

New Style Hair Academy

**Student Catalog
2024**



TABLE OF CONTENTS

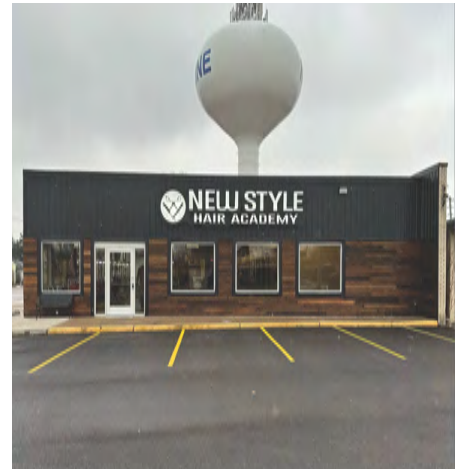
Administrative Staff	3
Overview	4
Welcome to a New Career	5
Mission Statement	7
Educational Goals	8
Holiday and School Closings	8
New Class Starting Dates	8
Facilities and Equipment	10
Non-Discrimination Policy	11
Sexual Harassment Policy	11
Right To Privacy and Information Release	11
Policy for Reviewing Financial or Educational File	11
Grading	11
Graduation Requirements & Diploma	11
Employment Assistance	11
Instructional Materials	12
Tuition Payments	12
Advising Services	12
Counseling Services	12
Student Conduct	12
Grievance Procedure	12
Admissions Requirements	13
Refund Policy	14
Satisfactory Academic Progress Policy	15
Evaluation Periods	15
Attendance Progress Evaluations	15
Maximum Time Frame	15
Academic Progress Evaluations	16
Determination of Progress Status	16
Warning	16
Probation	16
Re-establishment of Satisfactory Academic Progress	17
Interruptions, Course Incompletes, Withdrawals	17
Appeal Procedure	17
Noncredit, Remedial Courses, Repetitions Transfer Hours	17
Re-Entry Policy	17
Leave of Absence Policy	18
Barbering	19-20
Barber Instructor 500	21-22
Barber Instructor 1000	23-24
Crossover	25-26
Rules and Regulations	27-28
Attendance Policy	28
Procedure for Clocked Hours	29
Tuition Schedule	30
Completion, Licensure and Placement Rates	30
General Terms of Agreement	31

**New Style Hair Academy
1628 15th Street Place,
Moline, IL 61265
(309) 797-4247**

LICENSED BY:

Illinois Department of Financial & Professional Regulation
320 West Washington Street
Springfield, IL 62786
Phone: 217-785-0820

Illinois Department of Financial & Professional Regulation
100 West Randolph, 9th Floor
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New Style Hair Academy is Accredited (Since 2023)by:

NACCAS
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Miguel Rosas President/Licensed Barber Instructor
Bianca Rosas Owner/Financial Officer

Instructional Staff

Miguel Rosas	Licensed Barber Instructor
Juan Vasquez	Licensed Barber Instructor
Kevita Puckett	Licensed Cosmetology Instructor
Vincent Castaneda-Bradford	Licensed Barber Instructor

Revised 10/18/2024

Overview

his student catalog is to serve as a guide of policies and procedures observed by New Style Hair Academy while conducting education. It covers policies, procedures and expectations of our academic interactions with students.

Additionally, this information is thoroughly explained during our orientation process. New

Style Hair Academy encourages any student to review the catalog in its entirety before applying with any of our programs or signing our enrollment agreement.

his catalog, along with our enrollment agreement, represent a legal binding agreement with New Style Hair Academy and said student.

Right to Modify

New Style Hair Academy reserves the right to modify this catalog periodically and make changes as needed to improve the quality of education and professional relationships with students.

Any policy changes will be conducted through an addendum to catalog.

Images appearing in the catalog are photos of New Style Hair Academy students, alumni and staff. Photos taken at 3161 Avenue of the Cities, Moline Il, are prior location photos. Our current only location is 1628 15th St. Moline.

WELCOME

...to your new career

ABOUT OUR SCHOOL

We would like to welcome you to experience becoming a barber at New Style Hair Academy. Our vision is to train well rounded barbers not only with exceptional technical skills, but also with a profound knowledge of industry skills that will add value to the services and business roles they will hold as professionals.

New Style Hair Academy maintains a commitment to excellence in its programs. We offer individuals the opportunity to become licensed barbers, and licensed barber teachers by providing quality training and education.

We challenge you to take advantage of all of the valuable programs available to you and we wish you success as you work toward your career.

Miguel Rosas, CEO



Advice from the CEO-

You have to wake up everyday believing in yourself. Don't expect anyone else to believe in you. You have to dig deep within your gut everyday and find the strength and the confidence to be able to control what happens in your life. If you don't have daily goals, weekly goals and yearly goals that you accomplish, you will not be in control of your life. Open your notes in your phone and start writing things down that you need to get done. Pay your bills on time, go to the gym, do a good deed, etc. You have to stop spending your money on things that you don't need and then get stressed when you're in a financial jam. Money is the number one thing that stresses people out so quit spending it on things that you don't need if you're in debt. Beat this into your head. A lot of things that you see on tv or hear in songs, brainwashes your mind into thinking that in order to be "cool", you must wear name brands, eat expensive food, wear jewelry, drive an expensive car, etc ... Once you get ahead, then you can treat yourself but until then, stay disciplined

This mentality has helped me to be who I am and I hope this can help you to be who you want to be. Don't get complacent no matter how far on the totem pole you think you are. There's always room for growth. Level up.

-Miguel Rosas

non-facility image

New Style Hair Academy is owned by Bianca Rosas. With her husband, Miguel Rosas, having taught himself the skill of hair cutting, became a barber earning his license in 2006. After receiving his instructor license in 2017, he further pursued his passion for promoting the art of barbering and with the support of his wife, they founded New Style Hair Academy. New Style Hair Academy has been significant in cultivating barbers and development of the barber boom in Illinois & Iowa.



Mission Statement

New Style Hair Academy is dedicated to student success by enriching lives and cultivating professionals through innovative, personalized post-secondary education in a creative and inspiring environment that prepares graduates in the barber skills, business skills and fiscal responsibility necessary for success in the workplace.

Former Student, Moline IL



Former Student, Moline IL



Former Student, Moline IL



Educational Goals

New Style Hair Academy offers various courses to support the barber industry. Students receive a certificate upon completion of the program. All courses of study are designed to prepare students for the state licensing examination and for entry-level employment in the grooming industry. The knowledge and skills obtained will prepare you for work in a full services salon, barber shop, as a barber, shop manager, owner or school educator.

Barbering (1550 hrs) Many of our graduated students are now Barbers working in barbershops.

Barber Instructor (500 hrs) Licensed barbers who have worked at least 3 years behind the chair in the industry and have an active barbers license and wish to become a barber instructor.

Barber Instructor (1000) Students who have completed our Barber Instructor program are employed as teachers in area vocational high school programs, colleges and as administrators at colleges including at our own facility.

Crossover (500 hrs) Industry professionals who have continued in their education and completed our crossover barber program have advanced in their careers by increasing their skill and are employed at barber shops and beauty shops as barber-stylists.

NEW CLASS START DATES:

Our enrollment dates are the first Tuesday of January, April, August
Our enrollment dates for the 2024/2025 year are as follows:
August 6th 2024
January 13th 2025
April 2nd 2025
August 5th 2025

In the event of a holiday or weather delay the enrollment session will commence the following Tuesday.

HOLIDAY AND SCHOOL CLOSINGS

The School follows recommendations on school closure from local school districts and local weather agencies due to inclement weather.

Any related or natural disaster emergency will not be counted negatively against their scheduled school hours. The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board

INDEPENDENCE DAY (7/4/25)
MARTIN LUTHER KING JR. DAY (1/20/25)
MEMORIAL DAY (5/26/25)
LABOR DAY (9/2/24)
THANKSGIVING DAY (11/27/24)
FRIDAY AFTER THANSKGIVING (11/28/24)
CHRISTMAS EVE (12/24/24)
CHRISTMAS DAY (12/25/24)
DAY AFTER CHRISTMAS (12/26/24)
NEW YEARS DAY (1/1/25)
HAIR SHOWS

Testimony from our students and staff:

“Balancing a full-time job and part-time schooling at the academy has been challenging, yet incredibly rewarding. The academy's flexible schedule accommodated my working hours, ensuring I could pursue my passion for barbering without compromising my work schedule. The comprehensive curriculum, coupled with supportive instructors and students facilitated a seamless blend of learning into my hectic routine. Learning the skill of barbering has not only broadened my career prospects but also served as an stress-relieving outlet. This dual commitment has not only enhanced my craftsmanship but also brought a refreshing sense of purpose to my life. If you're juggling work and education, this academy provides the perfect blend of flexibility and skill development.

-Tony Marin
Barbering Student

1628 15th St Place , Moline



1628 15th St Place , Moline



Choosing New Style Hair Academy has been a game-changer for my journey into the world of barbering. The academy not only provided me with comprehensive instruction on the technical aspects of the craft but also nurtured my creativity and individual style. The experienced instructors go beyond the basics, guiding me through the latest trends and innovations in the industry. The hands-on training has significantly refined my barbering skills, making me more proficient and adaptable. Beyond the classroom, NSHA's strong industry connections and career support have opened doors for networking and job opportunities. The impact goes beyond just learning; it's a holistic experience that prepares students not only to become skilled barbers but also to thrive in the dynamic and competitive field of grooming. I wholeheartedly recommend NSHA to anyone serious about making their mark in the world of barbering.

Juan Vasquez-Former New Style Student
Current Instructor



At a point in life, where I didn't know exactly what was next. Up to that point I had accomplished some major things but I didn't feel like my boxes were being checked. In search for a new career I wanted three main boxes checked. 1. Control of my time and schedule 2. Control of my income 3. Be in a space where I can grow my network each day. Being a barber checked those boxes for me.

My time at New style was nothing less than awesome. I made some life long relationships, friends, and most importantly I learned a new skill that I can take anywhere, and that will allow me to take my life and my family's lives to new levels. At new style you will get the education you need, that will help set yourself up for success in this new career. Don't get it twisted nothing will be handed to you, if you are a person that's hardworking, determined, consistent, and open to learning you will graduate from New Style equipped for success. There is no other school in the area that will give you the necessary tools needed for this career. I am forever grateful for my time a new style hair academy.

Terrance Brown
Owner of Tru Blends Grooming Lounge, Iowa City, IA

Facilities & Equipment

Our educational institution includes 2 classrooms, 1 dispensary, 2 offices, 4 bathrooms a sizable break room and a large modern clinic cutting floor, in which the student's practice "hands on" services in real time and learn first hand skills in customer service. Our classrooms are designed for both lecture (theory) teaching practices as well as a full lab in our 2nd classroom offering ample storage for tools, supplies and mannequins.

Non-Discrimination Policy

As an equal opportunity school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Sexual Harassment Policy

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: unwelcome and unwanted, harmful, or illegal. New Style Hair Academy has a strict policy against sexual harassment. Students and Staff who feel they have been a victim of harassment are encouraged to report the offense to a member of administration. All reports will be investigated and disciplined, up to and including expulsion may result from any member of staff or student proven to harass another individual.

Right To Privacy and Information Release

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

Policy for Reviewing Financial or Educational File

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least six years.

Grading

A student's grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
A - Excellent	93-100
B - Above Average	85-92
C - Average	75-84
Below Satisfactory Progress	0-74

Graduation Requirements & Certification of Completion

Will grant a certificate of completion and official transcript of hours for the applicable course of study upon completion of all phases required by The School and the Illinois Professional Licensing Boards. (Included, but not limited to; required tests, practical assignments, final written and practical examinations, exit paperwork, exit interview, and satisfactory arrangements for payment of all debts owed to school.

Employment Assistance

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

Instructional Materials

Students who are enrolled in the programs are furnished clinic apparel, textbooks, workbooks, and kits. New Style Hair Academy uses Milady Standard Barbering.(6th edition) and Milady Professional Educator (4th edition) text books and instructional support materials including presentations, practical grading scales, tests and quizzes. "This essential text provides the foundational principles and techniques, needed for success in school, the licensing exam, and barbering careers," -Milady New Style Hair Academy uses additional Milady instructional tools on their Milady Training platform and is a participant of Milady-Rise and Barbicide certification programs, guaranteeing our students receive the most up to date education and certification on important industry material such as domestic violence awareness, human trafficking and infection control certifications. The school uses manequins and live models to demonstrate look and learn activities and uses technical resources as a method for teaching for all learning styles.

Tuition Payments

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be placed on a monthly payment plan. A minimum monthly payment of \$400.00 is required. The college reserves the right to suspend any student from school whose account is delinquent.

Advising Services

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

Counseling Services

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

Student Conduct

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.

Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO, will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

Admissions Requirements

New Style Hair Academy does not discriminate On The Basis Of Race, Color, National Origin, Ethnic Origin, Sex, Religion, Or Age.

Applicants must be able to attend the minimum part time hours scheduled to the enrolled program.

Applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); 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 U.S. high school diploma. The high school transcript must show high school completion - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Students in all programs must meet one of the means of admissions. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date New Style Hair Academy will accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn.

Applicants interested in either Crossover, Barber Instructor 500 and/or Barber Instructor 1000 programs, a current/active practitioner license is required for these programs. Additionally the Barber Instructor 500 is only available to currently/active licensed applicants with 3 years of experience behind the chair.

Non US residents must submit either an alien registration card or a recognized Visa(I94),

Illinois law permits students with a previous felony record to enroll in school. "An applicants conviction, along with other factors may be considered by the department in its decision whether to grant a license. Last year, for all licensed professions, 99% of application disclosing their conviction have obtained a license"

(idfp.illinois.gov) For more information on which convictions the Department will consider when determining whether an applicant qualifies for licensing consult information from the Illinois Department of Financial and Professional Regulation.

Refund and Cancellation Policy

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 funds due to the student/applicant will be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier dates so long as:

1. If an applicant is not accepted by The School the applicant shall be entitled to a refund of all funds paid not including the non-refundable \$100 Application fee.
2. A student (or in this case of a student under legal age, the student's parent/guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all funds, except the non-refundable \$100 Application fee, collected by The School will be refunded, regardless of whether the student has actually started classes.
3. A student cancels enrollment after three business days of signing the Student Enrollment Agreement, but prior to starting classes. In this case he/she is entitled to a full refund of all assessments paid to The School excluding the Application Fee (Non-Refundable) in the amount of \$100.00.
4. A student notifies The School of his/her withdrawal in writing.
5. A student on an approved Leave of Absence notifies The School the student will not be returning. The date of withdrawal must be earlier than that of the date of expiration of the Leave of Absence; or the date must be earlier than that of which the student has notified The School the student will not be returning.
6. A student is expelled by The School. (Unofficial withdrawals for clock hour students are determined by The School by monitoring clock hour attendance at least every 30 days.) Attendance is monitored daily by the school.
7. In items 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's administrator or owner in person.
8. The School ensures that all monies paid by a prospective student, including application fees are refunded if: the student requests a refund within three (3) business days after signing the contract; or no contract is signed and prior to classes beginning the student requests a refund within three (3) business days after making a payment.

All refunds will be calculated based on the student's last date of attendance. Any assessments due to a student who withdraws shall be refunded within 30 days of the determination of withdrawal, 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, The School will either provide a full refund of all funds paid or completion of the chosen course at a later time to be determined by The School.

School Rights and Entitlement to Tuition Owed

(Information below is in regard to Withdrawals and/or Terminations whether by the student or The School.)

Students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the Student Enrollment Agreement), 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%

Students who withdraw or terminate prior to course completion will not be charged a cancellation fee. This refund policy applies to Tuition and Fees charged in the Student Enrollment Agreement. Other miscellaneous charges the student may have incurred at The School (ex. Extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal/termination. All fees are identified in the Student Enrollment Agreement & Contract. If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option: Provide a full refund of all monies paid; or Provide completion of the course and/or program. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or b) Provide completion of the course and/or program; c) Provide a full refund of all monies paid. If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option provide a pro rata refund.

Barbering, Barber Instructor 1000, Barber Instructor 500, Crossover 500

SATISFACTORY ACADEMIC PROGRESS POLICY

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

For all programs an Academic Year and Week is considered 900 hours and 30 weeks.

Barbering (1550 hrs)	Barber Instructor 1000	Barber Instructor 500	Crossover 500
450 hrs and 15 wks	500 hrs and 20 wks	250 hrs and 10 wks	250 hrs and 10 wks
900 hrs and 30 wks	1000 hrs and 35 wks	500 hrs and 20 wks	500 hrs and 20 wks
1200 hrs and 40 wks			
1500 hrs and 50 wks			

Evaluation periods are based on actual hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

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

MAXIMUM TIME FRAME

If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs (not approved for Title IV programs), if applicable, the maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED	
	WEEKS	SCHEDULED HOURS
Barbering Program		
(Full time, 35 hrs/wk) - 1550 Hours	66.5 Weeks	2325
(Part time, 25 hrs/wk) - 1550 Hours	93 Weeks	2250
	50 Weeks	
Barber Instructor 1000		
(Full time, 30 hrs/wk) - 1000 Hours	75 Weeks	1500
(Part time, 20 hrs/wk) - 1000 Hours	25 Weeks	
Barber Instructor 500 and Crossover	37.5 Weeks	750
500 (Full time, 30 hrs/wk) - 500 Hours		
(Part time, 20 hrs/wk) - 500 Hours		

Illinois Board requires 1500 hours of completion to program

Iowa Requires 1550

New Style Hair Academy's Barbering program satisfies curriculum requirements to both states we certify for, adding 50 additional hours to Illinois barber students in advanced cutting techniques and clinical hours.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written cumulative grade average of 70% prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

93 - 100	A (EXCELLENT)
85 - 92	B (VERY GOOD)
75 - 84	C (SATISFACTORY)
0-74	D (UNSATISFACTORY)

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation if the student has prevailed upon an appeal and if applicable, students may be deemed ineligible to receive Title IV funds.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

NON-CREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. For students with transfer hours accepted SAP evaluations are based on actual contracted hours at this institution. We accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour.

RE-ENTRY PROCEDURE

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the *+3time the individual left, regardless of how much time has elapsed.

The institution is not currently eligible to participate in Title IV federal financial aid programs.

LEAVE OF ABSENCE POLICY

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation (see Refund Policy). Conditions to qualify for a LOA are as follows: The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;
2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;
3. We will not assess the student any additional institutional charges as a result of the LOA;
4. The student must follow the schools policy in requesting the LOA. Student must apply in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;
5. We will approve a student's request for a LOA in accordance with the school's policy;
6. An LOA and any additional leaves may not exceed a total of 180 days in any 12 month period;
7. The school has the right to approve or disapprove the LOA request. The student's contract period will be extended by the same number of calendar days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdraw calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

BARBERING (1550 Hours)

Full time 35 hours per week / total of 50 weeks, Part time 25 hours per week / total of 75 weeks

Description: Barbering course is a training program that is a complete study of all areas of Barbering and its Related Sciences.

Textbooks: Milady's Standard Barbering Text Books
Milady's Standard Barbering Theory Workbook
CIMA On-line

Objective: To provide the student with knowledge of the sciences and skills to become a licensed Barber. To provide the student with an understanding of job-related skills necessary to succeed.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.

Evaluation: The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are done at 450, 900, 12000, 1500 hours. If evaluation is not met, the student will be notified and need to amend any tests, quizzes, or assignments without extending contract end date. Tests or quizzes will not be allowed to retake more than 3 times.

Grading Scale

93% to 100%	Excellent
85% to 92%	Very Good
75% to 84%	Satisfactory
74% and below	Unsatisfactory

The course of study shall include the following:

(1) Supervised practical instruction totaling 1,170 hours shall include:

Scalp care and shampooing, Honing and stropping, Shaving Facials, Massage and packs, Science of hair structure, Haircutting, Hair tonics, Hair relaxing, Hair coloring, and hair body processing, Hair styling Fitting of hairpieces (all aspects)

(2) Demonstrations and lectures totaling 380 hours shall include:

Law, ethics, economics, equipment, shop management and history of barbering Sanitation, Sterilization, personal hygiene and first aid Bacteriology Anatomy Skin, scalp, and hair and their common disorders Electricity, as applied to barbering Chemistry and pharmacology Scalp care Honing and stropping Shaving Facials, massage and packs Hair relaxing Science of hair structure Haircutting Hair tonics Instruments, soaps, shampoos, creams, lotions, tonics and Nails Waxing

(3) Special lectures totaling 45 hours must include lectures by a qualified person in the following areas: tax consulting, advertising, insurance, business management, salesmanship and barbering

Barbering 1550

Contents of Instruction

Basic Training: A) barber history; B) bacteriology; C) infection control and safe work practices; D) implements, tools and equipment; E) anatomy and physiology; F) chemistry; G) electricity and light therapy; H) properties and disorders of the skin; I) properties and disorders of the hair and scalp; J) treatment of the hair and scalp; K) facial and scalp massage; and, L) the Act and this Part, including sanitary standards.	200 Hours
Shaving and facial hair design.	400 hours
Haircutting and styling: A) cutting; B) thinning; C) shaping; D) trimming; E) application of electrical/mechanical equipment; F) curling; G) hair treatments; and H) blow drying.	500 Hours
Chemical texture services: A) Hair coloring and lightening; B) chemical safety; C) OSHA standards relating to chemical use; D) permanent waving; E) hair relaxing; F) hair and scalp conditioning; and G) shampooing, toning and rinsing.	300 Hours
Barbershop management: A) State and local laws and rules; B) Workers' Compensation Act; C) labor law; D) client relations; E) bookkeeping; and F) business ethics.	100 Hours
Workers' Compensation Act: A) labor law; B) client relations; C) bookkeeping; and D) business ethics	50 Hours
Total	1550 Hours

BARBER INSTRUCTOR (500) COURSE OUTLINE

500 Hours is required for a barber that has been licensed for over 3 years.

Full time 35 hours per week / total of 17 weeks, Part time 20 hours per week / total of 25 weeks

<u>Course Description:</u>	The Instructor's course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator's position.
<u>Textbooks:</u>	Milady's Professional Educators Instructor's Textbook and CIMA online
<u>Objectives:</u>	1. To provide the student instructor with the education and training necessary for licensure. 2. To introduce the student instructor to the various aspects of required administrative duties, i.e., (Grading, School Inspections, Student Intervention & Re-Directive Advising.)
<u>Format:</u>	The teaching format combines <u>Theory</u> - lectures and discussion; <u>Practical</u> - demonstrations and hands-on assist teaching in the classroom and clinic areas.
<u>Evaluation:</u>	The student is evaluated daily throughout the course. Chapter tests and quizzes are administered; classroom and clinic practical performances are evaluated at 250 hours and 500 hours. If evaluation is not met, the student will be notified and need to amend any tests, quizzes, or assignments without extending contract end date. Tests or quizzes will not be allowed to retake more than 3 times. Our Instructor courses and clinics are discussed upon registering

Grading Scale

93% to 100%	Excellent
85% to 92%	Very Good
75% to 84%	Satisfactory
74% and below	Unsatisfactory

Barber Instructor 500

Contents of Instruction

Educational Psychology shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process, and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of the barber teacher students who have completed a course in Educational Psychology at an accredited college or university.	20 Hours
Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning, and design, lesson delivery, assessment of learning performance, classroom management, student motivation, and classroom climate. These hours shall be waived on behalf of barber teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.	20 Hours
Application of Teaching Methods that includes preparation and organization of subject matter to be presented on a unit-by-unit basis and presentation of subject matter through various methods (lectures, demonstration, testing, and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.	150 Hours
Business Methods include inventory, recordkeeping, interviewing, supplies, the Act, and this Part.	50 Hours
Student Teaching under the on-site supervision of an Illinois-licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic	260 Hours
TOTAL	500 Hours

BARBER INSTRUCTOR (1000) COURSE OUTLINE:

1000 hours is required for a barber that has been licensed for less than 3 years.

Course Description: The Instructor's course is designed to provide the student instructor with the theory and practical education necessary for licensure and an entry-level educator's position.

Textbooks: Milady's Professional Educators Textbook

Objectives: 1. To provide the student instructor with the education and training necessary for licensure. 2. To introduce the student instructor to the various aspects of required administrative duties, i.e., Grading, School Inspections, Student Intervention & Re-Directive Advising.

Format: The teaching format combines Theory - lectures and discussion; Practical - demonstrations and hands-on assist teaching in the classroom and clinic areas.

Evaluation: The student is evaluated daily throughout the course. Chapter tests and quizzes are administered; classroom and clinic practical performances are evaluated at 500 and 1,000 hours. If evaluation is not met, the student will be notified and need to retake/submit any tests, quizzes, or assignments without extending contract end date. Tests or quizzes will not be allowed to retake more than 3 times.

Classes and Clinic are discussed upon registering.

Grading Scale

93% to 100%	Excellent
85% to 92%	Very Good
75% to 84%	Satisfactory
74% and below	Unsatisfactory

Barber Instructor 1000

Contents of Instruction

Post-Graduate School Training that includes all subjects in the basic barbering curriculum, including theory and practice. Presentation of material must include the concepts that are intended to be taught and the skills to be acquired during the various phases of basic education	500 Hours
Educational Psychology shall include, but not be limited to, topics in educational objectives, student characteristics and development, the learning process, and an evaluation of learning that relates to teaching. These hours shall be waived on behalf of the barber teacher students who have completed a course in Educational Psychology at an accredited college or university.	20 Hours
Teaching Methods (Theory) that shall include, but not be limited to, topics in individual differences in learning, lesson planning, and design, lesson delivery, assessment of learning performance, classroom management, student motivation, and classroom climate. These hours shall be waived on behalf of barber teacher students who have completed a course in Teaching Methods-Secondary Level at an accredited college or university.	20 Hours
Application of Teaching Methods that includes preparation and organization of subject matter to be presented on a unit-by-unit basis and presentation of subject matter through various methods (lectures, demonstration, testing, and assignments). Presentations must provide teaching objectives to be accomplished and correlate theoretical with practical application.	150 Hours
Business Methods include inventory, record keeping, interviewing, supplies, the Act, and this Part.	50 Hours
Student Teaching under the on-site supervision of an Illinois-licensed teacher. The student teacher shall present theoretical and practical demonstrations to students in the basic curriculum.	260 Hours
TOTAL	1000 Hours

CROSSOVER COURSE OUTLINE: 500 Hours

Full time 35 hours per week / total of 17 weeks, Part time 20 hours per week / total of 25 weeks

Course Description: The Crossover course is a training program that is a study of areas of Barbering and its Related Sciences.

Textbooks: Milady's Standard Barbering Text Books
Milady's Standard Barbering Theory Workbook
CIMA On-Line

Objective: To provide the student with knowledge of the sciences and skills to become a licensed Barber. To provide the student with an understanding of job-related skills necessary to succeed.

Format: The teaching format combines Theory – lectures and discussion; Practical – demonstrations and hands-on practices. Support materials include: videos, whiteboard, manikin, models, guest speakers and competitions.

Evaluation: The student is evaluated daily throughout the course. Weekly quizzes and exams are given to help maintain the knowledge to ensure much success on the clinic floor. Attendance and academics evaluations are done at 250 and 500 hours. If evaluation is not met, the student will be notified and need to retake/submit any tests, quizzes, or assignments without extending contract end date. Tests or quizzes will not be allowed to retake more than 3 times.

Grading Scale

93% to 100%	Excellent
85% to 92%	Very Good
75% to 84%	Satisfactory
74% and below	Unsatisfactory

The course of study shall include the following:

- (1) Supervised practical instruction totaling 300 hours shall include: Scalp care and shampooing, Honing and stropping Shaving Facials Massage and packs Science of hair structure, Haircutting Hair tonics Hair relaxing Hair coloring and hair body processing, Hair styling Fitting of hairpieces
- (2) Demonstrations and lectures totaling 160 hours shall include: Law, ethics, economics, equipment, shop management and history of barbering Sanitation, Sterilization, personal hygiene and first aid Bacteriology Anatomy Skin, scalp, and hair and their common disorders Electricity, as applied to barbering Chemistry and pharmacology Scalp care Honing and stropping Shaving Facials, massage and packs Hair relaxing Science of hair structure Haircutting Hair tonics Instruments, soaps, shampoos, creams, lotions, tonics and Waxing
- (3) Special lectures totaling 40 hours must include lectures by a qualified person in the following areas: tax consulting, advertising, insurance, business management, salesmanship and barbering

Crossover 500

Contents of Instruction

Basic Training, including the Act and this Part and sanitary standards;	90 Hours
Shaving and Facial Hair Design	50 Hours
Haircutting and Styling	300 Hours
Chemical Texture Services	30 Hours
Barbershop Management	30 Hours
TOTAL	500 Hours

Rules and Regulations

1. FULL TIME BARBERING STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 9AM TO 5PM TUESDAY THRU FRIDAY AND SATURDAY 9AM TO 2 PM. PART-TIME BARBERING STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 9AM TO 2PM TUESDAY THRU FRIDAY OR 9-5 TWO DAYS A WEEK AND SATURDAY 9AM TO 2PM. UNLESS A VARIED PART TIME SCHEDULE HAS BEEN APPROVED.
2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN IN UPON ARRIVAL AND SIGN OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST SIGN OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED SIGN IN PROCEDURES.
3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN IN.
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE ILLINOIS STATE BOARD OF BARBERING AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (School Smock). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS OR ECT.
6. FULL TIME STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. PART TIME STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.
7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. ILLINOIS STATE BOARD OF BARBERING REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.
8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO SIGN OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFANITY IS NOT PROFESSIONAL OR EXCEPTABLE.
9. STUDENTS MUST PARK THEIR CARS IN THE DESIGNATED AREA.
10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.
11. MAY TERMINATE A STUDENT'S ENROLLMENT FOR NONCOMPLIANCE WITH GENERAL POLICIES, THE STUDENT ENROLLMENT AGREEMENT, OR STATE LAWS AND REGULATIONS; IMPROPER CONDUCT OR ANY ACTION WHICH CAUSES OR COULD CAUSE BODILY HARM TO A CLIENT, STUDENT, OR EMPLOYEE OF THE SCHOOL; WILLFUL DESTRUCTION OF SCHOOL PROPERTY; AND THEFT OR ANY ILLEGAL ACT.
12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN KIT ITEMS MUST BE REPLACED BY THE STUDENT.
13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.

14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO A STUDENT TO PERFORM THE SERVICE.
15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT ON THE CLINIC LABORATORY.
16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.
17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.
18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.
19. ANY STUDENT THAT ARRIVES 7 MINUTES AFTER START TIME WILL BE TARDY AND WILL ABLE TO SIGN IN AFTER THE BREAK.
20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL EVALUATE THEIR ATTENDANCE AND TUITION SCHEDULE AND REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK COMPLETED. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.
21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.
22. NEW STYLE HAIR ACADEMY DOES NOT CONDONE FORGERY/CHEATING ON ANY WORK. FORGERY IS DEFINED AS THE ACTION OF FORGING OR PRODUCING A COPY OF A DOCUMENT, SIGNATURE, BANKNOTE, OR ARTWORK. DISCIPLINARY ACTION IS AT THE DISCRETION OF THE SCHOOL AND MAY RESULT IN SUSPENSION OR EXPULSION.

ATTENDANCE POLICY

- *All full-time students must attend 120 hours per month.
- *All part-time students must attend 80 hours per month.

Missed tests can be made up the following day of the absence. Missed hours can be made up during regular school hours. Tuesday-Friday 9-5/Saturday 9-2. Missed hours may prolong program completion and affect contract end dates. Our curriculum includes a buffer of 14 days (105 hours) to account for life events affecting attendance. A student who surpasses the buffer upon program completion is subject to owe for overage hours as a rate of \$7.20 per hour.

Procedure for Clocked Hours/Attendance

Students will clock in on the Genesis Finger Biometrics Scanner no more than 15 min prior to their scheduled start time

Students have 7 minutes from their scheduled start time to clock in or they will be considered late and will not be able to attend class and clock in until after lunch (1pm)

Students will clock out on the Genesis Finger Biometrics Scanner when they leave for the day

If a Student has to leave during the day other than for their scheduled 30 min lunch break they will clock out when they leave and clock back in when they return

If a student is unable to attend for pre scheduled reasons they are to write that they will be out of school on the office calendar

If a student is unable to attend or will be late for an emergency or last minute situation they are to notify the director via text message

If the Genesis Finger Biometrics System is down, the student is to write their time in and out on the dated sheet of paper (attendance tracker)

Students are responsible for tracking their personal hours by logging in to the student portal and verifying their hours for the previous week. If there is a discrepancy they will inform the director in a timely manner so they can be verified to be accurate. No edits to time will be done after 7 days from the date in question

If the student forgets to clock out they will not get credit for the hours of that day

Clocked hours will only be edited for Biometric Technical problems or off campus events

If a student chooses not to abide by the clock in/ attendance procedures they will be subject to a write up and further disciplinary action.

Tuition Schedule

Program	Clock Hours	Full-Time	Part-Time	Application Fee	Tuition	Books	Kit	Tax	Total Tuition*
Barbering	1550	41-46wks	61-96 wks	\$100.00	\$11160.00	\$750	\$1260	\$190.95	\$13,460.95
Barber Instructor 1000	1000	27-30 wks	42-62 wks	\$100.00	\$7200.00	\$300	\$250	\$57.75	\$7,907.75
Barber Instructor 500	500	13-15 wks	20-31 wks	\$100.00	\$4250.00	\$300	\$250	\$57.75	\$4,307.75
Crossover	500	13-15 wks	20-31 wk	\$100.00	\$4250.00	\$___	\$___	\$___	\$_____

Payments may be made in the form of cash, check, money order, or credit card. Non-federal agency or loan programs may be accepted as well.

*This charge includes the cost of books, supplies, lab coat, kit, tax and instructional materials necessary for this course of training. All books and supplies become the property of the student in the event of cancellation or termination of enrollment.

Completion, Licensure and Placement Rates

The 2022 completion, licensure and placement rates for the school are as follows:

Completion 100% Licensure 100% Placement 88.46%

Contract Costs & Payment Terms

Student and sponsor (if applicable) agree to pay New Style Hair Academy (hereinafter referred to as “The School”) Tuition and Fees for the program selected according to the approved payment plan stated below. A

Minimal monthly payment for your balance will be accepted, the student will be responsible for remaining balance at the completion of the program. The School may, at its options without notice, prevent the student from attending class until any applicable unpaid balance of payments are satisfied. The School will charge an additional \$7.20 per hour for hours remaining after the contracted end date. The School may charge a \$25.00

Transcript Fee for transcript requests. The School will charge an Application (Non-Refundable) Fee for students enrolling or transferring to The School of \$100.00. The School will charge a Re-Entry Fee to students who have withdrawn and wish to re-enter more than 30 days after termination of \$50.00. The current Tuition rates at the time of re-entry will apply to the balance of training hours needed for students returning 30 days after the formal withdrawal date, unless mitigating circumstances apply. Methods of payment include full payment at the time of signing the Student Enrollment Agreement; Application Fee paid at the time of signing the Student Enrollment Agreement with the balance paid prior to the start date or through an approved payment plan stated herein. Payments may be made in the form of cash, check, money order, or credit card.

Non-federal agencies or loan programs may be accepted as well. Notice to student that, should the student complete the program earlier than the time expected, a recalculation of any financial aid package may result in liabilities owed by the student, or school. Students are responsible for paying the Total Tuition and Fees for reimbursing any applicable loans in addition to interest.

General Terms of Agreement

- The School:
- Provide a program of study to meet minimum curriculum requirements as prescribed by the state regulatory agency.
- Verification of identity by means of a state issued identification card and verification of high school completion by diploma, GED and/or transcript will be expected to be provided at the acceptance of the enrollment agreement. Any official transcripts requested will be at the cost of the student. The program will be taught in ENGLISH.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at The School's discretion.
- Will grant a certificate of completion and official transcript of hours for the applicable course of study upon completion of all phases required by The School and the Illinois Professional Licensing Boards. (Included, but not limited to; required tests, practical assignments, final written and practical examinations, exit paperwork, exit interview, and satisfactory arrangements for payment of all debts owed to The School.)
- Official Transcript of Hours will be issued to students who have withdrawn prior to program completion when the student has successfully completed all required exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to The School as approved by The School.
- Assist graduates in finding suitable employment by posting area employment opportunities and teaching "Job Preparedness" classes. (Placement is not guaranteed.)
- May terminate a student's enrollment for noncompliance with General Policies, the Student Enrollment Agreement, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, student, or employee of The School; willful destruction of School property; and theft or any illegal act.

The Student:

- Agrees to pay applicable school fees and tuition.
- Provide all required admission paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws & Regulations, and educational requirements.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial documents (if applicable) in the designated time frame.
- Agrees to comply with The School's Uniform Policy and project a professional image representative of the cosmetology industry.
- Agrees to comply with the assigned schedule for the applicable program of study which is subject to change at the discretion of The School.
- Understands that if the student misses more than 14 days of the program additional overage hours may be charged at a rate of \$7.20 per hour. A student whose academic progress is affected by attendance may be dropped from the program.
- Agrees to participate in communication systems The School uses that are designed to help staff stay in communication with students in a group.
- Agrees to attend theory class as scheduled, for the duration of the course of study, regardless of whether all required tests have been completed at satisfactory progress.