

# School Catalog 2018



110 Morgantown Road  
Reading, Pa 19611

Owner/CEO: George Ortiz Jr  
Phone: 610-927-5664

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### **Ownership, Licensure, and Accreditation**

American Barber Academy is 100% owned by George Ortiz, Jr. The school is located at 110 Morgantown Road in Reading, PA 19611. The school phone number is (610) 927-5664.

American Barber Academy is licensed by the Pennsylvania Department of State, Bureau of Professional and Occupational Affairs, located at P.O. Box 2649, in Harrisburg, PA 17105. The phone number is (717) 783-3402.

The school is Accredited by the National Accrediting Commission of Career Arts & Sciences (NACCAS), located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432. NACCAS' phone number is (703) 600-7600.

Current licenses and certifications may be reviewed at the school during regular business hours. Please contact the school director during normal business hours to schedule an appointment to review certification documents and/or to obtain consumer information regarding the institution.

### **History**

American Barber Academy opened for business on October 2, 2012. When barber George Ortiz, Jr. couldn't find skilled barbers from his community, he did what any savvy entrepreneur would do he opened a barber college where he can train potential barbers and share his unique "New Style" of barbering techniques and assist them in obtaining gainful employment.

### **Facility & Equipment**

American Barber Academy is a state of the art, 2200 square foot facility consisting of a reception area and clinic floor with barber stations, a shampoo room, a classroom, locker room, a lunch area, administrative office and a storage area.

### **Mission Statement**

The mission of American Barber Academy is to train our students to be professional, responsible, and morally conscious Barbers/stylists, pass their licensing examination, and find gainful employment. Our goal is to equip our students with an infinite level of training that evokes the creativity that each student possesses individually. American Barber Academy 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.

### **General Objectives**

The school's mission will be accomplished through the following performance 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 floor.
- Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities, and equipment.

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

#### **Admissions and Enrollment Requirements**

The school does not discriminate in its employment, admission, instruction, or graduation policies based on sex, age, race, color, religion, or ethnic origin. American Barber Academy requires that each student enrolling in the Barber, Barber Instructor and Barber-Crossover programs must meet the following admissions requirements;

- Complete an enrollment agreement;
- Proof of at least 16 years of age (one of the following);
  - Submit a certified copy of a Social Security Card
  - Submit a copy of a driver's license or state ID;
- Submit evidence of having graduated from high school or successful completion of the equivalent of twelfth grade by providing one of the following:
  - copy of a high school diploma
  - copy of a high school transcript
  - copy of a GED
  - copy of a state issued credential for secondary school completion if homeschooled.
  - Barber Instructor Students must provide valid State Barber License
- Students who wish to re-enter the school after withdrawing must meet all of the above requirements, pay all prior debts owed to the school, sign a new enrollment agreement, and pay a \$100 re-entry fee and the current rate of tuition at time of re-enrollment. Students may be charged for an additional kit of equipment on a case by case basis dependent upon the condition of the original kit purchased.
- Students enrolling in the 695 clock hour Barber-Crossover program must meet all of the above requirements as well as submit a copy of a current Pennsylvania Cosmetology license.
- Students seeking to transfer hours from another institution will be reviewed and accepted in the following manner: Up to 50% of transfer hours will be accepted from institutions who are accredited by an organization that is recognized by the Department of Education. Hours obtained at a non-accredited institution will not be accepted.

### **Class Schedule & Attendance**

The school schedules are as follows: 7:00am-1:00pm Mon- Fri for the AM class, 12:00pm-6:00pm Mon-Fri for the PM classes, and 5:00pm-9:30pm Mon- Thurs EVE classes. Full-time students are required to attend 30.0 hours weekly. Part-time students are required to attend 18 hours weekly, depending on the chosen schedule. Custom schedules can be created at the discretion of the school Director.

### **2018 Class Start Dates**

American Barber Academy has open enrollment all year round. Classes generally start every two weeks.

### **Time Accounting Policy**

The student's hours are documented via a sign in/out sheet and are reported to the Pennsylvania State Board of Barber Examiners on a quarterly basis.

Students shall comply with the following procedure:

1. Students shall sign only themselves in and out every day.
2. Students are given credit only for the time shown as signed in.
3. Students shall sign only themselves in and out of the overtime book for any hours that exceed their scheduled shift & must have instructor signature for overtime hours complete
4. Students may only complete up to 8 hours per day
5. Hours are calculated on the basis of completed minutes, rounded to the nearest quarter.
6. Students are expected to arrive on time. Ten (10) minutes late is considered tardy.
7. Lunch is twenty (20) minutes.

### **Absence, Early Out, & Tardiness Policy**

- Students should call the school at (610)927-5664 at the beginning of the scheduled day to inform the director if they will be late or absent and/or expected to return.
- To prevent disruption of class, students arriving late to class will not be permitted attendance for the duration of that period (students arriving 10 minutes or later after class start are considered late). Students arriving 10 minutes late will not be able to participate in class, therefore must clock in after their assigned theory class is complete. Further latencies, during the same month, will result in the following unless approved by campus administration:
  - 1st unexcused tardy/early out will result in a verbal warning.
  - 2<sup>nd</sup> tardy/early out will result in a written warning.
  - 3<sup>rd</sup> tardy/early out will result in a one-day suspension.
- Request for days off are to be given to the director in writing and must be approved.
- Each student will be allowed 10 personal/sick days (60 hours) for the scheduled duration of their program.
- Students in violation of the personal/sick day policy are subject to disciplinary action up to and including dismissal from school
- Absences or Tardiness that exceed the personal/sick time must be made up to ensure compliance with SAP and school policies.
- Excessive absences or tardiness may result in extra costs to the student and/or dismissal from the program.

- Personal days are not to be used on consecutive Fridays.
- Any time missed, including suspensions, personal days off, early punch outs and late arrivals will count towards the student's absent hours.
- Any exception to this policy is at the discretion of the Administration.

### **Leave of Absence Policy**

A Leave of Absence may be granted for the following reasons: death of a relative, an injury or illness of the student (medical), incarceration, or any other allowable special or mitigating circumstance determined by the director. **All Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence. The Leave of Absence must be approved by the school in order for it to be official.** An emergency Leave of Absence, without prior written request, may be granted provided the student completes the Leave of Absence form and returns it to the school via mail, email, or in person within reasonable resolution of the emergency. The Leave of Absence may not exceed 180 calendar days and may not be less than a period of 2 weeks (14 calendar days).

Students on a leave do not accrue absent time and maintain the hours earned at the time of the leave. All kit and personal items must be removed from the premises. If the student does not return on the specified date, and has not notified the institution, the student's enrollment will be terminated. A leave of absence extends the students contract end date and maximum time frame by the same number of days taken in the leave. The institution will not access additional institutional charges as a result of the Leave of Absence. Monthly tuition payments must still be satisfied during a Leave of Absence. If a student does not return to the institution at the expiration of an approved Leave of Absence (or student takes an unapproved Leave of Absence) the students withdrawal date is the date the student began the Leave of Absence, the withdrawal date for the purpose of calculating a refund is always the student last date of attendance.

### **Make-up Work Policy**

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

### **2018 Scheduled Closings for Holidays**

01/01/2018 New Years  
02/19/2018 Presidents Day  
04/02/2018 Easter Monday  
05/28/2018 Memorial Day  
07/04/2018 Independence Day  
07/05/2018 Summer Break  
07/06/2018 Summer Break  
09/03/2018 Labor Day

11/22/2018 Thanksgiving  
11/23/2018 Thanksgiving  
12/24/2018 Christmas Break  
12/25/2018 Christmas Break  
12/26/2018 Christmas Break  
12/27/2018 Christmas Break  
12/28/2018 Christmas Break  
12/31/2018 Christmas Break

### **School Closing announcements due to inclement weather**

In the event of inclement weather, students are advised to check our Facebook Newsfeed for the most up to date announcements. (Facebook.com/AmericanBarberAcademy)

Students may also email the owner at [George@americanbarberacademy.com](mailto:George@americanbarberacademy.com) or contact him directly via text or call. Phone number 610-763-8276

### **Career Considerations**

The school wants to ensure that students interested in pursuing a career in Barbering consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest barber techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon or spa).

### **Outcome Rates**

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. As per the NACCAS Annual Report 2016, American Barber Academy boasts the following statistics:

Completion: 52.50%

Licensure: 90.48%

Employment: 100%

### **Graduation Requirements**

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

- Successful completion of all phases of study, required tests, practical assignments;
- Pass a final comprehensive written and practical exam;
- Complete the program of study according to the State requirements;
- Complete all required exit paperwork;

- Make satisfactory payment arrangements for all debts owed to the school.

Upon completion of the course of study and all graduation requirements, a Diploma for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and complete an application for the state licensing exam. The application will be forwarded to the State by the school.

Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

***\* All fees for licensure and testing are the responsibility of the student and are not covered in student tuition fees.***

### **Career Opportunities and Occupations**

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

### **State Licensing Requirements**

In order to begin training in the Barber course, an individual must be at least 16 years of age. In order to work as a Barber in the State of Pennsylvania, an individual must possess a Barber License. As per Pennsylvania State Board of Barber Examiners, Barber Act 589 of 1931, Section 3 to obtain a barber license:

- A. Each applicant shall:
  1. Be at least sixteen years of age.
  2. Have completed the eighth grade or its equivalent.
  3. Have completed a barber study and training period of at least 1250 hours in not less than 9 months under the supervision of a licensed instructor.
  4. Pass an examination given under the direction of the board.
  5. Pay the prescribed fees.
- B. Section 3.2. A licensed cosmetologist who wishes to become a licensed barber shall:
  1. Have successfully completed a 1250 clock hour cosmetology training course or shall possess a current cosmetology license.
  2. Have completed a barber study and training program of at least 695 clock hours.
  3. Pass an examination given under the direction of the board.
  4. Pay the prescribed fees.

Disclosure: Please see the Pennsylvania State Board of Barber Examiners, Barber Act 689 of 1931, Section 9, for information that may prevent an individual from obtaining or maintaining licensure and therefore employment as a licensed professional in this State.

Criminal Background Disclosure: I understand that all Licensing boards within the Bureau have the authority, under the Criminal History Record Information Act(18pa. C.S.A. paragraph 9124), to deny a



license or discipline a license based on a felony conviction. The Board may also deny a license based on misdemeanor conviction, if that misdemeanor relates to the profession. Just because there exist grounds for provisional denial, does NOT mean applicant will be denied.

## Curriculum - Course Outlines

### Barber Program - 1250 Clock Hours

Education Objective:  
Pennsylvania Barber License

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

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

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

Grading:  
Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:  
90% - 100% = A  
80% - 89% = B  
70% - 79% = C  
0% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

*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

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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

### Barber Crossover Program - 695 Clock Hours (Licensed Cosmetologists)

Education Objective:  
Pennsylvania Barber License

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

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

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

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

90% - 100% = A

80% - 89% = B

70% - 79% = C

0% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

<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.

Barber Instructor Program - 1250 Clock Hours (Licensed Barber Instructor)

Education Objective:

Pennsylvania Barber Instructor License

Course Description:

The Barber Instructor trainer is designed to prepare licensed barbers to teach the art of barbering to students. Participants will be prepared to take and pass the Pennsylvania State Board of Instructor Licensing exam.

Course Goals:

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

Course Format:

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

Grading:

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

90% - 100% = A

80% - 89% = B

70% - 79% = C

0% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

<i>Subject</i>	<i>Approximate Hours</i>
Orientation	5
Educational Instruction	50
Learning Environment/ Teaching Strategy	100
Student/Instructor Communication	50
Effective Classroom Management	25
Achieving Learner Results	25
Technology in the Classroom/ Educational Aids	75
The Educator Relationships	150
Learning Requires Fun	25
Basic Teaching and Learning Methods	50
Basic Learning Styles and Principles	50
Lesson Planning and Development/Program Review	100
The Student Clinic Experience	200
Teaching Success Strategies	50
Team Work	25
Teaching Study and Testing Skills	50
Effective Presentations	45
Student Advising	25
Assessing Process	50
Student Retention Tools	25
Career & Employment Preparation	25
Performance Evaluating	50
Total hours of credit	1250

### **Additional Course Information**

#### Program Outcomes

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

- Understand the importance of a professional image and how these skills relate to success.
- Understand the importance of and comply with the rules for infection control.
- Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.
- Name and describe the structures associated with the hair.
- List the factors that should be considered in a hair analysis.

- Discuss the different types of hair loss, their causes, and options for treatment.
- Recognize hair and scalp disorders.
- Demonstrate proper shampooing and conditioning procedures.
- Recognize disorders or diseases of the scalp and hair.
- Understand product knowledge use and safety.
- Demonstrate basic haircuts and be able to choose which techniques and tools are required.
- Apply the basic haircutting techniques to accomplish more advanced styles.
- Demonstrate shaving with a straight razor.
- Demonstrate the ability to handle tools and implements properly.
- Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures.
- Define terms relating to skin disorders and discuss which disorders may be handled in the school/shop and which should be referred to a physician.
- Identify and apply business and marketing strategies to be successful in the shop.
- Describe the various types of shop ownership and operations procedures.
- Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.
- Understand the laws and regulations set forth by the Pennsylvania State Board of Barber Examiners.

#### Classroom Reading Material

Milady's Standard Professional Barbering Textbook and Student Workbook

#### Lectures/Discussions

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

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

#### Demonstrations

Instructors will demonstrate techniques and procedures for performing tasks.

#### Exams, Tests, and Quizzes

Chapter tests and a final exam will be given. Students must achieve a grade of 70% or higher.

Quizzes and other short assignments may be given.

#### Grading System

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

#### Dress Code

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

- School smocks must be worn at all times.
- Black or Grey dress pants must be worn at all times.
- Black or Grey shirts (short or long sleeve) must be worn at all times, specifically, polo style, dress, or black t-shirt is acceptable.
- Black shoes must be worn at all times. Open toed shoes are not allowed.

- No caps, hats, head wraps, hair nets, or bandanas
- No excessive jewelry
- No shorts.
- All clothing worn must be worn in a professional manner.
- Jeans are not allowed.

### **Telephone and Cell Phone Policy**

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

### **Equipment and Personal Items**

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

### **Parking**

Students are permitted to park in the parking lot behind the building. Students are not permitted to park along the front of the building.

### **Smoking**

This is a non-smoking facility. All smoking shall be done outside the building on the left side or behind the building in a designated area away from the entrance of the building. Discarded cigarettes must be disposed of in a designated container. Smoking is only allowed during breaks and lunch.

### **Emergency Evacuation Plan**

There are two main exits from the building; one at the reception area and one in the theory room, both at the front of the building.

- In case of emergency/fire, calmly leave the building through the closest exit.
- In case of a tornado or any emergency, proceed to the nearest exit. A fire extinguisher is located near the theory room exit of the school.

### **Student Kit Policy**

Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. Student Kit will be disbursed at 900 actual hours for students in the Barber Program. Barber Crossover students will receive

their kit at 348. Barber Instructor program will receive books and software at the start of the program. The kit items may be changed at the discretion of the school.

### Rules & Regulations

1. Students must attend school regularly and arrive on time.
2. Students must clock only themselves in and out every day.
3. Students must be in the stated dress code. Smock must be worn at all times while on the clinic floor.
4. Students must behave in a professional manner at all times.
5. Students must keep their work area clean and sanitary and clean up after themselves.
6. Students must be prepared to perform any service and have the necessary equipment.
7. Participate in the learning process.
8. Abide by all policies stated in the school catalog.
9. Smock, Cape, chair, station, and floor must be clean and organized before servicing any client.
10. Follow the school steps of service.
11. If you are not engaged in a haircut, practice on mannequins; perform book work, and Observe Observe, Observe! Do not be afraid to ask questions.
12. If you make a mistake on a haircut. Do not draw attention or speak of it openly. Continue with the haircut and your director will be over to fix or help with any issues.
13. Clients who come into the shop will be directed into your chair.
14. The client in your chair is to receive your undivided attention. Please do not engage in lengthy conversations with others while performing a service.
15. Cell Phones are to be on silent and put away during a service.
16. Gratuity is acceptable, but not to be expected or suggested in any way.
17. Before leaving for the day, stations must be broken down, mirrors cleaned, base and chair polished, Combs taken out of barbicide.
18. Any Client that is receiving a shave must sign a Liability Form release for located at the front desk.
19. Students are not allowed in the office.
20. No eating in the clinic.
21. 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.
22. Your full attention is required during the final inspection of your work. This is a ministry of growth, not criticism.
23. Professionalism is a must at all times. Remember a good and positive attitude married with your talents is the key to your success.
24. No personal services allowed on Fridays or when the school is busy.

### Barbershop and school etiquette

1. **Professionalism is a MUST at all times.**
2. Be mindful and respectful of who is around you when engaging in certain types of conversation. Speak courteously and use proper grammar.
3. Four major topics that are not to be discussed on the clinic floor in the presence of a new client: Politics, Religion, Race, Sex
4. We **DO NOT** talk about other clients in any way in front of other clients.
5. Do not talk about your tips in front of other clients.

6. Clients who are balding are often times very sensitive to the fact. We want to make clients feel good about themselves so be conscious of your words.
7. Issues or conflicts that may arise with any clients will be handled by the director; do not take issues into your own hands.
8. Quality Customer service is our **number one** priority and key to our growth and continued success.
9. NO Foul Language.
10. We are in the service industry; no student will be allowed to refuse a service to a client.

#### Children's haircuts

1. Children under 5yrs of age and or children that appear to be unruly must be accompanied by a parent or guardian. The Parent or guardian must sign the release form located at the front counter. This is to protect our school against any claims that may come about if injury is caused by negligence due to your inexperience, or due to their child's unruly behavior.
2. Exhibit a Calm composure while dealing with an unruly child. Your energy may have a direct effect on the child's comfort and willingness to work with you.
3. ALWAYS keep one hand on the child's head with firm but comfortable pressure. This will allow you to know when to pull your clippers away and avoid any possible injury.
4. Never offer a Child Candy without quietly asking the parent if it is ok first.

#### **Unlawful Discrimination or Harassment**

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

#### **Cheating**

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

#### **Theft/Vandalism**

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

#### **Conduct**

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member.

#### **Termination Policy**



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

### **Withdrawal Requirements**

Students who officially withdraw from enrollment prior to course completion must:

- Provide a written notice to the school.
- Complete all required exit paperwork;
- Satisfy all debts owed to the school.

Upon payment of all debts owed to the school and a \$10.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released.

### **Equipment**

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.

### **Personal Services**

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client.

### **Sanitation Duties**

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

### **Housing**

American Barber Academy does not provide housing. However, if you need assistance or suggestions for housing please see the school director.

### **Advising and Professional Assistance Referral Policy**

American Barber Academy provides academic advising to all students on a quarterly basis. Formal evaluations are conducted with students in accordance with the school's Satisfactory Academic Progress Policy. Additionally, the faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community.

### **Student Records and Transcripts**

Academic records are safely retained at the school under lock and key. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed the school. Additional transcripts are available to students upon written request and notification of permission for a fee of \$10.00. Student records will be provided only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of five (5) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

### **Student Information and Release Policy**

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

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

American Barber Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records.

### **Grievance Procedure**

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

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

1. Complaints against students or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days.

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact: Pennsylvania Department of State, Bureau of Professional and Occupational Affairs  
P.O. Box 2649

Harrisburg, PA 17105  
(717) 783-3402.

**Drug Free Workplace and School**

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

**SATISFACTORY ACADEMIC PROGRESS POLICY**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Barber	450, 900 and 1075 actual clocked hours
Barber- Instructor	450, 900 and 1075 actual clocked hours
Barber-Crossover	348 actual clocked hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint of the course or academic year, whichever occurs sooner.

**ATTENDANCE PROGRESS EVALUATIONS**

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

**MAXIMUM TIME FRAME**

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

COURSE	MAXIMUM TIME ALLOWED SCHEDULED HOURS
Barber/Instructor- 1250 Clock Hours	1875
Barber-Bridge – 695 Clock Hours	1042

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled hours.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written and practical grade average of 70% in order to meet Satisfactory Academic Progress. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90% - 100% = A

80% - 89% = B

70% - 79% = C

0% - 69% = F (Unsatisfactory/ Failing)

#### DETERMINATION OF SATISFACTORY ACDEMIC PROGRESS

Students meeting the minimum requirements of a 70% for academics and 70% for attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding\* interrupted, as applicable, unless the student is on warning.

#### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress, will be deemed ineligible to receive Title IV funds\*, as applicable, and will be terminated from the program.

#### RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid\*, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation. Students wishing to return after termination for not meeting SAP requirements will be considered and decided at institutions discretion

#### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

#### NONCREDIT AND REMEDIAL COURSES

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

#### TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

#### Tuition and Fees 2018

##### Barber Program:

Registration Fee:	\$ 45.00
Kit & Books:	\$ 11,885.00
<u>Tuition:</u>	<u>\$ 17,765.00</u>
Total	\$18,995.00

##### Barber-Bridge Program

Registration Fee:	\$ 45.00
Kit & Books:	\$ 11,885.00
<u>Tuition:</u>	<u>\$ 10,068.00</u>
Total	\$ 11,298.00

##### Barber Instructor Program

Registration Fee:	\$ 45.00
Kit & Books:	\$ 500.00
<u>Tuition:</u>	<u>\$ 13,955.00</u>
Total	\$14,500.00

Payment Methods: We accept cash, money order, cashier's check, credit cards, and personal checks.

#### Scholarships

From time to time, American Barber Academy offers scholarships to potential students on a promotional basis. Details on when scholarships are being made available and how to apply can be found on our website. [www.AmericanBarberAcademy.com](http://www.AmericanBarberAcademy.com) under Scholarships.

#### Extra Instructional Charges

##### Barber Program:

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$14.21 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$14.21 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

**Barber Crossover**

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$14.49 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$14.49 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

**Barber Instructor**

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$11.16 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged \$11.16 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

**FACULTY AND ADMINISTRATION**

George Ortiz, Jr.	Owner, Chief Executive Officer
Linda Jones	Director of Financial Aid and Compliance
Eida Vega	Receptionist /Student Services
Bryheem Alston	Instructor
Nelson Pagan	Instructor
Carlos Guadarrama	Instructor
Ryan Terreson	Instructor
Ricardo Osorio	Instructor

**REFUND POLICY – NOTICE OF CANCELLATION**

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

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

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$45.
  4. A student notifies the institution of his/her withdrawal in writing.
  5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

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

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- **The requirements for Title IV program funds when you withdraw are separate from any refund policy your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV program funds that the school was required to return. Your school can provide you with the requirements and procedures for officially withdrawing from school.**
- If school cancels a course/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option; provide a prorated refund for all students transferring to another school based on the hours accepted by receiving school; or provide completion of the course and/or program; or participate in a teach-out; or provide a full refund of all monies paid.
- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.