



**5339 Burnett Road
Austin, TX 78756
512-458-2620**

Table of Contents

Administrative Staff	1
Welcome to a New Career	2
Mission Statement	3
Educational Goals	4
Facilities and Equipment	4
New Class Starting Dates	4
Holiday and School Closings	4
Admissions Requirements	4
Registering Hours with Texas Department of Licensing and Regulations	4
Non-Discrimination Policy	5
Sexual Harassment Policy	5
Right To Privacy and Information Release	5
Policy for Reviewing Financial or Educational File Grading	5
Graduation Requirements & Diploma	5
Employment Assistance	5
Instructional Materials	5
Tuition Payments	5
Advising Services	5
Counseling Services	6
Student Conduct	6
Grievance Procedure	6
Refund Policy	6
Satisfactory Academic Progress Policy	7
Evaluation Periods	8
Attendance Progress Evaluations	8
Maximum Time Frame	8
Academic Progress Evaluations	8
Determination of Progress Status	9
Warning	9
Probation	9
Re-establishment of Satisfactory Academic Progress	10
Interruptions, Course Incompletes, Withdrawals	10
Appeal Procedure	10
Noncredit, Remedial Courses, Repetitions	10
Transfer Hours	10
Re-Entry Procedure	10
Leave of Absence Policy	11
Barber Program	12-13
Barber Crossover Program	14-16
Tuition Schedule	17
Rules & Regulations	18-19

IMPACT Barber Academy
5339 Burnett Road
Austin, TX 78756
512-458-2620

admissions@impactbarberacademy.com

Licensed by: LICENSING
State Barber School is licensed and regulated by the: Texas Department of
Licensing and Regulation (TDLR)
P.O. Box 12157
Austin, Texas 78711
1-800-803-9202
www.tdlr.texas.gov

NACCAS: The school is in candidate status
(National Accrediting Commission of Career Arts & Sciences)
3015 Colvin Street
Alexandria, VA 22314
703-600-7600

Administrative Staff

Ledetrick Leonard, Scott Finley and Darren Peterson	Owner's
Yasha Johnson	Instructor
Tabatha Edwards	Instructor

Revised December 2023

WELCOME

We would like to welcome you to IMPACT Barber Academy.

We are here to help you reach your goals in the industry. You are on your way to becoming a success in the barber industry. We are pleased to offer you a quality education. IMPACT Barber Academy maintains a commitment to excellence in its program.

We will continuously provide you with the educational opportunities and service to help you succeed.

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

Written in the English language

Mission Statement

The primary goal of IMPACT Barber Academy is to develop in our students the highest possible degree of technical and professional competence. Our mission is to provide a positive learning environment where students are provided quality instruction, both in theory and practice which will prepare them for graduation and employment thereafter. It is our sincere desire that each student will enter the work environment with confidence and enthusiasm, ultimately obtaining gainful employment in the fields of Barbering.

Educational Goals

Class A Barber and Barber Crossover

The class A barber and barber crossover course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare graduates for work in a full-service shop, shop manager or shop owner.

Facilities and Equipment

Our educational institution includes 1 classroom, 1 front desk, 2 offices, 2 restrooms, 1 laundry room, 1 storage room, 1 reception area, 34 stations and 34 chairs.

New Class Starting Dates

Class start dates are every Monday.

HOLIDAY AND SCHOOL CLOSINGS

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. School closings due to inclement weather or any other type of emergency will not count against the student.

MARTIN LUTHER KING DAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
THANKSGIVING DAY
CHRISTMAS EVE
CHRISTMAS DAY
NEW YEARS EVE
NEW YEARS DAY

Admissions Requirements

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that always must be maintained in the student's file:

- *High School Diploma or a GED
- *Photocopy of birth certificate or driver's license;
- *All students are required to submit an application and must be at least 18 years of age.

IMPACT Barber Academy will accept hours completed at other institutions provided that such are accepted by the Texas Department of Licensing and Regulations (tdlr). Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn.

Policy for Admission/Entrance For Foreign Students

Non US residents must submit either an alien registration card or a recognized Visa (I94), 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, the translation and evaluation of the credential must be 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); - 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. 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.

Registering Hours with the Texas Department of Licensing and Regulations (tdlr)

In order for students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver’s license and High School Diploma or GED

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.

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 daily, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade	Range
Excellent	90-100
Above Average	80-89
Average	70-79
Below Satisfactory Progress	0-69

Graduation Requirements & Diploma

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

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 barber program are furnished clinic apparel, textbooks and kits.

Tuition Payments

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.

INSTITUTIONAL REFUND POLICY:

Section 1602.457. Cancellation and Settlement Policy Texas Department of Licensing and Regulation (TDLR)

The holder of a private beauty culture school license shall maintain a cancellation and settlement policy that provides a full refund of money paid by a student if the student:

- (1) cancels the enrollment agreement or contract not later than midnight of the third day after the date the agreement or contract is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
- (2) entered into the enrollment agreement or contract because of a misrepresentation made:
 - (A) in the advertising or promotional materials of the school; or (B) by an owner or representative of the school.

Section 1602.458. Refund Policy.

(a) The holder of a private beauty culture school license shall maintain a refund policy to provide for the refund of any unused part of tuition, fees, and other charges paid by a student who, at the expiration of the cancellation period established under Section 1602.457:

- (1) fails to enter the course of training;
- (2) withdraws from the course of training; or
- (3) is terminated from the course of training before completion of the course. (b) The refund policy must provide that:
 - (1) the refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement, contract, or other document acceptable to the department;
 - (2) the effective date of the termination for refund purposes is the earliest of:
 - (A) the last date of attendance, if the student is terminated by the school;(B) the date the license holder receives the student's written notice of withdrawal; or
 - (C) 10 school days after the last date of attendance; and
 - (3) the school may retain not more than \$100 if:
 - (A) tuition is collected before the course of training begins; and(B) the student fails to withdraw from the course of training before the cancellation period expires.

Section 1602.459. Withdrawal or Termination of Student.

(a) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, during the last 50 percent of the course, withdraws from the course or is terminated by the school, the school:

- (1) may retain 100 percent of the tuition and fees paid by the student; and
- (2) is not obligated to refund any additional outstanding tuition.

(b) If a student begins a course of training at a private beauty culture school that is scheduled to run not more than 12 months and, before the last 50 percent of the course, withdraws from the course or is terminated by the school, the school shall refund:

- (1) 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter;
- (2) 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course;
- (3) 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
- (4) 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course. (c) A refund owed under this section must be paid not later than the 30th day after the date the student becomes eligible for the refund.

- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: kit, extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.
- All refunds comply with mandated policies according to Texas Department of Licensing and Regulations. Under mitigating circumstances tuition refund could exceed the minimum tuition adjustment.

Class A Barber and Barber Crossover

SATISFACTORY ACADEMIC PROGRESS POLICY

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

EVALUATION PERIODS

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Class A Barber</u>		<u>Barber Crossover</u>
450 hours	11.25 weeks	150 hours 5 weeks
900 hours	22.5 weeks	300 hours 10 weeks
1000 hours	25 weeks	

Evaluation periods are based on actual hours completed. Students are notified of all evaluations. 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. The SAP will be evaluated at the conclusion of each evaluation period and completed within 7 school business days of the scheduled evaluation. The school will notify the students of all evaluations.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% 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 67% 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 be dropped and can re-enroll on a cash pay basis. 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
Barber		
(Full time, 40 hrs/wk) - 1000 Hours	37.5 Week	1500
(Part time, 20 hrs/wk) – 1000 Hours	75 Weeks	1500
Barber Crossover		
(Full time, 30 hrs/wk) - 300 Hours	15 Weeks	450
(Part time, 20 hrs/wk) –300 Hours	22.5 Weeks	450

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% 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:

90 - 100	EXCELLENT
80 - 89	ABOVE AVERAGE
70 - 79	AVERAGE
0-69	BELOW SATISFACTORY PROGRESS

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.

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.

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 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.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress 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.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

Re-Entry Procedure

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

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 school's 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. We will extend 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.

Barber Program – 1000 Hours

Full time 40 hours per week / total of 25 weeks, Part time 20 hours per week / total of 50 weeks

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

Objectives: Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Barber. All phases practice becoming a professional Barber by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins followed by clinical applications.

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

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

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 69%. All students must pass a Mock board Practical and written Examinations with a minimum grade of 69% prior to graduating. All students who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade.

Numerical grades are considered according to the following:

- 90-100 Excellent
- 80-89 Very Good
- 70-79 Satisfactory
- 69 and Below Unsatisfactory

Written Exams- The number of correct answers is divided by the total number of questions to determine the grade

Practical/Clinical- Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Class A Barber 1000-Hour Curriculum:

The curriculum standards for the class A barber certificate in a private or public post-secondary barber school consists of 1,000 hours, to be completed in a course of not less than six months, as follows:

Basics: anatomy and physiology; disorders of the skin, scalp, hair, and nails; chemistry hair coloring chemical waving, and relaxing); bacteriology, sterilization, and sanitation; safety, first aid, and sanitation; barber implements, tools, equipment, and related theory; and history of barbering	150
Practice: shaving; mustaches and beards; haircutting; hairstyling; hair and scalp treatments, scalp massage; safety, first aid, and sanitation; hair weaving, extensions, and wigs; face and neck massage and treatments; facial hair removal; manicuring; chemistry hair coloring chemical waving, and relaxing); and razor techniques, safety, first aid, and sanitation.	750
Business: Texas barber laws and rules; customer service; barbershop management; professional ethics and image; safety, sanitation, related practices, and theory; and hygiene and good grooming.	100
TOTAL	1,000

Barber Crossover – 300 Hours

Full time 30 hours per week / total of 10 weeks, Part time 20 hours per week / total of 15 weeks

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

Objectives: Our Objective is to train each student in the technical and social skills necessary to become a successful and competent Barber. All phases practice becoming a professional Barber by utilizing a combination of theory and hands-on learning. All chapters throughout the curriculum are delivered in the order of theory lecture, instructor demonstration, student applications on mannequins followed by clinical applications.

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

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

Grading Procedures: Each student is graded on their knowledge of the textbook, classroom theory and practical/ clinic work throughout the program. Written exams are given at the end of each chapter of study along with a final course exam administered at the end of each phase. Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment. Prior to completion of any phase, students must pass all final exams having a minimum grade of 69%. All students must pass a Mock board Practical and written Examinations with a minimum grade of 69% prior to graduating. All students who successfully complete graduation requirements are issued a Diploma.

The following is a guideline for Instructors to follow when calculating/determining the grade.

Numerical grades are considered according to the following:

- 90-100 Excellent
- 80-89 Very Good
- 70-79 Satisfactory
- 69 and Below Unsatisfactory

Written Exams- The number of correct answers is divided by the total number of questions to determine the grade

Practical/Clinical- Practical and clinical tasks are evaluated using rubrics/grading grids that allow the student to see their progress on each task assignment.

Barber Crossover 300 Hours Curriculum:

Prepare students for the practice of barbering including performing, offering, or attempting to perform barbering services for compensation.

The curriculum standards for the class A barber certificate while holding a cosmetology operator license consists of 300 hours, to be completed in a course of not less than 10 weeks, as follows:

Cosmetology Operator to Class A Barber curriculum standards		
(1)	Instruction in theory, consisting of:	25 Hours
	(A) History of Barbering	1
	(B) Barber Laws and Rules Review	1
	(C) Implements, Honing, and Stropping	5
	(D) Shaving	5
	(E) Men’s Haircutting and tapering	5
	(F) Beard and Mustache Trimming and Design	1
	(G) Hair color Review	1
	(H) Permanent Waving and Relaxing Review	1
	(I) Manicuring and Nail Care Review	1
	(J) Facial Treatments and Skin Care Review	1
	(K) Anatomy and Physiology Review	1
	(L) Blow-dry Styling Review	1
	(M) Shampooing and Conditioning Review	1
(2)	Instruction in practical work, consisting of:	275 Hours

	(A)	Men's Haircutting and tapering	165
	(B)	Shaving, Mustache, and Beard Trimming	85
	(C)	Hair coloring	5
	(D)	Permanent Waving and Relaxing	5
	(E)	Facial Treatments	5
	(F)	Shampooing and Conditioning and Blow-dry Styling	5
	(G)	Manicuring	5

Program	Clock Hours	Full-Time	Part-Time	TDLR	Application Fee	Tuition	Books/Kit	Total Tuition
Class A Barber	1000	25 wks	50 wks	\$25.00	\$100.00	\$7,700.00	\$1,000.00	\$8,825.00
Barber Crossover	300	10 wks	15 wks	\$0.00	\$100.00	\$3,900.00	\$325.00	\$4,325.00

Student and sponsor (if applicable) agree to pay the school the tuition and fees for the program selected according to the approved payment plan stated below. The school may, at its option and without notice, prevent student from attending class until any applicable unpaid balance or payments are satisfied. School will charge \$20.00 per hour for hours remaining after the contract ending date. The school does not charge a fee for transcript requests. The school will charge an application 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 \$100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Methods of payment include full payment at time of signing the Enrollment Agreement, an application fee of \$100.00 paid at time of signing agreement with balance paid prior to start date or through an approved payment plan as stated herein. Payments may be made by cash, check, money order, credit card or through non-federal agency or loan programs. Students are responsible for paying the total tuition and fees and for repaying applicable loans plus interest.

Completion, Licensure and Placement Rates

The 2022 completion, licensure and placement rates for the school are as follows: Completion % Licensure % Placement %

SCHOOL STANDARDS/RULES & REGULATIONS

1. FULL TIME CLASS A BARBER STUDENTS ARE EXPECTED TO ATTEND CLASS 40 HOURS PER WEEK AND PART TIME 20 HOURS PER WEEK. FULL TIME BARBER CROSSOVER STUDENTS ARE EXPECTED TO ATTEND CLASS 30 HOURS PER WEEK AND PART TIME 20 HOURS PER WEEK.
2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST SIGN OR CLOCK IN UPON ARRIVAL AND SIGN OUT OR CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.
3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT SIGN OR CLOCK IN.
4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.
5. THE TEXAS DEPARTMENT OF LICENSE AND REGULATIONS AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM. ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. THIS UNIFORM INCLUDES (BLACK PANTS, SKIRTS, SHORTS OR DRESSES) DAILY. NO HATS, HAIR NETS OR ECT. ALLOWED ON THE HEAD. NO OPEN TOE SHOES (FLIP FLOPS, SANDALS OR ECT.
6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND TWO 15 MINUTE BREAKS. PART TIME NIGHT STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH NIGHT. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO SIGN OR CLOCK IN THE REMAINDER OF THE DAY.
7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. TEXAS DEPARTMENT OF LICENSE AND REGULATIONS 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 CLOCK 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. PROFINITY IS NOT PROFESSIONAL OR EXCEPTABLE.
9. STUDENTS MUST PARK THEIR CARS IN THE PARKING LOT. STUDENTS CAN NOT PARK ON THE STREET. THE PARKING SPACES DIRECTLY IN FRONT OF THE SCHOOL ARE FOR STUDENTS, CUSTOMERS AND STAFF PARKING ONLY.
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 NON COMPLIANCE WITH GENERAL POLICIES, THIS CONTRACT, 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 STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.

15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN 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 AFTER 10:15AM WILL BE 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 REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.

21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.

ATTENDANCE POLICY

- * All full-time Class A Barber students must attend 160 hours per month.
- * All full-time Barber Crossover students must attend 150 hours per month.
- * All part-time Class A Barber students must attend 80 hours per month.
- * All part-time Barber Crossover students must attend 80 hours per month.

Students are required to maintain attendance of at least 67%. Attendance is posted weekly. Any student who falls below 67% within their first 4 weeks will be dropped from the program. From that point on, students falling below 67% will be provided with an attendance performance plan for improvement. The student will be subject to termination for failure to meet the requirements of that plan. Additionally, a student will be terminated from the program if he/she misses 14 consecutive days unless mitigating circumstances can be documented. Grounds for Termination: The school reserves the right to modify the Rules & Regulations at any time and will inform the students of any modifications. The school reserves the right to terminate a student for the following reasons: 1) Failure to maintain a satisfactory progress percentage of 70% in academics and 67% attendance 2) Missed fourteen (14) consecutive days 3) Did not return from a Leave of Absence 4) Breach of school standards.

Missed test can be made up on Wednesday and Thursday.
Missed hours can be made up during the following times:
Monday - Sunday 9am to 6pm