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EMINENCE BARBER ACADEMY

CATALOG

JULY 1, 2017 – DECEMBER 31, 2017

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BARBERING

9900 INDIANA AVE. STE 10  
RIVERSIDE, CA 92503  
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## **GENERAL INFORMATION**

### **Introduction**

Eminence Barber Academy gives people the opportunity to master the craft of barbering in order to build a career in a multi-million dollar industry.

### **Mission Statement**

To provide a high-quality academic environment that provides our students with the skills and tools needed to obtain a license and a job in barbering

### **History and Ownership**

Eminence Barber Academy was established in April of 2016 by **School Owner, Fernando Gonzalez**. Mr. Gonzalez has extensive experience in the Barbering Industry as a Barber, Shop Owner and Manager.

### **Approval Disclosures**

Eminence Barber Academy is a private institution located at 9900 Indiana Avenue, suite 10, Riverside, CA 92503. Institutional approval from the Bureau for Private Postsecondary Education pursuant to California Education Code has been granted. The Bureau's approval means that the institution and its operation complies with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions, and does not imply any endorsement or recommendation by the State or by the Bureau. The Bureau has approved the following programs:

**Barbering** 1500 Clock Hours

### **Bureau/Board Approvals**

This institution has accreditation and approval from the following entities:

**Bureau for Private Postsecondary Education (BPPE):** P.O. Box 980818 ,West Sacramento, CA 95798-0818, Phone: (916) 431-6959, Toll Free: (888) 370-7589, website: [www.bppe.ca.gov](http://www.bppe.ca.gov)

**Board of Barbering and Cosmetology (BBC):** P. O. Box 944226, Sacramento, CA 94244-2260, Phone: (800) 952-5210, Fax: (916) 575-7281, website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)

### **Description of Facilities**

Eminence Barber Academy is a spacious 3,750 sq. ft., air conditioned, one-story facility with many benefits for our staff and students. Our school simulates shop conditions to help our students "learn-by-doing" with modern equipment and a variety of supplies that help enhance the student's education. The facility provides classroom areas for theory and practical training, lunch/break room, waiting area/lounge for all potential incoming students and clients. The school provided the equipment required by the Board of Barbering & Cosmetology.

## **ADMINISTRATION**

### **Administration Business Hours**

Applicants and students may receive information from Administration on Tuesday thru Friday from 8:30 A.M. until 5:00 P.M.

### **Admissions Procedures**

As a prospective student, you are required to visit our campus. You are encouraged to review this catalog prior to signing an enrollment agreement.

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

## **Admissions Policy**

Eminence Barber Academy is accepting students for admission for all courses once the below criteria have been met:

1. Applicants must provide a copy of his/her High School Diploma, GED, a transcript showing high school completion, or has completed homeschooling at the secondary level as defined by state law.
2. Applicant must provide a valid picture ID, such as a California Driver's license, California I.D., or Passport.
3. Valid Social Security Card

## **High School Students**

Students attending high school, enrolled in this institution through the high school district and receiving high school credits are enrolled as non-regular students. They are considered non-regular students because they will not graduate from the institution before completing high school.

## **WIA Participants**

Students applying for Admissions through the city or county of Riverside Employment and Training Agency must submit the required admissions documents that Eminence Barber Academy requires (listed above).

## **Re-Entry (Re-Enrollment) Policy**

A student who withdraws in good standing may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment if re-entry occurs within five years of last day of attendance. If a student transferred to another institution before returning to Eminence Barber Academy, those hours and operations earned may also be credited to the student for the re-entry at the discretion of the Director based on an assessment. Each re-entry is treated on an individual basis. **Eminence Barber Academy reserves the right to reject a student who withdrew from its institution.**

## **Transfer Policy**

Applicants with previous hours from another California school who wish to enroll at Eminence Barber Academy must submit a written request during the admission process along with a proof of training and record of withdrawal from the previous California school. At the discretion of the Director, the number of hours that will be allowed to transfer to Eminence Barber Academy will be determined prior to enrollment.

If an applicant is transferring from another state or from another country, they must first contact California's Board of Barbering and Cosmetology (BBC) and make an application for approval of their hours from their previous school. The documents required for this process can be found in the California BBC website [www.Barbercosmo.ca.gov](http://www.Barbercosmo.ca.gov). The California BBC will issue a letter indicating the credit it has approved for the hours at the previous school along with any other requirements.

The Director will then make a final decision based on the information in the California BBC's letter.

**Failure to provide the required documentation of previous training either circumstance prior to enrollment will result in not being able to apply those hours to your enrollment at Eminence Barber Academy.**

## **Required English proficiency**

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. All classes, theory and practical are taught in English only.

## **Notice concerning Transferability of Credits and Credentials Earned at our Institution**

The transferability of hours you earn at Eminence Barber Academy is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma that you earn is also at the complete discretion of the institution to which you may seek to transfer. If the clock hours/operations and diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Eminence Barber Academy to determine if your hours and/or diploma will transfer.

## **ACADEMIC CALENDER**

### **Class Start Dates**

Eminence Barber Academy has continuous enrollment and students can enroll anytime during the year. All classes begin every Tuesday of each week.

### **Class Schedules**

Classes are held from Tuesday thru Friday 9:00 AM to 7:30 PM and Saturday 8:30 A.M. to 2:30 P.M. A part-time student is required to attend a minimum of 20 hours a week. A full-time student is anyone who attends between 25-40 hours a week.

### **Calendar/Holidays**

The Institution is open from 9:00 AM to 7:30 PM Tuesdays through Fridays and Saturdays from 8:30 AM to 2:30 PM. It is closed on Sundays, Mondays, New Year's Day, Martin Luther King Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and the day after, and Christmas Day. A "special" holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed. The school reserves the right to change dates of holidays with prior notice.

If the institution is unexpectedly closed due to unforeseen circumstances, students will be notified. Students are to return the following scheduled day, unless otherwise notice.

## **GENERAL SCHOOL POLICIES**

### **Grievance Policy**

It is the policy of this institution to handle grievances in the following manner:

1. Fill out grievance form and list all grievances. It is strongly recommended that all grievances be presented in writing.
2. The Director will evaluate the grievance and set up an appointment with the person within 10 days from the receipt of the form. If the grievance is an emergency, it will be addressed within 24 hours.

If the issue still is unresolved, students may present their grievance to. **Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (916) 431-6959, Toll Free: (888) 370-7589 web site: [www.bppe.ca.gov](http://www.bppe.ca.gov).**

### **Disclosure and Retention of Student Records (FERPA)**

Only students, and parents or guardians of dependent minors, have the right to inspect, review, and challenge information contained in the institution's student records. However, a staff member must be present during the process to provide clarification and/or answers to related questions raised during the review of the student's file. Educational records are defined as files, materials, and documents that contain information directly related to the student's period of enrollment that is maintained by the institution. Students are not entitled to inspect the financial records of their parents.

Written consent from the student and/or parents is required before educational records may be disclosed to any party with the exception of accrediting commission or governmental agencies so authorized by law. Eminence Barber Academy will keep these records for five (5) years from the last day of attendance. After this period, all records are destroyed.

### **Statement of Non-Discrimination**

Eminence Barber Academy does not discriminate on the basis of race, ethnic origin, color, religion, sex, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

### **Disabled Visitors/Wheelchair Access**

Access for disabled people to the Institutions facility is available at the College. This Institution does not offer special facilities or programs for disabled students.

### **Health and Physical Considerations**

Generally, a professional in the Barbering field must be in good physical health since he/she will be working in direct contact with customers. This field and related fields require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves these extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents and physician) believe that they can fulfill the training demands. This Institution does not offer special facilities or programs for disabled students.

### **Orientation**

All new students are required to attend an orientation prior to their first class. During the orientation, you will be introduced to your campus staff and learn about our policies, expectations and student services.

### **Scholarships**

At the discretion of the School Director of Eminence Barber Academy a scholarship can be awarded based upon the circumstances of an individual student.

### **Attendance Policy, Tardy, and Make-Up Policies**

Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within the maximum timeframe stated in the Satisfactory Academic Progress Policy. An absence may be excused by calling-in the same day prior to the beginning of class. Students are required to make-up lessons and exams missed due to absences. **If the student is absent for two (2) consecutive weeks/fourteen (14) days (in a row)** the school will withdraw him/her. The instructor in charge will review excessive tardiness or absences with the student to determine possible corrective action.

### **Time Clock Credit Policy/Theory hours & Practice Operations/Credit Procedure**

Students at Eminence Barber Academy record their attendance on program specified time/operations card by entering their time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students will be allowed up to seven (7) minutes to sign-in and receive credit for the full quarter (1/4) hour. Students receive credit for a task/operation/project completed after each action is verified by an instructor. Students must add up their theory hours and practical operations each day. At the end of each week all earned and validated credit will be carried over to the next week's timecard.

### **Leave Of Absence (LOA)**

Occasionally, students may experience extended personal problems, death of a family member, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. The student shall request a Leave of Absence in advance and in writing unless unforeseen circumstances prevent the student from doing so. (For example, if the student was injured in a car accident.) The written request must be approved by the School Director. The written request must include the start and end date of the leave of absence. A student cannot take more than 180 days in any 12 month period. A student may only take a leave of absence if they are meeting SAP at the time of request. A student MUST request any additional time needed before their LOA return day in writing. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days. Students will not be assessed additional tuition charges while on their Leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from a LOA will be considered dismissed as of the last class day of attendance. Students must be reasonably certain of their intent to return.



## **Graduation Requirements**

When a student has completed the required theory hours and practical operations as required by the State of California, and completed their chosen program of study with a GPA (Grade Point Average) of “C” (70%) or better and an attendance average of 67% or better, and passes the final written and practical test with a 70% or better, he/she receives a diploma certifying his/her graduation from the course of study. **Please be advised that completion documents (diploma, transcripts, Proof of Training) will be withheld until all monies owed the school are paid in full or arrangements have been made with the Director.**

## **Licensure Requirements for Applicable Courses**

Applicants for the state licensing exam must be at least 17 years old, and have completed their program’s clock hours, theory hours and practical operations as required by the State of California. In addition, students must take and pass (70% or better) the state exam to be issued a license. Licensure is a requirement in order to work in a beauty, barber or spa establishment. The Director will help you with the completion and submission of your exam application.

## **SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)**

### **Standards**

The satisfactory Progress Policy is applied consistently to all students enrolled at the school. It is printed in the catalog to insure that all students have a copy of this document.

SAP is based on scheduled hours.

### **Evaluation Periods**

Students are evaluated for **Satisfactory Academic Progress (SAP)** as follows:

<b>Barbering 1500 Hrs.</b>	450 hrs.	900 hrs.	1200 hrs.	1500 hrs.
<b>Barber Crossover 400 Hrs.</b>	200 hrs.			400 hrs.

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

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

### **Attendance Progress Evaluations**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

### **Maximum Time Frame**

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:

<b>COURSE</b>	<b>MAXIMUM TIME ALLOWED</b>	
	<b>WEEKS</b>	<b>SCHEDULED HOURS</b>
Barbering (Full time, 40hrs/wk) - 1500 Hours	56.25 Weeks	2250
Barbering (Part time, 20 hrs/wk) – 1500 Hours	112.5 Weeks	2250

Barber Crossover (Full time, 40 hrs/wk) – 400 Hours	15 Weeks	600
Barber Crossover (Part time, 20 hrs/wk) – 400 Hours	30 Weeks	600

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

Students who have not completed the course within the maximum timeframe may continue as a student at the institution on a cash pay basis. All payments for outstanding hours must be paid in advance of training.

**Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

Grading	Letter	Description	Grade Point
90% - 100%	A	EXCELLENT	4.0
80% - 89%	B	Above Average	3.0
70% - 79%	C	Average	2.0
60% - 69%	D	Below Average	1.0
59% and below	F	Fail	0.0

**Determination of Progress Status**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. A hard-copy of each Satisfactory Academic Progress evaluation is maintained in the student’s file.

**Warning**

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

**Probation**

Students who fail to meet minimum requirements for attendance and/or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period.

Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the

attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress.

### **Re-establishment of Satisfactory Academic Progress**

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

### **Interruptions, Course Incompletes, Withdrawals**

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

### **Appeal Procedure**

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

### **Noncredit, Remedial Courses, Repetitions**

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

### **Transfer Hours**

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.

### **Courses of Study**

This section will help you decide which program is most suitable for you with important details including the subjects you will study and some of the career opportunities for which each program will prepare you.

**Barbering** 1500 Clock Hours

**Barber Crossover** 400 Clock Hours

### **Textbooks, Equipment and Supplies**

Textbooks and a kit will be issued at the beginning of the freshman class. Each student will be issued a complete kit of equipment with a carrying case with a key. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen.

## Tuition Fee Schedule

Course	Total Clock Hours	Tuition	Registration*	Kit/Book/Lab*	STRF	TOTAL	Completion of Weeks
Barbering	1500	\$7,500.00	\$125.00	\$875.00	\$0.00	\$8,500.00**	38-75
Barber Crossover	400	\$2,500.00	\$125.00	\$875.00	\$0.00	\$3,500.00**	10-20

\*Non-Refundable

\*\*NOTE: Tuition prices are subject to change without notice.

### Student Tuition Recovery Fund (STRF)

California created the Student Tuition Recovery Fund (STRF) to mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary Education.

STRF is a state requirement that a student who pays his or her tuition is required to pay a state imposed assessment for STRF. You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you.

- 1) You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepays all or part of your tuition either by cash, guaranteed student loans, or personal loans, and,
- 2) Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

- 1) You are not a California resident or are not enrolled in a residency program, or
- 2) Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party.

You may be eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

- 1).The school closed before the course of instruction was completed.
- 2).The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
- 3). The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
- 4).There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
- 5) An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or taxpayer identification number. The current STRF assessment is \$0.00 per \$1,000.00

### Extra Instructional (Overtime) charges

Students are expected to complete their training (Hours & Operations) within the maximum time allowed as stated on their Enrollment Agreement. **If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course.**

**Rate per hour is \$4.33.**

### **Methods of Payment**

Cash, credit card, money order and personal check, (Title IV, loan, not applicable at this time) are acceptable methods of payments. Students are expected to contribute from their own family resources toward the cost of attendance. Payment plans are available from Eminence Barber Academy. It is the policy of this institution to request from the student whenever possible, to contribute toward their school charges by making monthly payments according to their means. **Please be advised that completion documents will be withheld until all monies owed the school has been paid in full or arrangements are made with the Director.**

### **STUDENT'S RIGHT TO CANCEL**

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (**first day of class**), or the seventh day after enrollment (**seven days from the date when enrollment agreement was signed**), whichever is later. The notice of cancellation shall be in writing and submitted directly to the administration office.

### **WITHDRAWAL/DROP POLICY**

You have the right to withdraw from a course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a pro-rata refund if the student has completed 60 percent or less of the scheduled period of attendance (based on scheduled hours). The refund will be less the registration fee and equipment received by the student. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay the outstanding balance.

Official withdrawal date is on the student's notification or school's determination. If a student does not attend school for 14 consecutive days, without having contacted the school or requesting a Leave of Absence (LOA), the student will be automatically dropped from the course in which they are enrolled. Students who are on a LOA and who do not return on or before their LOA end date will also be dropped from the course.

### **Institutional Refund Policy and Procedures**

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure.

1. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60.00 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
2. This policy applies to all students.
3. This policy is based on scheduled hours.
4. The registration fee is a non- refundable item. Equipment, books, supplies, tools, uniforms, kits and any other items issued and received by the student are not returnable. Once received by the student it will belong to the student and will represent a liability to the student.
5. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.
6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.
8. Official withdrawal date is on the student's notification or school's determination

**PERCENT OF SCHEDULED TIME  
ENROLLED TO TOTAL COURSE/PROGRAM**

0.01% to 60.00%

60.01% and over

**TOTAL TUITION SCHOOL  
SHALL RECEIVE/RETAIN**

pro rata calculation based  
Upon scheduled hours times  
Tuition hourly rate  
100%

**Student Services:**

**Job Placement**

Eminence Barber Academy does not guarantee job placement to any student. However, limited job placement assistance is provided to graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Results from the State Board (if applicable) license examination are recorded as passed or failed. Students that failed the exam are encouraged to return to Eminence Barber Academy for assistance and guidance for subsequent attempts to pass the exam. Placement assistance is providing by reviewing the listings of prospective employers seeking employees, reviewing their job requirements, salary, and other pertinent information. Students are referred for interviews and the results of these interviews are recorded in the placement register. The school may show prospective students this register upon request.

**Career Counseling**

Students are advised individually, as often as necessary, to review the student's progress. A Student may request additional advising sessions at any time.

The school counsels the students individually as often as necessary. Counseling takes place in monitoring the student progress as scheduled for the period of enrollment. Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors.

**Drug Abuse Prevention Program**

Eminence Barber Academy strictly enforces a zero tolerance drug and alcohol policy on campus and makes the following information available to its students, staff, and instructors. Any individual associated with Eminence Barber Academy who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

MFI Recovery Center  
17270 Roosevelt St.  
Riverside, CA 92508  
909-547-3719

**Student Library**

Eminence Barber Academy does offer training aids and audiovisual materials to support the instructional process.

**Licensing Requirements**

The California Board of Barbering and Cosmetology requires that any person desiring to conduct business as a Barber must first complete the state required curriculum at an approved school and pass the state licensing exam. Eminence Barber Academy programs are designed with two goals in mind. First, to provide students with the state required educational curriculum necessary to qualify to take and pass the license exam and, second, to prepare our graduates to obtain employment in entry level positions in the beauty and wellness industry.

**Background Checks:**

California Board of Barbering and Cosmetology: The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of

any law of the United States, in any state, local jurisdiction or any foreign country in order to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license, permit or voluntary certification for Massage Therapy. For more information, about these requirements, an individual should contact the appropriate agency as follows:

**Board of Barbering and Cosmetology P. O. Box 944226 Sacramento, CA 94244-2260 Phone: (800) 952-5210 Fax: (916) 575-7281 www.barbercosmo.ca.gov**

**English Language Services**

Eminence Barber Academy does not offer any English Language Services.

**International Students**

Eminence Barber Academy is not a SEVIS approved school and is not eligible to train international students.

**Federal and State Financial Aid Programs**

Eminence Barber Academy does not participate in Title IV. The school is in the process of being approved with the Workforce Investment Act (WIA), The Department of Rehabilitation and the Employment Development Department (EDD), which are all state funded programs for those who qualify. Potential students are advised to contact the agencies to make appointments to see if they meet the qualifications.

**Statement specifying whether Eminence Barber Academy has a pending petition in bankruptcy**

Eminence Barber Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

**Housing**

Eminence Barber Academy does not provide housing assistance to its students. Eminence Barber Academy does not have dormitory facilities. Housing costs range from \$700.00 to \$1000.00 per month for a one-bedroom apartment.

**School Rules and Regulations**

1. Always present a clean and professional appearance by following our dress and appearance standards.
2. Students are to be on time every day. Tardiness is not acceptable in the school environment or in the workplace.
3. You may only clock-in and clock-out for yourself. Do not clock another student in or out or have them clock you in or out. Do not give another student your clock in number. Failure to follow this rule is cause for immediate termination from School as determined by the School Director.
4. On a daily basis, make sure that an Instructor reviews all of your practical operations so he or she can record them. In order for you to complete your state's legal requirements, your instructors must be able to keep an accurate record of your Technical Instruction Hours and Practical Training.
5. Observe the appropriate breaks for your class schedule. Breaks are as follows:

<b>Student Schedule</b>	<b>Breaks</b>	<b>Lunch</b>
8 or 7 ½ hr./day	15 min. in the morning & 15 min. in the afternoon	30 min.
6 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A

5 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A
4 hr./day	15 min. in the morning & 15 min. in the afternoon	N/A

6. Notify your Instructor and/or School Administrator when you need to leave the building. If you need to leave class early, request permission to do so.
7. Always display initiative and good effort (Applied Effort) during the hours you are in School by actively participating in Technical Instruction class and working diligently on a School guest, another student or on a mannequin during Practical Training.
8. Perform your assignments as directed by your Instructor, including your daily cleanup assignments.

**Refusing to perform a service on a guest or an assignment as directed will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by Eminence Barber Academy.**

9. Before you receive a personal service you must get your Instructor's permission and follow the procedures.
10. A student needs to stand whenever working on a mannequin or on a guest. Graduates will be expected to stand when working in the "real world" work environment.
11. Use only the products provided by the School when performing services on paying guests or when receiving or giving personal service to students. Use of outside products is not permitted on guests or on other students. The only exception would be for a guest requesting permission to use product prescribed by their physician due to a medical reason. A doctor's slip must be presented in order to allow the use of this outside product and your instructor must approve for you to use the product.
12. Display professional behavior at all times. The following behavior is not permitted: use of profanity And/or vulgarity; behavior that causes discord in the School; extreme and willful disruption of the School environment; physical altercations; aggressive arguments; physical abuse of another Person; shouting and/or being discourteous to any staff member, guest or student. SBBC will not tolerate threats, harassment, discrimination or persecution of another student, staff member, or guest or campus visitor for any reason including but not limited to race, religion, age, sex, sexual orientation, disability, financial status, or country or area of origin or residence. Any of the behaviors noted above is not acceptable, will result in disciplinary action, and depending on the severity of the offense(s), may result in termination of enrollment as determined by Eminence Barber Academy.
13. Always treat Eminence Barber Academy and student property with respect. If any student is found stealing or abusing School property or that of another person, that student will be terminated.
14. Alcohol and drugs have no place at Eminence Barber Academy or in any professional environment and are prohibited per the Drug-Free Schools and Communities Act of 1989. Any student found to be in possession or under the influence of drugs or alcohol will have their enrollment terminated.
15. Cell phones must be set to vibrate during class time and may be used only outside the campus premises and only during lunch and break times.
16. Eating and drinking is not permitted in classrooms or on the clinic floor. You may only eat and drink in the student lounge or outside of the building.
17. Students may not congregate or stand in front of the campus entrance before school, after school or during breaks because it creates an unprofessional atmosphere.
18. Refrain from entering staff offices without a staff member present. Be sure you have permission to enter these areas.

Eminence Barber Academy provides education for adult learners and, as such, expects our students to interact with staff, other students and guests in a responsible, adult manner. The Standards of Conduct are in place to address unprofessional behavior but it is not meant to list all possible types of student misbehavior or offenses. We believe that the best way to resolve issues is to communicate with each other in a respectful manner. Issues or offenses that cannot be resolved through the use of verbal correction will result in further disciplinary action, as determined by the Eminence Barber Academy administration and/or staff, including any one or more



of the following depending on the severity of the offense(s): written disciplinary action, probation, suspension and/or termination of enrollment.

**Proofs of Training and Academic Transcripts**

Records must remain onsite for 5 years and transcripts are kept permanently. Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. The school has the right to issue only a transcript reflecting the total hours paid for by the student if the student has an unpaid balance for instruction provided to the student.

**PROGRAM DESCRIPTIONS/CURRICULUM**

**BARBERING (1500 Clock Hours) (CIP 12.0402, SOC # 39-5011)**

The curriculum for students enrolled in the Barbering program consists of 1500 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.

**Minimum practical operations**

- 40 Disinfection
- 40 Hair cutting
- 130 Hairstyling
- 40 Permanent curling waves
- 200 Shaves
- 20 Rolling cream massages
- 30 Shampoos
- 40 Hair processing and relaxing
- 1 Hairpiece
- 40 Scalp manipulations
- 40 Rest Facials
- 120 Hair colorings and bleaching

<b>Subject minimum hours of technical instruction*</b> *Shall include, but is not limited to the following	<b>Minimum technical instructional hours</b>
<b>History of Barber – Styling</b> – origin of the barber, modern barber and barbering.	5
<b>Your Professional Image</b> -professional ethics, employment development, and other subjects relating to the barbering field.	5
<b>Bacteriology</b> – Bacteriology, the understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc.	5
<b>Sterilization, Sanitation, and Safe work Practices</b> - proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments.	5
<b>Implement, Tools, and Equipment</b> –understanding of the implements, tools, and equipment used in the field. Cleaning tools, how they work, uses, etc.	5
<b>Properties &amp; Disorders of the Skin, Scalp, &amp; Hair</b> –analysis of skin, hair, and scalp. Being able to recognize disorders on potential consumers. Knowing properties can and cannot be worked on, etc.	10
<b>Treatment of hair and scalp</b> –hair and scalp analysis, scalp manipulations, hair treatments (ex. deep conditioning, scalp massage, scientific brushing, etc.)	10
<b>Facial massage and Treatment</b> –manual facials, cleansing of the skin, scientific manipulations, and analysis of the skin.	20
<b>Shaving</b> – shaving and facial hair design.	100
<b>Haircutting</b> –use of scissors, razor (sharper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting.	20
<b>Hairstyling</b> –hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs, hot curling irons, and blow dry styling.	65

<b>Permanent Waving</b> –hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions.	40
<b>Chemical Hair relaxing &amp; soft curl permanents</b> - hair analysis, chemical straightening, including the use of sodium hydroxide and other base solutions.	5
<b>Hair coloring</b> - use of semi-permanent, demi-permanent and temporary color. PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers.	60
<b>Men’s Hairpieces</b> –understanding the design, building, usage of men’s hair pieces	5
<b>Nails, nail disorder, manicures</b> - analysis of nails, understanding nail disorders, nail structure.	5
<b>Electricity and light therapy</b> – the nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment.	5
<b>Chemistry</b> - Chemistry of the hair, skin, nails, etc. understanding what chemicals used in the field are composed of. Toxic and non-toxic chemicals, etc.	5
<b>Anatomy &amp; Physiology</b> –human anatomy, human physiology	15
<b>Job Search</b> - professional ethics, basic tax information relating to booth renters, independent contractors, employees and employers.	2
<b>Selling in the barber styling shop</b> –salesmanship, product commission, referrals.	3
<b>Barber – styling shop management</b> - effective communication and human relations, client record keeping, decorum, etc.	5
<b>Licensing laws</b> - licensing requirements and regulations.	5
<b>Preparatory State Board Exams</b> –Preparing for State Board exams	15
<b>Law &amp; Regulations</b> –BBC Act and BBC rules and regulations	20
<b>Health &amp; Safety</b> –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis.	45

### Program objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

### Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

### Grading System

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

Grading	Letter	Description	Grade point
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

### Specific program graduation requirements

In addition to meeting the basic Eminence Barber Academy graduation requirements, students are required to successfully complete 1500 clock hours of barbering training as described above.

### Licensing requirements

Applicants must be 17 years of age or older and have completed the 10th grade. A Barbering license will be granted by the state of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the licensing exam (written and practical) with an overall average of 70%.

### Potential occupations after completion

Barber stylist, beauty product representative, company demonstrator.

### **BARBER CROSSOVER (400 Clock Hours) (CIP 12.0402, SOC # 39-5011)**

The curriculum for students enrolled in the Barber Crossover program consists of 400 clock hours of Practical Operations and Technical Instruction, which will include at a minimum the state mandated subject hours listed in the chart below. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving to business skills, and health and safety practices. This program of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology.

### Minimum Practical Operations

40 Shaving preparation and performance 100 Clipper Cuts

<b>Subject minimum hours of technical instruction*</b> *Shall include, but is not limited to the following	<b>Minimum technical instructional hours</b>
<b>Shaving Preparation and Performance</b> -The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100
<b>Haircutting</b> –use of scissors, razor (sharper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting.	20
<b>Hairstyling</b> –hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs, hot curling irons, and blow dry styling.	65
<b>Job Search</b> - professional ethics, basic tax information relating to booth renters, independent contractors, employees and employers.	2
<b>Selling in the barber styling shop</b> –salesmanship, product commission, referrals.	3
<b>Barber – styling shop management</b> - effective communication and human relations, client record keeping, decorum, etc.	5
<b>Licensing laws</b> - licensing requirements and regulations.	5
<b>Preparatory State Board Exams</b> –Preparing for State Board exams	15
<b>Law &amp; Regulations</b> –BBC Act and BBC rules and regulations	10
<b>Health &amp; Safety</b> –training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health	5

and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis.	
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### **Program objectives**

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

### **Methods of Instruction**

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live model or mannequin. The use of practical testing criteria and written are utilized to evaluate student progress.

### **Grading System**

Students are evaluated on a regular basis on subject matters. The evaluations are measured on a standard percentile basis and the percentage converted to a letter grade and/or a point grade. The evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a 67% average or better in attendance and a 70 % or better for practical work and theory to maintain satisfactory academic status. The grading system detailed below is the system utilized in the school.

<b>Grading</b>	<b>Letter</b>	<b>Description</b>	<b>Grade point</b>
90 -100%	A	Excellent	4.00
80% - 89%	B	Above average	3.00
70%- 79%	C	Average	2.00
60% - 69%	D	Below average	1.00
59% or below	F	Fail	0.00

**Specific Program Graduation Requirements:** In addition to meeting the basic Eminence Barber Academy graduation requirements, students are required to successfully complete 200 clock hours of barber crossover as described above.

### **Licensing requirements**

Applicants must be 17 years of age or older and have completed the 10th grade. A barbering license will be granted by the state of California only after the student has successfully completed and graduated from the Barber course Satisfactory of as described above and passed the licensing exam (written and practical) with an overall 70%.

### **Potential occupations after completion**

Barber stylist, beauty product representative, company demonstrator.

## **OTHER INFORMATION**

### **Staff**

#### **Administration**

Fernando Gonzalez - Director/Owner  
– Admissions

#### **Faculty**

– Barber Instructor

Fernando Gonzalez - Barber Instructor

#### **Faculty Qualifications**

Fernando Gonzalez – Mr. Gonzalez has years of experience as Barber, Shop Owner and Instructor.

#### **BPPE Requirements**

Any questions that you have about this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at:

Address: 2535 Capitol Drive, Suite 400 Sacramento, CA 95833  
PO Box 980818 West Sacramento, CA 95798-0818

Website address: [www.bppe.ca.gov](http://www.bppe.ca.gov)

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897  
(916)431-6959 or by fax (916)263-1897

A student or any member of the public may file a complaint about the institution with the Bureau for Private Postsecondary Education by calling (888)370-7589 or by completing a complaint form, which can be obtained on the Bureau's internet website [www.bppe.ca.gov](http://www.bppe.ca.gov).

# EMINENCE BARBER ACADEMY

## ORGANIZATIONAL CHART

