCOHOL/DRUG POLICY	56
START DATES / SCHEDULE	58
Cosmetology Course Class Start Dates / Subjects	58
Cosmetology Teacher Course Class Start Dates	59
Schedule For Cosmetology Full-Time Days	59
Schedule For Cosmetology Full-Time Evenings	59
Nail Technology Class Start Dates	60
Esthetics Class Start Dates	60
Schedule Changes	60
CAREER CONSIDERATIONS	60
PHYSICAL AND SAFETY DEMANDS OF THE PROFESSION	61

RIGHT TO MODIFY POLICIES

A review of this catalog will be conducted on a regular basis and are subject to change at any time. Educators of Beauty reserves the right to modify or rescind the terms of the policies described in the catalog for any reason at any time. Any changes will be communicated through an addendum which will include an effective date.

EDUCATORS OF BEAUTY ALTERNATE NAMES

In this catalog the name of the college, Educators of Beauty College of Cosmetology, may herein be referred to as Educators of Beauty and/or EBCC

EDUCATORS OF BEAUTY DISCLOSURES

Educators of Beauty does not guarantee employment. Educators of Beauty prepares students for a license or certification only in the state of Illinois. These programs do not lead to licensure or certification in the other 49 states or any US territories. At Educators of Beauty, the student is the customer not an employee. Educators of Beauty prepares students for an entry level position in the professional beauty industry. Educators of Beauty maintains no-tipping educational programs.

METHOD OF DISCLOSURES

Educators of Beauty provides this student catalog directly to all potential and enrolled students via our website to disclose all consumer information, policies, and procedures and to describe the information's availability and accessibility. The catalog will serve as one method of disclosing the required information. Some required consumer information such as the school's Annual Security and Safety Report, retention rates, placement rates and general information about the school will be referenced throughout this catalog. Paper copies of all disclosures are available upon request during regular business hours through the campus director.

MISSION STATEMENT

Our mission is to create an innovative learning environment that inspires, educates, and energizes students to develop their passion for beauty. Our primary goal is to prepare students by instilling them with the confidence, technical skills, and business savvy to become successful professionals within the beauty industry.

CAMPUS FACILITIES-STERLING, IL

211 East Third Street, Sterling, IL 61081

Educators of Beauty College of Cosmetology in Sterling Illinois is fully equipped to meet the demands of modern hair, skin and nail care while providing a modern atmosphere and a welcoming environment to promote progressive personal development. EBCC is a 7040 sq foot facility which includes a student lounge, lockers, client reception area, resource areas, management offices, classrooms, workstations, a waxing and skincare room, and nail area all well-equipped. Both men and women's guest washrooms are provided. The Sterling campus is located in a rural setting and is close to transportation routes. Administrative offices are open Monday-Friday 8:30am-4:30pm or by appointment.

CAMPUS FACILITIES-PERU, IL

3602 Marquette Rd Ste#2, Peru, IL 61352

Educators of Beauty College of Cosmetology in Peru Illinois is located on the lower and 2nd floor of the Illinois Valley Professional Complex. It is fully equipped to meet the demands of modern hair, skin and nail care while providing a modern atmosphere and a welcoming environment to promote progressive personal development. EBCC is a 5534 sq foot facility which includes a student lounge, lockers, client reception area, resource areas, management offices, classrooms, workstations, a waxing and skincare room, and nail area all well-equipped. Both men and women's guest washrooms are provided. The Peru campus is handicap accessible and located in a rural setting and is close to transportation routes. Administrative offices are open Monday-Friday 8:30am-4:30pm or by appointment.

CAMPUS FACILITIES-ROCKFORD, IL

6943 E State St, Rockford, IL 61108

Educators of Beauty College of Cosmetology in Rockford Illinois is located in the Plaza on State building. It is fully equipped to meet the demands of modern hair, skin and nail care while providing a modern atmosphere and a welcoming environment to promote progressive personal development. EBCC is a 7790 sq foot facility which includes a student lounge, lockers, client reception area, resource areas, management offices, classrooms, workstations, a waxing and skincare room, and nail area all well- equipped. Both men and women's guest washrooms are provided. The campus is handicap accessible and located in a rural setting and is close to transportation routes. Administrative offices are open Monday-Friday 8:30am-4:30pm or by appointment.

Note: All 3 campuses are of common ownership and share this catalog.

In this catalog, the name of the college, Educators of Beauty College of Cosmetology, may herein be referred to as Educators of Beauty and/or EBCC.

If you have any questions about any policies, procedures, professional commitments, or the entire contents of this catalog please ask. We expect all students to be aware of the entire contents of this catalog and to follow each as outlined throughout this catalog.

LANGUAGE USED

All programs at each college location are taught in English as are the school Catalog and enrollment agreement published.

STUDENT STATUS

Individuals who enroll in a program of study at the Educators of Beauty College of Cosmetology ("the College") are students. Students of the College will learn in a variety of settings, including classrooms, practical labs, and in the student salon. Each learning environment is designed to advance and reinforce students' knowledge of their course of study in a different way.

The student salon offers students the opportunity to learn by doing in a simulated salon environment. Students will practice their skills on real, paying customers of the salon under the supervision of instructors. Practical skills learned in the salon include, but are not limited to, providing cosmetology services for clients relating to hair, skin, and nails; light cleaning and sanitation; laundry related to client services; and practicing product knowledge and sales techniques.

Students are not employees of the College and will not be paid for any time spent learning by performing tasks in the College's student salon. A student's relationship with the College can only be changed from student-school to employee-

employer by way of a writing signed by the President of the College following the College's ordinary application, interview, and hiring process. If a student believes that they are performing services for the College for which they should be paid, they should immediately contact Angie Clevenger at ACLEVENGER@EDUCATORSOFBEAUTY.COM.

OWNERSHIP

The EBCC located in Sterling, Peru and Rockford are owned by Modern Beauty Companies, Inc., a corporation. Corporate Headquarters is in Sterling, Illinois. The President and Chief Executive Officer is Angie Clevenger.

ADMISSION PROCEDURES AND REQUIREMENTS

Admissions Procedure:

1. Tour the campus – all students are required to tour the campus and attend an interview with the admissions team (in person or virtual).
2. Complete the application form – Complete and submit the application form to the school prior to registration. All forms can be obtained from the admissions office.

Admissions Requirements:

1. Submit a valid driver's license or government issued photo ID
2. Submit proof of graduation from a valid High School or High school equivalency program must provide one of the following:
 - a. A transcript or diploma showing high school graduation.
 - b. A general Education Development Certificate or transcript showing passing.
 - c. Evidence of completing a home school program as well as the credentials of the home school, if applicable.
 - d. An academic transcript showing an award of an associate degree or higher.
3. Students enrolling in the Cosmetology Teacher program, in addition to the above must have a valid cosmetology, or esthetician license before enrolling. Applicants who are enrolling in the 500-hour Cosmetology Teacher program must provide proof showing a minimum of 2 years of employment in the professional beauty industry.

Enrollment Requirements:

1. Sign an Enrollment Agreement
2. Sign a student catalog acknowledgement
3. Complete a Financial Strategy or a payment plan
4. Sign a Student Arbitration Form and waiver form

EBCC admits students who have a high school diploma, General Educational Development (GED) or the equivalent. EBCC does not admit ability to benefit (ATB) students at this time.

Foreign Diplomas – Student must provide evidence that verification of a foreign high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.

EBCC admits a limited number of high school students who are not enrolled under a training agreement (no more than 10% of the number of students currently enrolled) if the applicant meets the state requirements for admission,

obtains permission in writing from the secondary school in which they are enrolled and successfully completes a pre-enrollment evaluation as established by the College.

TRANSFERS/RE-ENTRY POLICY

We do not recruit students already attending or admitted to other schools offering similar programs. The College does not guarantee the transferability of its credits to any other institution. Transfer-in and/or re-entry students may be required to purchase the books, equipment, uniform and supplies necessary to complete the course of study.

Transfer-In Policy

EBCC only accepts transfer hours into our Cosmetology program. Acceptance of hours from other approved schools and institutions is at the sole discretion of EBCC. Students who have had prior training must furnish proof of the number of hours of training to our admissions department. Transfer hours from another institution that are accepted toward the student's educational program and are counted as both attempted and completed hours for the purpose of determining when allowable maximum time frame has been exhausted. EBCC will conduct an evaluation of all previous education and training, grant credit when appropriate, reduce the length of the program proportionately and keep records of this process in the student's file. EBCC only accepts transfer hours under certain conditions and a max of 750 hours can be transferred.

Re-Entry Policy

If a student wishes to reenroll at EBCC after withdrawn, officially or unofficially, there is a 6-month (180 day) waiting period to re-enroll. The student will then need to fill out a re-admission application. Our admission team will review the application to see if the student is eligible for readmission. If the student is eligible, campus management will schedule a meeting upon which the student will be notified of the decision or any conditions they need to meet to be readmitted. A student will re-enter the school under the following conditions:

1. In the same satisfactory academic progress status as at time of withdrawal.
2. Students must re-enroll within 1 year of their withdrawal date to continue where they left off with their previous hours. Student hours are only good for 1 year.
3. If approved for re-entry after 6 months from the time of withdrawal, the student will be charged for the remainder of clock hours at the current hourly rate for the program of study, plus the registration fee. A New enrollment agreement must be completed. A Student who re-enters more than 6 months after the original withdrawal date may be evaluated scholastically in the same manner as a transfer Student to determine class level assignment.
4. Students who were terminated by the College for violations of any of the policies may not be accepted for re-enrollment unless mitigating circumstances apply.
5. Students who enroll after 12 months will be considered a re-enrollment.

Transfer-In from High School Cosmetology Program

Any students that attended the cosmetology program while in high school with any of the high schools or career centers that the college has contractual agreements with, will be eligible to transfer up to 150 clock hours for previous training hours at time of enrollment in the full cosmetology program by the end of the calendar year that the student graduated from high school.

Transcript Policy

To obtain an official transcript, a student must fulfill all financial obligations, including tuition, fees, and other institutional charges, unless the student requests the official transcript to (a) complete a job application, (b) transfer from one institution of higher education to another, (c) apply for State, federal, or institutional financial aid, (d) join the United States Armed Forces or Illinois National Guard, or (e) pursue other postsecondary opportunities. In addition, an official transcript may be provided to the student's current or potential employer, irrespective of any outstanding balance.

For copies of transcripts, individuals should submit a written request to the Campus Director at the campus they attended, and follow these guidelines which should include the following:

1. Reason for the student's request for an official transcript, including supporting documentation
2. Name, address, phone number, and/or email address of where the official transcript should be sent
3. Current contact information for the individual requesting the transcript.

Upon review of the written transcript request, the Campus Director will either release the official transcript as requested or notify the individual requesting the transcript as to why the request is being denied.

A current or former student who believes they have had a transcript withheld improperly according to this policy may make a complaint with the Illinois Attorney General's Student Loan Ombudsperson by emailing StudentLoans@ilag.gov or by calling 1-800-455-2456 or may reach out to Angie Clevenger at aclevenger@educatorsofbeauty.com

High School Diploma/GED Validation Policy

In the event the school has reason to believe that a high school diploma is not valid or was not obtained from an entity that provides secondary school education, the school will conduct additional research to determine if the diploma is in fact valid. Red flags that will prompt additional research are:

- No apparent state legal authority for high school or G.E.D.
- Limited curriculum/instructors
- High school diploma given for a fee within a short period of time
- High school diploma date/place not consistent
- High school diplomas/transcripts/GED's that were issued by a school that bears a non-traditional name that does not end in "high school", such as "academy", or "center"
- High school diplomas/transcripts/GED's that were purchased and/or completed online
- High school diplomas/GED's that have names and/or dates that have been written on the diploma, and those where "white out" type corrections have been made

Should any of the above red flags exist, the school will conduct additional research to include:

- Checking the National Center for Education Statistics (NCES) website for information relative to the validity of the school, and if the school in fact provides secondary school education. If the School is unable to obtain the required information, the school will contact the state where the school is located in an attempt to obtain the appropriate documentation.
- Determining if the school has previously been identified as a high school diploma mill, via internet research and existing lists the school maintains.
- Determining if the diploma or transcript was purchased online with little work expected by the student, or if it was earned via brick-and-mortar traditional high school.

Home school transcripts from Illinois should:

1. Identify the official home school name, address and phone number
2. Indicate grades that have been received from 9th grade to the current year.
3. Include the signature of the individual that prepared it.
4. Include Language arts; Mathematics; Biological and physical sciences; Social sciences; Fine arts; and Physical development and health. A brief summary of course content may be requested.

If the school is not reasonably certain a high school diploma or G.E.D. is not valid, the student will not be admitted. The school's decision relative to the validity of a particular high school diploma or G.E.D. is final, and not subject to appeal.

GED POLICY

Please see your admissions representative for information regarding online GED prep courses. The GED test must be taken in person at a location approved by the state.

NONDISCRIMINATION POLICY

The institution, in its admission, instruction and graduation policies, does not discriminate based on sex, race, age, color, ethnic origin, religion, creed, sexual orientation, gender, gender identity, disability, marital status, national origin, or Vietnam-era/disabled veteran, or on any other basis prohibited by federal or state law, in employment or in its education programs or activities.

TITLE IX POLICY

Title IX prohibits discrimination on the basis of sex in Educators of Beauty's programs and activities, including with respect to admission and employment. Educators of Beauty's Title IX policy can be viewed here:

www.educatorsofbeauty.com

The following person has been designated to handle inquiries regarding the non-discrimination policies and Title IX:

Angie Clevenger

President/Title IX Coordinator

211 E Third St, Sterling, IL 61081

(815)625-0247

aclevengers@educatorsofbeauty.com

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number for the office that serves your area, or call 1-800-421-3481.

STUDENT ACCOMMODATIONS POLICY

Educators of Beauty College of Cosmetology ("College") prohibits discrimination based on disability and is committed to ensuring that all qualified individuals with disabilities have the opportunity to participate in educational programs and activities on an equal basis. In accordance with applicable law and College policies, the College will provide reasonable accommodations to qualified individuals with disabilities on an individualized, case-by-case basis.

A student who wishes to request reasonable accommodations, including a prospective student who may need a disability accommodation during the admissions process, should contact:

Angie Clevenger

211 E Third St, Sterling, IL 61081

(815)625-0247

aclevengers@educatorsofbeauty.com

Students who wish to request accommodations should note the following:

- A student requesting an accommodation based on a disability must have a disability covered by law and meet the academic and technical standards required for admission or participation in the College's programs and activities, with or without reasonable accommodation.
- Appropriate supporting documentation may be requested. Documentation requirements vary according to each individual's disability and situation and must be from a qualified professional with relevant experience and no

personal relationship with the individual being evaluated. Appropriate supporting documentation will generally provide information to establish the existence of the disability, describe the nature of the disability, explain the limitations of the student, and offer accommodation recommendations.

- Accommodation requests and supporting documentation are reviewed on an individualized, case-by-case basis.
- The College will engage in an interactive process with the student to determine what, if any, reasonable accommodations are available. Accommodations are not retroactive.
- The College is only obligated to provide reasonable accommodations. An accommodation is not reasonable if it would result in an undue burden or require a fundamental alteration of the College's programs or activities.

Once a student's accommodation request has been approved the College will prepare an Accommodation Plan outlining the approved accommodations. Any complaint or grievance based on this policy will be addressed in accordance with the Internal Grievance Complaint Policy and Procedure found in the College Catalog.

DISABILITY DESCRIPTION

The colleges are accessible by persons with disabilities in conformance with law, and, upon receipt of documentation indicating existence of a disability. The staff at the colleges are trained to provide assistance and accommodations to persons with disabilities. Person with intellectual disabilities may request assistance including, for example, assistance in reading materials, assistance in test-taking, re-phrasing of some documentation, and offering make-up hours to allow additional time for completion or comprehension, as needed. The colleges are committed to assuring that persons with disabilities have and receive the same opportunities for completion of the course of study as other people.

EMERGENCY SCHOOL CLOSINGS

If a situation arises that may have an effect on normal hours of operation, students will receive instructions from EBCC campus management in person, through social media, by email and/or text message. Examples may include:

1. Weather
2. Power Outage
3. Unsafe campus environment

In the event inclement weather occurs during scheduled hours and EBCC does not close, it is up to the student to leave before an official closing would be announced. However, hours missed in this circumstance may not be counted and will have to be made up.

EVACUATION PROCESS

In an emergency requiring building evacuation, students, associates, and guests should evacuate through the nearest exit immediately. All emergency exit maps are posted throughout the campus. Do not return to offices, classrooms, or lockers. When the alarm sounds or when instructed by a campus official, please remain calm and keep to the right of the walkways. When exiting the building please gather at the remote end of the parking lot or the campus designated evacuation area and remain there until an all-clear sign has been given by a campus official.

SCHOOL CALENDAR & IMPORTANT DATES

HOLIDAY	DATE(S) OBSERVED
Memorial Day	Monday, May 25, 2026
Summer Break	Monday, June 29, 2026 – Saturday, July 4, 2026
Labor Day	Monday, September 7, 2026
Thanksgiving Break	Thursday, November 26, 2026 – Saturday, November 28, 2026
Winter Break	Thursday, December 24, 2026 – Saturday, January 2, 2027
In Service Days	Monday, Feb 16, 2026 & Monday, October 12, 2026

No scheduled hours are accrued during campus closures.

CONSTITUTION / CITIZENSHIP DAY

Each September 17th, if available, or the next available scheduled school day an educational program will be conducted on the U.S. Constitution.

VOTER REGISTRATION

Students are encouraged to register to vote in the state and federal elections. Voter registration and election date information for the state of Illinois can be found at www.elections.il.gov. For information on voter registration and election dates for federal elections visit www.eac.gov/voterresources.

HOUSING

No housing is available on the college campus, however, college personnel can assist those students from out of town that wish to find housing during their program in either Sterling, Peru, or Rockford.

PROFESSIONAL ASSISTANCE REFERRAL POLICY

At EBCC we care about your success inside and outside the classroom. If personal challenges are affecting your attendance or progress, we encourage you to speak with any EBCC associate. While our staff are not licensed counselors, we can connect you with professional resources and support services that may be able to help.

ADVISING OBJECTIVES

If a student needs career advising or just needs someone to share their confidential thoughts and/or problems with, the educational staff are readily available. Advising Objectives:

1. To assist student(s) with personal & career goal setting.
2. To assist student(s) with job placement.
3. To listen to personal problems and give information as to where help can be found when necessary.
4. To assist with locating grants, loans, scholarships, and other forms of financial aid for any student if needed and the student is eligible.

5. To review with a student their progress monthly concerning practical skill grades, test scores, attitude, salesmanship abilities, people skills, attendance, and appearance.
6. To advise with personality conflicts, disciplinary actions, S.A.P. concerns whenever necessary.
7. To listen and evaluate concerns that students have about college staff, education, etc.

PLACEMENT ASSISTANCE

One of our primary goals is to provide specialized and intensive training that will make our licensed graduates highly employable. We work closely with the employers in our markets so that our graduates have opportunities to secure the right position for them upon graduation and licensing. Throughout your training, job search training is incorporated into the program, and our administration team as well as our educators are available if you have questions or need assistance. During your progress meetings employment will be discussed and as you get closer to graduation, we will help you narrow down your options and remind you of the different types of employment available to you. During your training you will learn about the different salons and spas that are available, interviewing procedures as well as how to complete a job application, resume preparation. Graduates are encouraged to keep in touch with EBCC and provide employment updates and are always welcome to reach out to us for placement help at any point in their career. Although we work closely with our graduates to secure employment, we cannot guarantee employment.

OFFICE HOURS

A student may talk to the Campus Director, Director of Admissions, or other office personnel by appointment only, after or before scheduled college hours, Monday through Friday.
Please observe these hours and **make appointments** accordingly.

ASSOCIATE LISTING

ADMINISTRATIVE OFFICE ASSOCIATES

President / Chief Executive	Angie Clevenger
Director of Financial Aid	Jamie Froeter
Director of Financial Aid	Sheila Schaab
Director of Accounting	Angela McLane

ADMISSIONS ASSOCIATES

Director of Admissions	Jessica Mammosser (Sterling)
	Jess Allen (Peru)
	Kristina Marshall (Rockford)

CAMPUS DIRECTORS

Campus Director	Jessica Mammosser (Sterling)
	Jess Allen (Peru) (substitute instructor)
	Darlene Williams (Rockford) (substitute instructor)

EDUCATIONAL ASSOCIATES

STERLING
PERU
ROCKFORD

Erin Godbold	Kortnie Berg	Katrina Smith
Alysia Waldschmidt	Addie Smith	Jennifer Arreguin
Kelsey Kutz	Jess Allen	Myrah Bean
	Daisy Vazquez	Erika Colin
		Lizeth Garcia
		Olivia Ruvalcaba
		Ashley Polecastro
		Joy Garrette

LICENSURE, ACCREDITATION AND PROFESSIONAL AFFILIATIONS

Educators of Beauty College of Cosmetology is licensed by the state of Illinois. In addition, Educators of Beauty is accredited by the National Commission of Career Arts and Sciences, Inc. (NACCAS) and participates in certain professional associations such as AACCS, IACS and PBA. These organizations are listed below. If a student would like to receive a copy of Educators of Beauty licensure and/or accreditation they should request specific information from the Campus Director.

ORGANIZATIONAL AFFILIATIONS

Accredited by:	National Accrediting Commission of Career Arts & Sciences, Inc. (NACCAS) 3015 Colvin Street, Alexandria, VA. 22314 (703) 600-7600 or www.naccas.org
Licensed by:	Illinois Department of Financial and Professional Regulations 320 W. Washington, 3rd Floor, Springfield, IL. 62786 (217) 785-0800
Approved:	A.C.E. Grants, P.E.L.L. Grants, Approved, William D. Ford Direct Loan Program (Sub, Unsub & PLUS Loans), American Association of Career Schools
Memberships:	Illinois Association of Cosmetology Schools Professional Beauty Association

ATTENDANCE

Students' regular attendance is important to your success at EBCC. EBCC's time policies and tools are designed to teach you the habits and skills that will help you complete your program, and more significantly prepare you for success after graduation. We recommend you communicate with your educators and Campus Director as well as use the tools in place to help you stay on track.

Attendance Policy

Students are expected to attend all scheduled school hours according to the Course Schedule section of this catalog. If a student is absent, tardy or leaves early and misses time during his/her scheduled hours, this time is counted as absent time. A minimum of 75% is required to maintain Satisfactory Academic Progress.

Saturday Absences:

- Cosmetology students, if scheduled on a Saturday, may not miss more than two Saturdays while in Core 2.
- Saturday Absences must be made up on a Saturday.

The student is responsible for class material and or tests missed while absent. Any student with an attendance percentage below 85% may be coached by an Educator and/or the Campus Director on how to improve attendance.

The student may be placed on a corrective action plan with specific goals to show progression toward completion of the program.

If a student cannot attend class, they must call or email the Campus Director to communicate prior to the beginning of class. Students must state their name and reason for missing class. Students are expected to return to school the next day or communicate as stated above regarding any subsequent absences.

Core 1 Attendance Policy

Any student who misses 30 cumulative hours in any Core 1 class and/or three consecutive days may be required to perform a test out to ensure technical progress and must pass with an 80% or higher. Upon completion of the test out, if necessary, a mandatory leave of absence may be required to repeat one class or possibly all of Core 1. If so, the student will be allowed to re-enter at a specified date as determined by the Campus Director, or Admissions Department. Any Core 1 student placed on mandatory LOA for attendance issues may be subject to re-enrollment fees as listed in this catalog as well as any over contract charges at the end of the students revised contract date.

Make-up Hours Policy

Students are expected to be in school during their scheduled time as indicated in the enrollment agreement and must successfully complete all required hours of training. Occasionally students may find themselves in a position where they were unable to attend during their scheduled hours and must make up hours that were missed. A student who accrues clock hours outside of his or her schedule (contracted per the enrollment agreement) will be considered to be making up hours. Makeup time is limited and is not guaranteed and may not be available. Campus Management will determine days/times that makeup time will be available. Students who maintain 100% attendance will not be eligible to earn make-up hours. Makeup hours may include, but are not limited to, student salon work and other educational experiences supervised by a licensed instructor. Make-up times and tasks assigned may vary. A student who does not attend her scheduled makeup hour assignment or violates the makeup time guidelines in any way may become ineligible to participate in future makeup time opportunities.

Clocking in and out

Students clock in and out on or before the scheduled start time of class each day by using the EBCC time clock system. EBCC uses this system to track student hours to update student records daily. It is the student's responsibility to clock in at the beginning of the day and out again at the end of the day. A thirty (30) minute meal period is automatically deducted for students who attend more than 5 hours per day. The manual attendance taken in class is for academics and will not be used to adjust students' record of hours. The time clock measures time in increments of hundredths of hours. Failure to follow proper procedures could result in a miscalculation of hours. EBCC is not responsible for manually adjusting hours. If you feel your hours have been recorded inaccurately you have 24 hours from the time of the punch to report the possible error to the Campus Director who will investigate the possible discrepancy. Any student found to be "stealing" time may be suspended or terminated as determined by the Campus Director.

Tardy Policy (late arrival)

Students are expected to be clocked in and physically in class/student salon prior to the class start time. EBCC allows three (3) unexcused tardies per month. A tardy is defined as no more than 15 after the start of class. A courtesy call to the school is required if you are going to be late. Over three (3) unexcused tardies per month will result in being sent home on the 4th tardy. EBCC practices a closed-door policy after 15 minutes of the start of class.

Pre-approved Late Arrival

A student may formally request late admittance into class due to mitigating circumstances such as medical appointment, court appearance or other verifiable appointments. The formal request should be submitted to the Campus Director in advance of the requested date and documentation is required prior to late entry into class. The Campus Director has the authority to grant or deny late entry; all decisions are final.

Students are advised that any time missed will affect their attendance percentage (SAP) and may cause over contract fees. The time clock measures in increments of hundredths of hours. Students arriving late are expected to enter class in a manner that allows for limited distraction or disruption.

LUNCHES AND BREAKS

Break Policy-Cosmetology/Cosmetology Teacher/Esthetics

Lunches and breaks are scheduled for all students. All full-time day students will take 30 minutes for lunch between 12:00-2:00 and two 15-minute breaks, one in the morning and one in the afternoon. Students should communicate with their instructor if they have not had lunch by 1:30 pm. Full time night students will get one 15-minute break.

Break Policy-Nail Technology

Students are allowed one 15-minute break.

SANITATIONS

¼ hour of sanitary duties are required of all students during the last 15 minutes of scheduled classes. The sanitation duties are posted in the college and are changed weekly. A list of each student's sanitation for each week is announced on the first scheduled day/night of the week. College is never dismissed until all sanitations are complete.

DRESS CODE POLICY

We are in the fashion and image consulting business. Look great. Your hair, make-up and clothes send a message to the guests you serve. Remember, you have chosen to be in the beauty industry and must look the part.

Cosmetology/Cosmetology Teacher/Nail Technology

1. Students must wear 100% black and may wear black EBCC shirts, sweatshirts, with black pants/skirts. Dark black jeans are acceptable.
2. Skirts should be long in length, just above the knee unless leggings are worn underneath. Leggings are allowed to be worn as pants only if your buns are covered.
3. Long shirts or dresses must be worn over leggings.
4. Shoes must be close-toed. No slip-ons.
5. Shoes must be black or white in color or a combination thereof.
6. Jewelry can be worn in any color.
7. Students' hair must be cleaned and styled prior to arriving at school.
8. Makeup must be applied before clocking into school.
9. Fingernails must be clean and trimmed neatly.
10. EOB issued apron should be worn at all times.
11. EOB nametag should be worn at all times. If you are unable to locate your name badge within 2 days, you must purchase another one for \$10.

12. Students who fail to comply with this professional dress code may be asked to clock out and return the next day with appropriate attire. Students who continually violate dress code may be suspended and/or terminated.

Esthetics

To maintain the highest level of professionalism, infection control and safety students wear:

1. Educators of Beauty Scrub top (2 are issued with student kit. Additional scrub tops are available for purchase)
2. EOB black t-shirt or plain black shirt can be worn on classroom days. (1 is issued with student kit. Additional t-shirts are available for purchase)
3. Black scrub pants must be worn at all times. Students are responsible for providing their own scrub pants.
4. Long sleeved, black, or white t-shirts may be worn under scrub tops.
5. Black or white closed toes shoes
6. Uniform must fit properly. Pants must be hemmed to the appropriate length. Uniform must be free from stains or tears.
7. Socks or hose must be worn at all times.
8. Shoes need to be clean and look professional.
9. Nails should be natural length, clean and well groomed.
10. Hair secured off the face during hands-on treatments, both in the classroom and during student salon services.
11. Eyelashes free of extensions during the skin care portion of the class.
12. Jewelry should not dangle.
13. Name tag needs to be worn at all times.

Not Allowed

1. No belly, buns, boobs or back showing.
2. All clothing must be clean, pressed and not faded, stained or torn (including aprons).
3. No ponytails – ***Does not apply to esthetics***
4. No hats or headcovers can be worn.
5. No hair scrunchies
6. Hoodies, jackets, coats, hats and gloves are not to be worn in the classroom or salon/clinic area. (These items need to be kept in your locker)
7. No undergarments can be showing.
8. No screen-printed t-shirts are allowed unless they are an approved EOB apparel item.
9. No shorts
10. No sleeveless shirts of any kind.
11. No EOB hoodies or merchandise that is not black
12. No gum chewing
13. No slippers or slip on shoes.

PERSONAL HYGIENE

Due to the close personal contact, we have with the public, beauty industry professionals need to be very aware of their personal hygiene. Showers or baths are required daily. Deodorant should be worn every day, as well as the use of breath mints or breath fresheners. Hands should be washed after eating as well as several times throughout the day. Special

care should be practiced by students who smoke. Handwashing, breath mints and neutralizing body sprays are highly recommended.

BOOKS / EQUIPMENT / UNIFORM POLICY

Students are responsible for the safekeeping of their personal items including the kit. The school is not responsible for lost or stolen items.

Kits, supplies, and textbooks may be changed at the discretion of the College. Additionally, kits, supplies, and books may be disbursed in intervals, as items are available from the distributor.

The books, equipment and uniform(s) are non-refundable as per enrollment agreement and may not leave the premises of the college until all the graduation requirements are completed. Therefore, the books, equipment and uniform(s) may be removed by the student upon his/her graduation only.

If a student is absent without notice for fifteen days or if a student cancels, in writing, his/her enrollment agreement, he/she will be considered terminated and his/her books, equipment and uniform(s) will be disposed of after 30 days from the last date of physical attendance unless their balance is paid, or they have made payment arrangements.

If a student fails to return from an approved leave of absence on the scheduled date of return, as documented on the L.O.A. papers, in the student's file, or fails to notify the college concerning this matter, that date serves as the termination date and his/her books, equipment and uniform(s) will be disposed of after 30 days from the scheduled return date unless their balance is paid or they have made payment arrangements.

STUDENT KITS

Students' kits are issued to each student at orientation and contain the necessary tools and equipment to perform daily hands-on assignments in the classroom and services on guests. Some items that are included in the kit are distributed when that portion of the program is taught. To achieve a consistent, professional, and efficient quality of education throughout the students' educational process, Educators of Beauty College of Cosmetology select proprietary items to include in this kit that follow our curriculum map. A representative from our Admissions Department will provide students with a list of required kit supplies for their program prior to enrollment and are given the options to acquire these items. The options will be explained in full detail to ensure all options are understood. All items purchased must be exact and required to be in the student's possession on the start date. Students must maintain equipment and replace broken or damaged items. Issued textbooks, iPad and kits must be in each student's possession every day.

Kits, supplies, and textbooks may be changed at the discretion of the College. Additionally, kits, supplies, and books may be disbursed in intervals as items become available from the distributor.

The books, equipment and uniform fee are non-refundable as per enrollment agreement and may not leave the premises of the college until all the graduation requirements are completed.

PROGRAM INFORMATION

Cosmetology Course Outline (1500 Hours)

DESCRIPTION: The Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: 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 of study. Practical assignments are evaluated as completed and counted toward program completion. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A
80 – 89	B
Below 80	F

Our course provides 1500 hours of education over a period of 50 weeks, 60 weeks (when available) or, 68 weeks (when available) depending on his/her schedule. Day course is 12 months/30 hours week, and the evening course (when available) is 17 months/22 week. Day Course (Peru) 14 months/25 hours week. The sequence of units depends on start date and rotation of units.

Cosmetology students may enroll anytime during the year for full-time day or evening (when available) according to the Class Schedule. (See Class Schedule-Cosmetology)

In the event of a Monday holiday, class start will be postponed until Tuesday. A full-time day student will complete the program in 50 or 60 weeks. A full-time evening student (when available) student will complete the program in 68 weeks. A student's actual start date is recorded on the enrollment agreement and the ending date calculated accordingly.

CURRICULUM REQUIREMENTS

BASIC TRAINING 150 HOURS

Tools and their use, shampoo, understanding chemical use, types of hair, sanitation, hygiene, skin disease and conditions, anatomy and physiology, electricity, ethics, nail technology, esthetics, eyelash extensions, tabs, strips and the Act and this Part, including sanitary standards.

PRACTICAL CHEMICAL APPLICATION/HAIR TREATMENTS 500 HOURS

Chemical safety, permanent waving, hair coloring, tinting, and bleaching, hair relaxing, hair and scalp conditioning, shampooing, toning, and rinsing.

HAIR STYLING/HAIR DRESSING 475 HOURS

Cutting, thinning, shaping trimming, application of electrical/ mechanical equipment, curling, hair treatment, blow drying

SHOP MANAGEMENT 200 HOURS

Labor law, workers compensation, client relations, book keeping, marketing and merchandising, emergency first aid, right to know laws, pertinent state and local laws and rules, business ethics, sanitation, electrical devices, personal grooming and hygiene, OSHA standards relating to chemical use.

ESTHETICS 85 HOURS

Non- therapeutic massage, excluding scalp, nutrition and health of skin, skin analysis, cleansing the skin, mask therapy and facial treatments, facial treatments without the aid of machines, electricity, machines and apparatus, facial treatments with the aid of machines, hair removal, including tweezer method, depilators, waxing and their use, professional makeup techniques, including eyelash application extensions, tabs and strips, product knowledge as it relates to esthetics.

NAIL TECHNOLOGY 55 HOURS

Fabric procedure, sculpting procedures, light cured gels, machines or apparatus used in nail technology, manicures, pedicures, hand and arm massage, other procedures as they relate to nail technology, product knowledge as it relates to nail technology.

ELECTIVES 35 HOURS

CORE I = 0-750 HOURS		CORE II = 750-1500 HOURS	
Sculpture		Illinois Law	
Liquid Tools		Prosper U	
Thermal Hair Styling		Anatomy & Physiology	

Hair Designing	Wigs & Hair Additions (RBC)
Hair Pressing Long Hair Design	Chemistry
Wigs & Hair Additions (LBC/SBC)	Electricity
Sanitations in the Classroom	Student Salon
Prosper U	Microbiology – Review
Retailing/Prescribing of Professional Products	The Study of Nails – Review
Draping	The Study of Skin – Review
Shampooing/Rinsing & Treatments	Salon Business
Product Knowledge/Hair	
The Study of Skin	
Dispensary Training	
Facials/Massage/Product Knowledge of Skin	
Make up	
Manicures/Pedicures	
The Study of Nails	
Removing Unwanted Hair	
Scalp Massage	
Life Skills	
Microbiology	
Hair Theory/Skin Disorders & Scalp	
No Chip	
Perming	
Chemical Hair Relaxing/Curl Reformation	
Prosper U	
Color Design	

Cosmetology Teacher Course Outline (1000 Hours)

DESCRIPTION: The Cosmetology Teacher Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.

7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: 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 of study. Practical assignments are evaluated as completed and counted toward program completion. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A
80 – 89	B
Below 80	F

The 1000-hour Cosmetology Teacher training course. The day course is 30 hours a week for a period of 34 weeks or approximately 8 months. The evening course (when available) is approximately 25 hours a week for a period of 40 weeks or approximately 10 months.

CURRICULUM REQUIREMENTS

POST GRADUATE TRAINING 500 HOURS

All subjects in the basic cosmetology program curriculum, including theory and practice. . Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during various phases of basic education.

EDUCATIONAL PSYCHOLOGY 20 HOURS

To include topics in educational objectives, student characteristics and development, the learning process, and evaluation of learning that relates to teaching.

TEACHING METHODOLOGY 20 HOURS

Topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate.

APPLICATION OF TEACHING METHODS 150 HOURS

Preparation and organization of subject matter to be presented on a unit-by-unit basis and presentation of subject matter through application of varied methods. Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.

BUSINESS METHODS 50 HOURS

Inventory, recordkeeping, interviewing, supplies, the Act and this Part.

STUDENT TEACHING 260 HOURS

Under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

Cosmetology Teacher Course Outline (500 Hours)

DESCRIPTION: The Cosmetology Teacher Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: 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 of study. Practical assignments are evaluated as completed and counted toward program completion. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A
80 – 89	B
Below 80	F

The 500-hour Cosmetology Teacher training course. The day course is 30 hours a week for a period of 17 weeks or approximately 5 months. The evening course (when available) is approximately 25 hours a week for a period of 20 weeks or approximately 5 months.

CURRICULUM REQUIREMENTS

EDUCATIONAL PSYCHOLOGY 20 HOURS

To include topics in educational objectives, student characteristics and development, the learning process, and evaluation of learning that relates to teaching.

TEACHING METHODOLOGY 20 HOURS

Topics in individual differences in learning, lesson planning and design, lesson delivery, assessment of learning performance, classroom management, student motivation and classroom climate.

APPLICATION OF TEACHING METHODS 150 HOURS

Preparation and organization of subject matter to be presented on a unit-by-unit basis and presentation of subject matter through application of varied methods. Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.

BUSINESS METHODS 50 HOURS

Inventory, recordkeeping, interviewing, supplies, the Act and this Part.

STUDENT TEACHING 260 HOURS

Under the on-site supervision of an Illinois licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.

APPROVED 500 HOUR PROGRAM

Based on 2 years of practical experience and shall consist of the Cosmetology Teacher Training Curriculum for the 1000 hour program with the exception of the 500 hours of post graduate training.

Esthetics Course Outline (750 hours) (Rockford)

DESCRIPTION: The Esthetics Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation, and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lecture, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: 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 of study. Practical assignments are evaluated as completed and counted toward program completion. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A
80 – 89	B
Below 80	F

The Esthetics Course provides 750 hours of education over a period of 36 weeks or approximately 9 months. The course is 21 hours a week.

Esthetics students may enroll anytime during the year (when available) for full-time day or evening classes when available as posted in the class schedule. (See Class Schedule-Esthetics)

In the event of a Monday holiday, class start will be postponed until Tuesday. A student's actual start date is recorded on the enrollment agreement and the ending date calculated accordingly.

CURRICULUM REQUIREMENTS

BASIC TRAINING 75 HOURS

History of skin care, personal hygiene, and public health, professional; ethics, sterilization and sanitation, introduction to skin analysis and skin care and facial treatments, eyelash extensions, tabs and strips.

SCIENTIFIC CONCEPTS 150 HOURS

Cells, metabolism and body systems, bacteriology, physiology and histology of the skin, human anatomy, chemistry, understanding chemistry and their use, disorders of the skin and special esthetics procedures.

PRACTICES AND PROCEDURES 500 HOURS

Nontherapeutic massage, excluding the scalp, nutrition and health of skin, skin analysis, mask therapy and facial treatments, facial treatments without the aid of machine, electricity, machines and apparatus, facial treatments with the aid of machines, hair removal including tweezer methods depilatory, waxing and their use, professional makeup techniques, including the application of eyelash extensions, tab and extensions, product knowledge as it relates to esthetics.

BUSINESS PRACTICES 25 HOURS

Act and this Part including sanitary, management, OSHA standards relating to chemical use, Workers Compensation Act

Nail Technology Course Outline (When Available)

DESCRIPTION: The Nail Technology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitudes necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

OBJECTIVES: Upon completion of the program requirements, the determined graduate will be able to:

1. Project a positive attitude and a sense of personal integrity and self-confidence.
2. Project professionalism, visual poise, and proper grooming.
3. Communicate effectively and interact appropriately with colleagues, supervisors, and clients.
4. Respect the need to deliver worthy service for value received in an employment environment.
5. Perform the basic manipulative skills in the areas of hair styling, hair shaping, hair coloring, texture services, scalp and hair conditioning, skin and makeup, and nail care.
6. Perform the basic analytical skills to advise clients in the total look concept.
7. Apply academic learning, technical information, and related matter to assure sound judgments, decisions, and procedures.

To ensure continued career success, the graduate will continue to learn new and current information related to skills, trends, and methods for career development in cosmetology and related fields.

REFERENCES: A comprehensive library of references, periodicals, books, texts, and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

TEACHING AND LEARNING METHODS: The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state board preparation, graduation and job entry level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative, and productive career-oriented activities. The program is presented through comprehensive lesson plans which reflect effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, field trips, projects, activities, and other related learning methods are used in the program.

GRADING PROCEDURES: 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 of study. Practical assignments are evaluated as completed and counted toward program completion. At least two comprehensive practical skills evaluations will be conducted during the program of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90 – 100	A
80 – 89	B
Below 80	F

The Nail Technology course provides 350 hours of education over a period of 18 weeks or approximately 4 months. The course is 20 hours a week.

Nail Technology students may enroll anytime during the year (when available) for full-time day or evening classes when available as posted in the class schedule. (See Class Schedule-Nail Technology) In the event of a Monday holiday, class start will be postponed until Tuesday. A student's actual start date is recorded on the enrollment agreement and the ending date calculated accordingly.

CURRICULUM REQUIREMENTS

BASIC TRAINING 50 HOURS

History of nail care, personal hygiene and public health, professional ethics, sterilization and disinfection, bacteriology, disorders of the nails, OSHA standards relating to the safety data sheet on chemicals, chemicals and their use and technical applications of chemicals.

RELATED CONCEPTS 15 HOURS

Cells, metabolism and body systems, theory of massage, people skills,

PRACTICES AND PROCEDURES 255 HOURS

Fabric procedures, sculpting procedures, light cured gels, machines or apparatus used in nail technology, manicures, pedicures, hand, arm and foot massage, other procedures as they relate to nail technology, product knowledge as it relates to nail technology.

BUSINESS PRACTICES 30 HOURS

The Act and this Part, including sanitary standards, management, OSHA standards to chemical use, Workers Compensation Act

TESTS

Absent for Making up/Retaking Tests (Theory and Practical) Policy & Procedure

This policy and procedure applies to those who are absent on the day of a test while in attendance at the EBCC.

Any student that is absent the day of a test is required to make-up that test before he/she goes on to the next course. All make-up work is at the educator's discretion. The highest grade possible is 80%, if a student knows in advance that he/she will be absent the day of a test he/she will be allowed to take the test prior to the test date and will receive full credit. The educator will handle those situations with prior notice.

If a student fails a test, the test must be re-taken before the end of the month and the recorded score will be the average of the passing grade and 80%. A COS/N.T./C.T./Esthetics student must pass each test with an 80% or better. If a test is not re-taken prior to the end of the month the grade is 0%. The test must be taken in order to pass the subject.

Final Exams Policy & Procedure

If absent on a scheduled date for the practical final exam, the exam must be taken at the next scheduled exam date. Regardless of Core I, Core II, Esthetics, N.T., or C.T. final, a fee of \$50.00 is charged to take the exam on the next scheduled date.

As per the signed enrollment agreement, the charge of \$50.00 is also for retaking any failed Core II exams. If Core I written final is not passed the educator will schedule a date to retake it. The Core II written final must be taken and passed prior to taking the practical. Core I finals must be passed with an 80% and Core II with an 85%. C.T. finals must be passed with an 85%. Final practical's cannot be performed on EBCC students, graduates, or licensed cosmetologists. Talking is not permitted during finals.

Core II Cosmetology Mock State Board Exam Information and Policy

All financial obligations must be paid in full before taking the Cosmetology Core II written final or practical final. The Portfolio must be completed before the written final can be taken. Finals can be taken when he/she has obtained 1350 clock hours. The written must be passed with 85% before taking the practical.

A pre-written final will be administered prior to the official written final in order to establish awareness of specific areas needing extra attention if necessary. The Core II pre-final passing grade is 85%. Talking is not permitted during finals. The schedule for Cosmetology Core II finals is posted on the bulletin boards in the college.

Nail Technology Mock State Board Exam Information and Policy

All tuition and fees must be paid in full before taking the Nail Technology written final or practical final. The portfolio must be completed before the written final can be taken. Finals can be taken when he/she has obtained 315 clock hours. The written must be passed with 85% before taking the practical. The schedule for Nail Technology finals is posted on the bulletin boards in the college.

Esthetics Mock State Board Exam Information and Policy

All tuition and fees must be paid in full before taking the Esthetics written final or practical final. The portfolio must be completed before the written final can be taken. Finals can be taken when he/she has obtained 650 clock hours. The written must be passed with 85% before taking the practical. The schedule for Esthetics finals is posted on the bulletin boards in the college.

GRADING POLICY

The following contains the grading scale for the practical skills, theory tests, quizzes, and exams:

GRADING SCALE	
90 – 100	A
80 – 89	B
Below 80	F

All class work, theory tests, practical tests and assignments must be passed with an 80% or better. All purposeful practice sheets must be completed. An 80% or better grade point average must be maintained for all practical skills, theory, student salon performance, and examinations.

The following contains the grading scale for final college examination (Cosmetology/Esthetics/Nail Technology), practical and written:

GRADING SCALE	
90 – 100	A
85 – 89	B
Below 85	F

Cos & Esthetics Core II final college examination, practical and written, must be passed with a score 85% or above.

LATE WORK

All work must be completed before advancing to the next section of the program. If purposeful practice skills are not completed on time, students will receive a maximum grade of 79%. Upon completion of skills, the highest grade awarded will be an 80%. Students are responsible for all work missed due to absence.

GRADUATION

Graduation Requirements-Cosmetology/Esthetics/Nail Technology

A student is a student until all graduation requirements are met. Therefore, a student will attend his/her regularly scheduled hours per enrollment agreement until all graduation requirements are met. A diploma is awarded to each graduate who completes 1500 hours of cosmetology, 750 hours of esthetics, or 350 hours of nail technology training, and all the following requirements are met:

1. All financial obligation requirements are met.
2. Final college examination (written/practical) are both passed with a score of 85% or above.
(Cosmetology/Esthetics/Nail Technology)

3. Completion of all phases of the enrolled program according to the requirements of both the State and the College.

If a student fails either final exam, it can be retaken at the next scheduled college final exam date. A fee of \$50.00 will be charged. If a third attempt is required, the college recommends to the student, failing the written or practical final exams, to schedule a meeting with their educator to review the results.

See catalog and enrollment agreement for attendance/termination information. The policy meets the standards of NACCAS and the Illinois Department of Professional and Financial Regulations. **All graduation requirements must be completed.**

The college will certify to the appropriate agency all necessary records for the graduate to take the State Board Examination. Upon successful completion of said State Board exam, the appropriate agency will issue a Cosmetology/Nail Technology/Esthetics License to that graduate after he/she makes application.

Graduation Requirements-Cosmetology Teacher

A diploma is awarded to each graduate who completes 1000 or 500 hours of Cosmetology Teacher (as applicable) provided all the following requirements are met:

1. All financial obligations requirements are met.
2. Satisfactory completion of the lesson plans and Mindful Teaching Pro.
3. Final college examination passed with a score of 85% or above.
4. Complete 40 hours of Educational Psychology/Teaching Methodology as required by law.

LICENSING REQUIREMENTS & EXAM

Licensing Requirements-Cosmetology/Esthetics/Nail Technology Profession

This is a listing of requirements that must be met in order to be eligible to obtain a cosmetology/nail technology license in Illinois.

1. Be 16 years of age or older at the time of examination.
2. Have an 8th grade diploma (EBCC requires a high school diploma, its equivalent, G.E.D. certificate, or an online diploma from an approved high school or agency and at the school's discretion to enroll) (original)
3. Successfully completed 1500 clock hours of education in a state approved school in no less than 8 months for a cosmetology license.
4. Successfully completed 750 clock hours of education in a state approved school in no less than 18 weeks nor more than 4 consecutive years for an esthetician license.
5. Successfully completed 350 clock hours of education in a state licensed school in no less than 8 weeks for a nail technician license.
6. Successfully completed college final exam including theory and practical skills.
7. Complete and submit application for State Board Examination including official transcript of education.
8. Pass the State Board Examination with a 75% average.
9. The cosmetology examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.
10. The nail technology examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.
11. The Esthetic examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.

Licensing Requirements-Cosmetology Teacher Profession

This is a listing of requirements that must be met in order to be eligible to obtain a cosmetology teacher license in Illinois. EBCC offers a 1000-hour and a 500-hour cosmetology teacher course.

1. Be 18 years of age or older at the time of examination.
2. Have a high school diploma, its equivalent, G.E.D. certificate or an online diploma from an approved high school or agency and at the school's discretion (original).
3. Have a current license as a cosmetologist in Illinois (original).
4. Has either: (1) completed 500 hours of teachers training in a licensed college of cosmetology and had 2 years of practical experience as a licensed cosmetologist, within 5 years preceding the application, or (2) completed 1000 hours of teacher training in an licensed college of cosmetology.
5. Have passed an examination authorized by the Department to determine eligibility to receive a license as a cosmetology teacher.

The cosmetology teacher examination for licensing is held at various locations in Illinois. The student must complete all college requirements before registering for the Licensing Examination.

STATE BOARD FILING POLICY

All graduation requirements must be met before a student may file to take the State Board test. In order to work prior to licensing, a student must be filed and must take her/his state boards within 6 months of filing. EBCC pays all of the required fees for a graduate of EBCC program to take the state board exam one time. In order to benefit from this policy, you must schedule to take the exam within one month of graduating from the program. We ask that you advise your Core 2 Educator of the date and report test results within one week of receiving them.

STATE LICENSING DISCLAIMER

The state may refuse to issue a license if a student has been convicted of a crime, committed any act involving dishonesty, fraud, or deceit or committed any act that, if committed by a licensee of the business or profession in question would be grounds for the Illinois Department of Professional Regulation to deny licensure. The Division of Professional Regulations denies licensure on the grounds that the applicant knowingly made a false statement of fact required to be revealed in the application of license. EBCC is not responsible for students denied licensure. Students who are not US citizens or who do not have documented authority to work in the US will be ineligible to apply to take a state license examination. EBCC is not responsible for students denied licensure.

RECIPROCITY

Information on reciprocity with other states concerning cosmetology licenses and educators' licenses is available in the college office during office hours or on the Educators of Beauty website.

LICENSE REINSTATEMENT

This training is available to the cosmetologist/nail technician who, according to the Department of Professional & Financial Regulations, needs to attend a college for additional hours in practical skills for the reasons of license reinstatement or for applying for an Illinois license after already possessing a cosmetology/nail technician/esthetics license in another state if reciprocity is not granted.

C.E.U. INFORMATION

EBCC is qualified, by the Department of Financial and Professional Regulations to give classes to licensed cosmetologist/nail technicians and licensed cosmetology/nail technology educators for the required C.E.U.'s needed for professional license renewals. The C.E.U. training associates consists of EBCC Licensed Educators.

SALARY / WAGES INFORMATION

The U.S. Department of Labor provides current job information at www.careerinfonet.org. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. This information is also available in the school admissions office. This information is required to be given to prospect before enrolling and is therefore printed in this catalog.

OPPORTUNITIES & OCCUPATIONS IN COSMETOLOGY/ESTHETICS/NAIL TECHNOLOGY/COS. TEACHER

There are many opportunities for individuals entering the industry under the realm of Cosmetology, Nail Technician, Esthetics and Cosmetology Teacher. Employment opportunities for Cosmetologists, Nail Technicians, Estheticians and Cosmetology Teacher are available in individual salons, salon chains, department stores, supply houses, schools, and day spas. The most successful graduates possess strong interpersonal skills. Some of these valuable qualities include a variety of business and marketing skills, *including* customer service, communication abilities, and a strong work ethic.

The Cosmetology program will prepare students for an entry level career in the Cosmetology field, which may include the different areas of: Hairdressing, Hair Coloring, Nail Technology/Manicuring, Make-up Artistry and Esthetics. The Esthetics program will prepare students for an entry level position Esthetics, which may include Facialist, Waxing Specialist, Body Treatment Specialist, Lash Artist, and Make-up Artist.

The Nail Technology program will prepare students for a position in the nail care & enhancement field, which may include the different areas of cleaning, dressing, polishing, sculpting, tipping, and wrapping nails.

The Cosmetology Teacher program will prepare licensed Cosmetologists, Estheticians and Manicurists/Nail Technologists for an entry level position as a teacher or in their chosen career.

SMOKING POLICY

All three facilities are "Smoke Free Environments". During breaks and lunch periods, students can smoke outside the college building in designated smoking areas. Smoking odor can be offensive to some so fragrance spray should be used on coats and clothes.

PERSONAL SERVICES

Core 2 students maintaining 100% attendance and 90% GPA for the prior month, with all assignments caught up, will receive a voucher to receive a service of their choice, at the student price during scheduled hours, lasting no more than 2.5 hours. Students perform all services on each other.

The student will be given a voucher by her educator each month that she qualifies. To receive a service, students must:

- Notify an educator.
- Be scheduled off the books.
- Pay for the service.
- Turn in the voucher when the student pays for the service.

The voucher must be signed by the educator when services are scheduled and must be turned in at the front desk when the student pays for the service. Vouchers are not transferable and are valid for 30 days. The voucher is void if on a

leave of absence, dropped out or graduated. Personal services may not be scheduled on Friday or Saturday. The student service provider must have a service ticket and perform by using the same procedures we use on a salon guest. Services will be checked and signed off on by the educator.

For non-voucher services the student may have them done outside of scheduled hours and will pay student prices. Rules for these services are those that are in place at the time of the service and are subject to change. Plan personal services early in the month to avoid missing them. Personal services are a privilege.

STUDENT AS CLIENTS

Students will be used as clients for other students to practice on during assigned subject matter such as shampooing, facials, pedicures, manicures etc. Exception will only be allowed with an original doctor's excuse.

STUDENT SALON

Ensuring that our graduates are salon ready is one of our top priorities. Owners want to hire someone who can sell retail, add-on services, and build a clientele. Students will learn these business building skills starting from the first day of training in the classroom.

To ensure our students can translate their skills from the classroom to the clinic floor we do periodic skill evaluations. While a student is in the Core 1 segment of our program, they are required to bring in family and friends to receive services so we can evaluate the student's strengths and weaknesses. Support of family and friends is a fundamental part of a student's cosmetology education. The skills preformed on family and friends are supervised by a licensed instructor and skills are graded so students have instant feedback on what they need to improve upon before moving to Core 2. Because this practice is an important part of the learning process, we do not allow students to be models during evaluations. Services performed during evaluation week are offered at a discounted rate.

Students learn best practice-building tools including retailing, guest retention, rebooking, referrals and building great relationships. Students will develop the skills to succeed by learning communication guidelines, manners, self-esteem, how to set goals and more. To help our students master the skills needed to be successful in the beauty industry we conduct our student salon much like a real salon. Students will practice their skills on real paying customers of the salon under the supervision of licensed instructors. Practical skills learned in the student salon include but are not limited to, services relating to hair, skin and nails; light cleaning and sanitation; laundry related to client services; and practicing product knowledge and sales techniques.

Students are not employees of Educators of Beauty and will not be paid for any time spent learning by performing tasks in the student salon. A student's relationship with Educators of Beauty can only be changed to student from Employee by way of a formal offer letter signed by the campus director following the campus's ordinary application, interview and hiring process.

STUDENT SERVICES

The following is a list of various services that we offer our students during their enrollment period at our colleges: Assistance with placement in a salon or related field upon graduation, employment during enrollment period, child care information, state board filing, financial aid information, information for assistance in drug and alcohol abuse, information on assistance in domestic violence/sexual assault, employment opportunities, insurance policies needed for operating a salon or working as a stylist, information about business banking, information on health, exercise and nutrition, information on how to quit smoking, information about IRS and state taxes as it applies to working as a stylist as well as owning a salon as well as advising with issues such as attendance, grades and personal issues a student may have that we can provide guidance as to where one may be able to receive assistance.

STUDENT SERVICING CLIENTS' POLICY

The Department of Financial and Professional Regulations, State of Illinois, Rules, and Regulations indicate that a cosmetology student may perform a service on a client after reaching 150 hours of attendance. A nail technology student may perform a service on a nail client after reaching 50 hours of attendance. An Esthetic student may perform services on an esthetic client after 75 hours of attendance. There are special discounted service prices for all clients in Core I.

LIBRARY

Research on the internet pertaining to the beauty industry is allowed during theory for educational purposes. Ask an educator for information/list.

CHEATING/THEFT POLICY

Neither proven theft nor proven cheating by students will be tolerated at the EBCC. The college reserves the right to search all college lockers. All personal belongings are to be kept in locked lockers.

FIREARM POLICY

The College is committed to a safe and secure environment in which to conduct educational activities for its students, faculty, employees, and visitors. Accordingly, possession, transfer, sale, or use of weapons (e.g., firearms, knives, etc.) within school buildings or at school events is prohibited by any person other than by authorized law enforcement or authorized military personnel. This prohibition applies to individuals who have been issued a Conceal Carry Permit from the State of Illinois. Students violating this policy may be subject to disciplinary action up to and including dismissal from the program. Students who are observed violating the policy may be referred to appropriate law enforcement agencies. Violations of this policy should immediately report the matter to a school official.

FIRE SAFETY

Fire inspection reports are filed in the school office and may be viewed if asked. EBCC will conduct periodic fire drills. There have been no fire related accidents or deaths in the school's history at any campus.

FIRST AID SUPPLIES/LOCATIONS

Each of the classrooms plus the dispensary are equipped with a first aid kit. The kit is located in the educator's podium. A kit is also located in the school office and at the reception desk.

STUDENT LOUNGE AREA

A student lounge is located within Educators of Beauty College of Cosmetology Campus for students to enjoy their breaks and lunch. Vending machines, sinks, microwaves, and refrigerators are provided to help students prepare their lunches. Students are responsible for maintaining cleanliness of the student lounge.

STUDENT ENTRANCE

Students must enter and exit the school through the designated student entrance door. No other doors may be used by students to enter or exit the building.

LOCKER POLICY

Each student will be issued a locker and will be responsible for obtaining a combination lock. The combination must be kept in the student file. Students are responsible for all their belongings. Personal belongings and professional tools and supplies must be stored at EBCC in a designated locker. Students are responsible for maintaining the cleanliness of the locker area as well as workstations. We reserve the right to search lockers.

PARKING POLICY

Students must abide by local (city and/or landlord) parking rules, which are announced during orientation. Educators of Beauty College of Cosmetology will not be responsible for parking violations and/or towing fees.

CODE OF CONDUCT

The purpose of Professional Commitments is to comply with the State of Illinois Department of Professional Regulations, to maintain the high standards of our college, promote professional and marketable qualities in our students, meet all standards set forth by NACCAS and fulfill requirements set forth by the Department of Education, Washington, D.C. The following is a list of Professional Commitments (Do's & Don'ts).

These are a set of commitments that will be enforced from the day the student begins training until the day he/she graduates. The college does not deduct hours from a student's official record for any reason. Deductions are not used for disciplinary actions.

- Students are not to loiter in the student salon area.
- Students are not to sit in the reception, dryer, shampoo, practical, facial, nail or student salon areas. Students may be seated in the classroom only.
- Students are to book appointments with the receptionist at front desk.
- Students are not allowed to refuse clients.
- Students are not allowed to style their own hair, apply their own make-up or service their own nails. No student services will be performed during sanitations.
- Dismissal is allowed for the day or evening as soon as all sanitations have been completed and marked off by the educator.
- Students receiving a service must pay **Before** the service is performed and have an educator sign the service ticket after the service. Students on a L.O.A. or attending their scheduled classes pay ½ of regular salon service prices for all services (Unless otherwise advised). Services cannot be performed on each other without the educator's approval.
- No gum chewing is allowed.
- Profanity is not permitted.
- All colleges are smoke free environments. Smoking is allowed outside the college at designated smoking areas and only during breaks and lunch times.
- Gossip of any sort is not professional and is not allowed.
- All food must be kept in the breakroom. Drinks must be in a closed covered container.

- Equipment/supplies are the personal responsibility of the student. Sanitary procedures must be followed very closely in the disinfecting of all equipment in kits. If students lose something, it is the student's responsibility to find it or replace it with another identical item. There is a \$7.00 charge for all Wahl clipper repairs. The college is not responsible for lost or stolen items. Only the equipment issued to students at the time classes begin is permitted in the classroom or the student salon area. All other property must be kept in the student's locker. No equipment can leave the college premises until a student fulfills all financial obligations.
- Immediately after opening the kit students should report missing or broken equipment. There is a one-year warranty on equipment that stops working but lost, theft or damage caused by a student is not covered.
- Visitors are not allowed past the reception desk. Visitors must remain in the reception area.
- Retail purchases by students may be made during regular business hours of the college. Students on a L.O.A. or attending scheduled classes may purchase products. If students return any retail items/products that they have purchased, they must have a receipt.
- Sanitations are performed during the last ¼ hour of the day and/or evening schedules. Each student's responsibility is posted each day.
- All areas of the college are to be kept clean, neat, and orderly during the day and the evening.
- Students are not to use the side or back doors of the college except for emergencies. The front door only is used for entering and exiting.
- All personal belongings should be locked in the student lockers. Student coat racks are available in the breakroom.
- All food, food containers and related items left in the breakroom are disposed of following dismissal.
- Students are not allowed to leave the classroom without permission. If a student is out of class without permission, he/she will be dismissed for the day/evening.
- Classroom disruptions will not be tolerated.
- Selling or soliciting of raffle tickets, merchandise or any type of fundraisers are not prohibited. An exception is if there is a student/college fund raiser.
- Students are responsible for keeping their workstations clean and orderly. Consideration is to be always shown for instructional material and college property. No personal items are allowed on their workstations.
- Any student who receives a termination notice must leave the college immediately.
- Students may only use products supplied by the college on their clients, makinkins, EBCC students and employees.
- If a student has completed his/her required hours and has skills to complete. They must follow the same Core 2 schedule and tardy and attendance policy.
- Study time at home is established during the admissions process. Please plan to do work outside of the classroom.
- Core II will complete manikin skills when not servicing a client.
- EBCC does not require vaccinations.
- You are a student attending EBCC. You are not considered an employee of the college.

PROFESSIONAL COMMITMENTS

1. Show dedication to your education.
2. Foster authentic connections within the EBCC community through genuine, fair, kind, respectful, and honest communication.
3. Take accountability and responsibility for your actions with the intention to excel.
4. Embrace constructive feedback with an open mind, avoiding denial or deflection.
5. Prioritize face-to-face interactions by putting technology away and being available.
6. Focus on learning as the primary goal, avoiding distractions that hinder your mission.

7. Arrive in the assigned place with the necessary materials, ready to perform at the designated time.
8. Maintain school-appropriate language and behavior while being friendly and courteous.
9. Follow educator instructions, class rules, and clinic expectations.
10. Avoid becoming a distraction for others; instead, encourage fellow students and foster a positive environment.
11. Recognize the importance of school attendance and participation in the classroom and clinic for educational success.
12. Refusal to participate includes refusing services, guests, and walk-in guests.
13. Attend school regularly and punctually, as it is crucial for your success and overall educational benefits.
14. Represent yourself in a manner that brings pride.
15. Demonstrate professionalism in all actions.

Code of Conduct Violation Penalties

Penalties shall be viewed as progressive to meet the severity and nature of any offense. The principal element of all sanctions is to create a positive learning experience for the students, highlight a sense of responsibility for one's actions, and prevent future behaviors that may escalate in severity.

1. Verbal Warning
2. Written Warning
3. Early Dismissal
4. Suspension from School

We reserve the right to bypass the Code of Conduct Violation Penalties and move directly to immediate suspension and/or termination for any of the following:

- Insubordination
- Excessive tardiness/absences
- Non-payment of cost of course.
- Disrupting class in any way
- Refusing clients
- Excessive profanity
- Use, distribution, or sale of drugs (Proven)
- Student under the influence of alcoholic beverages or non-prescribed drugs; or students caught drinking alcohol anywhere in the college before, during or after hours (Proven) possession of alcohol.
- Forging educators' signatures (Proven)
- Cheating (Proven)
- Physical violence of any nature
- Stealing (Proven)
- Bullying against a student, staff member or guest.
- Racial or sexual harassment
- Student violates the weapon policy.
- Student fails to adhere to behavior expectations.

Any other infractions not listed above but are part of our policies and procedures as updated by the college.

STUDENT AND STAFF CONDUCT

EBCC prides itself on having a campus environment that is fair, based on trust and without favoritism. To ensure that culture exists, faculty and staff have chosen to maintain a strict non-fraternization policy amongst students and all EBCC staff. Students and Faculty/Staff will refrain from social media while enrolled in their prospective program. Communication between all students and staff is to remain within the realms of a student-staff relationship, until such a time that a student has officially graduated.

UNLICENSED PRACTICE

Students are not to provide services at home or outside the school, as such work is prohibited by the IDPFR. In addition, all students should become familiar with IDPFR rules on unlicensed work as if at any time an unlicensed individual is suspected of performing services, they may be prohibited from becoming licensed in the state of Illinois.

SUSPENSIONS

Suspensions are issued to a student by the educator in the case of a student not being in compliance with the Professional Commitments (Do's & Don't) of which he/she has reviewed and has given written acknowledgment that he/she understood. Suspensions are issued following a student/educator conference concerning the matter. Suspension length is determined by the extremity of the offense and if he/she has disobeyed the commitment previously.

Suspensions do count as absences according to the college attendance policy. Suspensions do affect the student's S.A.P., and suspensions do not extend the life of the enrollment agreement.

Accumulation of suspensions could and may result in extra educational charges to the student if he/she goes beyond the life of the enrollment agreement. (See Tuition: Extra Charges)

A suspended student is prohibited from attending his/her scheduled classes for any reason during the suspension period.

WITHDRAWAL POLICY

Students wishing to withdraw from a program must do so in writing and submit the letter of withdrawal to the Campus Director. Students who withdraw from Educators of Beauty are required to empty their locker and gather all personal items. Any items left behind will be stored for 30 days at which time the items become property of Educators of Beauty. If there is a remaining balance on the account after a withdrawal, the kit and books must remain at the school until the balance is paid in full. Payment arrangements can be made with the Director of Financial Aid or the Director of Accounting. Failure to meet the payment arrangements or allowing the account to go into collections (no payments for 60 days) will result in forfeiture of the kit and books to the school.

NON-DISPARAGEMENT POLICY – POSITIVE REPRESENTATION OF EDUCATORS OF BEAUTY

Students of the college acknowledge and agree that disparagement refers to negative remarks about the college, its students, and employees, which are made maliciously and/or recklessly about those individuals and/or entities. The availability of social media (Facebook, YouTube, Twitter, Snapchat, Instagram etc.) carries the responsibility to use these forms of communication with integrity in networking for employment and/or social interaction; therefore, students shall refrain, at all times, from engaging in any conduct, taking any action, making any disparaging public statement or statements, through social media or otherwise, and otherwise communicating, directly or indirectly, in writing, orally, or otherwise, about Educators of Beauty and/or other students, former students, instructors, or employees and staff members of the college. Violation of non-compliance with this policy will result in disciplinary action, up to and including immediate termination from the college and any and all other legal remedies available to the college.

TERMINATION POLICY

Student agrees to comply with the rules and policies, Professional Commitments, and understand that the College shall have the right to terminate the enrollment contract and thus the student's enrollment at any time for violation of the rules and policies, and Professional Commitments, as outlined in the catalog. Student further understands that the College reserves the right to modify the rules and regulations, Professional Commitments, and that student will be advised of any and all modifications.

INSTITUTIONAL REFUND / RETURN OF TITLE IV POLICY

Note: For the purpose of the Title IV refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the school of their intention to withdraw. In the event of an unofficial withdrawal, the school determines the student's last date of attendance that is documented in the school's records and uses that date as the withdrawal date. The U.S. Federal Government determines the amount of Title IV funds a student has earned, as of the withdrawal date.

REFUND POLICY:

This policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure.

- A. An applicant not accepted for training by the college shall be entitled to a refund of all monies paid.
- B. If a student (or Legal Guardian) cancels his/her contract and requests his/her money back in writing, within five business days of the signing of the enrollment agreement or contract until midnight of the fifth business day, all monies collected by the college shall be refunded. The cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the college administrator/owner in person. This policy applies regardless of whether or not the student has actually started training. Notice to Student: The cancellation must be in writing and given to the registered agent, if any, or managing employee of the college.
- C. If a student cancels after the fifth day following enrollment but notice is given, prior to the completion of the student's first day of class attendance, the college may retain no more than the registration fee (\$100.00) plus the cost of any books or materials which have been provided by the college and retained by the student. The cost is the cost charged to the college by the supplier.
- D. When notice of cancellation is given after the student's completion of the first day of class attendance, but prior to the student's completion of 5% of the course of instruction, the college may retain the registration fee (\$100.00) and an amount not to exceed 10% of the tuition and other instructional charges or \$300.00, whichever is less, plus the cost of any books or materials which have been provided by the college.
- E. If a student cancels after completing 5% of the course of instruction the college may retain the registration fee (\$100.00) and the cost of any books or materials which have been provided by the college but shall refund a part of the tuition and other instructional charges in accordance with the following schedule:

PERCENTAGE OF ENROLLMENT TIME TO TOTAL TIME OF THE COURSE	AMOUNT OF TOTAL TUITION OWED TO THE COLLEGE
0.01% - 4.9%	10 %
5% - 9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% or more	100%

Enrollment time is defined as the time elapsed (scheduled) between the actual starting date and the date of the student's last day of physical attendance in college. Any monies due the applicant or student shall be refunded

within 45 days of formal cancellation by the student as defined in Item B or formal termination by the college, which shall occur no more than 15 days from the last day of physical attendance, or in the case of a leave of absence the earlier of the documented date of return or the date the student notifies the school that he/she will not be returning. The school shall mail a written acknowledgment of a student's cancellation or written withdrawal to the student within 15 calendar days of the date of notification. Written acknowledgement is not necessary if a refund has been mailed to the student within the 15 calendar days. Refund calculations are based on scheduled hours.

- F. The cost of books, equipment & uniform are separate fees and are not included in tuition adjustment computations. These items are non-refundable and become property of the student when paid in full. All books and equipment are to be kept on the premises until the last day of attendance. The registration fee (\$100.00) is also non-refundable. Please see Items B and C above for exceptions. Monies collected as deposits and down payments shall become part of tuition.
 - G. 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.
 - H. If the college is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a Pro-Rata refund of tuition and a list of students containing Pro-Rata refunds will be submitted to necessary agencies. Students will receive an official transcript of all hours earned.
 - I. If the school cancels or discontinues a course the student shall be entitled to receive from the school such refund or partial refund of the tuition, fees, and other charges paid by the student or on behalf of the student as is provided under the rules promulgated by the Department.
 - J. All refunds must be made within 45 calendar days from the date of receipt of the student's cancellation. The unexplained absence of a student from a college for more than 30 consecutive calendar days shall constitute constructive notice of cancellation to the college. For purposes of cancellation, the date shall be the last day of attendance. If a student fails to return from an approved leave of absence on the scheduled date of return, that date serves as the termination date.
 - K. All student enrollees are subject to the Institutional refund policy. Enrolled students receiving Title IV funding are subject to Return of Title IV Funds Policies and the Institutional in this Refund Policy. (Ask for Refund/Withdrawal Forms in college office) Refund and/or return calculations will be performed according to the Department of Education's stipulations in the Federal Registers as updated. Our refund calculation procedures are approved by the Department of Education, Title IV funding regulations. Questions on these forms and their calculations can be directed to the Financial Aid Office. (See Financial Aid Office Hours)
 - L. The school may make refunds which exceed those required under this policy.
 - M. A school shall provide each current student and former student with an official transcript of all hours completed by the student at that school with the grades earned by the student for those hours, even if the current or former student owes a debt, as enumerated in the Student Debt Assistance Act, provided that a student who withdraws from or drops out of a school, by written notice of cancellation or otherwise, shall not be entitled to any transcript of completed hours following the expiration of the 7-year period that began on the student's first day of attendance at the school. A reasonable fee, not exceeding \$5, may be charged by the school for each transcript after the first free transcript that the school is required to provide to a student or former student under this Section.
 - N. Students who change their schedule more than once will be charged a fee of \$150.00 each time.
- If a student owes the school money that the school earned based on the refund calculation, the monies owed are due at the date of cancellation or termination of the enrollment. Payment arrangements can be made, however, if after 30 days of non-payment, the account, with a signed copy of enrollment agreement, will be submitted to a collection agency. The agency will use good taste and have sound ethical practices.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of Title IV 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 Title IV 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.

The books, equipment and uniform(s) are non-refundable as per enrollment agreement.

RETURN OF TITLE IV HEA FUNDS:

This policy applies in addition to the above Refund Policy for all students who receive Title IV HEA Program Funds.

A student (or in the case of dependent minor, his/her parent or guardian) may cancel their enrollment by giving notice to the school.

An official notification of cancellation or withdrawal is in the form of a written, electronic, telephone and/or personal appearance notification to School Administration.

- In the case of a written or an electronic notification, the official notification of cancellation date will be determined by the postmark or received date on the written or electronic notification by the student.
- In the case of a notification received by telephone, the official notification of cancellation date will be determined by the date the telephone conversation occurred. This will officially be recorded on the student's record file.
- In the case of a notification received by personal appearance, the official notification of cancellation date will be determined by the date of the appearance of the student. This will officially be recorded on the student's record file.

An unofficial withdraw/termination would result from a student being absent 14 consecutive calendar days or failure to return on the documented leave of absence return date. In such case the school will provide written notification of termination to the student's contract enrollment agreement. The official notification of termination date will be the date that is stated on the written notice. The date of the last day of attendance will be determined from the student's last clock in – out date as recorded by the school's attendance record.

The law specifies how your school must determine the amount of Title IV HEA program assistance that you earn if you withdraw from school. The Title IV HEA programs that are covered by this law are: Federal Pell Grants, PLUS Loans, Unsubsidized Direct Loans, Subsidized Direct Loans, FSEOG, Iraq & Afghanistan Service Grants.

Determination Date/Withdrawal Date (Official/Unofficial Withdrawal): The last date of attendance would be the last day the student was physically in attendance at the school. A withdrawal date on a student who had been previously attending could be up to, but not to exceeding, 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

When you withdraw during your payment period or period of enrollment (your school can define these for you and tell you which one applies) the amount of Title IV HEA program assistance that you have earned up to that point is determined by a specific formula. If you received (or your school or parent received on your behalf) less assistance than the amount that you earned, you may be able to receive those additional funds. If you received more assistance than you earned, the excess funds must be returned by the school and/or you.

The institution determines the earned and unearned portions of Title IV HEA aid as of the last date of attendance based on the amount of time the student was scheduled to be in attendance. The percentage of the period completed is

determined by dividing the number of hours the student was scheduled to complete in the payment period, as of the last date of attendance, by the total number of clock hours in the payment period.

Up through the 60% point in each payment period, a pro rata schedule is used to determine the amount of Title IV HEA funds the student has earned at the time of withdrawal. After the 60% point in the payment period, a student has earned 100% of the Title IV HEA funds he or she was scheduled to receive during the period. The amount of Title IV HEA aid earned by the student is determined by multiplying the percentage of Title IV HEA aid earned by the total of Title IV HEA aid disbursed or the Title IV HEA aid that could have been disbursed to the student or on the student's behalf.

For example: 450 hours in the payment period

- The student was scheduled to complete 225 hours as of the student's last date of attendance
- Percentage of Aid earned equals 50%. This is calculated by dividing the scheduled hours as of the last date of attendance divided by total hours in the payment period. (225/450)
- Amount Title IV HEA Financial Aid Earned equals \$1250. This is calculated by multiplying the total aid disbursed or could be disbursed by the percentage of aid earned \$1250 (2500x50%)

Post Withdrawal Disbursement

If you did not receive all of the funds that you earned, you may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, you may choose to decline some or all of the loan funds so that you don't incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). For all other school charges, the school needs your permission to use the post-withdrawal disbursement. If you do not give your permission (which some schools ask for when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

- Pell Grants must be disbursed within 45 days of a withdrawal determination.
- Student Loans must be offered to the student within 30 days, allowing the student at least 14 days to respond to accept or decline the funds.
- All post-withdrawal disbursements are applied to student account first.
- Outstanding Credit Balances must be disbursed as soon as possible and no later than 14 days after the calculation of R2T4.

30 Day Delay Requirements

There are some Title IV HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements. For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day. If you receive (or your school or parent receive on your behalf) excess Title IV HEA program funds that must be returned, your school must return a portion of the excess equal to the lesser of: your institutional charges multiplied by the unearned percentage of your funds, or the entire amount of excess funds. The school must return this amount even if it didn't keep this amount of your Title IV HEA program funds. If your school is not required to return all of the excess funds, you must return the remaining amount. Any loan funds that you must return, you (or your parent for a PLUS Loan) repay in accordance with the terms of the promissory note. That is, you make scheduled payments to the holder of the loan over a period of time.

Any amount of unearned grant funds that you must return is called an overpayment. The maximum amount of a grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangements with your school or the Department of Education to return the unearned grant funds.

The requirements for Title IV HEA program funds when you withdraw are separate from any Institutional Refund Policy that your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV HEA program funds that the school was required to return.

Return of Funds by the School

The school will make the refund determination within thirty (30) days from the date of withdraw/termination and return the unearned funds for which the School is responsible as soon as possible, but no later than 45 days after the date of student withdraw/termination.

The school must return the unearned aid for which the school is responsible by repaying funds to the following sources, in order, up to the total net amount disbursed from each source.

Title IV HEA Programs Funds Hierarchy

1. Unsubsidized Federal Direct loans.
2. Subsidized Federal Direct loans.
3. Federal Direct PLUS received on behalf of the student.
4. Pell Grant
5. Iraq and Afghanistan Service Grants
6. Federal SEOG (if applicable)

If you have questions about your Title IV HEA program funds, you can call the Federal Student Aid Information Center at 1-800-4-FEDAID (1-800-433-3243). TTY users may call 1-800-730-8913. Information is also available on Student Aid on the Web at www.studentaid.ed.gov.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (Title 37, USC Section 406 and Title 5, USC, 5726) is a Federal law designed to protect the privacy of a student's education records. The law applies to all schools which receives funds under an applicable program from the U.S. Department of Education.

The FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level.

Students and former students to whom the rights have transferred are called eligible students.

Eligible students and parents or guardians of dependent minor have the right to inspect and review all the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students and parents or guardian of dependent minor to inspect the records personally. The school may charge a fee for copies.

* Eligible students and parents or guardians of dependent minors have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible students and parents or guardian of dependent minor then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible students and parents or guardian of dependent minor then has the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the eligible students and parents or guardian of dependent minor before releasing any information from a student's record. However, the policy allows schools to disclose records, without consent, to the following parties:

1. School employees who have a need to know
2. Other schools to which a student is transferring.
3. Certain government officials in order to carry out lawful functions.
4. Appropriate parties in connection with Financial Aid to a student
5. Organizations doing certain studies for the school.
6. Accrediting organizations
7. Individuals who have obtained court orders of subpoenas.
8. Persons who need to know in cases of health and safety emergencies.

9. State and local authorities to whom disclosure is required by state laws adopting before November 19, 1974, Schools may also disclose, without consent, "directory" type information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must tell parents and student of the information that is designated as directory information and provide a reasonable amount of time to allow the eligible students and parents or guardian of dependent minor to request the school not to disclose that information about them.

FERPA guarantees that information contained in the student file is private and will not be given out to any persons*, without prior written permission from the eligible student or parent /guardian of dependent minor. Students are also advised that the school guarantees the student the right to review their own file, upon request, and with a school representative present during the review to insure against file tampering. The school maintains student records for a period of seven years from the students' last date of attendance. *Certain governmental agencies and financial institutions do have the authority to request limited student information pertaining to satisfactory progress and Federal Financial Aid matters.

STUDENT RECORDS

Privacy Act Information—This complies with the Privacy Act.

Students may review their records at any time. We guarantee the rights of students and parent-guardians of dependent minors to access their records by appointment and with supervision and interpretation. No records will be released without written permission from a student and/or parent-guardian of a dependent minor.

Information about a student is only released upon receipt of a written consent form from the student if independent or a written consent form from his/her parent-guardian if a dependent minor.

Safeguarding Records

All records at the college are kept in locked, fire-resistant filing cabinets. Only college personnel have keys and are permitted to enter these files. Student records are also password protected.

The college provides adequate safeguards of records requested by governmental agencies as follows:

1. Written legally authorized requests are required from the agency desiring information.
2. The college protects the privacy rights of students and staff members.
3. The college provides necessary duplicate records of any information sent out of the college.
4. The college does not publish a student directory containing pertinent information about a student.
5. The college will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

The college ensures the release of personal information from the student, and/or parent or guardian, if the student is a dependent minor, only upon written instruction from the student for each 3rd party request.

The college maintains cumulative education records for each student for a maximum of seven years and financial aid records for five years after graduation or termination of said student.

A copy of the official transcript, including the school seal, will be provided when all financial obligations have been satisfied. A release form must be signed by the student if he/she wants the official transcript sent to another school / agency. Transcripts from 1992 are kept on school premises in locked, fire-resistant files.

INTERNAL GRIEVANCE/COMPLAINT POLICY AND 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 the 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 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 Campus 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 was 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 90 days of the 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 from all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness's 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.
8. Contact information for the College's regulatory agencies can be found below.

ACCREDITING AGENCY		LICENSING AGENCY
NAME	National Accrediting Commission of Career Arts & Sciences	Illinois Department of Financial and Professional Regulations
ADDRESS	3015 Colvin Street. Alexandria, VA 22314	320 W. Washington, 3rd Floor, Springfield, IL. 62786
PHONE	(703) 600-7600	(217) 785-0800
TELEFAX	(703) 379-2200	
E-MAIL	naccas@naccas.org	

DISPUTE RESOLUTION

Any dispute with or claim I may have or assert against MODERN BEAUTY COMPANIES, INC. d/b/a EDUCATORS OF BEAUTY COLLEGE OF COSMETOLOGY, or any of its officers, directors or employees, or any dispute or claim which the College may bring against me shall be filed only in the Circuit Court of Whiteside County, Illinois, and I and the College do hereby waive and relinquish any right to have the dispute or claim tried by a jury and consent to a trial of the dispute or claim by judge. I also agree that any dispute or claim I may assert, or file shall be solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action. I acknowledge and give my consent to use of an electronic signature to bind me to this Agreement. I further acknowledge

that the electronic signature attached to this document was created by me as a voluntary and knowing act that represents my intent to be legally bound.

LOA POLICY - LEAVE OF ABSENCE POLICY

This policy applies to all students and must be followed in requesting a LOA. A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school in the same satisfactory academic progress status as prior to the leave of absence. The maximum time frame for a LOA is 180 calendar days and the minimum is 1 week or 7 calendar days within a period of enrollment. The college permits more than one LOA per program. However, all the leaves of absence added together must not total more than 180 calendar days in any 12-month period and/or enrollment period, whichever occurs sooner. A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Financial Hardship
2. Medical Issues
3. Personal or Family Related Matters.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and sign the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the College via mail or in person within reasonable resolution of the emergency. In an emergency instance, the beginning date of the LOA will be determined to be the first date that the student was absent due to the emergency. Additionally, the institution will document the reason for its decision to grant the emergency LOA.

A student who is granted a LOA that meets the above-mentioned criteria is not considered to have withdrawn from the College and a refund calculation is not required.

If the student does not return from the LOA by the expiration of the approved leave of absence, the student will be withdrawn from their enrolled program. The College is required to take attendance and therefore the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance. Additionally, the student's loans will go into repayment after 180 days from the last date of attendance.

On the day the student returns from a LOA the student is required to addend their enrollment agreement. The student's contract end date and maximum time frame will be extended for the same number of calendar days the student was on the LOA without any additional institutional charges or penalty to the student. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

If a student is absent 14 consecutive calendar days or takes an unapproved Leave of Absence, they will be considered withdrawn. During an LOA, a student is eligible for student discounts on services and retail items, but not for perfect attendance.

OUTCOME RATES AS PER THE NACCAS ANNUAL REPORT 2024

Institutional	STERLING	ROCKFORD	Total Sterling & Rockford
COMPLETION	81.13%	88.75%	85.71%
PLACEMENT	87.50%	78.18%	82.11%
LICENSURE	95.24%	87.50%	90.57%
PERU	TOTAL		

COMPLETION	82.98%
PLACEMENT	75%
LICENSURE	97.30%

Disclaimer Sterling & Rockford: The institution's accrediting agency requires that any adjustments made to its student outcomes rates due to the COVID-19 Pandemic must be disclosed. As student achievement at this institution has not been significantly impacted by the Pandemic, the outcome rates reported do not reflect any such adjustments related to COVID-19.

Disclaimer Peru: The institution's accrediting agency has allowed flexibilities to the institution in the publication of its student outcome rates if the COVID-19 Pandemic has significantly impacted the ability of students to successfully graduate, sit for licensure and/or obtain employment. Any rates reported below that have been modified in accordance with these flexibilities have been adjusted in one of the following manners as indicated.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of schedule or form of payment, cash pay or Title IV HEA Program funds. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. 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 AND ACADEMIC YEAR LENGTH

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

(The scheduled weeks are based on scheduled time. However, evaluations occur based on actual clocked hours)

The institution operates all programs according to the following academic year: 900 clock hours to be completed in 30 academic weeks.

Program Name	Program Clock Hours	Evaluation Period Actual Hours	Scheduled Weeks
Cosmetology	1500	450; 900; 1200	15; 30; 40
Cosmetology Teacher	1000	450; 900	15; 30
Cosmetology Teacher	500	250	9
Esthetics	750	375	13
Nail Technology	350	175	6

* Transfer Students – Midpoint of the contracted hours or the established evaluation periods, whichever comes first. The institution shall evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period on a cumulative basis. All evaluations will be completed within seven (7) school business days following each established evaluation period. 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 of the academic year or course and/or program whichever occurs sooner. All periods of enrollment are included in the SAP calculation for Title IV eligibility and otherwise.

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.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 133% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED (WEEKS/SCHEDULED HOURS)	
Cosmetology (Full time day, 30 hrs/wk) – 1500 hours	67 wks	1995 hrs
Cosmetology (Full time day, 25 hrs/wk) – 1500 hours	80 wks	1995 hrs.
Cosmetology (Full time day, 22 hrs/wk) – 1500 hours	91 wks	1995 hrs.
Cosmetology Teacher (Full time day, 30 hrs/wk) – 1000 hours	45 wks	1330 hrs
Cosmetology Teacher (Full time evening, 22 hrs/wk) – 1000 hours	54 wks	1330 hrs
Cosmetology Teacher (Full time day, 30 hrs/wk) – 500 hours	23 wks	665 hrs
Cosmetology Teacher (Full time evening, 22 hrs/wk) – 500 hours	27 wks	665 hrs
Esthetics (Full time day, 21hrs/wk) – 750 hours	48 wks	998 hrs
Nail Technology (Full time day / evening, 20 hrs/wk) – 350 hours	24 wks	466 hrs

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 contracted hours. Students who exceed the maximum time frame shall be terminated from the program unless arrangements can be made to continue as cash-pay students.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour-based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum timeframe, including any time in that period when a student would not receive Title IV, HEA program funds. The period of enrollment includes fall, winter, spring, and summer, as applicable to the student's enrollment agreement.

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 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 of 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 80% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

GRADING SCALE	
90 – 100	A
80 – 89	B
Below 80	F

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, HEA Program funds interrupted, unless the student is on warning.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. 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 warning period, the student has still not met both the attendance and academic requirements, he/she will be deemed ineligible to receive Title IV, HEA Program funds and become a cash pay student in order to cover the loss of Title IV HEA funding, if applicable.

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 warning period at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same satisfactory academic 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 calendar 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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program. The old program SAP will no longer apply.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the institution. Please see the College's admissions/transfer policy for additional information and requirements.

ACADEMIC ADVISING

Periodically, the institution reviews with each student their academic and attendance progress in order to identify and work on areas needing improvement, as applicable.

PROGRESS REPORTS

Progress Reports (SAP reports) are provided to students periodically in accordance with the institution's Satisfactory Academic Progress Policy

COPYRIGHT INFRINGEMENT

It is against school policy for students to copy or share copyrighted material.

"Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the FBI."

When it comes to the penalties for violating of infringing a copyright, the penalties come in two forms: civil and criminal.

SUMMARY OF CIVIL AND CRIMINAL PENALTIES FOR VIOLATION OF FEDERAL COPYRIGHT LAWS

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute copyrighted work. In file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

In addition to the civil and criminal penalties above EBCC can take disciplinary actions against students who use the college's technology systems for unauthorized peer to peer file sharing, illegal downloading, or distribution of copyrighted material.

TUITION & FEES

Cost of Course - Cosmetology

College	Sterling, Peru, Rockford
When	Effective January 1, 2026
What	Cosmetology (1500 hours)
Registration Fee	\$ 100.00
Books / Equipment / Uniform Fee	\$ 2,700.00
Tuition	\$ 21,723.00
Total Cost of Course	\$ 24,523.00

EXPLANATIONS

1. The registration fee is for the purpose of registering a student in college.
2. Equipment includes all the items needed to perform the practical skills (list is in the catalog under Books, Equipment and Uniform List)

- Books are of a variety used to teach theory, practical skills, salon success, business, marketing, and sales.

ADDITIONAL CHARGES/INFORMATION

- The hourly rate of \$14.48 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for hours required by state for license re-instating, etc.)
- The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date.
- There is a fee of \$50.00 for missing Core II final exam. A fee of \$50.00 is due for retaking a Core II final. A student must pass with a practical and written average of 80% in Core I and 85% in Core II or above on both parts of the exam.
- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.
- All fees, tuition, books, equipment, uniform, over-contract charges, etc. are due and payable in full on the contract end date. Attendance after the contract end date will not be permitted until all financial obligations are met.

METHOD OF PAYMENT

A student agrees to pay the college \$24,523.00 in full on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$2,700.00 and then \$2,172.30 a month in 10 monthly installments if he/she is a day student and \$1,810.25, a month in 12 monthly installments if he/she is an evening student until tuition and fees are **paid in full**.

Cost of Course - Cosmetology Teacher 1000

College	Sterling, Peru, Rockford
When	Effective January 1, 2026
What	Cosmetology Teacher (1000 hours)
Registration Fee	\$ 100.00
(Artist Access to Mindful Teaching Pro Code) Books / Equipment / Uniform Fee	\$ 1,200.00
Tuition	\$ 16,295.00
Total Cost of Course	\$ 17,595.00

EXPLANATIONS

- The registration fee is for the purpose of registering a student in college.
- Artist Access to Mindful Teaching is a variety of material used to teach theory, practical skills, salon success, business, marketing, and sales.

ADDITIONAL CHARGES/INFORMATION

- The hourly rate of \$16.30 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for brush-up courses and hours required by the state for license re-instating, etc.)
- The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date.
- A fee of \$50.00 for missing and/or retaking the final exam. A student must pass with a written average of 85% or above on the exam.
- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

METHOD OF PAYMENT

A student agrees to pay the college \$17,595.00 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$1,200.00 and then \$2,327.86 a month in 7 monthly installments if he/she is a day student and \$2,036.88 a month in 8 monthly installments if he/she is an evening student until tuition and fees are **paid in full**.

Cost of Course - Cosmetology Teacher 500

College	Rockford
When	Effective January 1, 2026
What	Cosmetology Teacher (500 hours)
Registration Fee	\$ 100.00
(Artist Access to Mindful Teaching Pro Code) Books / Equipment / Uniform Fee	\$ 1,200.00
Tuition	\$ 8,148.00
Total Cost of Course	\$ 9,448.00

EXPLANATIONS

1. The registration fee is for the purpose of registering a student in college.
2. Artist Access to Mindful Teaching is a variety of material used to teach theory, practical skills, salon success, business, marketing, and sales.

ADDITIONAL CHARGES/INFORMATION

1. The hourly rate of \$16.30 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for brush-up courses and hours required by the state for license re-instating, etc.)
2. The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date.
3. A fee of \$50.00 for missing and/or retaking the final exam. A student must pass with a written average of 85% or above on the exam.
4. Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

METHOD OF PAYMENT

A student agrees to pay the college \$9,448.00 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$1,200.00 and then \$2,037.00 a month in 4 monthly installments until tuition and fees are **paid in full**.

Cost of Course - Esthetics

College	Rockford
When	Effective January 1, 2026
What	Esthetics (750 hours)
Registration Fee	\$ 100.00

Books / Equipment / Uniform Fee	\$ 1,800.00
Tuition	\$ 12,365.00
Total Cost of Course	\$ 14,265.00

EXPLANATIONS

1. The registration fee is for the purpose of registering a student in college.
2. Equipment includes all the items needed to perform the practical skills (list is in the catalog under Books, Equipment and Uniform List)
3. Books are of a variety used to teach theory, practical skills, salon success, business, marketing, and sales marketing.

ADDITIONAL CHARGES/INFORMATION

1. The hourly rate of \$16.49 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for brush-up courses and hours required by state for license re-instating, etc.)
2. The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date.
3. A fee of \$50.00 for missing and/or retaking any final exam. (Core I or II) A student must pass with a practical and written average of 85% or above on both parts of the exam.
4. Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

METHOD OF PAYMENT

A student agrees to pay the college \$14,265.00 *in full* on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$1800.00 and then \$1766.43 a month in 7 monthly installments if he/she is a day student until tuition and fees are **paid in full**.

Cost of Course - Nail Technology

College	Sterling, Peru, Rockford
When	Effective June 1, 2016
What	Nail Technology (350 hours)
Registration Fee	\$ 100.00
Books / Equipment / Uniform Fee	\$ 700.00
Tuition	\$ 3,600.00
Total Cost of Course	\$ 4,400.00

EXPLANATIONS

1. The registration fee is for the purpose of registering a student in college.
2. Equipment includes all the items needed to perform the practical skills (list is in the catalog under Books, Equipment and Uniform List)
3. Books are of a variety used to teach theory, practical skills, salon success, business, marketing, and sales marketing.

ADDITIONAL CHARGES/INFORMATION

1. The hourly rate of \$10.29 is used to calculate tuition fees for those transferring in with acceptable hours. (This rate is also used to calculate tuition charges for brush-up courses and hours required by state for license re-instating, etc.)
2. The hourly rate of \$10.00 is used to calculate extra instructional charges for a student going beyond his/her enrollment agreement calculated contract end date.
3. A fee of \$50.00 for missing and/or retaking any final exam. (Core I or II) A student must pass with a practical and written average of 85% or above on both parts of the exam.
4. Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change there will be a fee of \$150.00 charged for each change thereafter.

METHOD OF PAYMENT

A student agrees to pay the college \$4,400.00 in full on or before the commencement of classes, in consideration for admitting them into the program and providing the necessary instruction to complete the program.

The student, at the College's option, may pay the College \$100.00 registration fee, the books/equipment, and uniform(s) fee of \$700.00 and then \$225.00 a week in 16 weekly installments if he/she is a day or night student. The 16th payment must be in the form of cash only (no credit card or check). All weekly tuition payments must be paid on Monday before entering class until tuition and fees are **paid in full**.

EXTRA INSTRUCTIONAL CHARGES

Students understand that they must complete the program by the calculated contract end date stated on the enrollment agreement and that I will be required to pay \$10.00 per program hour for any hours remaining after the calculated contract end date. The additional hourly fee may be waived only with the written consent of the College upon demonstration of circumstances warranting such a waiver.

Students who do not pay the over contract fee balance in full on the student's final day, will be considered for an auto-pay payment plan that is set up using a credit card. If the student agrees to and sets up the auto-pay payment plan, EBCC will release the student's transcript. If a graduate's scheduled auto-pay payment is declined the account will be sent to collections.

If a student does not agree to an auto-pay payment plan for the over contract fee balance, the student's hours will be withheld by EBCC preventing completion of program until balance is paid in full. Once the student's balance is paid in full, EBCC will release the student's transcript. If a graduate's scheduled auto-pay payment is declined the account will be sent to collections.

PAYMENT INFORMATION

The College accepts payment via cash, check, money order, credit or debit card, and Title IV HEA Program funds for those who qualify. Tuition payments are due on the 1st day of the month. If a student fails to make a scheduled payment, they will have a meeting with the Campus Director and Director of Financial Aid. If a student consistently fails to make scheduled payments, the student may be terminated from the program.

If students must rely on others for financial resources, they are held responsible for ensuring that their financial sponsors observe the payment schedule set-up for them.

Students who are applying for Title IV HEA Program Funds should submit all paperwork at least 2 weeks prior to scheduled class starting date.

If a student does not have the appropriate financial back-up as noted above, their class start date will be postponed until such time as it is received.

No Title IV funding is applied toward tuition and fees until an accepted student begins classes.

GRANTS – A.C.E. GRANTS (ACCESS TO COSMETOLOGY EDUCATION)

All ACE Grants are worth \$1000.00 for cosmetology, \$500.00 for cosmetology teacher, \$215.00 for nail technology. The recipient must begin college within the calendar year of which he/she received it. This means he/she must begin by 12/31. A.C.E. Grants are awarded upon need due to the individual's financial status.

An applicant must complete necessary applications and a salon owner/manager must conduct an assessment on the prospective student prior to beginning classes at EBCC.

The A.C.E. Grant is credited to the end of the course rather than at the beginning. It is for those recipients that graduate from the EBCC.

SCHOLARSHIPS

HIGH SCHOOL – COSMETOLOGY / NAIL TECHNOLOGY

Scholarships are available for the cosmetology program via local high schools are worth \$1,000.00 per recipient and are valid upon graduation. The recipient cannot be currently enrolled in our high school vocational program. Scholarships are awarded by the high school counselor. Contact Admissions for the exact expiration date.

The scholarship is credited at the end of the course rather than the beginning to ensure successful progression through the program and graduation. The scholarship is only good for first time enrollees.

FEE WAIVER INFORMATION/POLICY

Fee waivers are available periodically. Please see your Admissions representative for detail.

Fee waivers are only valid to those students that graduate from their course. Fee waivers are granted on the initial enrollment agreement only.

WORK STUDY POLICY

EBCC offers, when available, an internal work study program for a student to participate in during their unscheduled college hours at the college. Credit will be issued for every hour worked based on the current minimum wage, state, or federal rate, whichever is higher at the time of commencement of internal work study.

This credit is given at the end of the contract upon graduation from the EBCC. This is our way of helping a student pay for his/her education.

ALCOHOL/DRUG POLICY

Information on preventing drug and alcohol abuse is available in the college office and from educators as well. The proven unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property, or as part of the schools' activities will be permanently terminated as a student or employee.

Any student(s) suspected and proven to have controlled substances (drugs) and/or alcohol on the college premises or having indulged in, either prior to arriving or returning to college, will be permanently terminated as a student at EBCC. Advising (counseling) is available through the college and educators as well. Telephone numbers to necessary centers can be attained from the Director of Admissions.

A list of counseling treatment centers, or rehabilitation programs are available in the college office. If a student is terminated based on the proven offense, the school will notify the student of the loss of Title IV eligibility within 5 working days. In order to regain eligibility, the student would need to apply for re-enrollment upon receiving counseling for drug and alcohol abuse and submit documentation from the agency/center. Local agencies may conduct programs at the college for the student/employees regarding alcohol/drug abuse information.

EBCC is in compliance with the Drug Free School and Communities act of 1989 (Public Law 101-226). All students and employees will receive informational classes on substance abuse, to include health risks and hazards.

ANTI-DRUG AND ALCOHOL ABUSE PROGRAM REQUIREMENTS

Alcoholic beverages are not allowed in any form at the school, and any student or employee that consumes alcoholic beverages immediately prior to coming into the school, will be suspended from training. The same rule applies to the use of marijuana and non-prescription drugs. EBCC insists on a "Drug-Free" atmosphere. Student's acknowledging, they have received a copy of this handbook/catalog are "in effect" signing a statement certifying that they understand the School's Drug Free workplace policy and will abide by it. The following is a copy of EBCC's Drug Free School and workplace statement. All students will be required to sign the statement prior to the first day of class.

DRUG FREE SCHOOL AND WORKPLACE STATEMENT

EBCC (hereinafter referred to as "this institution") has a policy of maintaining a Drug Free Workplace and School. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substance (drugs and alcohol) is prohibited in the institution's workplace. The workplace for this institution is defined in item #1 below.

1. In compliance with the Drug Free Workplace act of 1988, this institution's workplace consists of the following locations:
 - a. The entire campus faculty. Any location used as an off-site school function, i.e., competition, hair show, etc.
 - b. Students and employees must comply with the policy while off site if they are in the service of the institution in any capacity.
 - c. Any location used as an off-site school function, i.e. competition, hair show, etc.
2. Noncompliance with the terms in Paragraph 1 will result in the following action being taken by this institution:
 - a. Mandatory counseling, rehabilitation given by a Federal, State or Local Health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation. OR
 - b. Termination of enrollment, or employment, whichever is applicable, as well as referral for prosecution for violation of the standards of conduct.
3. All students and employees must read and understand the following statement:
4. Students receiving Title IV Federal Financial Aid and not complying with paragraph 1 will lose funding until completing counseling as described in #3 above. Once documentation of successful counseling or treatment is provided to the school, Title IV aid can be reinstated.

EBCC, by participating in the Title IV Federal Funds Program, must establish a policy of a Drug Free Workplace and as a student or employee of EBCC, one must acknowledge and agree to abide by the terms of Paragraph 1. Students or employees must notify the institution of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. In accepting this catalog, employees and students acknowledge this institution has established a Drug Free Awareness Program to inform students and employees about:

1. The dangers of drug abuse in the workplace
2. This institution's policy of maintaining a Drug Free Workplace
3. Any available drug counseling, rehabilitation, and assistance programs; and
4. The penalties that may be imposed upon students or employees for drug abuse violations occurring in the workplace.

In receiving this catalog, you acknowledge that you have read and understand the conditions explained in Item #4, have received a copy of this statement, and agree to willingly participate in the Drug Free Workplace Program. I also understand that I will receive informational handouts giving the names and phone numbers of the surrounding area drug and alcohol counseling agencies, a list of legal ramifications

for misuse of controlled substances as well as information explaining the health risks involved in abuse of those substances.

START DATES / SCHEDULE

Cosmetology Course Class Start Dates / Subjects

STERLING COLLEGE – DAYS • 2026

START DATE	
January 12, 2026	Sculpture/Design
March 23, 2026	Color
April 27, 2026	Texture
June 1, 2026	Beauty Care
July 13, 2026	Sculpture/Design
September 21, 2026	Color
October 26, 2026	Texture
November 30, 2026	Beauty Care
January 11, 2027	Sculpture/Design

ROCKFORD COLLEGE – DAYS • 2026

START DATE	SUBJECT
January 12, 2026	Sculpture/Design
March 23, 2026	Beauty Care
April 27, 2026	Texture
June 1, 2026	Color
July 13, 2026	Sculpture/Design
September 21, 2026	Beauty Care
October 26, 2026	Texture
November 30, 2026	Color
January 11, 2027	Sculpture/Design

ROCKFORD COLLEGE – NIGHTS • 2026

START DATE	SUBJECT
March 30, 2026	Color
May 18, 2026	Texture
July 13, 2026	Beauty Care
August 31, 2026	Sculpture/Design
November 30, 2026	Color
January 25, 2027	Texture

PERU COLLEGE – DAYS • 2026

START DATE	SUBJECT
January 12, 2026	Beauty Care
February 16, 2026	Sculpture/Design

April 27, 2026	Color
June 1, 2026	Texture
July 13, 2026	Beauty Care
August 18, 2026	Sculpture/Design
October 27, 2026	Color
December 1, 2026	Texture
January 12, 2027	Beauty Care

NOTE: If a holiday falls on the start date, the class will begin on the following day. Students attend 30 hours per week. Saturdays are mandatory for Core II and any Saturday absence will be made up on a Saturday.

Schedule For Cosmetology Full-Time Days

STERLING

Core I	Monday – Friday 8:30am – 3:00pm
Core II	Tuesday – Friday 8:45am – 3:00pm
	Saturday 8:00am - 3:30pm

ROCKFORD

Monday – Friday 8:30am – 3:00pm

PERU

Tuesday-Friday 8:30am - 4:30pm

All class schedules must be adhered to as outlined in the student's enrollment agreement.

Schedule For Cosmetology Full-Time Evenings

ROCKFORD

Monday – Thursday 4:30pm - 10:00pm

All class schedules must be adhered to as outlined in the student's enrollment agreement.

Cosmetology Teacher 1000/500 Course Class Start Dates 2026 – Sterling, Peru, Rockford (Days)

START DATE

Start dates for Cosmetology Teacher depends on the demand in the industry

8 Months (1000 hours) 4 Months (500 hours)
30 hours / week

Nail Technology Class Start Dates

START DATE

Start dates for Nail Technology depends on the demand in the industry

4 Months (350 hours)
21 hours / week

Esthetics Class Start Dates – Rockford Days

START DATE

July 22, 2026

8 Months (750 hours)
21 hours / week

Core I	Wed – Friday 9:00am - 4:30pm
Core II	Wednesday 12:00pm - 7:30pm
	Thursday – Friday 9:00am - 4:30pm

Esthetics Class Start Dates – Rockford Nights

START DATE
May 4, 2026
8 Months (750 hours)
21 hours / week
Monday - Thursday 5:00pm – 10:15pm

Schedule Changes

Schedule changes are allowed but not recommended during Core I. Each student is allowed one schedule change per enrollment agreement. For each schedule change thereafter, the student will be assessed a \$150.00 fee. Schedule changes are allowed based on student's record of attendance.

CAREER CONSIDERATIONS

Educators of Beauty College of Cosmetology wants to ensure that students interested in pursuing a career in Cosmetology, Esthetics, Nail Technology, or Cosmetology Teacher, considers all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry.
- Enjoy working with the public and be able to follow a customer's direction.
- Keep abreast of the latest hair, skin and nail care techniques and technological innovations.
- Work long hours while building a personal clientele in order to earn the desired income.
- Make a strong commitment to the educational process and complete the program of study.
- Learn the skills necessary to operate a personal business.

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair, an esthetician's treatment bed or manicurist table.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).
- Please see the last page of this catalog for more info.

PHYSICAL AND SAFETY DEMANDS OF THE PROFESSION

The institution educates students on the following physical demands essential to the beauty industry and employers. Students must be able to perform these demands, with or without reasonable accommodations (as appropriate), to participate in the program and become a graduate. Students must understand that as part of the program, there may be other necessary physical and safety requirements. If you require a reasonable accommodation to perform these demands, you must direct a written request with documentation, to the manager prior to enrollment.

Some products used in the cosmetology industry may cause an allergic reaction. If you have encountered allergic reactions or are concerned about a reaction, you should consult with your physician. In addition, the profession requires that you work with sharp and/or hot instruments which could cause injury. During instruction, students will be educated on how to work with instruments and the procedure for conditions in which blood may become present.

Physical Demands

It is extremely important that you are provided with all the facts about the physical requirements that your future career demands. The following is a list of physical demands you may encounter in the field of:

COSMETOLOGY

- **Body position:** Long intervals of standing are required for cosmetologists.
- **Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleaning agents. Hand care products are recommended for all service professionals.
- **Back:** Minor back stress may be caused by long intervals of standing, sitting, or leaning. Please consult your physician or chiropractor if you have experienced back pain or stress in the past.
- **Chemicals:** As a cosmetologist, you will be required to work with many different types of chemicals. If you are currently having allergies or sensitivities to other chemicals, please consult your physician with a list of chemicals you will be exposed to.
- **Sanitation:** Communicable diseases can be easily transmitted from one individual to another. Special attention must be paid to yourself and your clients to avoid spreading any disease.
- **Trade Tools:** There are obvious hazards when working with sharp objects such as scissors, razors, clippers, etc., caution when handling such items.
- **General Safety:** On a daily basis use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, excessive heat from the hair dryer, hot water, harmful vapors, or fumes, injury to the eyes, and physical injury resulting from spilled liquid.

ESTHETICS

- **Body position:** Esthetician's are required to sit or stand and lean forward while providing most services.
- **Hands:** Your hands will need protection from chemicals and continuous exposure to water and cleaning agents. Hand care products are recommended to all service professionals.
- **Back:** Minor back stress may be caused by long intervals of standing, sitting, or leaning. Please consult your physician or chiropractor if you have experienced back pain or stress in the past.
- **Chemicals:** As an esthetician, you will be required to work with many different types of chemicals. If you currently have allergies or sensitivities to other chemicals, please consult with your physician with a list of chemicals you will be exposed to.
- **Sanitation:** Communicable disease can be transmitted from one Individual to another. Special attention must be paid to your clients to avoid spreading any diseases.
- **Trade Tools:** There are obvious hazards when working with sharp objects such as lancets or extractors, etc., caution must be used when handling.
- **General Safety:** On a daily basis, we use caution and common sense to avoid entering into any of the following situations: chemical burns, cuts and abrasions, hot water, harmful vapors, or fumes, injury to the eyes, and physical injury resulting from spills.

NAIL TECHNICIAN

- **Body position:** Long hours of sitting and leaning forward while providing most services.
- **Hands:** Your hands will need protection from chemicals and exposure to water and cleaning agents. Hand care products are recommended for all service professionals.
- **Back:** Minor back stress may be caused by long intervals of sitting or leaning. Please consult your physician or chiropractor if you have experienced back pain or stress in the past.
- **Chemicals:** As a nail technician, you will be required to work with many different types of chemicals. If you currently have allergies or sensitivities to other chemicals, please consult with a physician list of chemicals you have been exposed to.
- **Sanitation:** Communicable diseases can be easily transmitted from one individual to the next. Special attention must be paid to yourself and your client to avoid spreading any disease.
- **Trade Tools:** There are obvious hazards when working with sharp objects such as Nippers, cuticle scissors, etc., caution must be used when handling.
- **General Safety:** On a daily basis, use caution and common sense to avoid entering into any of the following situations: Chemical burns, cuts and abrasions, hot water, harmful vapors or fumes, injury to the eyes and physical injury resulting from spilled liquids.

EDUCATORS OF BEAUTY COLLEGE OF COSMETOLOGY STUDENT CATALOG ACKNOWLEDGEMENT

I, _____, fully understand and have received a copy of, and commit to, each policy and guideline listed in Educators of Beauty College of Cosmetology's Student Catalog as described above on this date, prior to receiving the enrollment agreement. I have also received web links to all published information on the Educator of Beauty's website to review consumer information/gainful employment disclosures including graduation and placement rates as well as median loan debts of Educators of Beauty College of Cosmetology graduates and safety and security reports.

Printed Student Name

Student Signature**Date**

Educators of Beauty College of Cosmetology Representative Signature**Date**

Parent/Legal Guardian (student under 18)**Date**