

FLORIDA BARBER ACADEMY

**51 North State Road 7
Plantation, Florida 33317**

(954) 791-1792

www.floridabarberacademy.edu



SCHOOL CATALOG

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Certified true and correct in content and policy.

Maryelaine Miranda

Signature of Authorized School Official

OWNERSHIP/GOVERNING BODY

Florida Barber Academy, Inc. was established September 1999, and is under the ownership of Florida Barber Holdings, Inc. located at 51 N. State Road 7, Plantation, Florida 33317, Office: (954) 954-1792; Fax: (954) 791-8321. Mrs. Maryolaine Miranda, President, governs the school. The Board of Directors are Doug Licker, Jackie Baker, Stuart Hamilton, and George Martin.

MISSION STATEMENT

The mission of the Florida Barber Academy is to prepare students to become excellent licensed professionals within the beauty industry. We further strive to help our students grow and develop as individuals to become happy and productive members of their families and communities. Our higher purpose is to serve all of our stakeholders: students, employees, suppliers, clinic customers and owners for the Greater Glory of God.

PURPOSE

The purpose of Florida Barber Academy is to serve all of our stakeholders: students, employees, suppliers, clinic customers and owners for the Greater Glory of God.

FACILITIES

Florida Barber Academy consists of 12,500 square feet in an air-conditioned, clean, well-maintained, lighted facility with security.

Florida Barber Academy is conveniently located near to public transportation and has ample parking, in the front and rear of the school. FBA is also on the Northwest corner of Broward Boulevard, near I-95, 441, and Turnpike.

We have classrooms, lab/practical stations, a resource area for students, student and faculty lounge, administrative offices, and restrooms.

STAFF/ADMINISTRATION

MIRIAM TIRADO, MA – Financial Aid Director/Default Management

University of Phoenix, Plantation, FL-Degree

ROSEMARY COLON – Associate Registrar

Department of Education, Norcross, Georgia- Diploma

LEBONY RICHARDS, BS – Executive

Administrator/Accreditation Liaison Officer/Bursar

Johnson & Wales University, North Miami, Florida- Degree

MARYOLAINE MIRANDA, BBA- President/ Chief

Administrative Officer/Title IX Coordinator

Adventist University, Managua, Nicaragua-Degree

MICHAELAN COHEN – Financial Aid Officer

Lower Merion HS, Ardmore, Pennsylvania – Diploma

ZULMA CORIS - Senior Director of Admissions

Department of Public Education, San Juan, Puerto Rico- Diploma

LEONARD ANDINO – Admissions Representative

Departamento de Instrucción Pública, San Juan, P.R.-Diploma

FELICIA PARKER, BS – Director of Education

Mercy College, Dobbs Ferry, NY- Degree

SARA VARGAS LAZO – Student Services Director

Filemon Rivera Quintero, Chinandega, Nicaragua- Diploma

YISNEY MONTEAGUDO VERA, AA – Registrar

Florida National University, Hialeah, Florida- Degree

FACULTY

SARA VELEZ – Part Time Instructor

Florida License: – Barber – BB8900821
Hollywood Institute, Hollywood, Florida- Diploma
Florida License: -Cosmetologist- CL0220652
Atlantic Technical College, Coconut Creek, Florida- Diploma
Florida License: -Body Wrapper-BW8290
Exel Aesthetic Biotechnology, Doral, Florida
Eva y Patricia Custodio, Las Marias, Puerto Rico-Diploma

FORREST MOORE – Full Time Instructor

Florida License: Barber- BB8899946
Sheridan Technical College, Hollywood, Florida-Diploma
Stranahan High School, Fort Lauderdale, FL-Diploma

IMAN DAVIS – Full Time Educational Coordinator/Student Services Aid

Florida License: Barber- BB8899947
Florida Barber Academy, Plantation, Florida-Diploma
Blanche Ely High School, Pompano Beach, FL-Diploma

JOHANIS DIAZ – Full Time Instructor

Florida License: Cosmetology- CL0203601
Margate School of Beauty School, Margate, Florida-Diploma
Department of Public Education, Trujillo Alto, Puerto Rico- Diploma

ALINA ORTEGA – Full Time Instructor

Florida License: Cosmetology- CL1310474
El Ministerio De Educacion Cultura Y Deportes, Chinandega, Nicaragua-Diploma
Bellflower Adult School, Bellflower, California-Diploma

CARL DIXON, MBA– Part Time Instructor

Florida License: Barber- BB8902397
Florida Barber Academy, Plantation, Florida-Diploma
Keiser University, Fort Lauderdale, Florida-Degree

HECTOR OVIEDO– Full Time Assistant Instructor

Florida License: Barber Restricted-BR3342
Beauty Schools of America, Hialeah, Florida-Diploma

MANUELA ZULETA– Full Time Instructor

Florida License: Full Specialist-FS930221
Coral Reef Senior High School, Miami, FL-Diploma
Florida Barber Academy, Plantation, FL-Diploma

BRILLANA JEANMARIE– Part Time Instructor

Florida License: Facial Specialist-FB9778474
Sheridan Technical College, Hollywood, Florida-Diploma
Miami Dade College, Miami, Florida-Degree

JENNY CARRASCO– Part Time Instructor

Florida License: Nail Specialist-FV9603604
Florida License: Barber-BB8901673
Florida License: Cosmetologist-CL1275739
Florida License: Facial Specialist-FB9760210
Instituto Tecnologico De Santo Domingo, Santo Domingo, RD- Diploma
Beauty Schools of America, Hialeah, FL-Diploma

MARIA CUBANO– Part Time Instructor

Florida License: Nail Specialist-FV9630398
Florida License: Barbers-BB8905448
Florida License: Full Specialist-FS889717
Ramon Power Y Giralt, Las Piedras, PR-Diploma
Futura Career Institute, Hialeah FL, Diploma
Boca Beauty Academy, Parkland, FL-Diploma
Embelleze Beauty School, Pompano Beach, FL-Diploma

LYDELL GRAVES- Part Time Instructor

Florida License: Barbers-BB8895873
Waukegan West High School, Waukegan, IL-Diploma
Mckoy Barber Styling School, Chicago, IL-Diploma

ACCREDITING, LICENSING AND REGULATORY AGENCIES

Florida Barber Academy is accredited by the Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325 Atlanta, GA 30350, (770) 396-3898/FAX (770) 396-3790, www.council.org . Florida Barber Academy has been accredited since June 9, 2001. License #215600

Florida Barber Academy is licensed by the Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, License #2170, (850) 245-3200, (888)224-6684. Additional information may be obtained by contacting the Commission for Independent Education. <http://www.fldoe.org/policy/cie>

Florida Barber Academy is regulated by the Department of Business and Professional Regulations, Barber Board and Board of Cosmetology located at 2601 Blair Stone Rd, Tallahassee, FL 32399-1027, (850) 487-1395. <http://myfloridalicense.com/dbpr/>

ADMISSION REQUIREMENTS

An applicant requesting admission to Florida Barber Academy must fulfill one or more of the following requirements to be considered for acceptance regardless of the method of delivery of the programs. The institution's admissions requirements offer reasonable expectations for successful completion of all programs offered regardless of the method of delivery. All completion requirements for each program are clearly stated within the catalog.

- A. All applicants must be at least 16 years of age and have a high school diploma, general equivalency diploma, or its equivalent as required by the State of Florida, State issued Identification or Driver's License and United States Social Security Card. Previous education, training, and experience must be disclosed on the student information sheet, which will become part of the student's file. Prospective students with foreign high school credentials that wish to enroll at Florida Barber Academy should have their credentials translated and evaluated for their U.S. equivalency. The Nail Technician, and Facial Specialist programs do not require students to have a high school diploma, general equivalency diploma, or its equivalent or taking and passing an ATB approved test.
- B. The applicant is to schedule an appointment with an Admissions Representative. The interview is to answer any questions an applicant may have, discuss the course requirements, contents, and determine the student's reason for application to Florida Barber Academy and to sign the enrollment agreement between the applicant and the school. If a parent or guardian is accepting responsibility, he/she must be present at the interview.
- C. A student who attended an eligible program at a Title IV institution prior to July 1, 2012, may be able to establish eligibility at the same Title IV institution or a different Title IV institution under the guidelines provided by the Federal Student Aid office. These applicants must meet the grandfathered clause under Gen12-09, to be accepted at Florida Barber Academy on the basis of documentation from the National Student Loan Data System that states that they previously received Title IV aid or provide a transcript or other documentation from a previous institution that demonstrates that the applicant was enrolled or attended an eligible program at a Title IV institution or passed an approved ATB test.
- D. Florida Barber Academy will accept by exception prospective students who do not have a high school diploma or its recognized equivalent into the Eligible Career Pathways Program as defined in section 484 (d) (2) of the HEA. Applicants must be at least 18 years of age; these students will concurrently enroll in a post-secondary education program while attending Florida Barber Academy. Also, students who are participating in the Eligible Career Pathways Program are required to attain their high school diploma or GED before graduating from Florida Barber Academy. Some restrictions may apply, the Nail Technician and Facial Specialist are non-Title IV eligible programs.
- E. For Active-Duty military and Veterans students, the DD Form 214 Certificate of Release or Discharge from active duty may serve as an alternative documentation to verify a student's high school graduation if it indicates that the individual is a high school graduate or equivalent.
- F. Florida Barber Academy admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, gender, gender identity, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship, grants or loans and other school administered programs.

The President reserves the right to deny entrance to any applicant that displays the lack of ability or character necessary to complete the program. Once all requirements are completed, the school will inform the applicant of their acceptance.

VETERANS TRAINING

Florida Barber Academy is approved for Veterans Educational Benefits by the State Approving Agency. All VA approved programs are only available via a Traditional modality. Veterans may complete an application either at the school or the Veterans Administration.

VETERAN'S ATTENDANCE POLICY

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as an unexcused absence.

Students exceeding 20% unexcused absences in academic term will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes.

STANDARDS OF ACADEMIC PROGRESS FOR VA STUDENTS

Students receiving VA educational benefits must maintain a minimum Cumulative Grade Point Average (CGPA) of 2.0 each evaluation period (term, quarter, semester, evaluation period, etc.).

A VA student whose CGPA falls below 2.0 at the end of any evaluation period (term, quarter, semester, evaluation period, etc.) will be placed on academic probation for a maximum of two consecutive terms of enrollment. If the VA student's CGPA is still below 2.0 at the end of the second consecutive term of probation, the student's VA educational benefits will be terminated.

A VA student terminated from VA educational benefits due to unsatisfactory progress may petition the school to be recertified after attaining a CGPA of 2.0.

VETERAN CREDIT FOR PREVIOUS EDUCATION OR TRAINING

Veteran students must report all education and training and submit all requested documents for review and evaluation so that a final determination can be made within three (3) days of the student's program start date. Notification of this evaluation will be placed in the student's VA file. The school will evaluate and grant credit, if appropriate, with the training time shortened, the tuition reduced proportionately, and the VA and student notified. Any credit awarded will be posted to the student's academic record as Transfer Credit. The President has final decision on acceptance of previous training or experience.

VETERAN SATISFACTORY PROGRESS

Veterans are subject to the standards for Satisfactory Academic Progress, listed in this catalog under, "Satisfactory Academic & Attendance Policy." Early departures, class cuts, tardiness, etc., for any portion of a class period will be counted as one absence. Students exceeding 20% total absences in a calendar month will be terminated from their VA benefits for unsatisfactory attendance. In order to show that the cause of unsatisfactory attendance has been removed, students must show good attendance (as defined) for one calendar month after being terminated for unsatisfactory attendance. After such time, the student may be recertified for VA education benefits. The student's attendance record will be retained in the veteran's file for USDVA and SAA audit purposes. All VA students called to active duty will have the opportunity to request for a leave of absence or request to be withdrawn and re entry to the program once they return from active duty. Students receiving VA educational benefits while on an approved leave of absence will have their VA educational benefits interrupted, it would be reported to the VA as a termination status. Any registration changes may affect a VA student educational benefit that may cause a return and or repayment of funds to the VA or the Academy.

VA PENDING PAYMENT COMPLIANCE POLICY

In accordance with Title 38 US Code 3679 subsection (e), Florida Barber Academy adopts the following additional provisions for any students using U.S. Department of Veterans Affairs (VA) Post 9/11 G.I. Bill® (Ch. 33) or Vocational Rehabilitation & Employment (Ch. 31) benefits, while payment to the institution is pending from the VA.

This policy allows any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility (COE) for entitlement to educational assistance ending on the earlier of the following dates:

1. The date on which payment from the VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the COE.

This academy will not:

- Prevent the student's enrollment;
- Assess a late penalty fee to the student;
- Require the student to secure alternative or additional funding;
- Deny the student access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.
- Automatically renew a veteran education benefit for new programs, the student will have to submit a new enrollment request and provide a new certificate of eligibility. (Public Law 116-315, Sec 1018, 38 USC § 3679(f) prohibits the automatic renewal of veteran education benefits.)

However, to qualify for this provision, such students may be required to:

- Produce the VA Certificate of Eligibility (COE) by the first day of class;
- Provide a written request to be certified;
- Provide additional information needed to properly certify the enrollment as described in other institutional policies

For more information, please contact one of our school certifying officials:

- Lazara Tapia- Financial Aid Director: 954-791-1792
lazara.tapia@floridabarberacademy.edu
- Lebony Richards-Executive Administrative Director/Accreditation Liaison Officer/Bursar: 954-791-1792
lebony.richards@floridabarberacademy.edu
- Maryolaine Miranda-President/Chief Administrative Officer/Title IX Coordinator: 954-791-1792
mmiranda@floridabarberacademy.edu

NON-DISCRIMINATION POLICY

Florida Barber Academy admits students of any race, color, nationality and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, gender, gender identity, disability, national and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs and other school administered programs.

REHABILITATION ACT OF 1973 SECTION 504/AMERICANS WITH DISABILITIES ACT OF 1990

Florida Barber Academy does not exclude qualified individuals with a disability from the participation in or benefits of programs of instruction and its activities on the basis of their disability.

EQUAL OPPORTUNITY LAWS

Florida Barber Academy complies with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and all Federal regulations adopted to carry out such laws. This assurance is directed to the end that no person in the United States shall, on the ground of race, color, national origin (Title VI), handicap (Section 504), sex (Title IX, in education programs and activities only), or age (Age Discrimination Act) be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity of the Signatory receiving Federal financial assistance or other benefits under statutes administered by VA (Department of Veterans Affairs), the DOE (Department of Education), or any other Federal agency. This assurance applies whether assistance is given directly to the recipient or indirectly through benefits paid to a student, trainee, or other beneficiary because of enrollment or participation in a program of the Signatory.

OBSERVING A CLASS

A student wishing to apply for enrollment is permitted to attend one class session prior to enrollment, at no charge. Students are encouraged to attend the class session to determine his/her level of commitment.

UNIT OF CREDIT

Florida Barber Academy (FBA) is a clock hour institution. A Unit of Credit is defined as a clock or classroom hour. Since FBA is a clock hour institution; a clock or classroom hour is defined as no less than 50 minutes of any one clock hour during which the student participates in a learning activity in the physical presence of a member of the faculty and a 10-minute break.

CONTINUOUS ENROLLMENT

Florida Barber Academy has continuous enrollment with new classes forming weekly.

STUDENT RECORDS

The Registrar's office is the designated custodian of all official student academic records. The office maintains official student transcripts, processes final grades at the end of each term and updates student records with address, name and approved grade changes. Upon request from the student, both official and unofficial copies of their academic records will be given to students, other individuals, institutions or agencies.

This office also provides official certifications of student enrollment and academic status to other agencies such as insurance companies and financial institutions. A hard copy of the student's final grade is provided at the student's request from the Registrar's Office.

The Registrar's Office is also responsible for processing applications for diplomas and certificates.

The school will retain student records in a fire-proof file cabinet and available to students upon individual request. Student records will be provided to potential employers only after the student has made a written request.

For those students who are denied entry or dismissed from the academy, records will remain on file for at least one year.

GRADING SYSTEM

Students are graded during each course of study by the instructor's evaluation of the artistic talent, quality of work, and the student's ability to follow instructions, with 75% or higher being a passing grade (The school maintains a certain amount of flexibility in its testing and evaluation of individual students because the utilization of the skill acquired is partially dependent on creativity and artistic talent).

GRADING SCALE			GPA
A	90-100	Excellent	4.00
B	80-89	Good	3.00
C	75-79	Passing	2.00
Below	75	Unsatisfactory	1.99

ATTENDANCE POLICY

Students are expected to attend scheduled class meetings and to arrive on time. A student attending a minimum of seventy (70%) of their scheduled hours is considered to be in Satisfactory Academic Progress (SAP), except for the veteran student, who must attend a minimum of eighty (80) percent or more to be in SAP. To graduate, the student must complete the maximum required hours of their program of choice.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

The standards of “Satisfactory Academic Progress” are to establish a formal process through which the administration and faculty of FBA can identify and provide assistance to students who experience academic difficulty.

Students who experience academic difficulty are alerted through the standards of any academic weaknesses so that they may be corrected at an early point in the student’s school career.

The standards are not intended to discourage or penalize students who are sincerely trying to make good use of the school’s instructional services. Rather, the standards reflect the commitment of FBA faculty and administration to provide students with as much assistance as possible to ensure success in achieving their educational goals.

The overall objective of the standards is to improve performance by students having academic difficulty and to increase public support for Florida Barber Academy’s efforts to provide sound educational programs of the highest quality.

The maximum time frame for program completion may not exceed 150% of the published length of the program measured in academic years, terms, credit hours attempted, or clock hours completed.

ACADEMIC STANDARDS REQUIRED GRADE AVERAGES

At the end of each increment, the cumulative grade average will be determined and documented in each student’s Academic Progress Report Form. Students achieving the averages specified below will be considered to be making satisfactory academic progress: a grade average of 75% or 2.0 GPA at the 25%, 50%, 75% and 100% point of the published length of the program selected. For example, if attending a 1,200-clock hour program, 25% will be 300 clock hours attended, 50% will be 600 clock hours attended, 75% will be 900 clock hours attended and 100% will be 1,200 clock hours attended.

Consequences of sustained poor academic performance are summarized below:

<u>Accumulative GPA</u>	<u>Results</u>
0.0 to 0.99	Academic Suspension
1.0 to 1.49	Academic Probation
1.5 to 1.99	Academic Warning

Students must have a minimum of 2.0 overall GPA to graduate.

REQUIRED COMPLETION RATE

In addition to the cumulative grade average listed above, students must also be progressing toward successful completion of the program within a maximum time frame. The maximum time frame for program completion may not exceed 150% of the published length of the program measured in academic years, terms, credit hours attempted, or clock hours completed. For example, if an academic program published length is 600 clock hours the maximum time frame to complete the program is 900 clock hours. Hours completed after the 150% point will lose financial aid eligibility. For example, a 600-clock hour program, the maximum assessment point will be at 25% point or 225 clock hours, 50% point or 450 clock hours, 75% point or 675 clock hours and 100% point or 900 clock hours; a 1,200-clock hour program the maximum assessment point will be at 25% point or 450 clock hours, 50% point or 900 clock hours, 75% point or 1350 clock hours, 100% point or 1800 clock hours.

ASSESSMENT OF STUDENT PROGRESS

PROGRESS REPORTS

The students' academic progress is measured and analyzed throughout their program on a quarterly basis. Student Progress Report Forms completed by the Registrar at the quarter ($\frac{1}{4}$), midpoint ($\frac{1}{2}$), three-quarter ($\frac{3}{4}$) and at the completion points of the program. The analysis is also conducted at the quarter ($\frac{1}{4}$), midpoint ($\frac{1}{2}$), three-quarter ($\frac{3}{4}$) and at the completion points of the program and commented on the Student Progress Report Forms. The Director of Education receives these reports for evaluations.

ACADEMIC WARNING

A student will receive an academic warning if the student falls between an Accumulative GPA of 1.5 to 1.99. If a student falls between an Accumulative GPA of 1.0 to 1.49, the student will be placed on academic probation.

ACADEMIC PROBATION

Students on "Academic Probation" will be measured at the applicable points of the program. The applicable points are the 25%, 50%, 75%, and 100% of the total length of the program. Students on financial aid can receive aid during 1 applicable point. If the student has not met the minimum GPA required by the end of the probationary period, the student will be ineligible for financial aid until the student meets the satisfactory progress standard again.

RE-ESTABLISHING ACADEMIC PROGRESS

A student who loses Federal Student Aid because the school's academic progress standards are not being met will regain eligibility when the school determines that the student is meeting the standards or when the student is granted an appeal. An appeal may be granted for special circumstances, but a student can regain eligibility only by taking actions that will bring the student in compliance with all the academic progress standards.

ACADEMIC DISMISSAL/WITHDRAWAL

“Academic Dismissal” represents a separation of a student from FBA for at least twelve (12) months. “Academic Dismissal” occurs after a student fails to meet the minimum requirements during probation after suspension. If, after being readmitted following suspension, the student fails to meet minimum standards, which is maintaining a 2.0 GPA, they will be separated from FBA.

The student who withdraws voluntarily is called a “Withdrawn” student. The last physical date of attendance is considered the withdrawal date of the student whether the student is dismissed or withdraws. The final grade given at the point of withdrawal will be the grade used for the GPA and accumulative GPA.

Students are eligible to re-apply for enrollment to FBA after the dismissal period. This request will be on a petition basis. In order for re-enrollment to be approved, the petition must present evidence of some change in the student’s circumstance. A withdrawn student may re-enter anytime. A re-enrolled student may apply for financial aid providing he/she is meeting all academic progress standards.

STUDENTS PARTICIPATING IN FEDERAL FINANCIAL AID

Federal regulations require that all schools participating in any Federal Financial Aid program must adhere to a Financial Aid Satisfactory Academic Progress (SAP) policy. As a Financial Aid recipient, students must maintain SAP to remain eligible to receive Federal Financial Aid. The records of all Financial Aid recipients will be reviewed at the end of each payment term to determine compliance with the SAP policy. SAP determination is based on the student’s complete academic history, including periods in which the student did not receive Financial Aid.

To meet Satisfactory Academic Progress in order to receive Financial Aid, the student must:

- Maintain a Cumulative Grade Point Average of 2.0 or 75% and above.
- Maintain a Cumulative Attendance rate of 70% or above.
- Cannot exceed the 150% Maximum Time Frame (For example a 1,200-clock hour program cannot exceed 1,800 scheduled hours).

FINANCIAL AID WARNING/PROBATION STATUS

If a student fails to meet eligibility standards for either GPA or attendance, students are automatically placed on Financial Aid Warning. A student placed on Financial Aid Warning status may continue to receive financial assistance for one payment period. The student will be advised at that time of the potential loss of eligibility and complete a counseling form with the Registrar Department. A student, who has not improved his standing and still fails to comply with the satisfactory academic progress policy at the end of the Warning Period, will be ineligible for future financial aid disbursements. It is advisable for any student on warning status to meet with both a financial aid administrator and an academic advisor to ensure future satisfactory progress and aid eligibility.

The student may continue on a cash-pay basis with an approved payment plan. Arrangements for payment must be approved within 10 school days. The Financial Aid Appeal process allows students who are not meeting SAP standards to petition the institution for reinstatement of title IV aid eligibility.

Students may have the opportunity to have their financial aid eligibility reinstated by appealing the decision and being placed on Financial Aid Probation. Students have five (5) business days after being notified to institute an appeal. The appeal must be in writing and given to the Financial Aid Director, who will meet with the Financial Aid Academic Appeals Committee to make a decision on the appeal.

The bases on which a student may file an appeal are injury or illness; death of a relative; or other special circumstances. Students must provide supporting documents and describe in writing any unusual circumstances that warrant special consideration.

Students must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

The Financial Aid Director will provide a decision in writing within ten (10) business days.

FINANCIAL AID PROBATION

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan.

APPEAL AND RE-ESTABLISHING ELIGIBILITY

A student may appeal the determination of unsatisfactory progress and re-determination of aid eligibility by completing the SAP appeal form. The student must explain in writing the reason why he/she failed to make SAP, provide a statement and documentation as to what has changed in the student's situation that will allow the student to meet SAP before the next term. A student whose Federal Financial Aid has been terminated for unsatisfactory progress may have it reinstated for one payment period on the basis of:

- Mitigating circumstances
- After successfully rehabilitating the cumulative 75% or better
- Achieving an attendance rate of 70% or better

If the appeal is approved, the student will be put on Probation Status for one payment period and financial assistance will be reinstated. If the appeal is denied, the student can remain in school at their own expense.

NOTE: An appeal determination will be between the President and the Director of Financial Aid.

GRADUATION REQUIREMENTS

The student must comply with the following requirements in order to receive a diploma:

1. Complete the total number of hours required by the student's program and have an overall GPA of 2.0 or final grade of 75% or greater.
2. Pass all written examinations, and all practical requirements.
3. Meet all financial obligations incurred with the institution.
4. Achieving an attendance rate of 70% or better.
5. Students exceeding 20% unexcused absences in academic term will be terminated from their VA benefits for unsatisfactory attendance.

STUDENT SERVICES

PROGRAM COURSES & SCHEDULE

FBA has continuous enrollments for all programs. Courses in each program are taught in a circular curriculum. This allows the student to enroll at any point in the curriculum. Courses and class schedules will be given to students at registration.

ACADEMIC ADVISEMENT

The Admissions or Director of Education will help students with their decision regarding academic advising.

FINANCIAL ADVISEMENT

The Bursar's Office will inform students of all options regarding private funding or payment plans.

FINANCIAL AID ADVISEMENT

The Financial Aid Department will inform students of all options regarding their funding and payment plans available after leaving school.

JOB PLACEMENT SERVICES

The Student Services Department assist students with placement and furnished names and addresses of employment possibilities. Inquiries made to the school from potential employers will be posted on the Student Services bulletin board. The school will assist the student with employment to the best of its ability but cannot guarantee employment. This service is provided free of charge.

IPEDS link to retention and graduation rates:

<https://nces.ed.gov/ipeds/datacenter/InstitutionProfile.aspx?unitId=afafacaeb3ab>

Most recent Completion, Placement, and Licensure data submitted to the Council on Occupational Education (01-01-2023 to 12-31-2023):

<u>Barber</u>	<u>Nail Technician</u>	<u>Cosmetology</u>	<u>Full Specialist</u>	<u>Facial Specialist</u>
Completion Rate: 72%	Completion Rate: 93%	Completion Rate:79%	Completion Rate: 94%	Completion Rate: 100%
Placement Rate: 71%	Placement Rate: 89%	Placement Rate:73%	Placement Rate: 89%	Placement Rate:100%
Licensure Rate: 100%	Licensure Rate: 100%	Licensure Rate:86%	Licensure Rate:100%	Licensure Rate:100%
Graduation Rate: 72%	Graduation Rate: 93%	Graduation Rate:79%	Graduation Rate:94%	Graduation Rate:100%

SCHOOL CALENDAR 2025

Florida Barber Academy operates on a continuous basis throughout the year. Classes will not be held on the following holidays:

New Year's Day (January 01), Martin Luther King, JR (January 20), Memorial Day (May 26), Independence Day (July 04), Labor Day (September 01), Thanksgiving Day and Day after (November 27-28), Winter Break (December 24-26), New Years Day (December 31), New Year's Break, (January 01-01-26).

Additional closures may be declared by the President due to unforeseen circumstances and/or inclement weather.

CLASS SCHEDULE

Business Office Hours:	Monday – Friday	9:00 am – 7:00 pm
Day Classes:	Monday – Friday	9:00 am – 3:00 pm
Evening Classes:	Monday – Friday	4:00 pm – 10:00 pm
Late Evening Classes:	Monday – Friday	6:00 pm – 10:00pm

Note: All student educational inquiries will be responded to within one business day by a faculty or staff member.

LEARNING RESOURCES

Learning Resources are available for students at the Media Resource Center Computer Lab such as online videos, DVD's and books for students to review, during the operating hours of the Media Resource Center. Florida Barber Academy programs are traditional/ hybrid, which means that the use of technology is part of your education. If you wish to use the computers on campus, they are available in the Media Resource Center Computer Lab.

ADMINISTRATION / OFFICE HOURS

Administration and staff will be available to meet with current students, graduates and prospective students.

Monday – Friday 9:00 am – 7:00 pm. Appointments are requested, but walk-ins are always welcome.

FINANCIAL AID (FOR THOSE WHO QUALIFY)

Pell Grants

The Pell Grant is an entitlement. Each high school graduate and GED holder is entitled by law to apply for a grant to help defray the cost of postsecondary education. Students or prospective students may obtain an application to participate in the Pell Grant Program from the Financial Aid Officer of Florida Barber Academy. The Pell Grant award will depend upon the amount of family contribution from the student's parent(s) or own resources as determined by the U.S. Department of Education and the amount of money appropriated by Congress to fund the Pell Grant program.

Student Loans

Student loans from the U.S. Department of Education are available to students thirty days after a student has started classes. Federal Subsidized and Unsubsidized Stafford Loans are low interest loans provided by the U.S. Department of Education. The subsidized Stafford loan is awarded based on need. Interest is paid by the government while the student is enrolled in school at least half-time. The unsubsidized Stafford loan is available to students regardless of financial need, but the interest must be paid while the student is in school, or it is capitalized (added to the principal). Loans must be repaid including interest. Repayment begins 180 days from the last day of attendance, leaves school or drops to less than half-time attendance.

In-House Payments

Flexible payment plans are available to students.

Disclosure: FBA does not offer any in-house scholarships, grants, etc.

PREVIOUS TRAINING/ EXPERIENCE/TRANSFER OF CREDITS

Transfer Students will meet the same standards and requirements as a traditional Florida Barber Academy (FBA) student. This includes Admission requirements. FBA will accept up to 50% of credits of an accredited institution or from an unaccredited institution provided it is comparable to what is being offered at FBA. Transferred grades must be 2.0 or greater; D's and F's are not transferred. Failure to meet FBA standards may warrant denying part or all transfer of credits.

Any student who began a program at Florida Barber Academy and wishes to transfer to another program, could receive credit for courses previously passed (some restrictions may apply). If allowed, tuition will be adjusted accordingly.

Any student who previously received credits from a non-Title IV eligible program will not be able to transfer in any credits towards a Title IV eligible program. The same restriction will be in place for students wishing to transfer credits from a Title IV eligible program to a non-title IV eligible program.

This restriction noted above includes both practical hours and theory hours.

Furthermore, Student Academic Progress evaluations will include accepted transfer hours completed and attempted toward the student's program of study and would be evaluated upon internal program transfers within the Academy. Students who transfer out of Florida Barber Academy to another institution will receive their academic transcript providing that all financial obligations have been met. The acceptance of the credits earned is determined by the transferring institution.

Students who re-enroll in the school will be treated the same as students transferring from another school or a student with previous training/experience. Compliance with the school's minimum satisfactory progress requirements is required.

1. No credit will be given to any student for courses taken from previous training at our campus or another institution that is 10 years or more.
2. Up to 50% can be credited from another institution.
3. For each year that passes 10% (example: 1st year 10%, 2nd year 20%, 3rd year 30%, etc.) will be automatically deducted from the final determination of credit hours.
 - i. For the Barber program it equates to 90 hours 1st year, 180 hours 2nd year, 270 hours 3rd year, etc.
 - ii. For the Cosmetology program it equates to 120 hours 1st year, 240 hours 2nd year, 360 hours 3rd year, etc.
 - iii. For the Full Specialist program, it equates to 60 hours 1st year, 120 hours 2nd year, 180 hours 3rd year, etc.
 - iv. For the Nail Technician program, it equates to 18 hours 1st year, 36 hours 2nd year, 54 hours 3rd year, etc.
4. Hours are based on theory and practical work, which is on an official transcript. Only what is on the transcript will be considered for evaluation.

DRUG-FREE WORKPLACE

Florida Barber Academy is a drug-free workplace for staff, faculty and students. Listed below are resources of drug prevention programs:

- The Center for Substance Abuse Prevention HOTLINE (1-800-662-4357) <https://www.samhsa.gov/find-help/national-helpline>
- U.S. Department of Health and Human Services (1-800-967-5752) <https://www.samhsa.gov/workplace/resources/drug-free-helpline>
- Suicide Prevention Lifeline (1-800-273-8255) <http://www.suicidepreventionlifeline.org/>
- Disaster Distress Helpline (1800-985-5990) <https://www.samhsa.gov/find-help/disaster-distress-helpline>
- Veteran's Crisis Line (1800-273-8255) (press 1) <http://www.veteranscrisisline.net/>

DRUG AND ALCOHOL ABUSE PREVENTION PROGRAM

Drug Policy

Florida Barber Academy has a policy of maintaining a drug and alcohol-free learning environment. All employees and students are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of illicit drugs and alcohol is prohibited in the school's learning environment. The employees and students must notify the school of any criminal drug and alcohol statute conviction for a violation occurring in the learning environment no later than five days after such conviction. In compliance with the *Drug-Free Workplace Act of 1988* and *The Drug-Free School and Communities Act of 1989* as amended, required all Higher Learning Institutions to certify to the U.S. Department of Education by October 1, 1990, that they adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees.

Substance abuse is a widespread problem that not only seriously affects an individual's work performance, but may also pose potential health, safety and security risks. Our policy is designed to provide a drug-free, healthy, safe and secure learning/work environment.

Non-Compliance will result in one or all of the following:

- The employee and student will be required to actively participate in a drug or alcohol abuse assistance or rehabilitation program approved by federal, state or local health, law enforcement or another appropriate agency.
- Community service with one of the above-stated agencies. Termination of enrollment and/or employment.

Liquor Law Violation Policy

The violation of state or local laws, or ordinance prohibiting the manufacture, sale, purchases, transportation, possession, or use of alcoholic beverages, not including driving under the influence, fall under this policy.

Observance of the law is the responsibility of each student. Failure to obey the law may subject the student to prosecution by law enforcement authorities, both civil and criminal. It may also subject a student to judicial action on campus including but not limited to expulsion from campus. Being under the influence of alcohol shall not excuse any student from the legal and disciplinary consequences of offenses, disorderly, or unlawful conduct.

Alcohol Uses and Effects

Alcohol consumption causes several marked changes in behavior. Even low doses significantly impair the judgment and coordination required to drive a car safely, increasing the likelihood that the driver will be involved in an accident. Low to moderate doses of alcohol also increases incidents of a variety of aggressive acts, including spousal and child abuse. Moderate to high doses of alcohol cause marked impairments in higher mental functions, severely altering a person's ability to learn and remember information. Extremely high doses cause respiratory depression and health issues. If combined with other depressants of the central nervous system, much lower doses of alcohol will produce the effects just described.

Repeated use of alcohol may lead to dependence. Sudden cessation of alcohol intake is likely to produce withdrawal syndrome, including severe anxiety, tremors, hallucinations, and convulsions. Alcohol withdrawal can be life threatening. Long-term consumption of enormous quantities of alcohol, particularly when combined with poor nutrition, can also lead to permanent damage to vital organs such as the brain and the liver. Mothers who drink alcohol during pregnancy may give birth to infants with fetal alcohol syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are at greater risk than other youngsters of becoming alcoholics.

Local Penalties and Sanctions for Illegal Possession of a Controlled Substance and Alcohol Abuse

In addition to the aforementioned federal and the following state sanctions, local ordinance generally provides for legal sanctions of unlawful possession of illicit drugs and alcohol. All Florida drug trafficking crimes are First degree felonies and carry mandatory sentences (893.135 FLA. Statute).

<https://www.flsenate.gov/Laws/Statutes/2021/893.135>

<https://www.flsenate.gov/Laws/Statutes/2021/893.145>

<https://www.flsenate.gov/Laws/Statutes/2021/893.146>

<https://www.flsenate.gov/Laws/Statutes/2021/893.147>

<https://www.flsenate.gov/Laws/Statutes/2021/893.149>

<https://www.flsenate.gov/Laws/Statutes/2021/893.1495>

<https://www.flsenate.gov/Laws/Statutes/2021/893.15>

Florida DUI Penalties

The state of Florida treats those convicted of the crime of Driving Under the Influence (DUI) differently; the penalties differ depending on the number of prior DUI convictions and/or the driver's Blood Alcohol Content (BAC).

Enhanced penalties apply if the driver's BAC is 0.08% or over, or if a minor was in the vehicle at the time of the offense.

<https://www.flhsmv.gov/driver-licenses-id-cards/education-courses/dui-and-iiid/florida-dui-administrative-suspension-laws/>

http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&URL=0300-0399/0316/Sections/0316.193.html

Federal Penalties and Legal Sanctions for Illegal Possession of a Controlled Substance

https://www.dea.gov/sites/default/files/drug_of_abuse.pdf#page=30

FEDERAL TRAFFICKING PENALTIES—MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE *
Marijuana (Schedule I)	1,000 kg or more marijuana mixture; or 1,000 or more marijuana plants	Not less than 10 yrs. or more than life. If death or serious bodily injury, not less than 20 yrs., or more than life. Fine not more than \$10 million if an individual, \$50 million if other than an individual.	Not less than 20 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	100 kg to 999 kg marijuana mixture; or 100 to 999 marijuana plants	Not less than 5 yrs. or more than 40 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine not more than \$5 million if an individual, \$25 million if other than an individual.	Not less than 10 yrs. or more than life. If death or serious bodily injury, life imprisonment. Fine not more than \$20 million if an individual, \$75 million if other than an individual.
Marijuana (Schedule I)	More than 10 kgs hashish; 50 to 99 kg marijuana mixture More than 1 kg of hashish oil; 50 to 99 marijuana plants	Not more than 20 yrs. If death or serious bodily injury, not less than 20 yrs. or more than life. Fine \$1 million if an individual, \$5 million if other than an individual.	Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if other than an individual.
Marijuana (Schedule I)	Less than 50 kilograms marijuana (but does not include 50 or more marijuana plants regardless of weight)	Not more than 5 yrs. Fine not more than \$250,000, \$1 million if other than an individual.	Not more than 10 yrs. Fine \$500,000 if an individual, \$2 million if other than an individual.
Hashish (Schedule I)	10 kg or less		
Hashish Oil (Schedule I)	1 kg or less		

*The minimum sentence for a violation after two or more prior convictions for a felony drug offense have become final is a mandatory term of life imprisonment without release and a fine up to \$20 million if an individual and \$75 million if other than an individual.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500-4999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	5 kgs or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Cocaine Base (Schedule II)	28-279 grams mixture		280 grams or more mixture	
Fentanyl (Schedule II)	40-399 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	400 grams or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
Fentanyl Analogue (Schedule I)	10-99 grams mixture		100 grams or more mixture	
Heroin (Schedule I)	100-999 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	1 kg or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
LSD (Schedule I)	1-9 grams mixture		10 grams or more mixture	
Methamphetamine (Schedule II)	5-49 grams pure or 50-499 grams mixture	First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$5 million if an individual, \$25 million if not an individual. Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$50 million if not an individual.	50 grams or more pure or 500 grams or more mixture	First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$10 million if an individual, \$50 million if not an individual. Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual. 2 or More Prior Offenses: Life imprisonment. Fine of not more than \$20 million if an individual, \$75 million if not an individual.
PCP (Schedule II)	10-99 grams pure or 100-999 grams mixture		100 gm or more pure or 1 kg or more mixture	
PENALTIES				
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious bodily injury, life imprisonment. Fine \$2 million if an individual, \$10 million if not an individual.		First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.
Flunitrazepam (Schedule IV)	1 gram			
Other Schedule III drugs	Any amount	First Offense: Not more than 10 years. If death or serious injury, not more than 15 yrs. Fine not more than \$500,000 if an individual, \$2.5 million if not an individual. Second Offense: Not more than 20 yrs. If death or serious injury, not more than 30 yrs. Fine not more than \$1 million if an individual, \$5 million if not an individual.		First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.
All other Schedule IV drugs	Any amount			
Flunitrazepam (Schedule IV)	Other than 1 gram or more	First Offense: Not more than 5 yrs. Fine not more than \$250,000 if an individual, \$1 million if not an individual. Second Offense: Not more than 10 yrs. Fine not more than \$500,000 if an individual, \$2 million if other than an individual.		First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual. Second Offense: Not more than 4 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.
All Schedule V drugs	Any amount			

For more information you can access the U.S Department of justice at <http://www.deadiversion.usdoj.gov/index.html>

Note: These are only Federal Penalties and Sanctions, additional State penalties and sanctions may apply.

Policy Sexual Misconduct

Regulation Title IX of the Education Amendments of 1972 and the Violence Against Women Act of 2013

TITLE IX - VAWA 2020

Introduction

Florida Barber Academy (FBA) will not tolerate any form of unlawful discrimination and harassment based on race, color, national origin, sex, disability, and age. This includes students who are lesbian, gay, bisexual, transgender or cisgender, queer, questioning, asexual, intersex, nonbinary, heterosexual and individuals who identify their sexual orientation or gender identity in other ways (LGBTQI+). Or sex/gender-based harassment, sex/gender-based violence, sexual exploitation, sexual assault, dating or domestic violence, stalking, cyber stalking, and bullying. FBA is committed to maintaining a hostile free educational environment and campus by addressing sexual misconduct violations as outlined in this policy.

Scope

FBA Sexual Misconduct Policy outlines reporting, investigation, complaint resolution procedures and possible sanctions, it provides resources available to assist students in dealing with the impact of sexual misconduct and it reviews the school's prevention, education and training measures for all programs and location. This policy is applicable to all FBA students, faculty, and staff regardless of sexual orientation or gender identity. In addition, it applies to such acts conducted by third parties that are directed toward an FBA community member. All FBA employees/students who become aware of an alleged violation of this policy are expected to notify the Campus President/CAO/Title IX Coordinator with the names of the parties involved and the details of the incident.

Confidential reporting can be made off campus to an individual with a professional license requiring confidentiality, such as an attorney, a member of the clergy, a medical practitioner, a social worker, and a mental health professional (i.e., psychiatrist).

Options for Assistance Following an Incident of Sexual Misconduct

Victims should immediately call emergency 9-1-1 for police assistance if they believe the situation warrants it. Offenses can and should all be reported to an FBA responsible employee or directly to the Title IX Coordinator. A student has the right to file a criminal complaint and report to the FBA Title IX Coordinator.

TITLE IX COORDINATOR:

(Maryolaine Miranda, Campus President, Chief Administrative Officer)

Florida Barber Academy
51 North State Road 7, Plantation, Florida 33317
(954)791-1792
mmiranda@floridabarberacademy.edu

Plantation off-campus Law Enforcement contact information:

- To Report a Crime (Plantation City Police): Call (954)797-2100 (non-emergency)
- Online reporting: <https://www.plantation.org/government/departments/police-department/file-a-police-report-online>

After a sexual assault, it is especially important that the victim receive medical attention to address any physical injuries and to screen for sexually transmitted diseases (STDs) and pregnancy.

Near hospital or urgent Care locations:

Plantation General Hospital- 401 NW 42nd Avenue, Plantation, Florida 33317 (954) 587-5010

MD Now Urgent Care- 2502 N State Rd 7 Hollywood, Florida 33021 (954) 894-7855

Preserving DNA evidence from the assault is important. Every effort should be made to save anything that might contain the perpetrator's DNA, therefore a victim should not:

Bathe or shower, comb hair, use the restroom, clean up the crime scene, change clothes, and move anything the offender may have touched. A sexual assault nurse examiner (SANE), sexual assault forensic examiner (SAFE) or another medical professional will conduct a forensic medical exam of the victim, but only if the victim gives permission. It is important to remember that agreeing to a forensic medical exam does not require the victim to subsequently file a police report.

Ongoing assistance such as counseling, advocacy and support can be found off campus both nationally and locally. Contact Information:

National Sexual Assault Online Hotline: <https://www.rainn.org/>

National Sexual Assault Phone Hotline: (800)-656-HOPE (4673)

24 Hour Sexual Assault Help Line (954) 761-RAPE (7273)

<https://www.broward.org/NancyJCottermanCenter/Pages/Default.aspx>

Women in Distress: (954) 761-1133

<http://www.womenindistress.org/>

FBA will implement supportive and protective interim measures to ensure the safety and wellbeing of a victim after receiving notice of prohibited conduct and prior to any final outcomes (investigatory, disciplinary, or remedial) have been determined. Interim measures may include administrative actions (e.g., a "no contact" directive, interim suspension), academic modifications (e.g., changing of class time), or other measures designed to reasonably minimize the possible recurrence of, and mitigate the effects of, the alleged conduct.

If requested by the victim, FBA has available information of resources to provide such as: Change of schedule, bus passes transportation, if the victim needs to change working situation, we have available the student services department to assist with any job openings available within the community. If the victim needs assistance of a new shelter, we have a resource binder that provides information of all of the nearby shelters. In case the victim requests to change school, the administration will provide the listings of the nearby beauty schools near the zip code where it would be closer to attend. We will provide the student with the academic transcripts and the student will be able to transfer to any school of choice. Depending on the specific nature of the problem, remedies for the complainant may include, but are not limited to: Providing an effective escort to ensure that the complainant can move safely between classes and activities, mutual restrictions on contact between the parties, leave of absence, increased security and monitoring of certain areas of the campus. Ensuring the complainant and perpetrator do not share classes or extracurricular activities together, arranging for the complainant to have extra time to complete or retake a class or withdraw from the class without an academic or financial penalty. FBA will review any disciplinary actions taken against the complainant to see if there is a casual connection between the sexual violence and the misconduct that may have resulted in the complainant being disciplined.

The Title IX Coordinators' primary responsibility is coordinating FBA's efforts to comply with and carry out its responsibilities under Title IX, which purpose prohibits of interfering with any right or privilege pursuant to Title IX of the Education Amendments of 1972 and the U.S. Department of Education's implementing regulations at 34 C.F.R Part 106. The Title IX Coordinator oversees the campus' response to reports and complaints that involve possible sexual discrimination to monitor outcomes, identify and address any patterns, and assess effects and address issues that affect the campus' climate. FBA, where applicable will respect the rights of victims and will follow any orders of protection, such as no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court. The victim will be given options at the school level to comply with any court orders received at the institution.

Definitions

Sexual Misconduct policy terms defined:

Sexual Harassment is defined as unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. Sexual harassment is conduct that explicitly or implicitly affects a person's employment or education or interferes with a person's work or educational performance or creates an environment such that a reasonable person would find the conduct intimidating, hostile or offensive. An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient an individual's participation in unwelcome sexual conduct. Unwelcome conduct determined by a reasonable person to be so severe pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity, or sexual assault dating violence, domestic violence, or stalking as defined for VAWA purposes.

Hostile Environment caused by Sexual Harassment exists when sexual-based harassment is sufficiently serious to deny or limit the student's ability to participate in or benefit from FBA programs or activities. A hostile environment can be created by anyone involved in the school's programs or activities on campus or off campus, (e.g., administrators, instructors, students, and campus visitors). May include computer and internet networks, digital platforms, computer hardware or software owned or operated by, or used in the operations of, the recipient. In determining whether sexual-based harassment has created a hostile environment, the school considers the conduct in question from both a subjective and objective perspective. It will be necessary, but not enough, that the conduct was unwelcome to the student who was harassed, but the school will also need to find that a reasonable person in the student's position would have perceived the conduct as undesirable or offensive in order for that conduct to create or contribute to a hostile environment.

To make the ultimate determination of whether a hostile environment exists for a student or students, the school considers a variety of factors related to the severity, persistence, or pervasiveness of the sexual-based harassment, including: (1) Type, frequency, and duration of the conduct; (2) Identity and relationships of persons involved; (3) Number of individuals involved; (4) Location of the conduct and the context in which it occurred, and (5) Degree to which the conduct affected one or more students' education. The more severe the sexual-based harassment, the less need there is to show a repetitive series of incidents to find a hostile environment.

A single instance of sexual assault may be sufficient to create a hostile environment likewise, a series of incidents may be sufficient even if the sexual-based harassment is not particularly severe. FBA enforces this policy in a manner that respects the First Amendment rights of students, instructors, administrators, and others. Sexual Assault is having or attempting to have sexual contact with another individual without consent or having or attempting to have sexual intercourse with another individual without consent.

Domestic Violence is an abuse committed against an adult or a minor who is a spouse or former spouse, cohabitant or former cohabitant, or someone with whom the abuser has a child, has an existing dating or engagement relationship, or has had a former dating or engagement relationship. A person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies (under VAWA) or, any other person against an adult or youth victim who is protected from that person acts under the domestic or family violence laws of the jurisdiction.

Dating Violence is abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. Where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of the relationship, and the frequency of the interaction between the persons involved in the relationship. Dating violence includes but is not limited to sexual or physical abuse or the threat of such abuse.

Sexual Exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone's advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses.

Sexual Assault an offense that meets the definition of rape, fondling, incest, or statutory rape.

Rape is the penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.

Sex Offenses is any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.

Fondling is the touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

Incest is sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

Statutory Rape is sexual intercourse with a person who is under the statutory age of consent.

Stalking is engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others; or to suffer substantial emotional distress. Retaliation in any way against a person or persons because they have opposed any practices forbidden under this policy or have filed a report, assisted, or participated in any manner in an investigation or proceeding is a violation under this Policy.

This includes action taken against a bystander who intervened to stop or attempted to stop discrimination, harassment, sexual misconduct, interpersonal violence, or stalking. Action is generally deemed retaliatory if it would deter a reasonable person in the same circumstances from opposing practices prohibited by this Policy. Intimidation is intentional behavior that would cause a person of ordinary sensibilities to fear injury or harm.

Course of Conduct means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means, follows, monitors, observes, surveils, threatens, or communicates to or about a person, or interferes with a person's property.

Reasonable Person means a reasonable person under similar circumstances and with similar identities to the victim.

Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling.

Cyber Stalking is the use of electronic communication to harass or threaten someone with physical harm.

NOTE: *Cyberbullying* and *cyberstalking* are used for the same kinds of communications, but *cyberbullying* is the usual term when minors are involved.

It may include false accusations, defamation, slander and libel. It may also include monitoring, identity theft, threats, vandalism, solicitation for sex, or gathering information that may be used to threaten, embarrass or harass. Cyberstalking is a criminal offense under various state anti-stalking, slander and harassment laws. A conviction can result in a restraining order, probation, or criminal penalties against the assailant, including jail.

Additional terms defined:

Consent is a voluntary agreement to engage in sexual activity. Someone who is incapacitated cannot consent and past consent does not imply future consent. Silence or an absence of resistance does not imply consent nor does consent to engage in sexual activity with one person imply consent to engage in sexual activity with another. Consent can be withdrawn at any time and coercion, force, or threat of either invalidates consent. ii. Incapacitation is the hindrance from having the capacity to give consent such as due to the use of drugs or alcohol, when a person is asleep or unconscious, or because of an intellectual or other disability.

Affirmative Consent is defined as an affirmative, conscious, and voluntary agreement to engage in sexual activity. Neither the lack of protest or resistance nor silence constitutes consent, and consent may be withdrawn at any time. Affirmative consent must be given by all parties to sexual activity. Often referred to as "YES MEANS YES."

Reporting Policies and Protocols

Students are able to disclose violations of this policy to an available FBA responsible employee, including the Title IX Coordinator by phone, in person by mail or by email. Alternatively, criminal behavior of any kind can always be reported in the form of a criminal complaint to the area's local police department.

FBA encourages victims of sexual misconduct to talk to someone about what happened. By talking to someone, it allows victims to get the support they need and gives FBA the ability to respond appropriately. A responsible employee is any employee who has the authority to take action to redress sexual misconduct; who has been given the duty of reporting incidents of sexual misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has this authority or duty.

Before a victim reveals any information to a responsible employee, the employee is to ensure that the victim understands the employee's reporting obligations, and if the victim wants to maintain confidentiality, direct the victim to confidential resources. If a victim discloses an incident to a responsible employee but wishes to maintain confidentiality or requests that no investigation into an incident be conducted or disciplinary action taken, FBA must weigh that request against its obligation to provide a safe, non-discriminatory environment for all students, including the victim. Florida Barber Academy has a non-discriminatory policy during any investigation, to which the victim will be protected regardless of sex, race, gender, religion, national origin, sexual orientation, gender identity, ethnicity, or disability in any of its educational programs and activities.

The following range of factors will be considered; (1) The increased risk that the alleged perpetrator will commit additional acts of sexual or other misconduct, such as: whether there have been other sexual misconduct complaints about the same alleged perpetrator; whether the alleged perpetrator has a history of arrests or records from a prior school indicating a history of misconduct; whether the alleged perpetrator threatened further sexual misconduct or other violence against the victim or others; whether the sexual misconduct was committed by multiple perpetrators; (2) whether the sexual violence was perpetrated with a weapon; (3) whether the victim is a minor; (4) whether FBA possesses other means to obtain relevant evidence of the sexual misconduct (e.g., security cameras or personnel, physical evidence); (5) whether the victim's report reveals a pattern of perpetration (e.g., via illicit use of drugs or alcohol) at a given location or by a particular group.

The presence of one or more of these factors could lead FBA to investigate and, if appropriate, pursue disciplinary action. If none of these factors are present, FBA will likely respect the victim's request for confidentiality. In compliance with the Clery Act, FBA must disclose accurate and complete crime statistics for incidents that are reported to campus security authorities and local law enforcement as having occurred on or near the campus. FBA will provide a prompt, fair, and impartial investigation and resolution to any incident reported.

Any third-party or anonymous report must be reported to the Title IX Coordinator as soon as possible. The Title IX Coordinator will then collect any needed information, record the incident, and investigate further so that the proper protocols are followed, including confidentiality procedures. FBA will remain ever mindful of the victim's well-being and will take ongoing steps to protect the victim from retaliation or harm and work with the victim to create a safety plan. Retaliation against the victim, whether by students or FBA employees, is prohibited and will not be tolerated. FBA offers amnesty to reporting parties, witnesses, and other individuals who may be hesitant to report or share information because of a fear that they themselves may be accused of minor policy violations, like drinking and/or drug use that occurred at the time of the incident. By acting in good faith and disclosing an act of violence, students will not be held accountable for Code of Conduct and/or policy violations.

The accuser and the accused are entitled to the same opportunities to have others present during an institutional disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice; and both the accuser and the accused shall be simultaneously informed in writing of the outcome of any institutional disciplinary proceeding that arises from an allegation of domestic violence, dating violence, sexual assault, or stalking.

Notice of sanctions against perpetrators: Assist counseling sessions, Suspension, Administrative withdraw, restriction to visit or return to the facility, if restriction is violated, could lead to a possible charge for trespassing. Local authorities will be notified.

All suspensions or dismissals under the Title IX investigation may require the student to submit a written appeal to return to school. The appeal process is equal to both parties, allowing the complainant (victim), and alleged perpetrator to submit their appeal process.

The Appeal's Committee may be called to meet with the student, to review the appeal submission and make a recommendation to the Campus President. The Board of Directors will make the final decision.

Investigating Procedures and Protocols

The Title IX Coordinator will determine if there is a need for a formal investigation of the reported charges. If it is deemed to be necessary, the local police department will be contacted, and an offsite Title IX expert will be retained to conduct the investigation. The investigation will be initiated immediately, and local authorities and Title IX expert notified that day or the next business day. Preserving the evidence will be at the discretion of the police department and the provided Title IX expert.

Preserved evidence may be used in an investigation or criminal proceedings. While evidence can be collected and preserved via medical examinations, victims can take steps to preserve evidence as well. The institution will protect the confidentiality of victims, including how publicly available is the information for recordkeeping. It will be accomplished by not including the identification information of the victim, to the extent permissible by law. Typically, investigation time frames can range from thirty to sixty days process, depending on the complexity of the incident reported. FBA will ensure to notify both parties on a periodic basis of any status updates throughout the process of the investigation in case the timeframe will need to prolong past sixty days.

Title IX Grievance Procedures:

- Grievance is to be reported to the Title IX Coordinator.
- Incident report written by the Title IX Coordinator.
- Investigation Process will be added to the report.
- After the investigation is completed and the final decision is in by the Board Members, a written notice will be forwarded to the complainant and or alleged perpetrator.
- Reports and notifications sent to all parties involved will be kept for records, including the assurance of the school taking any extra steps or measures to prevent recurrence of any sexual violence and remedy discriminator effects on the complainant and others, if appropriate.

Prevention and Education

FBA is committed to educating its students, faculty and staff about sexual misconduct and taking the necessary steps in prevention. Multiple resources can be found within this policy.

This policy is distributed to all students, faculty, and staff by means of the school catalog and orientation.

At a minimum, the Title IX Coordinator, Responsible Employees, and anyone else who is involved in responding to, investigating or adjudicating sexual misconduct is required to be informed of this policy and receive adequate training. Training consists of an annual review of VAWA policies and procedures, and all aforementioned individuals are required to be fully knowledgeable on the VAWA requirements and are to treat VAWA prevention and reporting as a serious on-going concern. FBA is focused on providing a safe and secure campus for its students, faculty and staff and is diligently working toward continued improvement of VAWA policies and procedures.

STUDENT REQUIREMENTS AT FLORIDA BARBER ACADEMY

1. Attendance/Class Cuts

After three unexcused absences, the student will be advised on the attendance requirements by the Instructor, Registrar and/or the Director of Education. Absences without prior approval from the Registrar or the Director of Education are not permitted and are considered an absence for the entire class period.

2. Tardiness

To assure accuracy of records, students who are tardy are responsible for informing their instructor of their presence when class is finished. Tardiness is defined as arriving more than 5 minutes after the start of a regularly scheduled class. After arriving to class 5 minutes late, time will be deducted in the minutes of which student arrived late.

3. Code of Conduct

Students are expected to conduct themselves in a professional manner at all times. Theft of property or damage to property from the school or other students, possession of non-prescriptive drugs/alcoholic beverages/weapons, any physical contact or disrespectful behavior, or any other detrimental behavior will be considered unsatisfactory conduct and will be grounds for suspension and/or dismissal.

4. Make-up Work

Students who have been absent for any reason are required to make-up any missed classes and/or assignments before proceeding to the next course of study. A student may make-up missed time by attending another class in session.

5. Financial Aid Probation

If the institution approves the appeal, the student may be placed on probation after the institution evaluates the student's progress and determines that the student did not make Satisfactory Academic Progress during the warning or previous evaluation period. Probation will only be for one additional payment period during which the student remains eligible for federal aid.

The student will be placed on an academic plan to regain satisfactory academic progress status to continue to be eligible for federal aid beyond the initial probationary period, the student must either be meeting the cumulative attendance and grade standards as published by the school or be in compliance with any customized written academic plan.

6. Interruptions in Training/Termination

A student can be terminated for failure to learn the required skills. A student that has not successfully passed the examinations with a minimum of 75% is encouraged to attend the additional class sessions for extra practice and has the opportunity to retake exams.

7. Leave of Absences (LOA)

A student may be granted a leave of absence for a maximum of 180 days. A request for a leave of absence may be requested and the date of expected return must be specified. If the student does not re-enter within the specified time and has not notified the school, the student's contract will be terminated, and he/she is granted a refund according to the Refund Policy and a Return to Title IV will be calculated for those students that receive Title IV funds. If applicable, LOA's are reported to the Department of Education or Department of Veteran's Affairs based on their last day of attendance.

8. Re-Entry

A student that has cancelled or has been terminated and desires to re-enter the program of study must notify the school and follow the required re-entry procedures. The student will be required to pay a Re-Entry fee of \$150.00. The decision of the President is final.

9. Drug Abuse Policy

A student who is a drug or alcohol offender will be dismissed from the school immediately. Possession, distribution or use of alcohol or illicit substances will bring immediate expulsion.

10. Remedial Training Policy

Tutoring will be provided to the student at no additional charge. The student shall remain in the program prior to the retesting date. If the student fails to achieve a passing grade (75%) the second time the test is taken, he/she will be advised by the Director of Education or the instructor as to the advisability of continuing his/her education at Florida Barber Academy.

CODE OF CONDUCT

The Florida Barber Academy Student Code of Conduct is a key tool in preparing students to be professionals.

Students of Florida Barber Academy will adhere to the following rules and regulations that support their quality of education.

- Students may not disrupt class with the use of mobile phones, text messaging, laptops, touch pads, iPad, iPod, headphones, music devices and all other electronic devices.
- It is mandatory that students wear the uniform designated by the school every day and at all times while on school property. Uniforms must be clean, neat and free of offending odors or stains. Additional uniforms may be purchased.
- Students must practice good hygiene, be well groomed, and take steps to prevent and/or address problems of offensive body odor, including the odor of smoke.
- No smoking cigarettes, or marijuana inside or outside the facility, this includes vaping. (Only smoking of cigarettes/vaping allowed in the designated area outside of the building).
- The wearing of jewelry and accessories should not interfere with assigned duties and must not pose an infection or physical hazard to the client, or to self.
- Students should respect their peers' right to learn. All interactions should be with courtesy and respect. Disruptive student behavior that interferes with fellow students' ability to concentrate and learn in the classroom, or that impedes an instructor in conducting class or a speaker in making a presentation, are considered violations of this code. Students that use profanity language, or disrespect verbally any of their peers, FBA employee, client, or guest could lead to suspension. If the student continues to violate the same infraction repeatedly, it could lead to further suspension or final termination from the program.
- Students also are expected to exhibit behaviors that uphold the essential values of the school community. Physically harming or contributing to the harm of another person or property will not be tolerated. There will be an immediate termination from the program.
- Students are expected to respect the time requirements of their programs and their instructors.
- Attendance and academic progress are mandatory requirements for this program. Violations of any attendance and/or academic policies may also result in disciplinary action as described in this document.
- Anti-Hazing: FBA strictly prohibits employees, students or student groups from condoning or participating in the activity of hazing. The State of Florida, Statute 1006.63 defines hazing as any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into, or affiliation with any organization operating under the sanction of a postsecondary institution.
- Students are always expected to conduct themselves in a professional manner. Theft of property or damage to property from the school or other students, possession of non-prescriptive drugs, alcoholic beverages, weapons, any physical contact or disrespectful behavior, or any other detrimental behavior will be considered unsatisfactory conduct and will be grounds for suspension and/or dismissal.

Rule 6E-7.001, FAC, and the Safety in Private Spaces Act, Florida Statute Sec. 553.865

In accordance with Rule 6E-7.001, FAC, and the Safety in Private Spaces Act, Florida Statute Sec. 553.865, any student who willfully enters a restroom designated for the opposite sex on the premise of the educational institution **and refuses to depart** when asked by any other administrative personnel, faculty member, security personnel, or law enforcement personnel may result in exclusion from use of the restrooms, suspension, or withdrawal as a student from the Academy.

A person may only enter a restroom or changing facility designated for the opposite sex under one or more of the following circumstances:

- a. To accompany a person of the opposite sex for the purpose of assisting or chaperoning a child under the age of 12, an elderly person as defined in s.825.101, or a person with a disability as defined in s. 760.22 or a developmental disability as defined in s. 393.063;
- b. For law enforcement or governmental regulatory purposes;
- c. For the purpose of rendering emergency medical assistance or to intervene in any other emergency situation where the health or safety of another person is at risk;
- d. For custodial, maintenance, or inspection purposes, provided that the restroom is not in use; or
- e. If the appropriate designated restroom is out of order or under repair and the restroom designated for the opposite sex contains no person of the opposite sex.

In the event any student believes that the institution has failed to meet the minimum requirements for restrooms under Rule 6E-7.001, FAC, or Sections 553.865(4) and (5), F.S. he/she has the right to file a complaint with the Attorney General. Complaints can be filed with the Attorney General's office over the phone, by mail, or electronically at one of the following sites:

<https://www.myfloridalegal.com/sites/default/files/consumercomplaint.pdf>

<https://www.myfloridalegal.com/consumer-protection/consumer-complaint-form>

Any student that violates the Code of Conduct during the time of enrollment and has reached the point of completion. The student will not be allowed to participate in the Graduation Ceremony. Administration will process all the requirements for completion and issue Diploma.

All suspensions or dismissals may require the student to submit a written appeal to return to school. The Appeal's Committee may be called to meet with the student, to review the appeal submission and make a recommendation to the Campus President. The Campus President will render the final decision

VOTER REGISTRATION

Florida Barber Academy complies with The Higher Education Amendments of 1998 which requires institutions to make a good faith effort to encourage students and staff to register to vote. Information on voter registration and forms can be found online at the Broward County Supervisor of Elections office, <http://www.browardsoe.org/>. Florida Barber Academy wants to ensure that all students are made aware of their opportunity to participate in local, state and national elections. Voter registration forms have been made available to all students as a separate document.

CONSTITUTION AND CITIZENSHIP DAY

Florida Barber Academy celebrates Constitution and Citizenship Day on September 17th. If the 17th of September occurs on a weekend, the Constitution and Citizenship Day will be recognized on the workday closest to that date. This event is coordinated by the Director of Education.

GRIEVANCE POLICY

In the unlikely event that anyone, student, staff or client, should be dissatisfied with service or actions of Florida Barber Academy, the following procedure is to be followed:

1. We strongly encourage whoever has the grievance to bring the issue to the attention of the immediate supervisor, admissions, or school administrator. We seek to provide a safe, quiet and healthy environment that is without stress and is conducive to higher education.
2. Should the matter remain unresolved following the oral discussion, the grievance must be stated in written form.
3. The written grievance is to be submitted to the school President (Maryolaine Miranda). The grievance matter will be discussed with the school administrator and the employee (if the grievance is in regard to an employee, that person would be allowed to sit in on the discussion), but the decisions regarding resolution would be made by an unbiased party. The report will be prepared in writing and presented to the student within 5 days of receipt of the formal grievance. The decision is final and may not be appealed.
 - If the grievance remains unresolved to the student's expectations, the student may submit an identical copy of the written grievance to the state-licensing agency, Commission for Independent Education, Florida Department of Education, 325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400, License #2170, (850) 245-3200. Additional information may be obtained by contacting the Commission for Independent Education. <http://www.fldoe.org/policy/cie>
 - If the grievance remains unresolved the student may submit an identical copy of the written grievance to Commission of the Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325 Atlanta, GA 30350, (770) 396-3898/FAX (770) 396-3790, www.council.org. License #215600
4. The student may submit an identical copy of the written grievance to the U. S. Department of Education.

LEAVE OF ABSENCE

Florida Barber Academy requires students to provide a written, signed, and dated request for a Leave of Absence prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, FBA may grant the student's request for a leave of absence and document its decision in the student's file.

A student may be granted a Leave of Absence (LOA) of up to 180 days in any 12-month period. The number of days on a leave of absence commences the day after the student's last day of attendance. A 12-month period begins on the first day of the student's initial leave of absence.

Upon the student's return from the leave of absence, the student is permitted to complete the coursework he or she began prior to the leave of absence without any penalties. A student may take a subsequent LOA if the subsequent leave of absence does not exceed 30 days and the institution determines that the subsequent leave of absence is necessary due to unforeseen circumstances. Approved reasons for a subsequent LOA are jury duty, military reasons, or circumstances covered under the Family and Medical Leave Act of 1993.

If a student does not resume attendance at the institution on or before the end of a leave of absence, the student will be treated as a withdrawal.

REFUND POLICY

All refunds will be made according to the school's refund policy for all terminations or cancellations of students as follows.

1. All cancellations must be in writing and presented in person or by certified mail.
2. If the institution cancels classes, 100% of tuition and fees collected in advance of the student's start date of the program will be refunded to the student within 30 days of the planned start date.
3. All monies will be refunded if the applicant is not accepted by the school or if the student cancels within three (3) business days of signing the enrollment agreement and makes an initial payment.
4. All monies paid will be refunded, with the exception of the \$150.00 registration fee if cancellation is made after the third (3) business day of signing the enrollment contract and prior to the first day of class.

Should a student be terminated or withdraw for any reason, all tuition cost calculations and refunds shall be subject to the following refund policy: (Based on scheduled hours)

- (i) Cancellation after attendance has begun, through 40% completion of the program, based on scheduled hours, will result in a pro rata refund of tuition charges computed on the number of scheduled hours completed to the total program hours.
 - (ii) Cancellation after completing 40.01% to 50% will result in the school collecting up to 75% of total contracted tuition of the program.
 - (iii) Cancellation after completing 50.01% of the program will result in no refund.
5. Students who have not visited the school facility prior to enrollment have the opportunity to withdraw without penalty within three (3) business days following either attendance at orientation or a tour of the facilities and inspection of the equipment.
6. Termination date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. All refunds will be made within 30 days after termination or receipt of cancellation notice.
8. Return to Title IV policy - A student who withdraws from school who is receiving Title IV funds will have a Return to Title IV (R2T4) calculation performed to determine how much of the financial aid was earned according to the percentage of the payment period that was scheduled to complete.
9. When the refund/R2T4 calculation is complete, any credit balance resulting from Title IV refunds will be sent to the Department of Education to reduce any student loan balance. Following the R2T4 refund, the Institutional Calculation will be completed. Any credit balance will first be sent to the Department of Education to reduce any student balance. Any monies left over will be refunded to the student.

Costs for books, kits and supplies returned within 20 days of withdrawal may be refunded. Equipment, once used, is non- returnable. Books may be returned for full value if in new condition, 50% of cost if used.

RETURN OF TITLE IV, HEA POLICY

When a student applies for financial aid, the student acknowledges through accepting their award letter that the funding is to support their cost of attendance while attending Florida Barber Academy (The Academy). Therefore, if a student withdraws before completing the program, a portion of the funds received may have to be returned. The Academy will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

RETURN TO TITLE IV FUNDS POLICY

This policy applies to students who withdraw officially, unofficially or fail to return from a leave of absence or are dismissed from enrollment at the Academy. It is separate and distinct from the Academy's refund policy.

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required to be returned for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations. The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of unearned funds does not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that the student will attend for the entire period for which the aid is awarded. When a student withdraws, they may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The Payment Period for the Academy is one-half of the academic year or program length (whichever is less).

The Date of Determination is the date that the institution determines the student has withdrawn from the program. The Academy is required to take attendance thus the date of determination is no longer than 14 days after the Last Date of Attendance. For a student who withdraws while on a Leave of Absence the expected return date will be the date of determination for R2T4 purposes. The Date of Determination starts the clock for timely refunds of Title IV funds, within 45 days after the "Date of Determination".

The Withdrawal Date for the Academy is the Last Date of Attendance (LDA).

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The Academy is required to notify the student or parent if they owe a repayment via written notice.

If a student who failed to provide all required verification documents in time for the Academy to meet the R2T4 deadline later provides those documents prior to the applicable verification deadline, the Academy must perform a new R2T4 calculation based on all of the aid the student qualified for based on the completed verification documents and make the appropriate adjustments.

If the R2T4 results in an eligible post-withdraw disbursement, the Academy:

- Will offer any post-withdrawal disbursement of loan funds within 30 days of the date the Academy determined the student by sending a letter to the student.
- The Academy must advise the student or parent that they have 14 calendar days from the date that the Academy sent the notification to accept a post withdrawal disbursement of loan funds.
- If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the Academy will return any earned funds that the Academy is holding to the Title IV, HEA programs.
- Disburse any Title IV grant funds a student is due as part of a post-withdrawal disbursement within 45 days of the date the Academy determined the student withdrew.
- Disburse any loan funds a student accepts within 180 days of the date the Academy determined the student withdrew.

WITHDRAWAL POLICY

“Official” Voluntary Withdrawal

A student is considered to be “Officially” withdrawn on the date the student notifies the school in writing of their intent to withdraw. The date of the determination for return and refund purposes will be the earliest of the following for official withdrawals:

1. Date student provided official notification of intent to withdraw, in writing.

OR

2. The date the student began the withdrawal from the Academy’s records.

Upon receipt of the withdrawal information the Academy will complete the following:

1. Determine the student’s last date of attendance as of the last recorded date of academic attendance on the Academy’s attendance record, and
2. Perform two calculations:
 - a. The student’s ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV, HEA funds for which the Academy is responsible. Returns made to the Federal Funds Account are calculated using the Department’s Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
 - b. Calculate the Academy’s refund requirement (see the Academy refund policy).
3. The student’s grade record will be updated to reflect his/her final grade.
4. The Academy will return the amount for any unearned portion of the Title IV, HEA funds for which the Academy is responsible within 45 days of the date the official notice was provided.
5. If applicable, the Academy will provide the student with a letter explaining the Title IV, HEA requirements.
 1. To include,
 - a. The last day of attendance as determined by the Academy and an overview of the R2T4 regulation with the available to view the calculation upon request.
 - b. Any returns that will be made to the Federal program on the student’s behalf as a result of exiting the program. If a student’s scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of any Federal Grant Overpayment, if applicable, and outstanding tuition and fees after the R2T4 calculation.
6. A copy of the completed worksheet, letter and final ledger card will be kept in the student’s file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement indicating the student is continuing his or her program of study and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student’s withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, fails to maintain satisfactory academic progress, fails to comply with the Academy's attendance and /or conduct policy, does not meet financial obligations to the Academy, or violates conditions mentioned in the Academy contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

Within two weeks of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make several attempts to notify the students regarding their enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The date of determination is determined as the date the day after 14 consecutive calendar days of absence.
4. Calculate the tuition and fee refund requirement (see Academy refund policy).
5. The Academy calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the Academy is responsible.
6. The Academy's Bursar will return to the Federal fund programs any unearned portion of Title IV funds for which the Academy is responsible within 45 days of the date the withdrawal determination was made, and record on student's ledger card.
7. If applicable, the Academy will provide the student with a refund letter explaining Title IV requirements:
 - a. The last day of attendance as determined by the Academy and an overview of the R2T4 regulation with the available to view the calculation upon request.
 - b. Any returns that will be made to the Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
 - c. Advise the student of the amount of any Federal Grant Overpayment, if applicable, and outstanding tuition and fees after the R2T4 calculation.
8. A copy of the completed worksheet, letter, and final ledger card will be kept in the student's file.

The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

- a) Divide the number of clock hours scheduled to be completed (from the first day of class until the last date of attendance) in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

HOURS SCHEDULED TO COMPLETE

TOTAL HOURS IN PERIOD = % EARNED

(Rounded to one significant digit to the right of the decimal point, ex. 44.93 = 44.9 %.)

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percentage is less than or equal to 60%, proceed with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed =
AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed =
AMOUNT TO BE RETURNED

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period =
AMOUNT DUE FROM THE ACADEMY.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the Academy, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

Student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is \$50 or less.

The Academy will issue a grant overpayment notice to students within 30 days from the date of the Academy's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to the Academy OR
2. Sign a repayment agreement with the U.S. Department of Education.

Order of Return

The Academy is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds is allocated in the following order:

- Unsubsidized Direct Stafford loans
- Subsidized Direct Stafford loans
- Direct PLUS loans
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required

Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (clock hours) up to the 60% point in the semester. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the Financial Aid Director.

Post Withdraw

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. The Academy may use a portion or all of your post-withdraw disbursement for tuition and fees (as contracted with the Academy). For all other Academy charges, the Academy needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the Academy to keep the funds to reduce your debt to the Academy. For student loans that will be disbursed as a post withdrawal disbursement, the Academy must have the student's permission to disburse the loans.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student. Both grants and loans must be disbursed within 180 days of the date of determination in a post-withdrawal disbursement.

Institution Responsibilities

The Academy's responsibilities in regard to Title IV, HEA funds follow:

- a. Providing students with the information in this policy.
- b. Identifying students who are affected by this policy and completing the return of Title IV funds calculation for those students.
- c. Returning any Title IV, HEA funds due to the correct Title IV programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned aid.

Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that a student must return is called an overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received. You must make arrangements with the Academy or Department of Education to return the amount of unearned grant funds.

Student Responsibilities in regard to return of Title IV, HEA funds:

- Returning to the Title IV, HEA programs any funds that were disbursed to the student in which the student was determined to be ineligible via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the Academy registrar's office.
- A student may rescind their notification of intent to withdraw. Submissions of intent to rescind a withdraw notice must be filed in writing with the Academy registrar's office.

Refund vs. Return to Title IV

The requirements for Title IV, HEA program funds when you withdraw are separate from any refund policy that The Academy may have to return to the student due to a cash credit balance. Therefore, you may still owe funds to the Academy to cover unpaid institutional charges. The Academy may also charge the student for any Title IV, HEA program funds return based on the R2T4 calculation.

- If you do not already know what the Academy refund policy is, you may ask for a copy at the Financial Aid Office.

OR

- You may access the policy on the school catalog located on the school website.

Return to Title IV Questions?

If you have questions regarding Title IV, HEA program funds* after visiting with your Financial Aid Director, you may call the Federal Student Aid Information Center at 1-800-4-fedaaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web www.studentaid.ed.gov

***This policy is subject to change at any time, and without prior notice.**

FEES AND PAYMENT SCHEDULE

Florida Barber Academy reserves the right to amend, add, or delete classes, programs, policies, equipment, tuition, fees, and/or facilities, with prior notice of scheduled changes. Reasonable accommodation will be made for students impacted by such a change.

Collection Fees

In the event that a student's account is sent to collections, Florida Barber Academy shall be entitled to collection, attorney fees and cost on the account thereof.

Payment Options

The student has the option of paying the tuition cost in full prior to attending the first class; or paying the balance with Financial Aid, if qualified.

A student may be dropped from classes for failure to provide tuition payments. Payment can be made with cash, credit card (VISA & MasterCard) or personal check made payable to Florida Barber Academy. Checks must be drawn on a U.S. bank. No counter (starter) checks will be accepted.

Registration Fee

The Registration fee is due at the time of signing the Enrollment Agreement for admissions. The registration fee is non-refundable if you voluntarily withdraw. If classes are cancelled by the school, the registration fee will be completely refunded.

Returned Check Fee

If a check is not honored when presented for payment, the bank will attempt to collect the funds. In accordance with Florida Statutes, Chapter 832.05, a returned check fee will be assessed. In the event of collection agency or legal action for recovery, the issuer may be **additionally liable for** court costs, collection fees and reasonable attorney fees as prescribed by law. Florida Barber Academy is not responsible for other collection fees imposed by the bank. It is a non-refundable fee.

Transcript and Diploma Replacement Fees

The student will receive one (1) student copy and one (1) official copy of their academic transcript free of charge. If more than one (1) transcript is requested, a non-refundable fee of \$10.00 will be charged. There is a non-refundable diploma replacement charge of \$20.00.

Re-Instatement Fee

A student who has withdrawn and would like to re-enter a program will be charged a fee of \$150.00.

Administrative Fee

Students are charged an additional Administrative fee of \$300.00 when withdrawn. This fee is non-refundable.

Withdrawal Administrative Fee

Withdrawn students are charged an additional \$200.00 as a withdrawal fee. This fee is non-refundable.

Bus Fare Fee

Students have the option of purchasing bus fare for \$50.00. This is an optional fee and non-refundable.

Student ID Replacement Fee

Students are charged a fee of \$15.00 should their Student ID need replacing. This fee is non-refundable.

COSMETOLOGY PROGRAM

STATE LICENSURE REQUIREMENTS

477.019 Cosmetologists; qualifications; licensure; supervised practice; license renewal; endorsement; continuing education.

- (1) A person desiring to be licensed as a cosmetologist shall apply to the department for licensure.
- (2) An applicant shall be eligible for licensure by examination to practice cosmetology if the applicant:
 - (a) Is at least 16 years of age or has received a high school diploma;
 - (b) Pays the required application fee, which is not refundable, and the required examination fee, which is refundable if the applicant is determined to not be eligible for licensure for any reason other than failure to successfully complete the licensure examination; and
 - (c)1. Is authorized to practice cosmetology in another state or country, has been so authorized for at least 1 year, and does not qualify for licensure by endorsement as provided for in subsection (5); or
2. Has received a minimum of 1,200 hours of training as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of cosmetology at one of the following:
 - a. A school of cosmetology licensed pursuant to chapter 1005.
 - b. A cosmetology program within the public school system.
 - c. The Cosmetology Division of the Florida School for the Deaf and the Blind, provided the division meets the standards of this chapter.
 - d. A government-operated cosmetology program in this state.The board shall establish by rule procedures whereby the school or program may certify that a person is qualified to take the required examination after the completion of a minimum of 1,000 actual school hours. If the person then passes the examination, he or she shall have satisfied this requirement; but if the person fails the examination, he or she shall not be qualified to take the examination again until the completion of the full requirements provided by this section.
- (3) Upon an applicant receiving a passing grade, as established by board rule, on the examination and paying the initial licensing fee, the department shall issue a license to practice cosmetology.
- (4) If an applicant passes all parts of the examination for licensure as a cosmetologist, he or she may practice in the time between passing the examination and receiving a physical copy of his or her license if he or she practices under the supervision of a licensed cosmetologist in a licensed salon. An applicant who fails any part of the examination may not practice as a cosmetologist and may immediately apply for reexamination.
- (5) Renewal of license registration shall be accomplished pursuant to rules adopted by the board.
- (6) The board shall certify as qualified for licensure by endorsement as a cosmetologist in this state an applicant who holds a current active license to practice cosmetology in another state.
- (7)(a) The board shall prescribe by rule continuing education requirements intended to ensure protection of the public through updated training of licensees and registered specialists, not to exceed 10 hours biennially, as a condition for renewal of a license or registration as a specialist under this chapter. Continuing education courses shall include, but not be limited to, the following subjects as they relate to the practice of cosmetology: human immunodeficiency virus and acquired immune deficiency syndrome; Occupational Safety and Health Administration regulations; workers' compensation issues; state and federal laws and rules as they pertain to cosmetologists, cosmetology, salons, specialists, specialty salons, and booth renters; chemical makeup as it pertains to hair, skin, and nails; and environmental issues. Courses given at cosmetology conferences may be counted toward the number of continuing education hours required if approved by the board.
- (b) The board may, by rule, require any licensee in violation of a continuing education requirement to take a refresher course or refresher course and examination in addition to any other penalty. The number of hours for the refresher course may not exceed 48 hours.

PREFIX AND CROSS-REFERENCING TITLES

The institution follows an independent course numbering system designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title in accordance with program requirements.

CODES	COURSE TITLE
COS101	Florida Law
COS102	Sanitation and Disinfection
COS103	Hair Shaping
COS104	Scalp Treatments and Hair Care Rinses
COS105	Shampoo and Rinses
COS106	Hair Arranging
COS107	Hair Coloring
COS108	Chemical Waving and Relaxing/Straightening
COS109	Skin Theory
COS110	Nail Theory
COS111	Business Essentials
HIV104	HIV/AIDS Cosmetology

COSMETOLOGY PROGRAM TUITION AND FEES
1,200 CLOCK HOURS

PROGRAM TUITION AND FEES

Tuition: \$14,400 (As of 02/28/2022), Registration Fee: \$150. (non-refundable), Cosmetology Kit, ID Badges & Supplies: \$1,174, Books \$432. Licensure fee: \$170. **Total Cost: \$16,326.00**

PROGRAM OBJECTIVE

This program is designated to provide students with the required theory and practical skills, to take and pass the State Cosmetology License examination and engage in the beauty profession.

PROGRAM DESCRIPTION

The program consists of 1,200 clock hours of theory and services.

This program of study is designed to provide the students with the skills to beautify hair through shampooing, hairstyling, hair shaping, hair coloring, permanent waving and hair relaxing. The program also includes beautifying the skin, hands and feet.

Disclosure: There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. Supplies are not to be borrowed from another student or school.

FBA gives the option/opportunity to purchase textbooks outside from the school to new enrolled students for the Barber, Cosmetology, Nail Technician, Full Specialist, Facial Specialist, and Facial Specialist and Advanced Esthetics programs. The institution will accommodate as such, to allow the students to use subsequent disbursement of Title IV Aid to pay for those funds. For further questions please contact the school financial aid office.

COSMETOLOGY PROGRAM OUTLINE

A full-time student will complete the program in approximately 40 weeks. A part-time student will complete the program in 60 weeks.

CODES	COURSE TITLE	SERVICES	TOTAL HOURS	THEORY HOURS	PRACTICAL HOURS
COS101	Florida Law	0	31	31	0
COS102	Sanitation and Disinfection	400	90	90	0
COS103	Hair Shaping	50	210	110	100
COS104	Scalp Treatments and Hair Care Rinses	8	35	20	15
COS105	Shampoo and Rinses	100	50	30	20
COS106	Hair Arranging	155	225	50	175
COS107	Hair Coloring	60	185	65	120
COS108	Chemical Waving and Relaxing/Straightening	60	150	30	120
COS109	Skin Theory	20	100	60	40
COS110	Nail Theory	16	60	40	20
COS111	Business Essentials	3	60	50	10
HIV104	HIV/AIDS Cosmetology	0	4	4	0
Total		872	1200	580	620

**Upon completing the program, the student will receive their diploma, HIV certificate, official and unofficial transcript.*

*** For State Approving Agency (SAA) (Florida Department of Veterans Affairs)- All program hours (Theory and Practical Hours) are only offered as an in-residence component (Traditional settings) only.*

**Traditional setting students must complete all theory and practical hours on site.*

**Hybrid setting students can complete theory hours online and practical hours onsite.*

Disclosure: The graduate will need to sit for and pass the Cosmetology licensing exam proctored by Pearson Vue and approved by the Department of Business and Professional Regulation to become licensed and seek employment.

COSMETOLOGY TEXTBOOKS

Textbooks: Milady Standard Cosmetology, 13th Edition: Publisher Milady 2016

Textbook (Hardcover-English) ISBN-13: 9781285769417

Textbook (Hardcover-Spanish) ISBN-13: 9781285772622

Theory Workbook (Softcover-English) ISBN-13: 9781285769455

Theory Workbook (Softcover-Spanish) ISBN-13: 9781285769462

Practical Workbook (Softcover-English) ISBN-13: 9781285769479

Practical Workbook (Softcover-Spanish) ISBN-13: 9781285769486

CIMA (English) ISBN-13: 9780357873441

CIMA (Spanish) ISBN-13: 9780357873458

AVAILABLE VIA: TRADITIONAL/ HYBRID DELIVERY METHOD

Note: There are no prerequisites for this program.

Veterans' educational benefits are only available via Traditional modality ONLY.

**Courses at Florida Barber Academy are offered in English and Spanish. (Some exceptions may apply).*

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY
REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

COURSE DESCRIPTIONS

COS101 – Florida Law – 31 Clock Hours

Students will learn about the Florida Cosmetology laws and rules from the Board of Cosmetology Chapter 477, Florida Statutes; Chapter 61G5, Florida Administrative Code; Sections of Chapter 455, Florida Statutes; Chapter 61, Florida Administrative Code.

COS102 – Sanitation and Disinfection – 90 Clock Hours

Students will learn how to use chemical agents to disinfect implements and equipment in the salon and promote and protect good health in the community. Proper procedures to follow to assure sanitary conditions with all materials, implements, and products used.

COS103 – Hair Shaping – 210 Clock Hours

Students will learn how to use hair shaping implements and supplies in cutting the client's hair in a requested style(s) in specific times between 15 to 30 minutes.

COS104 – Scalp Treatments and Hair Care Rinses – 35 Clock Hours

Students will learn how to provide a beneficial service of stimulation to contribute to a health scalp and to select a specific treatment that will improve the appearance of a client's hair following proper safety precautions in the application procedure.

COS105 – Shampoo and Rinses – 50 Clock Hours

Students will learn how to use shampoo supplies and chemicals in cleansing the scalp and hair in preparation for additional salon services.

COS106 – Hair Arranging – 225 Clock Hours

Students will learn how to arrange a client's hair into a style of the client's choice through the development of dexterity, coordination and strength in creating designs and patterns in the hair.

COS107 – Hair Coloring – 185 Clock Hours

Students will learn to change the client's hair color through the use of semi-permanent, permanent, and lightening products following proper steps to safeguard the client in giving the desired service.

COS108 – Chemical Waving and Relaxing/Straightening – 150 Clock Hours

Students will learn to use professional chemicals and implements in waving and relaxing the hair to make it more manageable and durable for the client from one styling to another.

COS109 – Skin Theory – 100 Clock Hours

Students will learn to gain information and knowledge to give a facial massage treatment using oils, creams, lotions, or other preparations to properly protect the client from significant damage and to describe chemicals, implements and techniques used in hair removal.

COS110 – Nail Theory – 60 Clock Hours

Students will learn to use professional manicuring implements, supplies, procedures, in shaping and polishing the nails.

COS111 – Business Essentials – 60 Clock Hours

Students will learn to create a resumé, portfolio creation, and examine the involvement of running a salon business.

HIV104 – HIV/AIDS Cosmetology – 4 Clock Hours

Students will learn about the disease HIV/AIDS, how it affects the body immune system, how it's spread and prevention.

NAIL TECHNICIAN PROGRAM

STATE LICENSURE REQUIREMENTS

AGE: Specialty registration applicant must be at least 16 years of age or have received a high school diploma.

EDUCATION: Applicants must complete 180 school hours in a Florida Nail Program.

HIV/AIDS COURSE: Applicants should submit the initial HIV/AIDS course completion certificate received from their school. The HIV/AIDS course must have been completed within 2 years prior to submitting an application and must be at least 4 hours long.

For more information, please refer to our list of board approved Initial HIV/AIDS Courses.

EXAMINATION: You do not have to take the Florida Cosmetology examination for this registration.

CERTIFICATION OF ELIGIBILITY: A completed certification of eligibility Form from Section IV of Form Cosmo 1 must be submitted with your application.

PREFIX AND CROSS-REFERENCING TITLES

The institution follows an independent course numbering system designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title in accordance with program requirements.

CODES	COURSE TITLE
NT120	Florida Cosmetology Laws & Rules for Nail Technicians
NT121	Sanitation for Nails
NT122	Ethics for Nail Technicians
NT123	Nail Theory & Practicum
HIV04	HIV/AIDS 4-Hours

NAIL TECHNICIAN PROGRAM TUITION AND FEES

180 CLOCK HOURS

PROGRAM TUITION AND FEES

Tuition \$895.20 (As of 03/07/2022), Registration Fee \$150. (non-refundable) Nail Kit, ID Badges & Supplies \$304, Books \$300.80, Licensure fee \$150. **TOTAL COST: \$1,800.00**

PROGRAM OBJECTIVE

This program is designed to teach students the art and science of beautifying the nails of the hands and feet, to give a professional hand and foot massage, and to use safety precautions and sanitation methods. Students will learn to identify diseases and disorders of the nails. Nail Extensions, Nail Wraps, Gel Nails and Nail Art will be included, along with current information on infection control. Upon completion of this program, graduates will receive a diploma from Florida Barber Academy, and qualify for State licensing as a Nail Technician. At that point they may pursue an exciting career in the beauty industry.

PROGRAM DESCRIPTION

The Nail Technician Program includes 180 clock hours. There will be 90 hours of lab, including 90 client services. The Program introduces a career filled with unlimited potential that graduates may pursue in many different directions. Nail Technicians play a vital role in the lives of their clients by providing ongoing services such as manicuring, pedicuring, and nail extension application, all of which enable their clients to look and feel their best.

Disclosure: There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. Supplies are not to be borrowed from another student or school.

FBA gives the option/opportunity to purchase textbooks outside from the school to new enrolled students for the Barber, Cosmetology, Nail Technician, Full Specialist, Facial Specialist, and Facial Specialist and Advanced Esthetics programs. The institution will accommodate as such, to allow the students to use subsequent disbursement of Title IV Aid to pay for those funds. For further questions please contact the school financial aid office.

NAIL TECHNICIAN PROGRAM OUTLINE

A full-time student will complete the program in approximately 6 weeks. A part time student will complete the program in 9 weeks.

CODES	COURSE TITLE	SERVICES	CLOCK HOURS	THEORY HOURS	PRACTICAL HOURS
NT120	Florida Cosmetology Laws & Rules for Nail Technicians	0	4	4	0
NT121	Sanitation for Nails	0	8	8	0
NT122	Ethics for Nail Technicians	0	2	2	0
NT123	Nail Theory & Practicum	180	162	72	90
HIV04	HIV/AIDS 4-Hours	0	4	0	4
Total		180	180	86	94

**Upon completing the program, the student will receive their diploma, HIV certificate, official and unofficial transcript.*

*** For State Approving Agency (SAA) (Florida Department of Veterans Affairs)- All program hours (Theory and Practical Hours) are only offered as an in-residence component (Traditional settings) only.*

**Traditional setting students must complete all theory and practical hours on site.*

****This program is only offered under Traditional Setting ONLY. (Non-Title IV program)***

***Disclosure:** The graduates will be able to submit their licensure application to the Department of Business and Professional Regulation to become licensed and seek employment.*

NAIL TECHNICIAN TEXTBOOKS

Textbooks: *Milady Nails Standard Foundations 8th Edition Publication Date 2021*

Textbook (Hardcover Nail-English) ISBN-13: 9780357446867

Textbook (Softcover Nail-Spanish) ISBN-13: 9780357446874

CIMA (Nail-English) ISBN-13: 9780357812570

CIMA (Nail-Spanish) ISBN-13: 9780357920206

AVAILABLE VIA: TRADITIONAL METHOD

Note: There are no prerequisites for this program.

Veterans' educational benefits are only available via Traditional modality **ONLY**.

**Courses at Florida Barber Academy are offered in English and Spanish. (Some exceptions may apply).*

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH
MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

COURSE DESCRIPTIONS

NT120 Florida Cosmetology Laws & Rules for Nail Technicians - 4 Clock Hours

Students will learn about the Florida Cosmetology laws and rules from the Board of Cosmetology. Chapter 477, Florida Statutes; Chapter 61G5, Florida Administrative Code; Sections of Chapter 455, Florida Statutes; Chapter 61, Florida Administrative Code, emphasis on the sections that apply to the Nail Technician.

NT121 Sanitation for Nails - 8 Clock Hours

Students will learn how to properly sanitize their station and implements as a Nail Technician. Proper procedures to follow to assure sanitary conditions with all materials, implements, and products used.

NT122 Ethics for Nail Technicians - 2 Clock Hours

Students will learn about ethics as a professional nail technician.

NT123 Nail Theory and Practicum - 162 Clock Hours

Students will learn about nails in subjects of nail structure, disorders, diseases, manicuring, pedicuring, nail product chemistry, chemistry and chemical safety, gel nail enhancements, nail art, electric filling, nail tips and forms, nail resin, systems, history, monomer liquid, and polymer powder nail enhancements. Students will learn how to perform client services such as nail fill-in, gel, manicures, pedicures, nail wraps and/or mending, artificial nail removal, polishing and nail art, sculpting using A Form, and tips with overlay.

HIV04 HIV/AIDS 4-Hours - 4 Clock Hours

Students will learn about human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), the effects, how to keep clients and yourself safe, and what are the differences.

FULL SPECIALIST PROGRAM

STATE LICENSURE REQUIREMENTS

477.0201 Specialty registration; qualifications; registration renewal; endorsement.

- (1) Any person is qualified for registration as a specialist in any specialty practice within the practice of cosmetology under this chapter who:
 - (a) Is at least 16 years of age or has received a high school diploma.
 - (b) Has received a certificate of completion for:
 1. One hundred and eighty hours of training, as established by the board, which shall focus primarily on sanitation and safety, to practice specialties as defined in s. 477.013(6)(a) and (b);
 2. Two hundred and twenty hours of training, as established by the board, which shall focus primarily on sanitation and safety, to practice the specialty as defined in s. 477.013(6)(c); or
 3. Four hundred hours of training or the number of hours of training required to maintain minimum Pell Grant requirements, as established by the board, which shall focus primarily on sanitation and safety, to practice the specialties as defined in s. 477.013(6)(a)-(c).
 - (c) The certificate of completion specified in paragraph (b) must be from one of the following:
 1. A school licensed pursuant to s. 477.023.
 2. A school licensed pursuant to chapter 1005 or the equivalent licensing authority of another state.
 3. A specialty program within the public school system.
 4. A specialty division within the Cosmetology Division of the Florida School for the Deaf and the Blind, provided the training programs comply with minimum curriculum requirements established by the board.
- (2) A person desiring to be registered as a specialist shall apply to the department in writing upon forms prepared and furnished by the department.
- (3) Upon paying the initial registration fee, the department shall register the applicant to practice one or more of the specialty practices within the practice of cosmetology.
- (4) Renewal of registration shall be accomplished pursuant to rules adopted by the board.
- (5) The board shall adopt rules specifying procedures for the registration of specialty practitioners desiring to be registered in this state who have been registered or licensed and are practicing in states which have registering or licensing standards substantially similar to, equivalent to, or more stringent than the standards of this state.
- (6) Pending issuance of registration, a person is eligible to practice as a specialist upon submission of a registration application that includes proof of successful completion of the education requirements and payment of the applicable fees required by this chapter, provided such practice is under the supervision of a registered specialist in a licensed specialty or cosmetology salon.

PREFIX AND CROSS-REFERENCING TITLES

The institution follows an independent course numbering system designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title in accordance with program requirements.

CODES	COURSE TITLE
FUS100	Florida Laws and Rules
FUS101	Infection Control
FUS102	Professional Ethics
FUS103	Electricity and Electrical Safety
FUS104	Techniques and Contraindications for the Skin
FUS105	Basics of Product Chemistry
FUS106	Basics of Hair Removal
FUS107	Basic Makeup
FUS108	Skin and Nail Theory
FUS109	Advanced Makeup
FUS110	Anatomy and Physiology
FUS111	Facial Massage
FUS112	Advanced Services
FUS113	The Healthy Professional and Products
FUS114	Business Essentials

FULL SPECIALIST PROGRAM TUITION AND FEES

600 CLOCK HOURS

PROGRAM TUITION AND FEES

Tuition \$7,200 (As of 02/28/2022) Registration Fee \$150. (non-refundable) Full Specialist Kit, ID Badges & Supplies \$854, Books \$546, Licensure Fee \$150 **TOTAL COST: \$8,900.00**

PROGRAM OBJECTIVE

This program is designed to teach students the art and science of beautifying the skin and nails. Students with a Full Specialist license will be able to provide client services for skin and nail care, proper precautions to perform services in a sanitary and safe manner, as well as identify contraindications. Program content includes current information in areas such as infection control, facials, hair removal, and nail techniques.

Upon completion of this program, graduates will receive a diploma from Florida Barber Academy, and qualify for State licensing as a Full Specialist. At that point they may pursue an exciting career in the beauty industry.

PROGRAM DESCRIPTION

The Full Specialist Program includes 380 hours of skin care and 220 hours of nail care, which constitutes 600 clock hours. There will be 304 hours of lab, including 475 client services.

The Program introduces a career filled with unlimited potential that graduates may pursue in many different directions. Full Specialist technicians play a vital role in the lives of their clients by providing ongoing services such as skin care and maintenance, hair removal, and nail care, all of which enable their clients to look and feel their best.

FBA gives the option/opportunity to purchase textbooks outside from the school to new enrolled students for the Barber, Cosmetology, Nail Technician, Full Specialist, Facial Specialist, and Facial Specialist and Advanced Esthetics programs. The institution will accommodate as such, to allow the students to use subsequent disbursement of Title IV Aid to pay for those funds. For further questions please contact the school financial aid office.

FULL SPECIALIST PROGRAM OUTLINE

A full-time student will complete the program in approximately 20 weeks. A part time student will complete the program in 30 weeks.

CODES	COURSE TITLE	SERVICES	TOTAL HOURS	THEORY HOURS	PRACTICAL HOURS
FUS100	Florida Laws and Rules	0	10	10	0
FUS101	Infection Control	235	18	18	0
FUS102	Professional Ethics	0	4	4	0
FUS103	Electricity and Electrical Safety	2	5	3	2
FUS104	Techniques and Contraindications for the Skin	54	107	53	54
FUS105	Basics of Product Chemistry	0	12	12	0
FUS106	Basics of Hair Removal	15	27	12	15
FUS107	Basic Makeup	27	56	33	23
FUS108	Skin and Nail Theory	124	271	95	176
FUS109	Advanced Makeup	5	16	5	11
FUS110	Anatomy and Physiology	0	8	8	0
FUS111	Facial Massage	4	5	3	2
FUS112	Advanced Services	5	22	11	11
FUS113	The Healthy Professional and Products	1	16	12	4
FUS114	Business Essentials	3	23	17	6
Total		475	600	296	304

**Upon completing the program, the student will receive their diploma, HIV certificate, official and unofficial transcript.*

*** For State Approving Agency (SAA) (Florida Department of Veterans Affairs)- All program hours (Theory and Practical Hours) are only offered as an in-residence component (Traditional settings) only.*

**Traditional setting students must complete all theory and practical hours on site.*

**Hybrid setting students can complete theory hours online and practical hours onsite.*

Disclosure: *The graduates will be able to submit their licensure application to the Department of Business and Professional Regulation to become licensed and seek employment.*

FULL SPECIALIST TEXTBOOKS

Textbooks: *Milady Standard Esthetics Standard Foundations 12th Edition Publication Date 2019*

Textbook (Hardcover Skin-English) ISBN-13: 9780357446867

Textbook (Hardcover Skin-Spanish) ISBN-13: 9780357265420

MindTap (Skin) ISBN-13: 9781337095150

Milady Nails Standard Foundations 8th Edition Publication Date 2021

Textbook (Hardcover Nail-English) ISBN-13: 9780357446867

Textbook (Softcover Nail-Spanish) ISBN-13: 9780357446874

CIMA (Skin & Nails - English) ISBN-13: 9780357875049

CIMA (Skin - Spanish) ISBN-13: 9780357920190

CIMA (Nails - Spanish) ISBN-13: 9780357920206

AVAILABLE VIA: TRADITIONAL/HYBRID METHOD

Note: There are no prerequisites for this program.

Veterans' educational benefits are only available via Traditional modality ONLY.

**Courses at Florida Barber Academy are offered in English and Spanish. (Some exceptions may apply).*

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY
REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

COURSE DESCRIPTIONS

FUS100 – Florida Laws and Rules – 10 Clock Hours

Students will learn about the rules and regulations from the Florida Department of Business and Professional Regulation for the Board of Cosmetology. Students will learn how to properly apply all rules and regulations that are required by a licensed Full Specialist when performing services that are permitted.

FUS101 – Infection Control – 18 Clock Hours

Students will learn the difference between sanitation, sterilization, and disinfection for implements and tools used to service clients for both skin and nail care. Students will have a basic understanding of protecting clients and themselves from HIV/AIDS and other communicable diseases.

FUS102 – Professional Ethics – 4 Clock Hours

Students will learn about the importance of professionalism in the field of beauty. Students will learn how to conduct themselves and service clients in an ethical manner.

FUS103 Electricity and Electrical Safety – 5 Clock Hours

Students will learn the basics in the importance of usage and maintenance of electrical equipment used in the industry. Students will learn the requirements for electrical equipment for Full Specialist technicians.

FUS104 – Techniques and Contraindications for the Skin – 107 Clock Hours

Students will learn what conditions may prevent or restrict the client from receiving specific services at a spa. Students will learn to better determine what constitutes a contraindication. Students will learn techniques to be able to service client's skin.

FUS105 – Basics of Product Chemistry – 12 Clock Hours

Students will learn about the various chemicals in products commonly and uncommonly used for client services. Students will learn to select products that best works for the service that will be performed on the client.

FUS106 – Basics of Hair Removal – 27 Clock Hours

Student will learn to identify the best hair removal product to use for each client to have the requested outcome. Student will learn about various hair removal products and techniques.

FUS107 – Basic Makeup – 56 Clock Hours

Students will learn to apply makeup for basic looks on a client. Students will gain an understanding of how the various basic applications work as well as the color wheel.

FUS108 – Skin and Nail Theory – 271 Clock Hours

Students will learn about foundations of skin and nails. Students will learn about diseases and disorders that can prevent a service to be performed on a client as a Full Specialist. Students will learn through theoretical and practical application to be able to apply the knowledge to service clients. Students will learn to complete basic services for nails and skin, along with some advanced services.

FUS109 – Advanced Makeup – 16 Clock Hours

Students will learn makeup applications for special occasions, makeup for runaway, fantasy looks, makeup for mature clients, and Avant Garde.

FUS110 – Anatomy and Physiology – 8 Clock Hours

Students will learn about the basics of anatomy and physiology, understanding the muscles that are involved in services as a Full Specialist.

FUS111 – Facial Massage – 5 Clock Hours

Students will learn the benefits of adding a facial massage in an esthetic service, the five types of massage movements used by estheticians, and discuss facial massage contraindications.

FUS112 – Advanced Services – 22 Clock Hours

Students will learn about advanced topics and treatments that can be offered to clients. Students will learn to provide services for body wrapping, microdermabrasion, chemical exfoliation, and peels that a Full Specialist can perform.

FUS113 – The Healthy Professional and Products – 16 Clock Hours

Students will learn the importance of being a healthy professional, as well as the natural products that can be used to perform skin or nail services.

FUS114 – Business Essentials – 23 Clock Hours

Students will learn to create a resumé, portfolio, and a menu of services.

BARBER PROGRAM

STATE LICENSURE REQUIREMENTS

476.114 Examination; prerequisites.

- (1) A person desiring to be licensed as a barber shall apply to the department for licensure.
- (2) An applicant shall be eligible for licensure by examination to practice barbering if the applicant:
 - (a) Is at least 16 years of age;
 - (b) Pays the required application fee; and
 - (c) 1. Holds an active valid license to practice barbering in another state, has held the license for at least 1 year and does not qualify for licensure by endorsement as provided for in s.476.144(5);
OR
2. Has received a minimum of 900 hours of training in sanitation, safety, and laws and rules, as established by the board, which shall include, but shall not be limited to, the equivalent of completion of services directly related to the practice of barbering at one of the following:
 - a. A school of barbering licensed pursuant to chapter 1005;
 - b. A barbering program within the public-school system; or
 - c. A government-operated barbering program in this state.The board shall establish by rule procedures whereby the school or program may certify that a person is qualified to take the required examination after the completion of a minimum of 600 actual school hours. If the person passes the examination, she or he shall have satisfied this requirement; but if the person fails the examination, she or he shall not be qualified to take the examination again until the completion of the full requirements provided by this section.
- (3) An applicant who meets the requirements set forth in subparagraphs (2)(c)1. and 2. who fails to pass the examination may take subsequent examinations as many times as necessary to pass, except that the board may specify by rule reasonable timeframes for rescheduling the examination and additional training requirements for applicants who, after the third attempt, fail to pass the examination. Prior to reexamination, the applicant must file the appropriate form and pay the reexamination fee as required by rule.

PREFIX AND CROSS-REFERENCING TITLES

The institution follows an independent course numbering system designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title in accordance with program requirements.

CODES	COURSE TITLE
BAR110	Florida Laws and Rules
BAR111	Safety, Sanitation, Sterilization, and HIV/AIDS
BAR112	Hair Structure and Chemistry
BAR113	Haircutting and Styling
BAR114	Shampooing
BAR115	Chemical Services
BAR116	Shaving, Beard and Mustache Trimming

BARBER PROGRAM TUITION AND FEES

900 CLOCK HOURS

PROGRAM TUITION AND FEES

Tuition \$11,205.00 (As of 02/28/2022), Registration Fee \$150. (non-refundable) Barber Kits, ID Badges & Supplies \$1349, Books \$400, Licensure fee \$330. **TOTAL COST: \$ 13,434.00**

PROGRAM OBJECTIVE

The objective of the Barber program is to prepare students for state licensing and employment as a barber. The courses are designed to facilitate students to meet the qualifications to successfully pass the Florida Barber License Examination. The courses are strategically aligned with the Florida Barbers' Board.

PROGRAM DESCRIPTION

The purpose of the Barber program is to prepare students for state licensing and employment. The courses include the required education from the Florida Barbers' Board. The program consists of 900 hours which includes a combination of theoretical and practical applications. The courses include but are not limited to safe and efficient work practices, human relations and employability skills, Florida barber laws and rules, knowledge of barbering and its relation to chemistry, bacteriology, haircutting, and the development of practical skills in performing the manipulative techniques required in the practice of barbering.

Disclosure: There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. Supplies are not to be borrowed from another student or school.

FBA gives the option/opportunity to purchase textbooks outside from the school to new enrolled students for the Barber, Cosmetology, Nail Technician, Full Specialist, Facial Specialist, and Facial Specialist and Advanced Esthetics programs. The institution will accommodate as such, to allow the students to use subsequent disbursement of Title IV Aid to pay for those funds. For further questions please contact the school financial aid office.

BARBER PROGRAM OUTLINE

A full-time student will complete the program in 30 weeks. A part-time student will complete the program in 45 weeks.

CODES	COURSE TITLE	SERVICES	CLOCK HOURS	THEORY HOURS	PRACTICAL HOURS
BAR110	Florida Laws and Rules	60	225	130	95
BAR111	Safety, Sanitation, Sterilization, and HIV/AIDS	172	270	140	130
BAR112	Hair Structure and Chemistry	30	90	30	60
BAR113	Haircutting and Styling	57	135	40	95
BAR114	Shampooing	20	45	15	30
BAR115	Chemical Services	31	90	30	60
BAR116	Shaving, Beard and Mustache Trimming	30	45	15	30
TOTAL		400	900	400	500

**Upon completing the program, the student will receive their diploma, HIV certificate, official and unofficial transcript.*

*** For State Approving Agency (SAA) (Florida Department of Veterans Affairs)- All program hours (Theory and Practical Hours) are only offered as an in-residence component (Traditional settings) only.*

**Traditional setting students must complete all theory and practical hours on site.*

**Hybrid setting students can complete theory hours online and practical hours onsite.*

Disclosure: The graduate will need to sit for and pass the Barbering licensing exam proctored by Pearson Vue and approved by the Department of Business and Professional Regulation to become licensed and seek employment.

BARBER TEXTBOOKS

Textbooks: Milady Standard Barbering 6th Edition, Publisher: Milady 2017

Textbook (Hardcover-English) ISBN-13: 9781305100558

Textbook (Hardcover-Spanish) ISBN-13: 9781305100763

Workbook (Softcover-English) ISBN-13: 9781305100664

Workbook (Softcover-Spanish) ISBN-13: 9781305100831

CIMA (English) ISBN-13: 9780357812587

CIMA (Spanish) ISBN-13: 9780357920183

AVAILABLE VIA: TRADITIONAL/HYBRID METHOD

Note: There are no prerequisites for this program.

Veterans' educational benefits are only available via Traditional modality ONLY.

**Courses at Florida Barber Academy are offered in English and Spanish. (Some exceptions may apply).*

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY
REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

COURSE DESCRIPTIONS

BAR110 – Florida Laws and Rules – 225 Clock Hours

Students will learn Florida barber board laws and sanitation guidelines, permitted barbershop services and requirements, inspections, disciplinary guidelines, signage requirements regarding health and safety, HIV/AIDS education, and how to obtain and maintain a Florida barber license. Students will also learn about license display, fees related to various licenses/renewals/registrations, inactive licenses, DBPR general provisions, Florida Administrative Code chapter 61, board information (purpose, organization, meetings, determinations, procedures) and Barbers' Act chapter 476. Additionally, students will be taught soft skills, such as client greeting and consultation and proper station set-up.

BAR111 – Safety, Sanitation, and HIV/AIDS – 270 Clock Hours

Students will learn about standard precautions, handling exposure incidents, being able to differentiate between airborne and bloodborne pathogens, the levels of decontamination, the difference between disinfectant and antiseptics and protecting themselves and the public from unnecessary exposures. Students will also learn to be aware of the spread of infectious diseases, such as HIV and AIDS, and what measures can be taken to control infection.

BAR112 – Hair Structure and Chemistry – 90 Clock Hours

Students will learn the different layers of the hair shaft, prevention of hair loss, the phases of the hair growth cycle, and common hair disorders. Students will learn about the pH levels of the hair and skin and the chemistry of the various shampoos and conditioners.

BAR113 – Haircutting and Styling – 135 Clock Hours

The student learns all necessary techniques of hair cutting, including but not limited to, taper cuts, fades, flat tops, and standard haircuts using scissor over comb, clipper over comb, and freehand techniques. Students will also demonstrate style outs including blow-drying.

BAR114 – Shampooing – 45 Clock Hours

Students will learn about the different types of shampoos, how to select the and the appropriate shampoo based on each client's need and the techniques and importance of shampooing and rinsing. The students will practice these techniques on mannequins and customers on the clinic floor under an instructor's supervision.

BAR115 – Chemical Services – 90 Clock Hours

Students will practice the application of chemical services, including but not limited to, permanent waving, coloring, or bleaching, hair relaxing and curling on mannequins and customers under the supervision of an instructor. Students will learn all phases of permanent waving and relaxing techniques, including customer consultation on rod sizes and perm selection. Topics also covered in this course include an introduction to coloring, classifications of hair coloring, preparation and application of permanent, semi-permanent rinses and bleaches.

BAR116 – Shaving, Beard and Mustache Trimming – 45 Clock Hours

Students will practice all areas of shaving techniques including softening of beard and applications of massage cream and tonics. The student will learn all fourteen standard positions and strokes.

FACIAL SPECIALIST PROGRAM

STATE LICENSURE REQUIREMENTS

AGE: Specialty registration applicants must be at least 16 years of age or have received a high school diploma.

EDUCATION: Applicants must complete 220 school hours in a Florida facial specialty program.

HIV/AIDS COURSE: Applicants should submit the initial HIV/AIDS course completion certificate received from their school.

The HIV/AIDS course must have been completed within two years prior to submitting an application and must be at least four hours long.

EXAMINATION: You do not have to take the Florida cosmetology examination for this registration.

CERTIFICATION OF ELIGIBILITY: A completed Certification of Eligibility Form from Section IV of form COSMO 1 must be submitted with your application.

FEE: Pay the required fee as provided in the application. If applying online, you can pay with a credit card or electronic check. If mailing your application, please include a check payable to the Department of Business and Professional Regulation. Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount.

PREFIX AND CROSS-REFERENCING TITLES

The institution follows an independent course numbering system designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title in accordance with program requirements.

CODES	COURSE TITLE
FS100	Florida Laws and Rules for Estheticians
FS101	Sanitation for Estheticians
FS102	Ethics for Estheticians
FS103	Basics of Electricity
FS104	Skin Theory
FS105	Facial Techniques and Contraindications
FS106	Product Chemistry
FS107	Hair Removal
FS108	Makeup
HIV04	HIV/AIDS 4-Hours

FACIAL SPECIALIST PROGRAM TUITION AND FEES ***224 CLOCK HOURS***

PROGRAM TUITION AND FEES

Tuition \$1,926.40 Registration Fee \$150. (non-refundable) Facial Specialist Kit, ID Badges & Supplies \$629, Books \$370, Licensure Fee \$150 **TOTAL COST: \$3,225.40**

PROGRAM OBJECTIVE

The Facial Specialist program introduces a career filled with unlimited potential that graduates may pursue in many different directions. Facial Specialist play a vital role in the lives of their clients by providing ongoing services such as facials, waxing, and basic makeup, all of which enable their clients to look and feel their best. Instruction is designed to qualify students for employment upon successfully obtaining a Facial Specialist license.

Upon completion of this program, graduates will receive a diploma from Florida Barber Academy, and qualify for State licensing as a Facial Specialist. At that point they may pursue an exciting career in the beauty industry.

PROGRAM DESCRIPTION

The Facial Specialist program includes 224 total hours. There will be 71 hours of lab, including 141 services. This program is designed to teach students basic skills needed to obtain a Facial Specialist license in the State of Florida.

The content includes, but is not limited to communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; basic make-up skills; basic waxing skills, and development of basic skills in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

Disclosure: There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. Supplies are not to be borrowed from another student or school.

FBA gives the option/opportunity to purchase textbooks outside from the school to new enrolled students for the Barber, Cosmetology, Nail Technician, Full Specialist, Facial Specialist, and Facial Specialist and Advanced Esthetics programs. The institution will accommodate as such, to allow the students to use subsequent disbursement of Title IV Aid to pay for those funds. For further questions please contact the school financial aid office.

FACIAL SPECIALIST PROGRAM OUTLINE

A full-time student will complete the program in approximately 7.5 weeks. A part time student will complete the program in 11.2 weeks.

CODES	COURSE TITLE	SERVICES	CLOCK HOURS	THEORY HOURS	PRACTICAL HOURS
FS100	Florida Laws and Rules for Estheticians	0	4	0	4
FS101	Sanitation for Estheticians	70	10	10	0
FS102	Ethics for Estheticians	0	2	0	2
FS103	Basics of Electricity	1	3	0	3
FS104	Skin Theory	36	97	51	46
FS105	Facial Techniques and Contraindications	2	56	34	22
FS106	Product Chemistry	0	8	8	0
FS107	Hair Removal	10	15	5	10
FS108	Makeup	22	25	1	24
HIV04	HIV/AIDS 4-Hours	0	4	0	4
TOTAL		141	224	109	115

**Upon completing the program, the student will receive their diploma, HIV certificate, official and unofficial transcript.*

*** For State Approving Agency (SAA) (Florida Department of Veterans Affairs)- All program hours (Theory and Practical Hours) are only offered as an in-residence component (Traditional settings) only.*

**Traditional setting students must complete all theory and practical hours on site.*

****This program is only offered under Traditional Setting ONLY. (Non-Title IV program)***

***Disclosure:** The graduates will be able to submit their licensure application to the Department of Business and Professional Regulation to become licensed and seek employment.*

FACIAL SPECIALIST TEXTBOOKS

Textbooks: *Milady Standard Esthetics Standard Foundations 12th Edition*

Publication Date 2019 Textbook (Hardcover) ISBN-13: 9780357263792

CIMA (English) ISBN-13: 9780357265420

CIMA (Spanish) ISBN-13: 9780357920190

AVAILABLE VIA: TRADITIONAL METHOD

Note: There are no prerequisites for this program.

**Courses at Florida Barber Academy are offered in English and Spanish. (Some exceptions may apply).*

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH
MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

COURSE DESCRIPTIONS

FS100 – Florida Laws and Rules for Estheticians – 4 Clock Hours

Students will learn about the Florida laws and rules from the Board of Cosmetology Chapter 477, Florida Statutes; Chapter 61G5, Florida Administrative Code; Sections of Chapter 455, Florida Statutes; Chapter 61, Florida Administrative Code, emphasis on the sections that apply to the Facial Specialist.

FS101 – Sanitation for Estheticians – 10 Clock Hours

Students will learn how to properly sanitize their station and implements as a Facial Specialist. Proper procedures to follow to assure sanitary conditions with all materials, implements, and products used.

FS102 – Ethics for Estheticians – 2 Clock Hours

Students will learn about ethics as a professional, which will provide the moral principles by which a Facial Specialist lives by. Student will learn ethical behavior that they will employ in five actions.

FS103 Basics of Electricity – 3 Clock Hours

Students will learn the importance for beauty professional to have a basic working knowledge of electricity and its safety.

FS104 – Skin Theory – 97 Clock Hours

Students will learn the physiology and histology of the skin, disorders and diseases of the skin, along with learning how to use facial devices and its technology.

FS105 – Facial Techniques and Contraindications – 56 Clock Hours

Students will learn how to analyze the skin and differentiate the six Fitzpatrick skin types, be able to create an environment for treatment, and how to perform various treatments on clients.

FS106 – Product Chemistry – 8 Clock Hours

Students will learn about skin care products, its chemistry, ingredients, and selection.

FS107 – Hair Removal – 15 Clock Hours

Students will learn how to explain to client's hair removal, be able to identify the excessive hair growth, proper client consultation for hair removal service, understanding of the hair growth cycle, and be able to select the proper product for the service.

FS108 – Makeup – 25 Clock Hours

Students will learn the basics of makeup application, color theory, face shapes, prepare the station for service, highlighting and contouring techniques, and perform day and evening makeup looks.

HIV04 – HIV/AIDS 4-Hours – 4 Clock Hours

Students will learn about human immunodeficiency virus (HIV), acquired immune deficiency syndrome (AIDS), the effects, how to keep clients and yourself safe, and what are the differences.

FACIAL SPECIALIST AND ADVANCED ESTHETICS PROGRAM

STATE LICENSURE REQUIREMENTS

AGE: Specialty registration applicants must be at least 16 years of age or have received a high school diploma.

EDUCATION: Applicants must complete 220 school hours in a Florida facial specialty program.

HIV/AIDS COURSE: Applicants should submit the initial HIV/AIDS course completion certificate received from their school.

The HIV/AIDS course must have been completed within two years prior to submitting an application and must be at least four hours long.

EXAMINATION: You do not have to take the Florida cosmetology examination for this registration.

CERTIFICATION OF ELIGIBILITY: A completed Certification of Eligibility Form from Section IV of form COSMO 1 must be submitted with your application.

FEE: Pay the required fee as provided in the application. If applying online, you can pay with a credit card or electronic check. If mailing your application, please include a check payable to the Department of Business and Professional Regulation. Military veterans, their spouses and Florida National Guard members may be eligible for a fee waiver, fee reimbursement, and/or fee discount.

PREFIX AND CROSS-REFERENCING TITLES

The institution follows an independent course numbering system designed to identify courses and differentiate the level of study. Courses are numbered sequentially and assigned a letter prefix depicting the program title in accordance with program requirements.

CODES	COURSE TITLE
AE101	State of Florida Policies and Procedures for Skin Care Specialist
AE102	Infection Control for Skin Care Specialist
AE103	Moral Principles for Skin Care Specialist
AE104	Fundamentals of Electricity Understanding
AE105	Basic Skin Concepts
AE106	Fundamental Facial Practices
AE107	Essential Product Knowledge
AE108	Body Hair Understanding
AE109	Basics of Cosmetics
AE110	Orientation to Advanced Esthetics
AE111	General Sciences
AE112	Skin Sciences
AE113	Advanced Esthetics
AE114	Spa and Alternative Therapies
AE115	Medical Sciences
AE116	Business Skills

FACIAL SPECIALIST AND ADVANCED ESTHETICS PROGRAM
TUITION AND FEES
824 CLOCK HOURS

PROGRAM TUITION AND FEES

Tuition \$9,922 Registration Fee \$150. (non-refundable) Facial Specialist Kit, ID Badges & Supplies \$1,212, Books \$740, Licensure Fee \$150 **TOTAL COST: \$12,174.00**

PROGRAM OBJECTIVE

The Facial Specialist and Advanced Esthetics program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education in the field of skin care. Instruction is designed to qualify students for employment upon successfully obtaining a Facial Specialist license, as well as prepare students for the spa industry, medical offices including dermatologic and plastic surgeons, and the new Medi-spa industry.

Upon completion of this program, graduates will receive a diploma from Florida Barber Academy, and qualify for State licensing as a Facial Specialist. At that point they may pursue an exciting career in the beauty industry.

PROGRAM DESCRIPTION

The Facial Specialist and Advanced Esthetics program includes 824 total hours. There will be 406 hours of lab, including 445 services. This program is designed to teach students basic and advanced skills needed to obtain a Facial Specialist license in the State of Florida and be prepared to work in medical offices.

The content includes, but is not limited to: communication, leadership, human relations and employability skills; safe and efficient work practices; Florida cosmetology law and rules; acquisition of knowledge of the facial specialist and the related chemistry; bacteriology, anatomy and physiology; basic and advanced make-up skills; waxing skills; body wraps; aromatherapies; holistic and natural treatments; and development of skills in performing the manipulative and electrical techniques required in the practice of facials specialist occupations.

Disclosure: There are no additional costs or supplies necessary for program completion. Each student is responsible for his/her personal tools and books. Extra tools and books may be purchased from the school. Supplies are not to be borrowed from another student or school.

FBA gives the option/opportunity to purchase textbooks outside from the school to new enrolled students for the Barber, Cosmetology, Nail Technician, Full Specialist, Facial Specialist, and Facial Specialist and Advanced Esthetics programs. The institution will accommodate as such, to allow the students to use subsequent disbursement of Title IV Aid to pay for those funds. For further questions please contact the school financial aid office.

FACIAL SPECIALIST AND ADVANCED ESTHETICS PROGRAM OUTLINE

A full-time student will complete the program in approximately 27.5 weeks. A part time student will complete the program in 41.2 weeks.

CODES	COURSE TITLE	SERVICES	TOTAL HOURS	THEORY HOURS	PRACTICAL HOURS
AE101	State of Florida Policies and Procedures for Skin Care Specialist	0	10	10	0
AE102	Infection Control for Skin Care Specialist	221	12	12	0
AE103	Moral Principles for Skin Care	0	10	10	0
AE104	Fundamentals of Electricity Understanding	2	6	3	3
AE105	Basic Skin Concepts	40	110	75	35
AE106	Fundamentals Facial Practices	6	65	59	6
AE107	Essential Product Knowledge	0	12	12	0
AE108	Body Hair Understanding	10	25	10	15
AE109	Basics of Cosmetics	24	30	6	24
AE110	Orientation to Advanced Esthetics	0	6	6	0
AE111	General Sciences	26	50	30	20
AE112	Skin Sciences	10	80	20	60
AE113	Advanced Esthetics	77	258	100	158
AE114	Spa and Alternative Therapies	18	50	20	30
AE115	Medical Sciences	8	50	30	20
AE116	Business Skills	3	50	15	35
TOTAL		445	824	418	406

**Upon completing the program, the student will receive their diploma, HIV certificate, official and unofficial transcript.*

*** For State Approving Agency (SAA) (Florida Department of Veterans Affairs)- All program hours (Theory and Practical Hours) are only offered as an in-residence component (Traditional settings) only.*

**Traditional setting students must complete all theory and practical hours on site.*

**Hybrid setting students can complete theory hours online and practical hours onsite.*

Disclosure: *The graduates will be able to submit their licensure application to the Department of Business and Professional Regulation to become licensed and seek employment.*

FACIAL SPECIALIST AND ADVANCED ESTHETICS TEXTBOOKS

Textbooks: Milady Standard Esthetics Fundamentals, 12th Edition: Publisher Milady 2020
Textbook (Hardcover-English) ISBN-13: 9780357263792

Milady Standard Esthetic: Advanced, 2nd Edition: Publisher Milady 2013
Textbook (Hardcover-English) ISBN-13: 9781111139094
CIMA Esthetics Fundamentals + Esthetics Advanced Package (English) ISBN-13: 9780357925690

AVAILABLE VIA: TRADITIONAL/HYBRID METHOD

Note: There are no prerequisites for this program.

Veterans' educational benefits are only available via Traditional modality ONLY.

**Courses at Florida Barber Academy are offered in English and Spanish. (Some exceptions may apply).*

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH
MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

COURSE DESCRIPTIONS

AE101- State of Florida Policies and Procedures for Skin Care Specialist - 10 Clock Hours

Students will learn about the State of Florida policies and Procedures for skin care specialists. Will learn how to look up and apply the policies and procedures from the Florida Department of Business and Professionals Regulation.

AE102- Infection Control for Skin Care Specialist - 12 Clock Hours

Students will learn how to properly sanitize their station and implements, as a Facial Specialist. Proper procedures to follow to assure sanitary conditions with all materials, implements, and products used. Students will be able to explain infection control; recognize the principles of infection; identify different types of pathogens; employ the principles of prevention; follow standard precautions to protect yourself and their clients; be able to demonstrate safe work practices and safety precautions. Students will learn about infection control which includes the rules and regulations governing workplace safety, hepatitis, human immunodeficiency virus (HIV), tuberculosis, community-acquired MRSA, the principles of infection control, gloves, cleaning/decontamination/sterilization reusable equipment, potential hazards for an esthetician, basic safety guidelines, and OSHA inspections.

AE103- Moral Principles for Skin Care Specialist - 10 Clock Hours

Students will learn about ethics as a professional, which will provide the moral principles by which a Facial Specialist lives by. Students will learn ethical behavior that they will employ in five actions. Students will learn to communicate in a professional manner.

AE104- Fundamentals of Electricity Understanding - 6 Clock Hours

Students will learn the basic fundamentals for beauty professionals to have a basic working knowledge of electricity and its safety.

AE105- Basic Skin Concepts - 110 Clock Hours

Students will learn the physiology and histology of the skin, disorders and diseases of the skin, along with learning how to use facial devices and their technology.

AE106-Fundamentals Facial Practices - 65 Clock Hours

Students will learn how to analyze the skin and differentiate the six Fitzpatrick skin types, be able to create an environment for treatment, and how to perform various treatments on clients.

AE107-Essential Product Knowledge - 12 Clock Hours

Students will learn about skin care products, their chemistry, ingredients, and selection.

AE108- Body Hair Understanding - 25 Clock Hours

Students will learn how to explain to client's hair removal, be able to identify the excessive hair growth, proper client consultation for hair removal service, understanding of the hair growth cycle, and be able to select the proper product for the service.

AE109- Basics of Cosmetics - 30 Clock Hours

Students will learn the basics of makeup application, color theory, face shapes, prepare the station for service, highlighting and contouring techniques, and perform day and evening makeup looks.

AE110- Orientation to Advanced Esthetics - 6 Clock Hours

Students will learn about the changes in esthetics which includes the global evolution of spas and spa treatments, advanced education, and employment opportunities, developing critical-thinking skills, enhancing soft skills, privacy laws, and professional organizations and publications.

AE111- General Sciences - 50 Clock Hours

Students will learn advanced histology of the cell and the skin which includes the cellular structure and function, a brief overview of skin structure and function, the cells of the epidermis, major cells of the epidermis, how keratinocytes replace the stratum corneum, proteins of the dermis-the extracellular matrix (ECM), the cell cycle, an introduction to embryology - the stem cell, the major tissues in the body, the basic immune system, mechanism of exfoliation-the desmosomes, skin penetration and permeation, and sensory nerves and perception in the skin. Students will learn about hormones which includes what they are, the endocrine glands, other hormonal disorders that affect the skin, hormones produced by the ovaries and testes, the hormonal phases of life, hirsutism, obesity, anorexia, and hormones. Students will learn anatomy and physiology of the muscles and nerves which will include the muscle types, function of skeletal muscles, muscles of the head/face/neck/arms/shoulders/torso/legs, and facial nerve patterns. Students will learn about anatomy and physiology of the cardiovascular and lymphatic systems which includes the cardiovascular system, blood, the heart, and the arterial/venous/lymphatic systems. Students will learn chemistry and biochemistry which includes the reference tools, principles of chemistry, chemical reactions, an understanding chemistry notation, chemicals found in the skin and body, chemical terms estheticians should know, botanical chemistry, and essential oil chemistry. Students will learn about light energy, and radiofrequency therapy which includes the history of light and energy devices, physics, safety governmental agencies, safety, basics understanding of how radiofrequency devices will improve skin, light-emitting diodes (LEDs) and low-level light therapy.

AE112- Skin Sciences - 80 Clock Hours

Students will learn wellness management which includes the nutrients and diet, nutrition and aging, the effects of stress on the body, and becoming proactive in stress management. Students will learn advanced skin disorders which will include the inflammation cascade, wound healing, short-term sun damage, long-term photo-aging, skin cancers, other sun-related skin growths, acne, rosacea, and when to refer a client for medical evaluation. Students will learn about skin typing and aging analysis which includes the Fitzpatrick skin typing, other skin typing systems, the aging analysis, the Glogau scale, Rubin classification, oriental reflex zones of the face, hormonal balance and skin identification, and skin categories. Students will learn about skin care products which will include why people use performance skin care cosmetics, cosmetic ingredient categories, product penetration, alpha and beta hydroxy acids, retinoids and retinoid derivatives, free radicals, sunscreens, antioxidants, moisturizers and the essential need for skin hydration, botanicals, understanding organic, and nanotechnology. Students will learn about botanicals and aromatherapy which includes what are botanical ingredients, plant compounds and extracts, methods of botanical extraction, eleven botanicals for skin care, aromatherapy, and essential oils, what essential oils can do, essential oil chemistry, contraindications, thirteen essential oils, application of essential oils, recipes for skin and spa, the aromatherapy and botanical practice, holistic consultation, and legal considerations. Students will learn about ingredients and products for skin issues which includes learning products for a successful home care regimen, line selection for designing a successful home care regimen, and how products are developed. Students will learn pharmacology for estheticians which includes on how to conduct the initial consultation, the FDA and drugs, prescription drugs, drug classifications, and over the counter (OTC) drugs.

AE113- Advanced Esthetics - 258 Clock Hours

Students will learn advanced facial techniques which includes treatment variations, rosacea and sensitive skin treatments, clinic exfoliation treatments, and mask therapies. Students will learn advanced skin care massages such as massage contraindications, advanced facial movements, selecting and incorporating advanced movements, advanced neck and décolletage movements, advanced back movements, Shiatsu massage for the face, reflexology, stone massage for the face and neck, machine-aided facial lymphatic massage, and post-massage care. Students will learn about advanced facial devices, which will include areas such as purchasing process, skin analysis devices, light-emitting diodes (LEDs), machine-aided microdermabrasion, ultrasonic technology, microcurrent technology, electrodesiccation devices (radiofrequency), and management of complications. Students will learn about advanced hair removal which includes safety and disinfection first, hirsutism and hypertrichosis, threading, sugaring, hard wax, soft wax, product evaluation, advanced facial waxing, speed waxing and body techniques, and advanced male waxing. Students will learn advanced makeup which includes mineral makeup, airbrush makeup and spray tanning, eyelash perming, semipermanent eyelash extensions, and permanent cosmetics.

AE114- Spa and Alternative Therapies - 50 Clock Hours

Students will learn about spa treatments which will include the understanding spas and their services, topics to consider when performing body treatments, preparing the client, the popularity of body wraps and masks, types of body wraps, and hydrotherapy and other specialty treatments. Students will learn about complementary wellness therapy which includes energy basics and management, the Chakra system, Reiki hands-on healing, energy therapies, crystals and gemstones, and an introduction to energy-balancing treatments to clients. Students will learn ayurveda theory and treatments which includes what is ayurvedic treatments, what makes a spa treatment ayurvedic, the five ayurvedic principles to apply to treatments, the three Doshas, Vata/Pitta/Kapha body-mind characteristics, and ayurvedic skin care treatments.

AE115- Medical Sciences - 50 Clock Hours

Students will learn how estheticians work with physicians, the esthetician's scope of practice in a medical setting, understanding HIPAA, be able to name the key personnel in a medical esthetic setting, be able to explain the scientific method, and understanding the importance of medical record keeping. Students will learn how medical terminology works, the history and basics of it, the root words, prefixes, suffixes, and pronunciations. Students will learn to define medical intervention, receive an introduction to Botox cosmetic, dysport, dermal fillers, sclerotherapy, and medical peels. Students will learn about plastic surgery procedures and how the esthetician plays a vital role with the client's comprehensive skin care on procedures such as rhytidectomy, brow lift, blepharoplasty, rhinoplasty, facial implants, augmentation mammoplasty, mastopexy, reduction mammoplasty, breast reconstruction, abdominoplasty, and suction-assisted lipoplasty. Students will learn the esthetician's role in pre- and post-medical treatments and when to refer to the physician.

AE116- Business Skills - 50 Clock Hours

Students will learn financial business skills such as being able to calculate business risk, components of a business plan, financial planning, protecting business assets, employee compensation, and a basic understanding of the IRS. Students will learn about marketing, be able to define it, customer and strategic value, customer relationship management, the promotion mix, the marketing plan, the brochure or menu of services, the usage of the internet and technology, and the marketing responsibility.

2025 Academic Calendar							
January - December							
Graduation Dates Per Program							
Program Hours		180	224	600	824	900	1200
Start Date	Schedule	Nail Technician	Facial Specialist	Full Specialist	Facial Specialist and Advanced Esthetics	Barber	Cosmetology
1/6/2025	F/T - Day/Eve	2/18/2025	2/28/2025	5/28/2025	7/22/2025	8/7/2025	10/17/2025
1/6/2025	P/T - Eve	3/11/2025	3/26/2025	8/7/2025		11/20/2025	3/18/2026
1/13/2025	F/T - Day/Eve	2/25/2025	3/7/2025	6/4/2025	7/29/2025	8/14/2025	10/24/2025
1/13/2025	P/T - Eve	3/18/2025	4/2/2025	8/14/2025		12/1/2025	3/25/2026
1/20/2025	F/T - Day/Eve	3/4/2025	3/14/2025	6/11/2025	8/5/2025	8/21/2025	10/31/2025
1/20/2025	P/T - Eve	3/25/2025	4/9/2025	8/21/2025		12/8/2025	4/1/2026
1/27/2025	F/T - Day/Eve	3/11/2025	3/20/2025	6/17/2025	8/11/2025	8/28/2025	11/6/2025
1/27/2025	P/T - Eve	4/1/2025	4/15/2025	8/27/2025		12/16/2025	4/7/2026
2/3/2025	F/T - Day/Eve	3/18/2025	3/27/2025	6/24/2025	8/18/2025	9/5/2025	11/13/2025
2/3/2025	P/T - Eve	4/8/2025	4/22/2025	9/4/2025		12/23/2025	4/14/2026
2/10/2025	F/T - Day/Eve	3/25/2025	4/3/2025	7/1/2025	8/25/2025	9/11/2025	11/20/2025
2/10/2025	P/T - Eve	4/15/2025	4/29/2025	9/11/2025		1/2/2026	4/21/2026
2/17/2025	F/T - Day/Eve	4/1/2025	4/10/2025	7/9/2025	9/2/2025	9/18/2025	12/1/2025
2/17/2025	P/T - Eve	4/22/2025	5/6/2025	9/18/2025		1/9/2026	4/28/2026
2/24/2025	F/T - Day/Eve	4/8/2025	4/17/2025	7/16/2025	9/9/2025	9/25/2025	12/8/2025
2/24/2025	P/T - Eve	4/29/2025	5/13/2025	9/25/2025		1/16/2026	5/5/2026
3/3/2025	F/T - Day/Eve	4/15/2025	4/24/2025	7/23/2025	9/16/2025	10/2/2025	12/15/2025
3/3/2025	P/T - Eve	5/6/2025	5/20/2025	10/2/2025		1/26/2026	5/12/2026
3/10/2025	F/T - Day/Eve	4/22/2025	5/1/2025	7/30/2025	9/23/2025	10/9/2025	12/22/2025
3/10/2025	P/T - Eve	5/13/2025	5/28/2025	10/9/2025		2/2/2026	5/19/2026
3/17/2025	F/T - Day/Eve	4/29/2025	5/8/2025	8/6/2025	9/30/2025	10/16/2025	1/5/2026
3/17/2025	P/T - Eve	5/20/2025	6/4/2025	10/16/2025		2/9/2026	5/27/2026
3/24/2025	F/T - Day/Eve	5/6/2025	5/15/2025	8/13/2025	10/7/2025	10/23/2025	1/12/2026
3/24/2025	P/T - Eve	5/28/2025	6/11/2025	10/23/2025		2/16/2026	6/3/2026
3/31/2025	F/T - Day/Eve	5/13/2025	5/22/2025	8/20/2025	10/14/2025	10/30/2025	1/20/2026
3/31/2025	P/T - Eve	6/4/2025	6/18/2025	10/30/2025		2/23/2026	6/10/2026
4/7/2025	F/T - Day/Eve	5/20/2025	5/30/2025	8/27/2025	10/21/2025	11/6/2025	1/27/2026
4/7/2025	P/T - Eve	6/11/2025	6/25/2025	11/6/2025		3/2/2026	6/17/2026
4/14/2025	F/T - Day/Eve	5/27/2025	6/6/2025	9/4/2025	10/28/2025	11/13/2025	2/3/2026
4/14/2025	P/T - Eve	6/18/2025	7/2/2025	11/13/2025		3/9/2026	6/24/2026
4/21/2025	F/T - Day/Eve	6/4/2025	6/13/2025	9/11/2025	11/4/2025	11/20/2025	2/10/2026
4/21/2025	P/T - Eve	6/25/2025	7/10/2025	11/20/2025		3/16/2026	7/1/2026
4/28/2025	F/T - Day/Eve	6/11/2025	6/20/2025	9/18/2025	11/11/2025	12/1/2025	2/17/2026
4/28/2025	P/T - Eve	7/2/2025	7/17/2025	11/27/2025		3/23/2026	7/9/2026
5/5/2025	F/T - Day/Eve	6/18/2025	6/27/2025	9/25/2025	11/18/2025	12/8/2025	2/24/2026
5/5/2025	P/T - Eve	7/9/2025	7/24/2025	12/8/2025		3/30/2026	7/16/2026
5/12/2025	F/T - Day/Eve	6/25/2025	7/7/2025	10/2/2025	11/25/2025	12/15/2025	3/3/2026
5/12/2025	P/T - Eve	7/16/2025	7/31/2025	12/15/2025		4/6/2026	7/23/2026
5/19/2025	F/T - Day/Eve	7/2/2025	7/14/2025	10/9/2025	12/3/2025	12/22/2025	3/10/2026
5/19/2025	P/T - Eve	7/23/2025	8/7/2025	12/22/2025		4/13/2026	7/30/2026

Program Hours		180	224	600	824	900	1200
Start Date	Schedule	Nail Technician	Facial Specialist	Full Specialist	Facial Specialist and Advanced Esthetics	Barber	Cosmetology
5/26/2025	F/T - Day/Eve	7/9/2025	7/21/2025	10/16/2025	12/11/2025	1/5/2026	3/17/2026
5/26/2025	P/T - Eve	7/30/2025	8/14/2025	1/2/2026		4/20/2026	8/6/2026
6/2/2025	F/T - Day/Eve	7/15/2025	7/25/2025	10/22/2025	12/17/2025	1/9/2026	3/23/2026
6/2/2025	P/T - Eve	8/5/2025	8/20/2025	1/9/2026		4/24/2026	8/12/2026
6/9/2025	F/T - Day/Eve	7/22/2025	8/1/2025	10/29/2025	12/29/2025	1/16/2026	3/30/2026
6/9/2025	P/T - Eve	8/12/2025	8/27/2025	1/16/2026		5/1/2026	8/19/2026
6/16/2025	F/T - Day/Eve	7/29/2025	8/8/2025	11/5/2025	1/7/2026	1/23/2026	4/6/2026
6/16/2025	P/T - Eve	8/19/2025	9/4/2025	1/26/2026		5/8/2026	8/26/2026
6/23/2025	F/T - Day/Eve	8/5/2025	8/15/2025	11/12/2025	1/14/2026	1/30/2026	4/13/2026
6/23/2025	P/T - Eve	8/26/2025	9/11/2025	2/2/2026		5/15/2026	9/2/2026
6/30/2025	F/T - Day/Eve	8/12/2025	8/22/2025	11/19/2025	1/21/2026	2/6/2026	4/20/2026
6/30/2025	P/T - Eve	9/3/2025	9/18/2025	2/9/2026		5/22/2026	9/10/2026
7/7/2025	F/T - Day/Eve	8/18/2025	8/29/2025	11/25/2025	1/28/2026	2/13/2026	4/24/2026
7/7/2025	P/T - Eve	9/9/2025	9/24/2025	2/12/2026		5/29/2026	9/16/2026
7/14/2025	F/T - Day/Eve	8/25/2025	9/5/2025	12/4/2025	2/4/2026	2/20/2026	5/1/2026
7/14/2025	P/T - Eve	9/16/2025	10/1/2025	2/20/2026		6/5/2026	9/23/2026
7/21/2025	F/T - Day/Eve	9/2/2025	9/12/2025	12/11/2025	2/11/2026	2/27/2026	5/8/2026
7/21/2025	P/T - Eve	9/23/2025	10/8/2025	2/27/2026		6/12/2026	9/30/2026
7/28/2025	F/T - Day/Eve	9/9/2025	9/19/2025	12/18/2025	2/18/2026	3/6/2026	5/15/2026
7/28/2025	P/T - Eve	9/30/2025	10/15/2025	3/6/2026		6/19/2026	10/7/2026
8/4/2025	F/T - Day/Eve	9/16/2025	9/26/2025	12/30/2025	2/25/2026	3/13/2026	5/22/2026
8/4/2025	P/T - Eve	10/7/2025	10/22/2025	3/13/2026		6/26/2026	10/14/2026
8/11/2025	F/T - Day/Eve	9/23/2025	10/3/2025	1/8/2026	3/4/2026	3/20/2026	6/1/2026
8/11/2025	P/T - Eve	10/14/2025	10/29/2025	3/20/2026		7/6/2026	10/21/2026
8/18/2025	F/T - Day/Eve	9/30/2025	10/10/2025	1/15/2026	3/11/2026	3/27/2026	6/8/2026
8/18/2025	P/T - Eve	10/21/2025	11/5/2025	3/27/2026		7/13/2026	10/28/2026
8/25/2025	F/T - Day/Eve	10/7/2025	10/17/2025	1/22/2026	3/18/2026	4/3/2026	6/15/2026
8/25/2025	P/T - Eve	10/28/2025	11/12/2025	4/3/2026		7/20/2026	11/4/2026
9/1/2025	F/T - Day/Eve	10/14/2025	10/24/2025	1/29/2026	3/25/2026	4/9/2026	6/22/2026
9/1/2025	P/T - Eve	11/4/2025	11/19/2025	4/10/2026		7/27/2026	11/11/2026
9/8/2025	F/T - Day/Eve	10/20/2025	10/30/2025	2/5/2026	3/31/2026	4/16/2026	6/29/2026
9/8/2025	P/T - Eve	11/10/2025	11/25/2025	4/16/2026		7/31/2026	11/18/2026
9/15/2025	F/T - Day/Eve	10/28/2025	11/6/2025	2/11/2026	4/7/2026	4/23/2026	7/6/2026
9/15/2025	P/T - Eve	11/18/2025	12/4/2025	4/22/2026		8/7/2026	11/24/2026
9/22/2025	F/T - Day/Eve	11/4/2025	11/13/2025	2/18/2026	4/14/2026	5/1/2026	7/13/2026
9/22/2025	P/T - Eve	11/25/2025	12/11/2025	4/29/2026		8/14/2026	12/3/2026
9/29/2025	F/T - Day/Eve	11/11/2025	11/20/2025	2/25/2026	4/21/2026	5/8/2026	7/20/2026
9/29/2025	P/T - Eve	12/3/2025	12/18/2025	5/6/2026		8/21/2026	12/10/2026
10/6/2025	F/T - Day/Eve	11/18/2025	12/1/2025	3/4/2026	4/28/2026	5/14/2026	7/27/2026
10/6/2025	P/T - Eve	12/10/2025	12/30/2025	5/13/2026		8/28/2026	12/17/2026
10/13/2025	F/T - Day/Eve	11/24/2025	12/8/2025	3/11/2026	5/5/2026	5/21/2026	8/3/2026
10/13/2025	P/T - Eve	12/17/2025	1/7/2026	5/20/2026		9/4/2026	12/28/2026

Program Hours		180	224	600	824	900	1200
Start Date	Schedule	Nail Technician	Facial Specialist	Full Specialist	Facial Specialist and Advanced Esthetics	Barber	Cosmetology
10/20/2025	F/T - Day/Eve	12/3/2025	12/15/2025	3/18/2026	5/12/2026	5/29/2026	8/10/2026
10/20/2025	P/T - Eve	12/29/2025	1/15/2026	5/28/2026		9/14/2026	1/6/2027
10/27/2025	F/T - Day/Eve	12/9/2025	12/22/2025	3/26/2026	5/19/2026	6/5/2026	8/17/2026
10/27/2025	P/T - Eve	1/5/2026	1/23/2026	6/5/2026		9/21/2026	1/13/2027
11/3/2025	F/T - Day/Eve	12/17/2025	1/2/2026	4/2/2026	5/27/2026	6/12/2026	8/24/2026
11/3/2025	P/T - Eve	1/14/2026	1/30/2026	6/12/2026		9/28/2026	1/21/2027
11/10/2025	F/T - Day/Eve	12/29/2025	1/12/2026	4/9/2026	6/3/2026	6/19/2026	8/31/2026
11/10/2025	P/T - Eve	1/22/2026	1/27/2026	6/19/2026		10/5/2026	1/28/2027
11/17/2025	F/T - Day/Eve	12/29/2025	1/20/2026	4/16/2026	6/10/2026	6/26/2026	9/8/2026
11/17/2025	P/T - Eve	1/29/2026	2/13/2026	6/26/2026		10/12/2026	2/4/2027
11/24/2025	F/T - Day/Eve	1/14/2026	1/26/2026	4/23/2026	6/17/2026	7/3/2026	9/15/2026
11/24/2025	P/T - Eve	1/26/2026	2/20/2026	7/6/2026		10/19/2026	2/11/2027
12/1/2025	F/T - Day/Eve	1/20/2026	1/30/2026	4/30/2026	6/22/2026	7/9/2026	9/18/2026
12/1/2025	P/T - Eve	2/10/2026	2/25/2026	4/30/2026		10/22/2026	2/16/2027
12/8/2025	F/T - Day/Eve	1/27/2026	2/6/2026	5/7/2026	6/29/2026	7/16/2026	9/25/2026
12/8/2025	P/T - Eve	2/17/2026	3/4/2026	7/20/2026		10/29/2026	2/23/2027
12/15/2025	F/T - Day/Eve	1/26/2026	2/13/2026	5/14/2026	7/7/2026	7/23/2026	10/2/2026
12/15/2025	P/T - Eve	2/24/2026	3/11/2026	7/27/2026		11/5/2026	3/2/2027
12/22/2025	F/T - Day/Eve	2/10/2026	2/20/2026	5/21/2026	7/14/2026	7/30/2026	10/9/2026
12/22/2025	P/T - Eve	3/3/2026	3/18/2026	8/3/2026		11/12/2026	3/9/2027
12/29/2025	F/T - Day/Eve	2/12/2026	2/24/2026	5/28/2026	7/16/2026	8/3/2026	10/13/2026
12/29/2025	P/T - Eve	3/5/2026	3/20/2026	8/10/2026		11/16/2026	3/11/2027