



CIDESCO SCHOOL RULES
P A R T 1

SCHOOL ACCREDITATION

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PART 1

SECTION 1 STANDARDS FOR CIDESCO ACCREDITED SCHOOLS

1.1 General Rules

- 1.1.1 A school for Beauty Therapists may apply for and benefit from the official accreditation by CIDESCO, Comité International d'Esthétique et de Cosmétologie, having its registered domicile in Zurich, Switzerland (hereinafter called **CIDESCO**), if, and for as long as, it fulfils all the standards mentioned in the present School Rules (such accreditation is hereinafter called **CIDESCO School Accreditation**). The school which has gained the CIDESCO School Accreditation is called **Accredited CIDESCO School**.
- 1.1.2 A school applying for CIDESCO School Accreditation must be established as an independent legal entity and have been actively teaching in Beauty, Skin and Body Therapy for at least 2 years before applying to CIDESCO. If the applying school is a branch of an Accredited CIDESCO School which has existed for at least 5 years and if the head office of the applying school is in the same country, the Board of CIDESCO, in its reasonable discretion, and after consultation with the national CIDESCO Section of the country in which the applying school is located (hereinafter called **National CIDESCO Section**) shall decide whether an application may be accepted before the lapse of this 2 year waiting period. However in no case is such an acceptance possible without a waiting period of less than 1 year. Should such a branch school be in a country where there is no National CIDESCO Section and offers a 2 year course (2000 hours plus) it can be considered for CIDESCO School Accreditation at the discretion of the Board of CIDESCO.
- 1.1.3 The present School Rules are not intended to interfere with any restriction imposed on the Accredited CIDESCO School by any other authority e.g. National CIDESCO Section or Government Body. Should the Accredited CIDESCO School be confronted with any such restriction not fully compatible with the present School Rules, the Board of CIDESCO may take the appropriate decision after receiving duly specified documentation of such restrictions.
- 1.1.4 CIDESCO School Accreditation cannot be sold or transferred.
- 1.1.5 Upon change of ownership of the Accredited CIDESCO School, Section 4 applies.
- 1.1.6 Upon the change of premises of the Accredited CIDESCO School, Section 4 applies.
- 1.1.7 The Accredited CIDESCO School must fully comply with the laws of its country and be duly registered / accredited if such a registration is required by such law.

- 1.1.8 Communication between the Accredited CIDESCO School and CIDESCO, its Board or its Secretariat shall be in English. Notices and communication to the Board of CIDESCO shall be addressed in writing to the Secretariat of CIDESCO with the specific reference "to the attention of the Board of CIDESCO".
- 1.1.9 The Board of CIDESCO through its appointed representative is entitled – at any time - to carry out an unannounced inspection in an Accredited CIDESCO School to ensure that the CIDESCO standards of the present School Rules are upheld at all times.
- 1.1.10 An Accredited CIDESCO School cannot accept a student who wishes to transfer from another Accredited CIDESCO School without written confirmation of her/his study and attendance records and without written consent of the Board of CIDESCO.

1.2 Exclusive Dedication to Beauty Therapy Education

- 1.2.1 The Accredited CIDESCO School or the department applying for CIDESCO School Accreditation shall dedicate its activities exclusively to the education of Beauty Therapy.
- 1.2.2 The Accredited CIDESCO School shall not be or have close connection to a trading company or trade centre for commercial products or equipment or exercise any related commercial activity other than education, unless any such other activity is managed and realized under a legal entity and under a registration and in premises which are clearly separate from the entity, the registration and the premises under and in which the educational activity is managed and realized.
- 1.2.3 The Accredited CIDESCO School shall not endorse a particular brand of products or equipment.

1.3 Pursuit of the Interests of CIDESCO and Participation in National CIDESCO Sections

- 1.3.1 The Accredited CIDESCO School shall actively support and promote the interests of CIDESCO.
- 1.3.2 The Accredited CIDESCO School shall neither directly nor indirectly be involved in any activity which in the view of the Board of CIDESCO is considered to be contrary to the interests of CIDESCO. In particular the Accredited CIDESCO School shall strictly follow the latest applicable version of the CIDESCO Code of Ethics (see **Annex 2**).
- 1.3.3 The Accredited CIDESCO School shall be and remain a member of the National CIDESCO Section, if such a Section exists. If such a National CIDESCO Section is established at a later date, the Accredited CIDESCO School shall become a member within 6 months following the National CIDESCO Section's formation.

Accredited CIDESCO Schools are obliged to abide by the Rules and Regulations of such National CIDESCO Section. If the Accredited CIDESCO School is located in a country without a National CIDESCO Section, it must become an Affiliate Member of CIDESCO as stipulated in the CIDESCO Statutes and pay Affiliate Membership fees (see Section 3.4.8 as well as Sections 9.1 and 13.5 of the CIDESCO Statutes).

- 1.3.4 The Accredited CIDESCO School shall continuously provide its students with information on CIDESCO, its history, goals, philosophy and ethics and explain to them the responsibilities of a CIDESCO Diploma Holder towards the profession and also towards the National CIDESCO Section, if such a Section exists. The student should be encouraged to become a student member and after graduation become a professional member of such a National CIDESCO Section.
- 1.3.5 The Accredited CIDESCO School shall strictly abide by the applicable version of the CIDESCO Trademark Rules (see excerpt thereof in **Annex 3** and Section 3.1.3).

1.4 Hours of Training

- 1.4.1 No school applying can be considered for CIDESCO School Accreditation if it offers less than 1000 hours training. To be considered the schedule of hours must be upgraded to meet the required 1200 hours.
- 1.4.2 The programme offered by the Accredited CIDESCO School must consist of a minimum of 1200 hours of practical and theoretical training followed by at least 600 hours of practical work experience as a beauty therapist, making a total of at least 1800 hours. The training programme of the Accredited CIDESCO School must be planned for more than 1200 hours and an additional 100 hours to cover any absenteeism of the students due to illness etc.
- 1.4.3 Accredited CIDESCO Schools with a training programme of more than 2000 hours are allowed to incorporate the practical beauty therapy experience in the school training, provided the 600 hours practical experience are within a salon environment.

1.5 Management of the Accredited CIDESCO School

- 1.5.1 The person responsible for the management of the Accredited CIDESCO School, actively supported also by their staff, must ensure that the current School Rules are strictly followed.

1.6 Teachers

- 1.6.1 The teachers for the practical and theoretical subjects must be adequately trained and qualified in the subjects they teach.

- 1.6.2 The teachers responsible for the CIDESCO Training Programme subjects defined in the present School Rules must be CIDESCO Diploma Holders and should be members of their National CIDESCO Section, if such a Section exists. They are required to submit their CIDESCO Diploma or proof of qualification.
- 1.6.3 The teacher/s responsible for the practical training must be CIDESCO Diploma Holder/s. There must be at least one teacher with a CIDESCO Diploma per approximately 20 students.
- 1.6.4 The teachers must have a minimum of 2 years experience within the beauty therapy profession after qualifying as beauty therapists and preferably have teaching experience within it.
- 1.6.5 The Accredited CIDESCO School must immediately inform the Board of CIDESCO if it no longer fulfils any of the requirements defined in Sections 1.6.1 - 1.6.4 and immediately take appropriate measures to rectify this deficiency. The Accredited CIDESCO School shall keep the Board of CIDESCO informed about such measures and the consequences thereof on a continuous basis.
- 1.6.6 It is important that regular teachers' meetings be held to discuss training, students' progress and examination procedures. Notes of such should be available to the CIDESCO Examiners nominated.
- 1.6.7 The teachers must participate in continuous professional development.
- 1.6.8 The teachers shall follow a dress code which is appropriate to the beauty therapy profession.

1.7 Facilities

- 1.7.1 Each practical classroom must be equipped with a minimum of 6 couches which are adequately spaced and in a comfortable and safe environment for beauty, skin and body therapy to accommodate 12 students. There must be at least one working position for every two students.
- 1.7.2 The classrooms must be clean, well lit, well ventilated and of an appropriate temperature.
- 1.7.3 A separate lecture room, cloakroom and a room for the students' breaks is required.
- 1.7.4 There must be running hot and cold water. A shower is recommended for body treatments. Sanitary toilet facilities appropriate to the number of students and staff must be available.
- 1.7.5 No smoking is permitted on the premises of an Accredited CIDESCO School.

1.8 Equipment

1.8.1 The Accredited CIDESCO School is required to have the following minimum equipment per 12 students which follow the CIDESCO Training Programme: Additional equipment is required for more students in ratio to the number of students.

- 1 Autoclave or equivalent heat method of sterilization
- 3 Vaporizer (steam) with or without ozone
- 2 High Frequency units
- 2 Galvanic units (for Desincrustation and Iontophoresis skin care)
- 2 Galvanic units for body treatment
- 2 Electrical Muscle Stimulation - Faradic type of units for face and body treatments
- 2 Vacuum Suction units (for face and body)
- 2 Mechanical massagers (G5 or other similar equipment)
- 1 Infrared lamp
- 1 Magnifying lamp per 2 stations
- 3 Wax heaters for hot wax - minimum
- 3 Wax heaters for wax to be used with strips - minimum
- Items for pedicure and manicure
- 2 Mechanical Brush Cleanse units

1.8.2 The following equipment is recommended but not compulsory:

- Electrical Epilation units
- Interferential current unit
- Micro-current
- IPL, laser
- Ultrasound
- Micro-dermabrasion
- Endermology
- Paraffin wax heater
- Sauna / Steam cabin
- Hot towel steam cabinet

1.8.3 The equipment mentioned in Section 1.8.1 and 1.8.2 must be used regularly and kept in good working order.

1.8.4 Such equipment will be checked at examinations by the CIDESCO Examiner nominated. A written list of all equipment must be supplied to the CIDESCO Examiner.

1.8.5 Local or national laws regarding the equipment must be strictly observed.

1.9 Products

- 1.9.1 It is compulsory for an Accredited CIDESCO School to have available for students to work with, at least two ranges of professional skin care products, suitable for different skin types, from a minimum of two different manufacturers - one range of which must be available internationally. All products must comply with all practical requirements for CIDESCO practical training.
- 1.9.2 These two ranges of skin care products must be used during practical work at the Accredited CIDESCO School as well as during the CIDESCO Examinations.

1.10 Diary

- 1.10.1 The Accredited CIDESCO School shall keep a diary signed by the teachers. Such diary shall record daily the dates and times of all practical and theoretical lessons, tests, examinations, subjects taught, whether practical work has been carried out on clients or on students. The diary must indicate the length of each lesson which must be at least 45 minutes, and the name of the tutor in charge and show the daily absenteeism of students.
- 1.10.2 The Accredited CIDESCO School shall maintain an attendance register in which the CIDESCO Examiner can see clearly the hours completed by each student.
- 1.10.3 The Accredited CIDESCO School must always display its timetables so as to be easily accessible to its students.
- 1.10.4 At the beginning of the beauty therapy training, the Accredited CIDESCO School shall register with names, postal and e-mail addresses if available and date of birth of all candidates taking part in the CIDESCO course.

1.11 Written Tests

- 1.11.1 The students of the Accredited CIDESCO School must take at least 2 written tests on each theoretical subject taught during each school year.
- 1.11.2 The tests and students' test papers must be available to the CIDESCO Examiner during the CIDESCO Examination.

1.12 Compulsory Practical Training – Syllabus

The Accredited CIDESCO School must include the following subjects in its practical training syllabus:

- Cleansing of the face, neck and chest (décolleté)
- Detailed Skin Analysis – including client consultation form
- Tinting of eyebrows and eyelashes
- Eyebrow shaping
- Deep cleansing (including the use of steam and ozone or heat and

- extraction of comedones or milia)
- Facial treatment using electrical equipment
- Manual massage of the face, neck, décolleté, shoulders and upper back
- Masks, treatments of the face, neck and décolleté
- Make-up
- Manicure including hand and forearm massage
- Pedicure including foot and lower leg massage
- Depilation of full legs, under-arm, arms, face and bikini line using hot and strip wax
- Detailed Body analysis including client consultation form
- Body massage and body treatment (manual and electrical appliances)
- Body exfoliation and wraps
- Corrective exercises for fitness and figure improvement

1.13 Compulsory Theoretical Training – Syllabus

The Accredited CIDESCO School must include the following subjects in its theoretical training syllabus:

- Anatomy and Physiology
- Dermatology – including common skin diseases and disorders
- Chemistry and cosmetic science
- Physics and knowledge of electrical equipment
- Aesthetic treatments
- Hair removal – temporary and long term
- Hygiene
- Nutrition and diet
- Theory of movement (gymnastics, exercises, yoga, etc.)
- First aid
- Knowledge of herbs, oils and essences
- Ethics-, and professional conduct
- History of beauty therapy/aesthetics and its development (including the history and the goals of CIDESCO)
- Business studies

1.14 Compulsory Additional Subjects - Syllabus

At least two of the following additional subjects must be included in the school's syllabus. The Accredited CIDESCO School can choose extra subjects. CIDESCO may suggest such additional subject.

- Electrical Epilation
- Bust treatment
- Treatment of the scalp
- Special treatments (Manual Lymph Drainage, Aromatherapy, Reflexology, Shiatsu, Thai massage, Stone Therapy, Reiki, Indian Head Massage,

- Ayurveda etc.)
- Specialized make-up techniques
- Cosmetic camouflage
- Specialized body, facial or hand treatments, specialized foot care
- Spa treatments

1.15 Project

- 1.15.1 The students of the Accredited CIDESCO School are required to research and write a project assignment on a subject relevant to the study of beauty therapy (hereinafter called **Project**).
- 1.15.2 The Accredited CIDESCO School shall propose to the students a selection of topics for the Project. The purpose of the Project is to give students the opportunity of using their knowledge, ability and creativeness.
- 1.15.3 The research for the Project has to be done outside school training hours.
- 1.15.4 The Project must be written in the student's own words and not downloaded or copied from the internet and / or other printed material. This may constitute plagiarism.
- 1.15.5 The Project should consist of at least 4,000 words. It may be illustrated by photographs, drawings, cuttings from magazines and newspapers etc. It should preferably be typed.
- 1.15.6 A list of references, bibliography, websites researched and other reading matter must be included.
- 1.15.7 The content as well as the presentation of the Project must be assessed and marked by the Accredited CIDESCO School and evaluated by the CIDESCO Examiner. The Project has its value in the practical examination and the pass mark is 70%.
- 1.15.8 The project shall be returned to the student and it is recommended that the Accredited CIDESCO School keeps a copy for its records. The copyright of the Project shall belong to the student.
- 1.15.9 Non-English Projects must include a short summary of one full page in English.

SECTION 2 CIDESCO ACCREDITATION PROCEDURE

2.1 Documents

- 2.1.1 Applications will only be processed on the official "CIDESCO School Application and Inspection Form" prepared by CIDESCO and issued by the CIDESCO Secretariat Zurich, Switzerland upon request by the applying school.

2.1.2 A school applying to become an Accredited CIDESCO School must submit a CIDESCO application form which includes the following information:

- a) Fully completed formal CIDESCO School Application and Inspection Form
- b) Name, address and date of establishment of the applying school
- c) Name and title of the owners of the applying school
- d) Name and title of the person responsible for the management of the applying school (if different from c)
- e) Names, qualifications and experience of all full-time and part-time teachers and visiting lecturers, indicating the hours and the subjects they teach (Photocopies of the relevant qualification papers must be available at the applying school when it is inspected by the CIDESCO Assessor)
- f) Timetables and hours of each subject taught
- g) Plan of the classrooms showing where running water (hot and cold) is available, electrical sockets, toilets, offices, store-rooms, windows, etc. (Photographs must be included with the plans)
- h) Number of students per course (if this varies, the maximum and minimum should be indicated)
- i) List of equipment and furniture

They must also prepare an original and 2 copies of the following documents, together with an English translation thereof if the originals are not in English:

- j) Written proof certifying that the applying school is a member, or will become a member of its National CIDESCO Section, if such a Section exists
- k) Copy of existing prospectus of the applying school
- l) A copy of the school registration/accreditation with local and national authorities as well as of the documents evidencing its legal existence

2.1.3 The original of the documents listed in Section 2.1.1. and 2.1.2. must be sent to the CIDESCO Secretariat, Zurich, Switzerland to the attention of the Board of CIDESCO.

2.1.4 One copy of these documents must be sent to the National CIDESCO Section, if such a Section exists.

2.1.5 The second copy of these documents shall be kept by the School.

2.2 Application Fee

2.2.1 The application of a school will only be considered if the applying school has paid the Application/Inspection Fee, which is defined in Annex 1 to the present School Rules, to the account indicated by the CIDESCO Secretariat (see also Section 3.4.4).

2.2.2 The Application/Inspection Fee paid under Section 2.2.1 is not transferable. Should the application not be approved by the Board of CIDESCO under Sections 2.3.5 and 2.3.6, fifty percent of this fee will be refunded (see Section 3.4.4).

2.3 Assessment of Application by CIDESCO

- 2.3.1 After receipt by the Board of CIDESCO of the application form in line with all requirements described in Section 2.1 and the full payment of the application fee due under Section 2.2, the application is checked by the CIDESCO Secretariat and receives an initial evaluation by the Board of CIDESCO.
- 2.3.2 The Board of CIDESCO will then request from the National CIDESCO Section, if such a Section exists, its comments on the application, to be submitted within a given time specified by the Board of CIDESCO. Once the comments have been received within due time, the application is re-assessed by the Board of CIDESCO who decides whether the application is to be accepted for further processing or if it is to be rejected.
- 2.3.3 If the application is accepted for further processing by the Board of CIDESCO, then an Assessor will be appointed by the Board of CIDESCO (hereinafter called "CIDESCO Assessor") to visit the applying school by arrangement to inspect it.
- 2.3.4 The CIDESCO Assessor shall then inspect the applying school and summarise the results of the inspection in a written report to the Board of CIDESCO, who will then make a decision. The Board of CIDESCO will consult the National CIDESCO Section, if such a Section exists, before making a decision.
- 2.3.5 Should the Board of CIDESCO come to the conclusion that the results of the inspection are not satisfactory or that certain of the standards listed in Section 1 of the present School Rules are not met, the Board of CIDESCO may in its reasonable discretion grant the applicant a certain period of time to rectify the inadequacies. On the expiry of the allocated time, the applying school may re-apply by submitting documented proof that such inadequacies have been fully rectified. Thereafter a re-inspection will be arranged.
- 2.3.6 If the results of the inspection are satisfactory the Board of CIDESCO will accept the applying school on probation as defined in Section 2.4.
- 2.3.7 The applying school and the National CIDESCO Section, if such Section exists, will be informed by the CIDESCO Secretariat of the decision of the Board of CIDESCO under Section 2.3.5 or 2.3.6.
- 2.3.8 The decision of the Board of CIDESCO on the application will be final. There shall be no right of appeal against the decision of the Board of CIDESCO on the application and no further correspondence will be entered into.

2.4 Acceptance for Probation

- 2.4.1 Based on a positive decision on the application by the Board of CIDESCO as provided for in Section 2.3.6, the applying school will be accepted for probation. In such case, the school under probation shall have the rights and obligations stated hereafter.

- 2.4.2 Following a positive decision on the application by the Board of CIDESCO as provided for in Section 2.3.6, the CIDESCO Secretariat will provide the school under probation with the relevant CIDESCO documentation, i.e. the “CIDESCO Syllabus” and Part 2 of the present CIDESCO School Rules covering in particular the CIDESCO Examinations.
- 2.4.3 Under the probation status mentioned in Section 2.4.1, the school under probation has the right to start training its students towards a first “CIDESCO Examination”. The school under probation is entitled to state to its students and to third parties (e.g. in advertisements) that it is conducting a course leading towards the CIDESCO Examination according to the present School Rules. In so doing the school under probation must, however, clearly state and leave no doubt that its CIDESCO acceptance is only on a probationary basis and that is not yet an Accredited CIDESCO School.
- 2.4.4 During the probationary period the school under probation does not have the right to use the CIDESCO logo in its advertisements or elsewhere.
- 2.4.5 The temporary acceptance on probation may be withdrawn by the Board of CIDESCO at any time, should the school under probation not strictly follow the obligations mentioned in Sections 2.4.3 and 2.4.4. or should it not or no longer fulfil any of the standards defined in Section 1 of the present School Rules. There shall be no right of appeal against the decision of the Board of CIDESCO on such withdrawal and no further correspondence will be entered into following the communication by the Board of CIDESCO of such decision. In such a case the school concerned shall not have any claim against CIDESCO; in particular, there shall be no claim for repayment of any fees paid by the school concerned in this case.
- 2.4.6 If during the probationary period the school under probation has organized a CIDESCO Examination unsuccessfully because the examination was not in full compliance with the present School Rules, it may organize a second time a CIDESCO Examination. If such second examination is unsuccessful again or does not fully comply with the requirements of the present School Rules the temporary acceptance on probation will end and the school must wait two years before it may reapply under the rules of Section 2.
- 2.4.7 The temporary acceptance on probation, and all rights connected thereto, shall automatically lapse, if after two years following the issuance of the decision of the acceptance for probation, the school concerned has not successfully organized a CIDESCO Examination in full compliance with the present School Rules. In such a case the school concerned shall not have any claim against CIDESCO; in particular, there shall be no claim for repayment of any fees paid by the school concerned in this case.
- 2.4.8 Notice of a withdrawal decided under Section 2.4.5 or a lapse under Section 2.4.7 must be immediately brought to the attention of the students of the school concerned (Section 5.5.1. Subsection a) shall apply accordingly).

2.5 Decision on Definitive Accreditation

- 2.5.1 CIDESCO shall evaluate the first CIDESCO Examination organized as provided for in Section 2.4.3 or the second CIDESCO Examination organized as provided for in Section 2.4.6 through a CIDESCO Examiner who will submit to the Board of CIDESCO a written report on the CIDESCO Examination. Such report shall also mention any failure to fulfil any of the standards defined in Section 1 of the present School Rules discovered during the CIDESCO Examination or any other failure or shortcomings.
- 2.5.2 Based on a valid report and proof submitted as provided for under Section 2.5.1, as well as considering reasonably any other pertinent information received, the Board of CIDESCO will thoroughly investigate and decide, after the school under probation has completed a full school year of its probationary status, in its reasonable judgement to:
- a) grant the definitive CIDESCO School Accreditation if all requirements are fully met (whereby Section 2.5.3 shall apply)
 - b) grant the conditional CIDESCO School Accreditation, if certain deficiencies exist (whereby Sections 2.5.4 – 2.5.6 shall apply)
 - c) refuse to grant of the CIDESCO School Accreditation, if the requirements are not met. (whereby Sections 2.5.7 and 2.5.8 shall apply)
- 2.5.3 Following the decision to grant the definitive CIDESCO School Accreditation as stated under Section 2.5.2 a), the school concerned shall enjoy all rights and assume all obligations of an Accredited CIDESCO School as defined in the present School Rules as of the date of the communication stated under Section 2.5.9.
- 2.5.4 If the decision is conditional as stated under Section 2.5.2 b) the Board of CIDESCO shall communicate to the School under probation the deficiencies, indicate specific obligations if appropriate and define a reasonable deadline for the school to rectify the stated deficiencies.
- 2.5.5 Following the decision to grant the conditional CIDESCO Accreditation as stated under Section 2.5.2 b), the school shall, unless specifically stated otherwise in the communication issued under Section 2.5.4, enjoy all rights and assume all obligations of an Accredited CIDESCO School as defined in the present School Rules, as of the date of such communication stated under Section 2.5.9 and until a final decision is rendered under Section 2.5.6.
- 2.5.6 Upon meeting the deadline defined in Section 2.5.4 the Board of CIDESCO shall render a decision to
- a) to either grant the definitive CIDESCO School Accreditation (whereby Section 2.5.3 shall apply), or

- b) to refuse to grant the CIDESCO School Accreditation, (whereby Sections 2.5.7 and 2.5.8 shall apply)
- 2.5.7 If the CIDESCO School accreditation is refused, the school concerned shall be given the reasons for the refusal in writing. The Board of CIDESCO shall not enter into any further correspondence with the school concerned. The school concerned shall not have any claim against CIDESCO; in particular, there shall be no claim for repayment of any fees paid by the school concerned. The School must then wait two years before it may reapply under the rules of Section 2.
- 2.5.8 Notice of such a refusal must be immediately brought to the attention of the students of the school concerned. Section 5.5.1 a) shall apply by analogy.
- 2.5.9 The decisions rendered under Sections 2.5.2 and 2.5.6 shall be communicated to the school concerned as well as to the National CIDESCO Section, if such a Section exists.
- 2.5.10 The decision rendered under Sections 2.5.2 and 2.5.6 and communicated under 2.5.9 shall be final and there shall be no right of appeal against such decision.

SECTION 3 RIGHTS AND OBLIGATIONS OF ACCREDITED CIDESCO SCHOOLS

3.1 Use of CIDESCO Reputation

- 3.1.1 The Accredited CIDESCO School has the right to refer to its CIDESCO School Accreditation in its communication with its students and with other third parties. Such reference shall always include the "CIDESCO School Code Number" communicated by the CIDESCO Secretariat.
- 3.1.2 The Accredited CIDESCO School has the right to organize CIDESCO Examinations and to prepare its students for the CIDESCO Diploma.
- 3.1.3 The Accredited CIDESCO School may use the CIDESCO Trademarks, but only in strict compliance with the applicable version of the CIDESCO Trademark Rules (see excerpt thereof in **Annex 3**).
- 3.1.4 The Accredited CIDESCO School shall receive a CIDESCO Plaque certifying its CIDESCO School Accreditation. Such Plaque shall remain the property of CIDESCO (see Sections 5.5.1 b and 6.3).

3.2 Exchange of Information and Knowledge

- 3.2.1 CIDESCO will organize a **Schools Meeting**, if possible annually, in which all Accredited CIDESCO Schools are invited to participate. The Schools Meeting shall be chaired by the "CIDESCO Board Member for Education". The Schools Meeting shall be an active forum to discuss the CIDESCO Education in general

and matters relating to Accredited CIDESCO Schools. Each Accredited CIDESCO School shall have the right to submit proposals to the CIDESCO Board Member for Education. Such proposals have to be addressed and received by the CIDESCO Secretariat at least 90 days before a scheduled Schools Meeting.

- 3.2.2 The Accredited CIDESCO School shall receive copies of the **CIDESCO INTERNATIONAL LINK** which reports on important developments of CIDESCO in general and also on the Accredited CIDESCO Schools in particular and provides articles of importance for the Accredited CIDESCO Schools.

3.3 Observance of CIDESCO Standards and CIDESCO Rules and Regulations

- 3.3.1 The Accredited CIDESCO School shall at all times strictly observe, maintain and support all the standards defined in Section 1 of the present School Rules as well as any further applicable rules in the latest applicable version, in particular the CIDESCO Code of Ethics (**see Annex 2**) and CIDESCO Trademark Rules (see excerpt thereof in **Annex 3**).

- 3.3.2 The Accredited CIDESCO School shall strictly observe additional ethical Rules which may be issued by the National CIDESCO Section, if such a Section exists, in order to assist as CIDESCO representative and ensure that the CIDESCO reputation is protected and upheld.

3.4 Financial Obligations (see Annex 1)

- 3.4.1 The Accredited CIDESCO School shall pay to CIDESCO the **Annual School Accreditation Fee** specified in **Annex 1**. Such fee shall be payable by the end of February of each calendar year at the latest to the account indicated by the CIDESCO Secretariat. If an applying school is accredited later than the 1st of March, the full School Accreditation Fee for the entire calendar year shall be payable within 30 days following the communication of the CIDESCO Accreditation.

- 3.4.2 The Accredited CIDESCO School shall also fully comply with the **further financial obligations** specified in **Annex 1** in connection with the organisation of CIDESCO Examinations. The Accredited CIDESCO School shall be responsible for:

- Hotel accommodation including breakfast for CIDESCO Examiners delegated by the Board of CIDESCO for the specific CIDESCO Examination to be paid by the Accredited CIDESCO School from the night prior to the examination up to and including the last night after the examination – should the CIDESCO Examiner not be able to leave immediately after the examination
- Examiners' hotel accommodation must be of a very good standard in a safe and appropriate area and include dining facilities and private bathroom

- 3.4.3 The Accredited CIDESCO School shall fully observe all **financial and other obligations towards the National CIDESCO Section** of which the Accredited CIDESCO School shall be a member under Section 1.3.3, above.
- 3.4.4 An **Application/Inspection Fee** defined in **Annex 1** to the present School Rules (see also Section 2.2.1) is payable by the applying school together with the application for CIDESCO School Accreditation. Should the application not be approved under Sections 2.3.5 by CIDESCO, fifty percent of this fee will be refunded. No such refund is due in the cases of Sections 2.4.5 and 2.4.7.
- 3.4.5 **Examination Fees:** For the first CIDESCO Examination (as well as for the second CIDESCO Examination organized under the terms of Sections 2.4.6), an Examination Fee defined in **Annex 1** will be invoiced to the applying school, representing part of the CIDESCO Examiner's expenses. These expenses cover various travel costs and daily allowance. For all subsequent examinations, these expenses are paid entirely by CIDESCO, with the exception of hotel accommodation including breakfast which is at the expense of the Accredited CIDESCO School.
- 3.4.6 The minimum Examination Fees payable by a School is for 8 or less candidates. Examination Fees must be received by CIDESCO Secretariat at least 8 weeks prior to the examination date.
- 3.4.7 If the owner of the Accredited CIDESCO School changes or if the Accredited CIDESCO School has moved to different premises, then Section 4 applies. In the case of Section 4.4 the school under probation will be invoiced with a **Re-Inspection Fee** defined in **Annex 1**, payable before the re-inspection. In addition the Accredited CIDESCO School / school under probation shall pay the reasonable costs mentioned in Sections 4.2 an 4.4.
- 3.4.8 The **Fee** for the **Affiliate Membership of CIDESCO** will be additional to the annual Accreditation School Fee (see Section 1.3.3)
- 3.4.9 All the above-mentioned Fees are subject to annual changes. They are not refundable or transferable, except where stipulated (see Sections 2.2.2 and 3.4.4).

SECTION 4 CHANGE OF OWNERSHIP OR LOCATION OF PREMISES OF AN ACCREDITED CIDESCO SCHOOL

4.1 Notification to CIDESCO

If the ownership of the Accredited CIDESCO School changes (e.g. as a consequence of the death of the owner or because of a partial or full transfer of its ownership) or if the Accredited CIDESCO School has moved to new premises, then the CIDESCO School Accreditation is not automatically transferred (see Section 1.1.4). In such a case the school shall notify in writing the CIDESCO Secretariat, as well as the National CIDESCO Section, if such a Section exists,

as soon as possible but in any case within one month of the occurrence of such change. The school shall add to such notification a duly documented explanation of the legal and practical consequences of the notified change.

4.2 Assessment

Following the receipt of the notification defined in Section 4.1 the school will be inspected by a CIDESCO Assessor nominated by the Board of CIDESCO who will send a written report to the Board of CIDESCO for consideration. The school shall pay the reasonable costs connected with such inspection. The Board of CIDESCO in its full discretion may decide to accept the notified changes without such inspection, if it is clear that the notified changes do not affect the fulfilments of CIDESCO'S standards and requirements as described in the present School Rules and that therefore the CIDESCO School Accreditation shall be confirmed. The Board of CIDESCO will inform the CIDESCO School and the National CIDESCO Section, if such a Section exists, whether such inspection will take place.

4.3 Possible new Probation Period

If the Board of CIDESCO after careful consideration of the information submitted by such school and after consultation of the National CIDESCO Section, if such a Section exists, in its discretion comes to the conclusion that the notified change may question the fulfilment of any of the standards of the CIDESCO School Accreditation, it will place the CIDESCO School Accreditation of the school on a 1 year's probation. Section 2.4.3 – 2.4.8 then apply by analogy.

4.4 Re-Inspection

At the end of the probationary period stated in Section 4.3 a re-inspection by an Assessor nominated by the Board of CIDESCO, will be arranged and the school will be invoiced a Re-Inspection Fee defined in Annex 1, payable before the re-inspection. In addition the school under probation shall pay the reasonable costs connected with such re-inspection, such as travelling costs.

4.5 Definitive new Accreditation

Considering the results of the re-inspection mentioned in Section 4.4 as well as any other pertinent information received, the Board of CIDESCO will decide on the definitive new CIDESCO School Accreditation of the School. Section 2.5.6 – 2.5.10 shall apply by analogy.

4.6 Financial Obligations

All financial obligations of the seller towards CIDESCO must be settled in full before any assessment under Section 4.2 takes place or the transfer of the CIDESCO School Accreditation to a purchaser is conceded.

SECTION 5 WITHDRAWAL OF CIDESCO SCHOOL ACCREDITATION

5.1 Reasons for Withdrawal

5.1.1 The Board of CIDESCO shall consider the withdrawal of the CIDESCO School Accreditation if it receives knowledge, through credible and verifiable sources with substantiated information (in writing) that the Accredited CIDESCO School has violated any of its obligations mentioned in Section 3 or no longer fulfils all the standards mentioned in Section 1 of the present School Rules and in particular if any of the following cases has occurred:

- a) the CIDESCO Examinations organized by the Accredited CIDESCO School do not meet the CIDESCO requirements and standards or show repeatedly unsatisfactory results (i.e. in 3 consecutive examinations less than 60% of the students enrolled have participated in the CIDESCO Examinations or the students participating in such CIDESCO Examinations show less than 60% pass rate)
- b) the teaching methods of the Accredited CIDESCO School have proven to be unsatisfactory
- c) the Accredited CIDESCO School and/or its teachers and/or its staff are guilty of serious offences or unethical behaviour, in particular if any of the rules of the CIDESCO Code of Ethics (see **Annex 2**) is violated
- d) the Accredited CIDESCO School has not organized any CIDESCO Examination for two consecutive calendar years
- e) the Accredited CIDESCO School has not fully observed the financial obligations specified in the present School Rules as well as in **Annex 1** to the present School Rules
- f) the Accredited CIDESCO School has accepted one or more students for the CIDESCO Examination from another Accredited CIDESCO School or any other school for the CIDESCO Examination without prior written consent of the Board of CIDESCO
- g) the Accredited CIDESCO School has cancelled a CIDESCO Examination repeatedly without justifiable reasons
- h) the Accredited CIDESCO School or an interpreter engaged by the Accredited CIDESCO School is guilty of deliberate incorrect translation, to the advantage of the candidates
- i) the Accredited CIDESCO School and/or its teachers and/or its staff have violated the present School Rules and/or the CIDESCO Trademark Rules, or are guilty of misleading or unfair advertising

5.2 Investigations

- 5.2.1 The Board of CIDESCO may at any time, in particular if any of the specific cases mentioned in Section 5.1 above has occurred, further investigate or arrange for further investigations by appropriate independent third persons.
- 5.2.2 The Accredited CIDESCO School has the obligation to fully cooperate in such investigations and to submit to the Board of CIDESCO any information or documentation it might reasonably request.
- 5.2.2 In such investigations the Board of CIDESCO will request the assistance of, and freely communicate with, the National CIDESCO Section, if such a Section exists.

5.3 Written warning

- 5.3.1 If the Board of CIDESCO comes to the conclusion that one of the cases mentioned in Section 5.1 applies, then it shall send the Accredited CIDESCO School a warning letter specifying the shortcomings as well as the expected rectifications of such shortcomings and the reasonable deadline for such rectifications.
- 5.3.2 The Accredited CIDESCO School shall submit to the Board of CIDESCO reasonable evidence of such rectifications. Within the deadline defined in Section 5.3.1 such evidence must be sent to the CIDESCO Secretariat.

5.4 Actual withdrawal of the CIDESCO School Accreditation

- 5.4.1 If the Accredited CIDESCO School has not fully rectified the shortcomings identified in the warning letter mentioned in Section 5.3.1 and submitted to the Board of CIDESCO via the CIDESCO Secretariat within the set deadline sufficient evidence of the rectification of the shortcomings identified, then the Board of CIDESCO shall decide on the withdrawal of the CIDESCO Accreditation of the Accredited CIDESCO School.
- 5.4.2 Alternatively, instead of a withdrawal, the Board of CIDESCO may decide to put the Accredited CIDESCO School back to the status of a school under probation. Then the rules of Sections 4.3 - 4.5 shall apply by analogy.
- 5.4.3 CIDESCO shall inform the Accredited CIDESCO School in writing of such decision, with copy to the National CIDESCO Section, if such a Section exists. The CIDESCO School Accreditation of the Accredited CIDESCO School is withdrawn (in the case of Section 5.4.1) or put back on probation (in the case of Section 5.4.2) as from the date of receipt of this information by the school concerned.
- 5.4.4 There shall not be any right to appeal against the decision of the Board of CIDESCO on such withdrawal and no further correspondence will be entered into.

5.5 Consequences of Withdrawal

5.5.1 Upon receipt of the decision of withdrawal, mentioned in Section 5.4, the school concerned shall:

- a) immediately notify its students participating in a course which is in progress and which was intended to lead to a CIDESCO Examination or which is due to commence in the future on the fact of the withdrawal, and submit to the Board of CIDESCO documented proof in writing that this obligation of notification has been fully complied with
- b) immediately return to the CIDESCO Secretariat at its own cost the CIDESCO Plaque delivered to the school under Section 3.1.4.
- c) immediately withdraw and destroy any literature, advertisements, brochures, letterheads etc and delete any reference on the website of the school which contains the CIDESCO logo, the words "ACCREDITED CIDESCO SCHOOL" or any other words or reference implying directly or indirectly its Accreditation by CIDESCO

5.5.2 In the case of a withdrawal the school is not entitled to any compensation or refund of any paid fees. All fees due and any other outstanding financial obligation of the School must be paid in full.

5.5.3 The Board of CIDESCO has the right to take any measures it deems appropriate if the school which has lost the CIDESCO School Accreditation does not fully comply with the obligations mentioned in Section 5.5.1. In particular the Board of CIDESCO reserves the right to inform the public about the withdrawal of the CIDESCO School Accreditation. For such measures the Board of CIDESCO may also use the help of the National CIDESCO Section, if such a Section exists.

5.6 Re-Application

5.6.1 After withdrawal of the CIDESCO School Accreditation, a school must wait for at least two years before it can re-apply.

5.6.2 The school will then have to repeat the same procedure as described in Section 2.

SECTION 6 RESIGNATION OF AN ACCREDITED CIDESCO SCHOOL

6.1 Notice of Resignation

The Accredited CIDESCO School may at any time decide to resign from its CIDESCO Accreditation. Such resignation can only be accepted to be effective at the end of the calendar year. The resigning Accredited CIDESCO School must

give 6 months notice in writing by registered mail before the end of the calendar year. A copy of the resignation shall be forwarded to the National CIDESCO Section, if such a Section exists.

6.2 Financial Consequences of Resignation

All Fees due and any other financial obligations including those of the calendar year in which the notice of resignation is given, must be paid in full. The resigning School is not entitled to any compensation or to a refund of any paid fee.

6.3 Further Consequences of Resignation

At the end of the notice period mentioned in Section 6.1 at the latest, the resigning school shall comply with all obligations mentioned in Section 5.5.1 a) - d). Section 5.5.2 shall also apply to resigning Accredited CIDESCO School.

SECTION 7 Transitional Rules

7.1. The present School Rules as well as any later amendments thereof duly ratified by the General Assembly of CIDESCO shall, subject to Section 7.2, apply with immediate effect as of the date of the ratification by the General Assembly of CIDESCO.

7.2 Accredited CIDESCO Schools which already existed before the ratification by the General Assembly of CIDESCO of a specific amendment of the present School Rules, shall abide by such amendments as soon as possible, in any case within 12 months following the date of ratification of such amendment by the General Assembly of CIDESCO.

Annex 1 Applicable Fees

Annex 2 CIDESCO Code of Ethics

Annex 3 Excerpt from the Trademark Rules specifying the Rules applicable to Schools

(All annexes are available upon request)