



998 Geneva, San Francisco, CA 94112
(415) 525-3755
www.theacademybarbercollege.com

Catalog of Courses

January 1, 2018 to December 31, 2018

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Institutional Mission and Objectives

Mission

The mission of this institution is to provide a high quality barbering training programs to students in the local area served by The Academy. Our goal is to have each student acquire the essential attributes and skills necessary to obtain employment as Barbering professionals. Our programs provide focused and intensive training to prepare students for the State of California Board of Barbering License exam. We offer an environment that will enable the student to thrive and develop the social, physical as well as their emotional skills to be a successful and positive professional in the community in which they serve. Part of our mission is to convey to students the importance of continuing education.

Objective

The objective of The Academy is to provide instruction in theory and practical skills that follow a structure curriculum. Students are taught to use modern techniques in haircutting, shaves, scalp massage, facials, perms, hair coloring and business management. The students are provided video and other learning resources to broaden their essential knowledge of barbering. Student benefit is derived from faculty instruction that provides a strong educational foundation in barbering, the knowledge and skills essential for career success, and an environment that fosters openness and creativity.

Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Policy – Distribution of This Catalog and Program Flyer

This institution makes its current catalog and current program flyer available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.

Instructional Location

998 Geneva Ave.
San Francisco, CA 94112

BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education. (BPPE) Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

Financial Stability – Bankruptcy History

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor 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

Review Documents

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Description of the Facilities & Type of Equipment Used for Instruction

The school occupies 1,600 square feet on the 1st floor of a retail strip located on a major boulevard in the city of San Francisco. The campus is located at 998 Geneva Ave. San Francisco, CA 94112. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety and the Board of Barbering and Cosmetology. Sufficient parking is available in the rear of the building.

Equipment Used for Instruction

- 7 Mannequins (with full head of hair)
- 1 Time clock or time scanner
- 3 Shampoo bowls
- 4 Dryers
- 8 Hairstyling or barber chairs
- 1 Electric curling iron
- 1 Non-electric comb
- 2 Non-electric curling irons (at least two sizes)
- 1 Stove (for non-electric combs)
- 1 Towel steamer

Library Resources

Access to a library and other learning resources are not required by the curriculum to support the instructional needs of the students, (CCR71270) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by the Barbering and Cosmetology Board of California.

Learning resources are available containing many audio and visual aids, books, periodicals, magazines on styling, motivation, health and wellness for student's reference. Students may check-out reference materials by submitting a request to the instructor or a member of the office staff.

Online Resources Available to Our Students

• Milady

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

• Barbers, Cosmetologists, and Other Personal Appearance Workers

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

Questions

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd.

Ste. 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897

Complaints

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site www.bppe.ca.gov.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at The Academy Inc is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is 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 The Academy to determine if your certificate will transfer.”

Admissions Policies & Recognition of Credits

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
2. No Ability to Benefit Students will be admitted.
3. Students must have graduated from high school, or earned a G.E.D.
4. Must present a photographic driver's license or Calif. I.D. and social security card.
5. * Barber Crossover Program – Student must be a licensed cosmetologist

Recognition of Credit Policies

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
2. This institution has not entered into an articulation or transfer agreement with any other institution.

Visa Related Services

This institution does not admit students from other countries, so no visa related services are offered.

Language Proficiency

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction.

Accreditation Status

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

STRF Disclosure

“The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.”

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd. Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the

student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

The Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

The Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student's Right to Cancel

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 998 Geneva Ave. San Francisco, CA 94112 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee of one hundred twenty five dollars (\$125).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

Refund Policy

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market Blvd. Ste.225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov., toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this 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 Web site www.bppe.ca.gov.

Policies and Procedures Regarding Financial Aid

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Loan Repayment

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Financial Aid Disclosures

If a student obtains a loan to pay for an educational program, the student will have to repay to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Grades and Standards for Student Achievement - Satisfactory Progress

Grades are awarded on a traditional A, B, ... F system. The minimum passing grade is a D. The minimum allowable grade to maintain satisfactory progress is a C.

In calculating a student's grade point average, the following policy applies:

Rating	Percentage Grade	Letter Grade
Excellent	90 - 100	A
Above Average	80 - 89	B
Average	70 - 79	C
Passing	60 - 69	D
Failing	0 - 59	F

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.+

Attendance Policy

This institution requires that a student attend a minimum of 100% of scheduled class and other such assigned hours.

ATTENDANCE REQUIREMENT BARBER

The course of student training and total number of hours are established by the State of California. Each student is required to attend school daily, Monday through Friday, during the course term and during the hours stated in the student's Enrollment Agreement with no exceptions unless otherwise permitted in writing by the Administration Office, or with written excused absence.

Student, under special circumstances, may arrange a revised school attendance schedule with approval from the Admissions Office or Chief Academic Officer and amend the Enrollment Agreement to show the days and hours of attendance.

Each student must attend Barber Science and Theory classes as assigned, unless excused by an instructor.

Each student, when entering or leaving the school, must check in or out on their own time card and must also check in and out for breaks and lunch periods.

Full-time students are permitted a thirty (30) minute lunch period and one (15) fifteen minute breaks Monday through Saturday. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the school premises at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing.

ABSENCES

All absences cannot be made up and might jeopardize the student's ability to complete the course during the term stated in the Enrollment Agreement. According to the State Barber/Cosmetology Board, 1500 clock hours must be completed before student is eligible for graduation.

Absences may be excused with prior approval of the Admissions Office. Absence for good cause may include, but are not limited to, death in immediate family, illness, or absences previously cleared with the Administration Office. Absence for an extended period of time because of illness will require a written statement from an attending physician before the student will be readmitted to the school.

Satisfactory attendance must be maintained. Absences of three (3) consecutive or four (4)

non-consecutive days per month are considered excessive.

In the event that a student has five (5) consecutive unexcused absences from school and has not notified the school and received permission to be absent, student may be automatically terminated and the termination date will be the last day of actual attendance.

ATTENDANCE REQUIREMENT BARBER CROSSOVER

This institution requires that a student attend a minimum of 100% of scheduled class and other such assigned hours.

TARDINESS

Students will be deemed tardy if their arrival at the school as indicated on the student's time card exceeds, one (.01) minute after their regularly scheduled time for attendance, e.g. starting time, breaks and lunch period. Students will be docked fifteen (15) minutes from their time if exceeds one (0.1) minute, if exceeds twenty one (.21) minutes half (.5) hour will be docked, etc. Early departures without permission will be treated the same as a tardy. Tardiness and early departures totaling unexcused absences are included in the 10% absenteeism allowance.

Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's grade assessment fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

The Academy
998 Geneva Ave. San Francisco, CA 94112

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

The Academy
998 Geneva Ave. San Francisco, CA 94112

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

Student Grievance Procedures – Student Rights

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

The Academy
998 Geneva Ave. San Francisco, CA 94112

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Complaint procedures

Right to Cancel

Student Tuition Recovery Fund

Notice Concerning Transferability of Credits

Student Grievance Procedures

Student Rights to Inspect Records and Obtain Transcripts

Non-Discrimination Policy

Academic Freedom

Sexual Harassment

Student Services

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

This institution does not provide placement assistance.

Student Housing

This institution has no responsibility to find or assist a student in finding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,500 a month. (www.apartmentguide.com)

Student Records and Transcripts

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request to the school administrative office at 998 Geneva Ave. San Francisco, CA 94112 identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or

misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Professions – Requirements for Eligibility for Licensure

Barber Program

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Barber Program: Completed 1500 hours in a Board approved school.
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Have a valid Social Security number before taking an examination with the California Board of Barbering and Cosmetology.
- The license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from the Cosmetology, Esthetician, Manicurist or Barber course described previously and passed the examination with an overall average score of 75%.

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

Program Name	Tuition	Registration Fee (non refundable)	STRF	Books & Materials	Total Program Charges
Barber	\$10,00	\$125	\$0	\$200	\$10,325
Barber Crossover	\$3,000	\$125	\$0	\$200	\$2,325

* Barber Tools – Students must provide their own Barber Tools. A list of Barber Tools that students must possess is presented at the end of the catalog. The approximate cost of the tools will vary depending on the equipment needs of the student. Student’s can expect to pay approximate \$650 to purchase all necessary equipment needed to participate in the program.

Students who drop out or complete our program of study are to remove all equipment and supplies promptly. The institution is not responsible for any equipment or supplies left at the facility.

If a student has purchased any books or supplies and the student subsequently withdraws or is administratively dropped from the program, the student may return for credit those items which were unused. The condition of books or supplies is to be determined by the instructor or a school administrator.

Barber

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$1,125
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$10,125

Barber Crossover

<u>1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>	\$1,125
<u>2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u>	\$3,125

Faculty

Julius Cordero

13 years experience as a licensed barber in the State of California.

Jason Gragasin

10 years experience as a licensed barber in the State of California

Programs

Name of Program	Barber
Program Description	<p>The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.</p>
Program Mission & Objectives	<p>The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a barber in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as barbers in the State of California</p> <p>EDUCATIONAL GOALS: The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills will prepare licensed students for work as a hairdresser, salon manager, hair colorist, salon owner, and product demonstrator. (SOC 39-5011)</p> <p>BARBER PERFORMANCE OBJECTIVE: Acquire knowledge of laws and rules regulating California Cosmological establishing practices, acquire the knowledge of sanitation and sterilization as related to all phases of hair, acquire the knowledge of general theory relative to Barbering including anatomy, physiology, chemistry, and theory and acquire business management techniques common to Barbering.</p> <p>SKILLS TO BE DEVELOPED: Learn the proper use of implements relative to all Barbering services, acquire the knowledge of analyzing the hair, skin prior to all services to determine any disorders, will learn the procedures and terminology used in performing all Barbering services, will learn the man/women haircut, shaving, application of hair coloring, hair relaxer and also learn the proper procedure of</p>
Graduation Requirements	<p>All barber students are required to complete 1500 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1500), with a minimum grade of "C". Barber students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam at 1200 hours. The Academy assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.</p>

Total Clock Hours	This program is 1500 hours in length This program is normally delivered Monday through Saturday, 6 days a week, up to 8 hours per day		
Final Tests or Exams	A final skills exam is administered		
Mode of Instruction	Traditional Classroom		
Textbooks	Milady's Standard Professional Barbering, 5th Edition, 2011		
Required Internship or Externship	None Required		
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as a barber by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.		
Required Courses			
Hair Dressing The required subjects of instruction in Hairdressing shall be completed with the minimum hours of 1100 hours of technical instruction and practical operations for each subject-matter as described below.			
Module	Description	Technical Instruction	Required Operations
Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	65 hours	240
Permanent Waving and Chemical Straightening	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.	40 hours	105
Hair Coloring and Bleaching	This module will provide technical and practical instruction in the following techniques and procedures (also including, the use of semi-permanent, demi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers	60 hours	50
Hair Cutting	This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	20 hours	80
Shaving The required subjects of instruction in Shaving shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.			
Preparation and Performance	This module will provide technical and practical instruction in preparing the client's hair for shaving, assessing the	100 hours	40

	condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.		
Technical Instruction in Health and Safety The required subjects of instruction in Health and Safety shall be completed with the minimum 200 hours of technical instruction for each subject-matter as described below.			
Laws and Regulations	This module will provide technical instruction in the, The Barbering and Cosmetology Act and the Board's Rules and Regulations.	50 hours	
Health and Safety Considerations	This module will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including 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 B.	50 hours	
Disinfection and Sanitation	This module will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	50 hours	
Anatomy and Physiology	This module will provide technical instruction in Human Anatomy and Human Physiology.	50 hours	

List the skills or competencies to be acquired by the student.	Men's Hair Cutting Taper Side and Back Fade High and Tight Flat Top Buzz Military Razor Cutting Business Professional Men's Grooming Beard and Mustache Trim Other Facial Hair Trim	Facial Shaving Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care Women's Basic Haircutting Basic Styles Other Skills Taught Networking Skills Client Interaction Product Support Interviewing/Job Placement Skills Theory applied to Professional Barbering
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Name of Program	Barber Crossover
Description of Program	The Barber Crossover Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management.
Program Mission and Objectives	The mission of the program is contribute to the workforce training needs of the area by successfully training licensed cosmetologists in the skills required to perform the skills of a barber in California. (SOC 39-5011)
Graduation Requirements	All barber crossover students are required to complete 200 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (200), with a minimum grade of "C".
Program Length in Hours	200 hours Monday to Friday 9am to 6pm Saturday 9am to 5pm
Final Tests or Exams	A final skills exam is administered
Mode of Instruction	Traditional Classroom
Textbooks	Milady's Standard Professional Barbering, 5th Edition, 2011
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as a barber by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.
Required Internship or Externship	None Required
Required Course	
Shaving - Preparation and Performance This module will provide technical and practical instruction in 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. 40 hours classroom instruction 160 hours practical instruction	
List the skills or competencies to be acquired by the student.	Men's Grooming Beard and Mustache Trim Other Facial Hair Trim Facial Shaving Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care

Barber Tools

Oster Classic 76- clipper
Wahl Magic Clip - clipper
Andis T-outliner- trimmer/edger
Detachable clipper combs
Detachable blades 1 1/2, 2 , and 3 1/2
Barber jacket
Cutting cape

Straight razor with disposable razor blades
Shears
Talcum powder
Duster
6 comb set
Wahl electric shaver
Andis disinfectant spray