



## SCHOOL CATALOG

**April 13, 2024**

**330 Main St.  
Zanesville, OH 43701  
P: 740-487-4155  
[PBAcademy20@gmail.com](mailto:PBAcademy20@gmail.com)  
[www.princesbarber.academy](http://www.princesbarber.academy)**

**Hours of operation: Tuesday-Saturday 8:30 am-4:30 pm**

## Table of Contents

<b>Page</b>	<b>Subject</b>
3	Introduction Ownership, Licensure, Accreditation Mission Statement; Facility; Objectives
4	Non-Discrimination Policy Enrollment Requirements Admissions Requirements
5	Orientation; Class Size Services to Students with Disabilities; Vaccination Policy School Calendar; Class Schedules
6	Time Clock Policy; Absence and Late to Class Policy; Make-up Policy Career Opportunities
7	Physical Demands and Safety Requirements Graduation Requirements Job Placement
8	Tuition and Fees; Payment Terms
9	Scholarship and Fee Waiver Policy; Kit Policy Dress Code; Personal Hygiene Telephone Calls and Cell Phones; School Equipment and Personal Items
10	Parking; Smoking; Emergency Evacuation Plan Disciplinary Code; Disciplinary Regulation Unlawful Discrimination and Harassment Cheating
11	Theft Vandalism Conduct; Immediate Clock Out Policy Termination Policy Personal Services; Sanitation Duties
12-13	Housing; Advising Student Records and Release Policies; FERPA
14	Ohio State Cosmetology and Barber Board Inspection Grievance Procedure Drug Free Workplace and Institution Withdrawal Requirements Faculty and Administration
15-18	Curriculum; Course Outlines; Syllabus
19	Additional Course Information
20-22	Satisfactory Academic Progress Policy
22-23	Institutional Refund Policy
23	Copyright Infringement Policy
24	OSHA Requirements Textbook and Kit purchasing Policy
25	Performance Statistics Program Disclosure and Consumer Information

**Introduction:**

Prince's Barber Academy began operations in January 2021. We aim to ensure each student, instructor, and employee achieves their professional goals. We believe hard work, character, giving back, and professionalism creates elite learning opportunities for all. These opportunities allow our team to be a part of a movement that fosters a love of knowledge, success, and motivation. Prince's Barber Academy may herein be referred throughout this catalog as "PBA".

**Ownership, Licensure, and Accreditation**

PBA is owned by Prince's Barber Academy LLC whose members are Prince Fields and Alex Fields. The corporate office and school are located 330 Main Street, Zanesville, Ohio, 43701. The school phone number is (740) 487-4155.

The school is licensed by the Ohio State Cosmetology and Barber Board, located at 1929 Gateway Circle, Grove City, OH 43123, (614) 466-5003 or (614) 466-3834; <https://cos.ohio.gov>.

The school has Applied for Initial Accreditation with the National Accrediting Commission of Career Arts & Sciences (NACCAS), located at 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600 or [www.naccas.org](http://www.naccas.org).

Current licenses and certifications may be reviewed at the school during regular business hours. Contact the school director during normal business hours to schedule an appointment to obtain other consumer information regarding the institution, enrollment or financial assistance programs offered.

**Mission Statement**

It is the mission of PBA to maintain professionalism, employ excellence, and prepare students and student instructors with the best training in order to equip them with the skills necessary for state licensure and employment in the barbering industry.

**Facility**

PBA meets all the requirements for a school according to the Ohio State Cosmetology and Barber Board. The facilities include a reception area, a barber student clinic with stations and barber chairs, a classroom, lockers, a break room, supply closet, and administrative offices.

**Objectives**

The school's mission will be accomplished through the following performance objectives:

- Improvement of institutional effectiveness through assessment of student achievement and performance.
- Employing a faculty of adequate size qualified by preparation, education or experience to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Maintaining a sound financial condition using qualified financial management.
- Providing equipment, instructional space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic student evaluation to assist student learning and satisfactory student achievement.

### **Non-Discrimination Policy**

The school does not discriminate in any way in its admission, instruction, and graduation policies or on the basis of age, sex, race, color, religion, or ethnic origin, sexual orientation, gender identity, or on the basis of handicap as required by Section 504, 34 Code of Federal Regulations. The school owner/administration is designated to coordinate the school compliance with the requirements of Section 504, as required by 34 Code of the C.F.R. § 104.7(a).

### **Enrollment Requirements**

Schedule a visit and tour. Complete enrollment application. Tour the school and learn about curriculum, books and kits, dress code and payment plans. Have high school and post-high school transcripts sent to the school. Sign enrollment agreement. PBA requires that each student enrolling in our programs:

- Tour the School and meet staff and students;
- Complete an application for enrollment;
- Submit a \$100.00 Application Fee (non-refundable);
- Submit Admissions Requirement Documents;
- Sign and Enrollment Agreement

### **Admissions Requirements**

The institution does not accept Ability-to-Benefit (ATB) students who do not possess a high school diploma or its equivalent. The following admission documents must be submitted in order to be accepted by the school for admittance to our programs:

- Proof of at least 17 years of age submit the following:
  - a certified copy of a Birth Certificate;
  - government issue photo ID
- Submit evidence of having graduated from high school OR successful completion of the equivalent of graduation by providing one of the following:
  - copy of a high school diploma
  - copy of a high school transcript stating graduation date
  - copy of a GED
  - copy of a State issued credential for secondary school completion if homeschooled.
  - copy of a college academic transcript showing an award of an associate's degree or higher
  - Foreign Diplomas: Must have evidence that verification of a foreign student's 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 high school diploma in the United States.
- Students wishing to transfer hours from another barber school must first obtain written permission from the Ohio State Cosmetology and Barber Board and submit a certified hour transcript. Prior study and transfer hours are evaluated by both the Ohio State Cosmetology and Barber Board and the institution. Accepted transfer students are contracted for and will only be charged for the amount of hours in the program less the transfer hours that have been accepted.
- Students who wish to re-enter the school after withdrawing must wait a 6 month (180 day) period from their last date of attendance, meet all of the of the above requirements, pay off previous balance, and sign a new enrollment agreement and pay the current rate of tuition for the hours remaining in the program.
- Students enrolling in the 1000-hour Barber Crossover program must meet all of the above requirements as well as submit a copy of a current Cosmetology license.
- Students enrolling in the 500-hour Barber Instructor program must submit proof to the school of a current Ohio barber license; must submit proof to the Ohio Board at least eighteen months of work experience in a licensed barber shop or employment as an assistant barber instructor under the supervision of a licensed barber instructor for at least one year.
- Students who have undergone name changes due to marriage or other must submit documentation as evidence of the name change.

Additional State requirements:

- Submit an Ohio State Cosmetology and Barber Board application and \$40.00 Fee.
- Students are not permitted to start class until they have been issued a registration card by the Board

Disclosures:

- Any applicants who have been convicted of a felony must notify the Ohio State Cosmetology and Barber Board prior to enrollment. The Ohio State Board will determine if a student can obtain licensure upon graduation from the school and application for licensure.
- Please refer to the Ohio State Cosmetology and Barber Board; Barber Statutes and Rules; Ohio Revised Code, 4709.13 Disciplinary Actions, for reasons why the Board may refuse to issue, renew, suspend, or revoke any barber license and therefore prevent an individual from employment.
- The school does not recruit students already attending or admitted to another school offering similar programs of study.

**Orientation**

All courses have a complete orientation on the first day of classes or prior to the start of classes.

**Class Size**

The school limits the class size for all courses. Early enrollment is encouraged.

**Services to Students with Disabilities**

The school will provide reasonable accommodations to any student with a disability. The student should discuss the disability with an instructor. The student should explain in writing what accommodations are required, and the instructor and owner will develop and implement a plan to accommodate the student. All facilities are handicap accessible.

**Vaccination Policy**

The school does not require vaccination records for admittance to the school. Because we respect the rights and decisions of all parties concerning childhood vaccines, we do not require these records for admittance.

**School Calendar**

New classes begin on Tuesdays depending on enrollment. Enrollment start dates subject to demand.

Observed school closures include New Year's Day, Independence Day, Thanksgiving Day, Christmas - December 24<sup>th</sup>, 25<sup>th</sup>, 26<sup>th</sup> (the actual dates vary based on which day of the week the actual holiday occurs).

Breaks and additional days off are published well in advance.

Class Cancellations for inclement weather will be announced via a call or text from the school and/or on local news Whiz. The school will only cancel on Level 3 notifications.

**Class Schedules**

The school is open on Tuesday – Saturday from 8:30AM-4:30PM

Program	Hours	Weeks	Schedule	Hours Per Day	Hours Per Week
Barber	1800	52	Tuesday – Saturday (5 days)	9AM – 4:30PM	35
Barber	1800	72	Flex Schedule (5 days)	9AM – 4:30PM	25
Barber Crossover	1000	29	Tuesday – Saturday (5 days)	9AM – 4:30PM	35
Barber Crossover	1000	40	Flex Schedule (5 days)	9AM – 4:30PM	25
Barber Instructor	500	15	Tuesday – Saturday (5 days)	9AM – 4:30PM	35
Barber Instructor	500	20	Flex Schedule (5 days)	9AM – 4:30PM	25

- Saturday attendance is mandatory for all students. All students must attend the full hours on Saturday.
- Students who are absent on Saturday will not be permitted to attend school on the next scheduled school day without payment of a \$40 fee.

### **Time Clock Policy**

The Ohio State Cosmetology and Barber Board requires that hours are documented via a time card/ time clock.

Students shall comply with the following procedure:

1. Students shall clock only themselves in and out every day.
2. Students are required to punch out for lunch breaks.
3. Students are required to punch out if leaving the school for breaks.
4. Students are given credit only for the time shown punched by the time clock.
5. If a mistake is made, inform the instructor immediately.
6. Hours are calculated on the basis of completed one quarter (1/4) hour interims.
7. Students are expected to arrive on time.
8. Lunch is one half hour (30 minutes).
9. Students are late if clocking in five (5) minutes late and may be sent home.

### **Absence and Late to Class Policy**

If the student is late and class has already started, the student shall not interrupt. The student will not be permitted to enter the class and will be dismissed for the day. Excessive absences may result in dismissal from the program. Absent hours are included in a student's attendance calculation. This is a clock hour school and students only receive actual hours clocked. The institution does not require excuses for absences and therefore excused and unexcused absences do not apply. All program hours must be clocked and attended to graduate.

### **Make-up Policy**

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return.

### **Career Opportunities**

There are many opportunities open to licensed barbers and barber instructors. The institution prepares all graduates for the licensing exam and entry-level positions in barber shops and/or salons or barber schools. Additional industry experience could lead to employment as a manufacturer sales/educator, a distributor sales consultant, and in admissions or financial aid in barber schools.

The U.S. Department of Labor provides current job information at <http://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. As reported by the US Dept. of Labor ([www.bls.gov](http://www.bls.gov)), state & national median wages for related positions are as follows:

### **Bureau of Labor Statistics**

<http://www.bls.gov/ooh/occupation-finder.htm?pay=&education=Postsecondary+non+degree+award&training=None&newjobs=&growth=&submit=GO>

### **O\*NET Resource Center**

The O\*NET program is the nation's primary source of occupational information. Central to the project is the O\*NET database, containing information on hundreds of standardized and occupation-specific descriptors. The database, which is available to the public at no cost, is continually updated by surveying a broad range of workers from each occupation. **O\*NET CODES** <http://www.onetonline.org>

### **Physical Demands and Safety Requirements**

You may work long hours, especially those who own shops and salons. Work schedules may include nights and weekends, and may not include breaks or lunches. Good health and stamina are a must. Most industry professionals may be on their feet for long periods of time. Prolonged exposure to some chemicals may cause irritation so protective clothing, facemasks, goggles, and gloves should be worn.

The institution wants to ensure that students interested in pursuing a career as a Barber or Barber Instructor consider 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 dealing with the public and be able to follow a client's direction
- Keep abreast of the latest barber 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 course 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 barber's chair.
- 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).

### **Graduation Requirements**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Certificate of Completion and Certification of Hours:

- Completion of the course of study and designated hours as required by the State regulatory agency
- Passed the final written and practical exam for the applicable course with a 75%;
- Make satisfactory payment for all debts owed to the institution.

Upon completion of the course of study and all graduation requirements, a Certificate of Completion for the applicable course of study will be awarded. After all graduation requirements have been met and the school balance has been paid in full, the graduate will receive a certified Final Certification of Hours and be eligible to complete an application for the state licensing exam and pay the required examination fee. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

### **Job Placement**

Job placement or employment is not guaranteed however, the school offers reasonable assistance in job placement. A Job Opportunities board is available for job postings; shop owners/managers are invited into the school to inform students of available positions; advice is given upon request of the student for potential employment. The school provides training in professional image, resume' writing, interviewing skills, the mechanics of owning and operating a shop, communication skills, continuing education, and building a clientele. A barber or barber instructor license provides many employment opportunities. Possibilities include hairstylist, texture specialist, specialist, educator, platform artist, shop manager or shop owner, or barber instructor. Compensation will vary based on the type of school or shop, the location, and the number of hours worked.

**Tuition and Fees** *(Effective April 9, 2024)*

PBA is a private self-pay institution. We are not yet approved to offer Title IV federal financial aid. You will be responsible to pay the application, as well the tuition and books and supplies fee as stated on your Enrollment Agreement.

- Payment plans are available. The tuition, fees, and monthly payments are due according to your enrollment contract. All contracted costs must be paid by the completion of your program. No hours will be released if there is a debt owed to the school.
- The institution accepts payment for tuition and fees in the form of cash, money order, check, or credit card.
- The school will charge a \$100 non-refundable application fee for students enrolling or transferring to the school.
- The student will be charged the market price to replace any kit items.
- Extra smocks or PBA T-shirts are \$40 and must be purchased from the school.
- Students who wish to purchase a computer tablet for Milady CIMA textbook will be charged \$100.
- Schedule Change Fee \$250
- All returned checks for insufficient funds will be subject to a \$40 fee.
- Late payments on tuition and fees will be charged \$40 per day each day payment is late and student will not be permitted to attend school until payments are current.
- Extra Instructional Charges: School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment contract at the rate of \$40 per day, or any part thereof, payable in advance until graduation.
- Saturday attendance is mandatory. Students not in attendance will be subject to a \$40 fee payable on the next scheduled day attended prior to entering class.
- Termination fee \$150.
- In Ohio, students are subject to additional examination and/or licensing fees. The types and amounts of current fees can be located at the following web address: <https://cos.ohio.gov/>

**Barber**

- \$100 Application Fee (non-refundable)
- \$9000 Tuition
- \$500 Books and Supplies
- **\$9600 Total Cost of Program**

**Barber Crossover**

- \$100 Application Fee (non-refundable)
- \$6900 Tuition
- \$500 Books and Supplies
- **\$7500 Total Cost of Program**

**Barber Instructor**

- \$100 Application Fee (non-refundable)
- \$7900 Tuition
- \$500 Books and Supplies
- **\$8500 Total Cost of Program**

**Payment Terms**

Payment plans are available and determined on an individual basis at time of enrollment. At time of signing the Enrollment Agreement a \$100 application fee plus \$900 towards the down payment or full payment is due. Monthly payments are due the 1<sup>st</sup> of each month.



### **Scholarship and Fee Waiver Policy**

At this time the school is not offering any scholarships or fee waivers. However, we do offer discounted tuition rates that apply to particular class starts. Please speak with the administrative office for details.

### **Student Kit Policy**

Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. The institution reserves the right to distribute the student kit in intervals. The kit items may be changed at the discretion of the institution. Students also have the option of purchasing the kit from outside vendors provided they are the exact same items provided by the school. Please see the office for a list of kit items.

Barber and Barber Crossover students receive Milady CIMA textbook and a barber supply kit which includes a smock and PBA T-shirt. Hard copy text books are available at the current market price.

Barber Instructor students receive a Master Educator Textbook and Workbook as well as a smock.

### **Dress Code Policy**

PBA has established a standard dress code for all students to maintain a professional atmosphere, Students not in stated dress code may be asked to leave school to change, which will also result in a loss of hours. The dress code:

- Black attire and black smocks must be worn Tuesday-Friday. Saturdays are dress down days.
- Open toed shoes are not allowed
- No shorts, sagging pants, du-rags or flags.
- No head gear Tuesday-Friday. Head gear is permitted on Saturdays.
- All clothing worn must be worn in a professional manner

### **Personal Hygiene**

- Students must make personal hygiene their top priority.
- Sanitation practices set by the Barber Board must be followed at all times.
- Everyone must be clean and ready to work with the public.
- Hair and beards must be clean and groomed.
- If you smoke, do your best to not smell cigarette smoke.
- Smelling like marijuana, alcohol, or any illegal substance will NOT be tolerated.
  - There will be an automatic one-week suspension for any student that disregards the above policy.

### **Telephone Calls and Cell Phones**

- Personal phone calls will not be taken by the school except in cases of emergency.
- All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.
- During class and clinic time, cell phones need to be turned off or set to "silent" mode and stored away.

### **School Equipment and Personal Items**

PBA and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Lockers are available; however, the student must provide their own lock. Students are expected to have books and equipment ready for class and/or clinic every day.

Students are responsible for the care of PBA property and campus. If a student damages or loses PBA property, they are required to pay for any repairs or costs.

### **Parking**

Students are to park in the parking lot behind the school. Students are not allowed to park along the front or sides of the building.

### **Smoking**

This is a non-smoking facility. All smoking shall be done outside the building away from walkways and doors. Smoking is only allowed during break times and or lunch and students must be clocked out.

### **Emergency Evacuation Plan**

- There are two main exits from the building; one in the rear and one in the front of the building
- In case of emergency/fire, calmly leave the building through the closest exit
- In case of a tornado, proceed to the breakroom in the basement of the school. Fire extinguishers are located near the exits of the school.

### **Disciplinary Code**

This disciplinary procedure will be applied in cases where a student is charged with violating any "disciplinary regulations". The student will be notified immediately of:

- Specific rule being violated
- Conference to be held to determine what action will be taken.
- First Offense – verbal warning
- Second Offense - automatic suspension for three days.
- Third offense – termination from the program

### **Disciplinary Regulation**

The below will not be tolerated at any time, inside or outside, or within the proximity of the school:

- Use of obscene words or gestures
- Profanity, offensive or inappropriate language
- Loud arguing or confrontations in the clinic, classroom or in the presence of patrons or fellow students
- Pushing, shoving, striking, slapping, or fighting
- Possession of or being under the influence of alcohol or drugs. The school reserves the right to search a student's locker at any time- for any reason.
- Altering or tampering with time cards, or attempting to punch someone else in or out.
- Cheating, stealing, or lying
- Refusing to accept a customer
- Any student found writing on walls or in any way defacing school property the student will be required to pay any and all damages including labor charges and materials to replace said area to it's original condition.
- Any actions by a student that reflect unfavorably upon the school
- Carrying or use of firearms or any other weapon

### **Unlawful Discrimination or Harassment**

No student shall engage in discrimination or harassment of another student, instructor, or staff member of this school. This shall include discrimination or harassment based on sex, gender, race, age, color, religion, disability, and ethnic origin. This includes verbal, physical, or other conduct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

### **Cheating**

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, plagiarism, or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade and/or suspension.

### **Theft Vandalism**

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

### **Conduct**

No student shall behave or conduct themselves in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member. If misconduct in the classroom or clinic floor warrants an immediate suspension for the remainder of the class time, the instructor may do so without prior warning. If the student does not voluntarily leave the premises, the police department may be called to remove the student. Further action may be taken against the student.

All students are expected to:

1. Attend school regularly and arrive on time.
2. Clock only themselves in and out every day and at lunchtime.
3. Be in the required dress code.
4. Follow proper hygiene.
5. Behave in a professional manner at all times.
6. Keep their work area clean and sanitary and clean up after themselves.
7. Perform sanitation duties daily
8. Be prepared to perform any service and have the necessary equipment.
9. Participate in the learning process.

### **Immediate Clock Out Policy**

PBA instructors and staff members reserve the right to dismiss students for the day for the following reasons:

1. Insubordination
2. Using profane language
3. Unprofessional behavior toward client, student, instructor, or staff member
4. Refusing client services
5. Refusing to perform sanitation duties
6. Possessing or using alcohol or illegal drugs
7. Possession of a firearm or other weapon
8. Improper attire
9. Lounging/sleeping in class

### **Termination Policy**

Students may be terminated from the program for non-compliance with the following: any school policy, the enrollment contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; fighting/bullying; willful destruction of school property; non-payment of fees; theft or any illegal act; possession of a firearm or weapon; attendance or tardiness.

### **Personal Services**

The clinic floor instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client. All personal services are to be finished by 4:00pm.

### **Sanitation Duties**

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked. Failure to complete sanitation duties shall result in disciplinary action.

### **Housing**

PBA does not provide housing assistance. Reasonable assistance is available in seeking counseling services outside of the school.

### **Advising**

PBA provides academic advice to all students. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community.

### **Student records and transcripts**

Academic records are safely retained at the institution under lock and key. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed the school. Student records will be provided to potential employers only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of seven (7) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

### **Student Information Release Policy**

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish “directory information” such as name, address, phone number, etc.

### **Family Educational Rights and Privacy Act - FERPA**

It is the policy of the school to abide by the Family Educational Rights and Privacy Act of 1974. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;
  - Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;

Appropriate officials in cases of health and safety emergencies; and  
State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

For additional information; you may call 1-800-USA-LEARN (1-800-872-5327) (voice). Individuals who use TDD may call 1-800-437-0833. Or you may contact us at the following address:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW Washington, D.C. 20202-8520

#### Policy for Safeguarding Customer Information – Personally Identifiable Information (PII)

Non-public PII is information which is not publicly available on:

- 1) your name, address, social security number,
- 2) name of your financial institution and account number,
- 3) information provided on your application to enroll,
- 4) information provided on your application for a grant or loan,
- 5) information provided on a consumer report, or
- 6) information obtained from a website.

The school is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic).

The school Director and or owner/administration shall be responsible to coordinate the school's information security program. The coordinator shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of customer information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. The risk assessment shall cover every relevant area of school operations, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks, intrusions, or other system failures. The coordinator shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school shall be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they submit a signed application for enrollment. All currently enrolled students shall receive an annual notice of this policy.

The school shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

### **Ohio State Cosmetology and Barber Board Inspection**

The school is subject to unannounced inspections by the State Board Inspector. All rules and regulations provided by the State Board shall be followed at all times.

### **Grievance Procedure**

Grievance procedures are provided for students, faculty, or consumer who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade.

Complainants are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the complainant may set an appointment to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented. The grievance policy is as follows:

1. Complaints against the school, students, or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally the complainant shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days with a resolution
3. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the complainant may contact the school's regulatory agency.
4. You may file a complaint regarding safety, sanitation, and/or licensing issues by calling the Ohio State Cosmetology and Barber Board's Toll-Free number at 1-800-686-5780 *or* <https://cos.ohio.gov/COMPLAINTS>
5. You may access a complaint form for NACCAS at 703-600-7600 or <http://naccas.org/node/93>

### **Drug Free Workplace and Institution**

The school has a zero tolerance for drugs and alcohol. No student, educator, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

### **Withdrawal Requirements**

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork;
- Satisfy all debts owed to the school.

A final monthly report of hours will be forwarded to the state board. Upon payment of all debts owed to the school a certified Final Transcript of Hours will be released. If withdrawal requirements are not met, no transcript will be released.

### **Faculty and Administration**

Prince Fields	Co-Owner, Master Barber Instructor
Alex Fields	Co-Owner, Administrative Assistant
Yolonda Long	Education Director, Substitute Barber Instructor
Travis Campbell	Administrative Director
Laken Ault	Barber Instructor

**CURRICULUM – COURSE OUTLINES**

**BARBER – 1800 CLOCK HOURS**

**Ohio State Cosmetology and Barber Board Licensure Requirements:**

In order to begin training in the Barber course, an individual must be at least 17 years of age. In order to work as a Barber in the State of Ohio, an individual must possess a Barber License. To obtain such a license, an individual must take a written and practical examination, conducted by the State of Ohio. To qualify for such examination, the individual must have completed at least 1800 clock hours of barber training in a licensed barber school, possess at least an eighth-grade education or its equivalent, and be at least 18 years of age.

**Course Description:**

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

**Course Goals:**

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Ohio Board examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

**Course Format:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

**Grading:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

- 90% - 100% = A (Excellent)
- 80% - 89% = B = (Very Good)
- 75% - 79% = C (Satisfactory)
- 0% - 74% = F (Unsatisfactory/ Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**1800 SYLLABUS**

Content of Units of Instruction	Hours Devoted to Units of Instruction			
	Theory/Scientific	Practice/Scientific	Clinic	Total
Fundamentals of Barbering	5	0	0	5
Student Handbook	4	0	0	4
Elementary Chemistry - Sterilization; Antiseptic; Health; Sanitation, & Infection Control	15	10	20	45
Sciences – Hygiene; Bacteriology	15	0	5	20
Structure of the Head, Face, and Neck (Anatomy & physiology)	10	10	0	20
Diseases of the Skin, Hair & Glands	10	0	0	10
Barber History	15	0	0	15
Barber Law, State Rules and Regulations	10	0	0	10
Salesmanship; Advertising; Public Relations; and Human Relations	5	0	5	10
Barber Ethics & Shop Management	15	0	20	35
Human Trafficking	1	0	0	1

Career and Employment Techniques	5	10	0	15
Facial Treatments (rolling cream- rest facial-packs-bleach-clay)	15	30	30	75
Shampoo Treatments (plain shampoo and tonic – hot oil shampoo)	5	20	30	55
Hair Coloring (tinting) and Bleaching	10	15	15	40
Facial Shaving & Beard Trimming	10	20	35	65
Haircutting I (Tapers)	10	30	360	400
Haircutting II (Styles/Trend Cuts)	10	40	445	495
Haircutting III (Styling)	10	30	200	240
Chemical Straightening & Relaxing	10	5	10	25
Permanent Waving	10	5	10	25
Hairpieces	5	5	5	15
Barber Implements	5	5	0	10
Scalp Treatments	5	10	20	35
Shop Duties	5	10	50	65
Review and Exams	40	5	20	65
<b>TOTALS:</b>	<b>260</b>	<b>260</b>	<b>1280</b>	<b>1800</b>

**BARBER CROSSOVER -1000 CLOCK HOURS**

**Ohio State Cosmetology and Barber Board Licensure Requirements:**

In order to begin training in the Barber Crossover course, an individual must be at least 17 years of age and possess a current Cosmetology License. In order to work as a Barber in the State of Ohio, an individual must possess a Barber License. To obtain such a license, the individual must take a written and practical examination, conducted by the State of Ohio. To qualify for such an examination, an individual must complete 1000 clock hours of Barber training in a licensed Barber School, have an eighth-grade education or its equivalent, be at least 18 years of age and possess a current Cosmetology License.

**Course Description:**

The course is designed to teach barbering to persons previously licensed as Cosmetologists. Theoretical training is conducted in a classroom setting consisting of lecture and instructor demonstration. Practical training takes place in our Barber School Clinic which offers all Barber Services to the general public.

**Course Goals:**

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Ohio Board examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

**Course Format:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

**Grading:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

- 90% - 100% = A (Excellent)
- 80% - 89% = B = (Very Good)
- 75% - 79% = C (Satisfactory)
- 0% - 74% = F (Unsatisfactory/ Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.



**1000 SYLLABUS**

Content of Units of Instruction	Hours Devoted to Units of Instruction			
	Theory	Practice/Scientific	Clinic	Total
Fundamentals of Barbering	2	0	0	2
Student Handbook	2	0	0	2
Hygiene; Bacteriology	2	0	0	2
Histology of the hair, skin and nerves;	5	0	0	5
Structure of the head, face and neck (anatomy and physiology);	5	5	0	10
Elementary chemistry relating to barbering sterilization and antiseptic;	3	5	0	8
Diseases of the skin, hair and glands;	3	0	0	3
Barber history;	2	0	0	2
Law pertaining to barbering;	2	0	0	2
Salesmanship, advertising, public relations, and human relations;	4	0	0	4
Barber ethics and shop management	4	0	0	4
Human Trafficking Education	1	0	0	1
Facial treatments (rolling cream - rest facial - packs - bleach - clay);	1	15	20	36
Shampoo treatments (plain shampoo and tonic - hot oil shampoo);	2	10	30	42
Tinting; Bleaching;	1	10	10	21
Facial Shaving & Beard Trimming	5	10	20	35
Haircutting I (tapers);	5	15	255	275
Haircutting II (style/trend cuts);	5	15	290	310
Haircutting III (styling);	5	10	100	115
Straightening and relaxing;	1	5	5	11
Permanent waving;	1	5	5	11
Hairpieces;	1	5	5	11
Barber implements	1	5	0	6
Scalp Treatments	1	5	15	21
Shop Duties	1	5	25	31
Review and Exams	5	5	20	30
<b>TOTALS:</b>	<b>70</b>	<b>130</b>	<b>800</b>	<b>1000</b>

**BARBER INSTRUCTOR -500 CLOCK HOURS**

**Ohio State Cosmetology and Barber Board Licensure Requirements:**

In order to begin training in the Barber Instructor course, an individual must be at least 17 years of age and possess a current Barber License. In order to work as a Barber Instructor in the State of Ohio, an individual must possess a Barber Instructor License. To obtain such a license, the individual must take a written and practical examination, conducted by the State of Ohio. To qualify for such an examination, an individual must complete 500 clock hours of Barber Instructor training in a licensed Barber School, have an eighth-grade education or its equivalent, be at least 18 years of age and possess a current barber license and has at least eighteen months of work experience in a licensed barber shop or has been employed as an assistant barber instructor under the supervision of a licensed barber instructor for at least one year.

**Course Description:**

The course is designed to teach licensed barbers to be barber instructor. Theoretical training is conducted in a classroom setting consisting of lecture and instructor demonstration. Practical training takes place in our Barber School Clinic which offers all Barber Services to the general public.

**Course Goals:**

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Ohio Board examination and gain entry level employment in the barber instructor profession. In addition to theoretical knowledge, the student shall be able to teach students to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

**Course Format:**

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

**Grading:**

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

- 90% - 100% = A (Excellent)
- 80% - 89% = B = (Very Good)
- 75% - 79% = C (Satisfactory)
- 0% - 74% = F (Unsatisfactory/ Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

**500 SYLLABUS**

<b>Subject Area</b>	<b>Assigned Hours</b>
<b>Laws &amp; Rules</b> <ul style="list-style-type: none"> <li>• Ohio Revised Code Statutes – O.R.C. 4709</li> <li>• Ohio Administrative Rules- O.A.C. 4713</li> <li>• License and Permit Policy and Procedures</li> <li>• Inspection and Enforcement Policy and Procedures</li> </ul>	<b>50</b>
<b>Curriculum Development</b> <ul style="list-style-type: none"> <li>• Lesson Planning</li> <li>• Presentation Skills</li> <li>• Educational Aids</li> <li>• Use of Technology</li> <li>• Distance Learning</li> <li>• Grading Assessment</li> </ul>	<b>300</b>
<b>Learning Styles</b> <ul style="list-style-type: none"> <li>• Learning Modalities</li> <li>• Special Learning Needs</li> <li>• Learner Accommodations</li> </ul>	<b>50</b>
<b>Classroom Management</b> <ul style="list-style-type: none"> <li>• Structuring the Learning Environment</li> <li>• Communication Skills</li> <li>• Professional Ethics</li> <li>• Conflict Management</li> </ul>	<b>100</b>
<b>TOTALS:</b>	<b>500</b>

## **ADDITIONAL COURSE INFORMATION**

### **Program Outcomes**

Upon completing the courses, the student should be able to:

- Understand the importance of a professional image and how these skills relate to success.
- Understand the importance of and comply with the rules for infection control.
- Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.
- Name and describe the structures associated with the hair.
- List the factors that should be considered in a hair analysis.
- Discuss the different types of hair loss, their causes, and options for treatment.
- Recognize hair and scalp disorders.
- Demonstrate proper shampooing and conditioning procedures.
- Recognize disorders or diseases of the scalp and hair.
- Understand product knowledge use and safety.
- Demonstrate basic haircuts and be able to choose which techniques and tools are required.
- Apply the basic haircutting techniques to accomplish more advanced styles.
- Demonstrate shaving with a straight razor.
- Demonstrate the ability to handle tools and implements properly.
- Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures.
- Define terms relating to skin disorders and discuss which disorders may be handled in the school/shop and which should be referred to a physician.
- Identify and apply business and marketing strategies to be successful in the shop.
- Describe the various types of shop ownership and operations procedures.
- Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.
- Understand General Laws, Rules, and Regulation of Ohio State Cosmetology and Barber Board.

### **Classroom Reading Material**

Milady CIMA and/or Milady Standard Professional Barbering Textbook (Barber and Barber Crossover)

Milady Master Educator Textbook (Barber Instructor)

### **Lectures/Discussions**

In addition to providing information, lectures/discussions are designed to:

- Help organize the reading materials
- Highlight important facts
- Discuss interpretations and experiences and to provide viewpoints on material being studied

### **Demonstrations**

Instructors will demonstrate techniques and procedures for performing tasks.

### **Exams**

Weekly exams and a final exam will be given. Exams will cover materials from the textbook, notes, handouts, discussions, and demonstrations.

### **Quizzes and In-Class Assignments**

Unannounced quizzes and other short assignments may be given. These are due the same day and may not be made up. Quizzes and activities may be worth 10-100 points each.

### **Grading System**

Methods of evaluation include practical and written exams, workbooks, quizzes and assignments.

**Satisfactory Academic Progress Policy**

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**

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

<b>Program Name</b>	<b>Length in Clock Hours</b>	<b>Evaluation Points (Actual Hours) Academic Weeks (Scheduled Weeks)</b>	<b>Academic Year Length in Hours/Weeks</b>
Barber (Full Time)	1800	450hrs/ 13wks; 900hrs/ 26wks; 1350hrs/39wks	900/ 26 weeks
Barber (Part Time)	1800	450hrs/ 18wks; 900hrs/ 36wks; 1350hrs/54wks	900/ 26 weeks
Barber Crossover (Full Time)	1000	450hrs/ 13wks; 900hrs/ 26wks	900/ 26 weeks
Barber Crossover (Part Time)	1000	450hrs/ 18wks; 900hrs/ 36wks	900/ 26 weeks
Barber Instructor (Full Time)	500	250 hours/ 8 weeks	900/ 26 weeks
Barber Instructor (Part Time)	500	250 hours/ 10 weeks	900/ 26 weeks

\* 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 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 143% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Barber (Full time, 35 hrs/wk) - 1800 Hours	74 Weeks	2574
Barber (Part time, 25 hrs/wk) - 1800 Hours	103 Weeks	2574
Barber Crossover (Full time, 35 hrs/wk) – 1000 Hours	41 Weeks	1430
Barber Crossover (Part time, 25 hrs/wk) – 1000 Hours	58 Weeks	1430
Barber Instructor (Full time, 35 hrs/wk) – 500 Hours	21 Weeks	715
Barber Instructor (Part time, 25 hrs/wk) – 500 Hours	29 Weeks	715

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled hours. Students who exceed the maximum time frame may continue on a cash pay basis or will be terminated if payment cannot be made.

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 time-frame, including any time in that period where 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. 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. Students must pass a final written and practical exam for the applicable course prior to graduation. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

- 90% - 100% = A (Excellent)
- 80% - 89% = B (Very Good)
- 75% - 79% = C (Satisfactory)
- 0% - 74% = F (Unsatisfactory/ Failing)

#### DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements of a 75% for academics and 70% for 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, as applicable, 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, your Title IV, HEA program funds\*, as applicable, will be interrupted and you will be responsible for payment of all tuition balances. You will then be required to bring your grades and/or attendance up to satisfactory levels in order to have financial aid reinstated.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV, HEA Program funds\*, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation. Students can make up hours during course times the student is not normally scheduled for attendance. Students may begin attending makeup hours as they are needed.

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

Leaves of absence do not apply to this institution. 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 AND REMEDIAL COURSES

Noncredit and remedial courses 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 from other institutions 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.

**\*The school is not yet approved to offer Title IV HEA Program funds.**

- End of SAP Policy –

#### **Institutional Refund Policy – Notice of Cancellation (as stated on the enrollment contract)**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid except a non-refundable application fee of \$100.
  2. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement regardless of whether or not the student has actually started classes. In this case all monies collected by the school shall be refunded except a non-refundable application fee of \$100.
  3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the non-refundable application fee of \$100
  4. A student notifies the institution of his/her withdrawal in writing.
  5. Leaves of Absence do not apply to this institution.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 calendar days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE/PROGRAM	TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate

family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, and instruction has begun, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other non-refundable miscellaneous charges the student may have incurred at the institution (EG: kit; lab fees; extra kit materials, PBA T-shirts and smocks; books; products; computer tablet; schedule change, late payment, and Saturday attendance fees; 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.
- If a Title IV financial aid\* recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed and any applicable returns by the school shall be paid, as applicable, The order of returns is: Unsubsidized Federal Stafford Student Loan; Subsidized Federal Stafford Student Loan; Parent Loan for Undergraduate Students (PLUS); Federal Pell Grant; and, Other Federal, State, Private, and Institutional student assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

**\*The school is not yet approved to offer Title IV HEA Program funds.**

**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, 30 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 30 consecutive calendar days from their last date of physical attendance without notifying the school's administrative office.

**Copyright Infringement Policy**

The purpose of the Copyright Infringement Policy is to comply with copyright law for the use of copyrighted material. In addition, this policy seeks to make aware to all users the seriousness as well as possible consequences for unauthorized use of copyrighted material. The school strictly prohibits any and all of the following: copyright, trademark, patent, trade secret or other intellectual property infringement, including but not limited to using any copyrighted names, text or images, offering pirated computer programs or links to such programs, serial or registration numbers for software programs, copyrighted music, etc., as policy on the use of copyrighted material on the school's computer system and network.

The school respects the copyrights of those involved in creating and distributing copyrighted material, including music, movies, software, and other literary and artistic works. It is the policy of the school to comply with copyright law. If users utilize copyrighted materials for educational, instructional, research, scholarship and like areas, the School will follow the legal doctrine of fair use currently a part of the copyright law. The School's students and staff will not make unauthorized copies of copyrighted material on or using the school's computer system, network or storage media. Also, the School's staff and students will not store unauthorized copies of copyrighted works using The School's system, network and/or storage media. The School's staff and students should not download, upload, transmit, make available or otherwise distribute copyrighted material without authorization using the School's computer system, network, and Internet access or storage media. This is inclusive of utilizing

unlicensed/unauthorized peer-to-peer file services that would promote copyright infringement. The school reserves the right to monitor its computer systems, networks and storage media for compliance with this policy, at any time, without notice, and with or without cause. Additionally, the School reserves the right to delete from its computer systems and storage media, or restrict access to, any seemingly unauthorized copies of copyrighted materials it may find, at any time and without notice. Users who violate this policy are subject to disciplinary action as appropriate under the circumstances. Such disciplinary action may include termination, expulsion and other legal actions. For more information, please see the website of the US Copyright Office, [www.copyright.gov](http://www.copyright.gov).

**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 a copyrighted work. In the filesharing 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 website of the U.S. Copyright Office at [www.copyright.gov](http://www.copyright.gov).

**OSHA Requirements**

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in All students and / or staff at The School must understand The School’s policies as stated above and recognize their impact if the law is broken in relation to drug and/or alcohol use. Agencies where the student can get assistance are posted in the student lounge.

**Textbook and Kit Purchasing Policy**

The school books and kits items are available through suppliers that sell to licensed professionals/cosmetology and barber colleges only. The textbook and kit items are non-refundable. The school reserves the right to change books and kit costs as needed. Students provide their own stationary supplies.

The student books and Kit are a required purchase by the student from the school. However, students have the option to purchase these items from outside vendors only if they are the EXACT SAME items that may be purchased from the school. Students may obtain a list of kit and books items from the office.

<b>Program Books</b>	<b>Book</b>	<b>ISBN#</b>	<b>Cost</b>
<u>Barber and Barber Crossover:</u> Milady Standard Professional Barbering Textbook and Workbook	(Bundle) Textbook Work Book	ISBN# 9781337576222 ISBN #9781305100558 ISBN #9781305100664	\$344.95 \$156.95 \$73.95
Milady Standard Exam Review	Exam Review	ISBN #9781305100671	\$50.95
<u>Barber Instructor</u> Milady Master Educator Milady Master Educator Exam Review	Textbook Exam Review	ISBN# 9781133693697 ISBN-13 #9781133776598	\$185.95 \$56.95

**Additional Costs**

Students provide their own stationary school supplies. Students will be given a dress code for their program and must adhere to the guidelines.

**Performance Statistics**

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate via the NACCAS Annual Report.



Disclaimer: 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.

For the **2022 NACCAS Annual Report**, the following statistics:

**Graduation:** 93.75%

**Placement:** 100%

**Licensure:** 100%

**Program Disclosure and Consumer Information**

Consumer information can be found on our website at [www.princesbarber.academy](http://www.princesbarber.academy) or a hard copy is available in the school office.