

Mission Statement

The mission of American Barber Academy is to train our students to be professional, responsible, and morally conscious Barbers/stylists. Our goal is to equip our students with an infinite level of training that evokes the creativity that each student possesses individually. A.B.A will be dedicated and committed to exceed our students' expectations as we prepare them to embark upon a prosperous journey into the world of barbering.

Tuition

Tuition- \$10,000 Full Time Barber

1. ~Tuition will include all initial supplies and tools needed. Students are responsible for their own supplies such as razors, sanek strips, ect... If a student does not complete the A.B.A equipment the tool kit must be paid for. A charge of \$875.00 will be added to the final invoice.
 - ❖ The inclusion of supplies will only apply to new students. Transfer students are required to have all the tools in American Barber Academy starter Kit. They can be purchased through A.B.A. or at your local beauty supply store.
2. ~Grace period for late payments will be 1 day after the first business day of each month.
3. ~On the second business day of each month a \$25 late fee will be applied towards your tuition.

Tuition - \$10,500 Part-Time Barber

1. Part-time student are to have a set schedule that is to be set up with the director at the start of the program. Part-Time schedule must consist of at least a 24hrs a week.
2. Graduation date is not to exceed one year from start date. If graduation exceeds one year, there will be a monthly pro-rated charge of \$350 per month.
3. Holidays, School closings, and sick days can be made up on off days.

4. ~Tuition will include all initial supplies and tools needed. Students are responsible for their own supplies such as razors, sanek strips, ect... If a student does not complete the A.B.A equipment the tool kit must be paid for. A charge of \$875.00 will be added to the final invoice.
 - ❖ The inclusion of supplies will only apply to new students. Transfer students are required to have all the tools in American Barber Academy starter Kit. They can be purchased through A.B.A. or at your local beauty supply store.
5. ~Grace period for late payments will be 1 day after the first business day of each month.
6. ~On the second business day of each month a \$25 late fee will be applied towards your tuition.

Tuition- \$ 4,750 Full-Time Barber bridge program for Cosmetologist

1. Graduation date is not to exceed four months from start date. If graduation exceeds Four months, there will be a monthly pro-rated charge of \$350 per month.
2. Same rules apply as a full/part-time barber program.

Tuition- \$ 5,250 Part-Time Barber bridge program for Cosmetologist

1. Graduation date is not to exceed Six and a half months from start date. If graduation exceeds five months, there will be a monthly pro-rated charge of \$350 per month.
2. Same rules apply as a full/part-time barber program.

School Objectives

- ❖ To introduce and teach the techniques involved in the latest hair styling trends.
- ❖ Create the best learning environment available by emphasizing short-term progress, individualized attention, progressive teaching methods, and relevant equipment of “hands-on” education.
- ❖ To develop professional qualities within each student by teaching them the importance of good public relation and customer services.
- ❖ To teach our students the current Sanitation and Sterilization procedures, and the Pennsylvania State Barber Board Licensing Laws.

- ❖ To teach those subject areas which are most needed for the course through hands on instructional programs on the clinic floors.
- ❖ To assist our students in finding employment at the conclusion of their training or course.
- ❖ Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities, and equipment.

Admission Requirements

- 1) Identification – current driver’s license or state issued photo identification.
- 2) Are at least 16 years of age.
- 3) Have a recognized equivalent of a High School Diploma such as a home schooled certificate by the state where the student resided during home school or a General Education Diploma (GED)
 - ❖ Students seeking to transfer hours from another institution will be reviewed on a case by case basis.

Curriculum

(a) *Schedule.* Every student shall be instructed in accordance with the following schedule:

<i>Subject</i>	<i>Approximate Hours</i>
Honing and stropping	25
Shaving and various uses of the straight razor	240
Haircutting, hairstyling and hairpieces	535
Shampoo and scalp massages	25
Hair coloring	25
Massaging (facials)	25
Hair waving or curling (perms), straightening	25
Scalp and skin disease	50
State barber law and rules and regulations	50

Physiology	50
Sterilization and sanitation	50
Hygiene	25
Bacteriology	25
Electricity (ultraviolet, high frequency, infrared, curling irons)	25
Professional ethics and barbershop demeanor	25
Manager-barber instructions, instruments, shop management, examination orientation and preparation for related	50
Total minimum hours of credit required	1,250

(b) *Practical work.*

(1) Each student shall perform the following amount of practical work during his training:

<i>Subject</i>	<i>Approximate Number</i>
Permanent waves	50
Colors	50
Haircuts	200
Shaves	150
Massages (facial)	50
Shampoos	50
Total operations	550

Licensed Cosmetologist

<i>Subject</i>	<i>Approximate Hours</i>
State barber laws, rules and regulations	50
Haircutting, hairstyling and hairpieces	330

Shaving and various uses of the straight razor	240
Honing and stropping	50
Manager-barber instructions, instruments, shop management, orientation and preparation for related examination	25
Total hours of credit	695

- Upon application to the Board, the cosmetologist will be given 555 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1,250 hour training requirement.

School Calendar/Holidays

A.B.A recognizes the following holidays as days the campus will be closed in order for our students and staff to fellowship with their personal families. The scheduled holiday closings are:

- 1) July 4th
- 2) Labor Day
- 3) Memorial Day
- 4) Christmas Eve
- 5) Christmas Day
- 6) New Year's Eve
- 7) New Year's Day

Any other holidays may be added at the discretion of the School director. A bulletin, memo, and / or notice will be posted.

Rules and Regulations

It is the sole discretion of the Director of the school to enforce terminations from our training program. Listed below is a condensed outlined of our official rules and regulations that govern the operation of our facility.

Attendance

1. Daily attendance is required.
2. Students are required to call if late or absent.
3. Students are responsible for clocking in and out themselves.
4. Each full-time student will be allowed 15 personal/sick days or 120 Hours.
5. Missing more than 15 days or 120 hours will be considered unsatisfactory academic progress and is grounds for termination from the program.
6. Personal days are not to be used on consecutive Fridays.
7. Request for days off are to be given to your Director in writing and must be approved.
8. In the event of a suspension, a maximum of 24 hours will count towards your personal/sick days allowed.
9. Leaving early is not permitted. Exceptions will be made only for doctor appointment or family emergency. Doctor appointments will require a note to be brought in the next day. Family emergency dismissals will be granted at the discretion of the director.
10. All early Dismissals and late arrivals will count towards the students 120 Hours of personal/sick time.

Leave of Absence

1. A Leave-of-Absence must be requested by the student in writing and approved by the Director.
2. Monthly tuition payments must still be satisfied during L.O.A. period.
3. A re-entry fee is NOT charged following an approved Leave-of-Absence of no more than (90) calendar days.
4. Any Leave-of-Absence extending beyond (90) calendar days may be cause for Termination. Only exception would be for a medical leave with a doctor note stating the need for an extension.
5. A re-entry fee of \$100 would be charged, and the procedure for Re-Entry will be followed:

- Re-entry will be granted immediately given that there is a chair open. In the event that there is a waiting list, your entry will be first priority behind any other LOA students on the waiting list.
- Only one (1) Leave -of-Absence is permitted per student during their enrollment.

Regular Leave-of-Absence:

1. A Regular Leave-of-Absence is time off requested by the student for personal reasons. A Regular Leave-of-Absence is from fourteen (14) - ninety (90) calendar days.
2. A specific date of return **MUST** be established prior to the student starting the Regular Leave-of-Absence.

Medical Leave-of-Absence:

1. A written, verifiable statement from a doctor (on their stationary) may be required at the discretion of the Director for a qualifying Medical Leave-of-Absence.

Professional Ethics

- 1) **A Professional attitude is required of all students**
- 2) Non-compliant, abusive, or improper behavior will result in suspension and/or termination from our training program
- 3) There will be zero tolerance for malicious and destructive behavior. Any damage that is done to school property due to negligence or malicious behavior will result in immediate termination or suspension until all damages are repaid.
- 4) Absolutely **NO** Phone calls or texting while on the clinic floor.
- 5) We are in the service industry. No student will be allowed to refuse service to a client.
- 6) No smoking allowed by students in front of premises.
- 7) The director is responsible for the distribution of clinic services.
- 8) Students are not allowed in the office.
- 9) School supplies are not to be taken from the school premises without permission from the director.

Clinic Floor

- 1) The clinic floor is where students receive most of their training. It is important that you accept and complete the work that is assigned to you.
- 2) Your full attention is required during the final inspection of your work. This is a ministry of growth, not criticism.
- 3) **Professionalism** is a **must at all times**. Remember a good and positive attitude married with your talents is the key to your success.
- 4) No personal services allowed on Fridays or when the school is busy.

Dress Code

- Black or Grey Pants
 - Black Shirt
 - Black shoes
- 1) Dress code will be strictly enforced.
 - 2) All students are to be in full uniform before clocking in.
 - 3) Personal hygiene and clean attire promotes a healthy professional image.
 - 4) Smock is to be worn at all times while on the clinic floor.

Sanitation

- 1) Sanitation is very important in the service industry. Students are responsible for keeping their work stations clean.
- 2) Periodic floor checks will be made by the instructor on duty.
- 3) Please put trash in receptacles.
- 4) Students are required to properly sanitize their tools and equipment after each patron is serviced.

Drugs and Alcohol

- 1) American Barber Academy is a drug-free, alcohol-free school.
- 2) There will be zero tolerance for abusers of this policy.
- 3) Drug and alcohol abuse, use, distribution, or possession on school campus is grounds for suspension and/or termination from our training program.

Equipment

1. Losing of a school issued key will result in a \$25 replacement fee.
2. Cases of damage done to school equipment due to negligence or malicious intent will be reviewed by the director. Students will be required to pay for all damages according to the assessment and discretion of the director.

Grounds for Termination

- 1) Breaking rules and regulations, after 3 written warnings.
- 2) After 14 days of non-payment.
- 3) After 3 consecutive No-call No-shows.
- 4) Using profanity, involved in immoral conduct on or near school premises, or involved in fights on school premises.
- 5) Insubordinate or disrespectful behavior towards school officials.

Refund Policy

- Credits will be in terms of Credit Hours. Tuition is calculated at Cost/1250hrs.
- In the event of early withdraw, voluntarily or involuntary, payment for all **unearned** credits will be refunded **45 days** after written notice.
- All refunds will be less a \$500 early termination fee, any late fees, and \$875 for the cost of your initial tool kit. Your tool kit is yours to keep.
- Official Transcripts will not be released until all school debts are satisfied.

Policy

Policies are subject to change. In fairness to all parties, it is important to enforce these policies in order to protect the integrity of our Mission. As a new school, and as a new venture for myself, there is a lot of room to grow and learn. As issues and concerns arise, new policies will be made and old policies will be changed in order to provide a structure geared towards the growth and prosperity of all parties. Thank you for your understanding; I look forward to learning with you and being a part of your future Success.

George Ortiz Jr
Owner/Director

By signing below, I fully understand my obligations as an A.B.A student and agree to all terms and conditions listed in this contract.

Student Signature _____ Date _____

Director's Signature _____ Date _____

Do not fill out

Date of Orientation _____

Date scheduled to begin _____ Projected Graduation Date _____