



West Coast Barber College

-Catalog-

Class sessions will be held at the address below
3753 Mission Ave, Suite 108
Oceanside, CA 92058

Phone Number: (760) 529-0898

www.westcoastbarbercollege.com



TABLE OF CONTENTS

Approval Disclosure Statement.....	3
Introduction.....	3
History of the Barber Pole.....	4
Administration and Faculty.....	4
Library Services.....	4
Instructional Language.....	4
Distance Learning.....	4
Admission Requirements.....	4
Transfer of Credits.....	4
Institution Mission and Objectives.....	4
Basic Barbering Course Facility and Equipment.....	5
The Equipment to be Used During the Educational Program.....	5
California Barber Board Requirements.....	5
Graduation Requirements.....	5
Attendance and Conduct Policy.....	6
Statement of Non-Discrimination.....	7
Interruption of Training.....	7
College Rules and Regulations.....	7
Reason for Probation, Suspension and Dismissal.....	7
Academic Policies and Regulations.....	7
Calendar.....	8
Placement Assistance.....	8
Student Services.....	8
Controlled Substance Policy.....	8
Grading System.....	9
Satisfactory Academic Progress (SAP).....	9
Appeal Procedure.....	10
Academic Probation.....	10
Record Keeping.....	10
Record Retention.....	10
Basic Barbering Course Description.....	10
School Hours of Operation.....	11
Licensing Requirements.....	11
Basic Barbering Method of Instruction and Graduation Requirements.....	11
Financial Assistance Policy.....	13
Tuition and Fees.....	13
Student Tuition Recovery Fund.....	13
Refund of Tuition Calculation Chart.....	14
Refund Rights.....	14
Student Complaint Procedures.....	15
Notice of Student Rights.....	15
Notice of Cancellation.....	16
Barber Crossover Course.....	16

Approval and Disclosure Statements

This is private institution and has received an approval to operate from the Bureau for Private Postsecondary Education. This institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, and 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.

Notice: Prior to enrollment, an institution shall provide a prospective student, either in writing or electronically, with a school catalog. This catalog and its contents are valid from **January 1, 2018** to **December 31, 2018** and are updated annually. The college reserves the right to modify and change its programs, tuition fees, admission and graduation requirements, schedules and other policies and regulations as stated in the catalog if necessary. 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. The job classification code for reporting gainful employment of our graduate under the United states Department of Labor's Standard Occupational Classification: 39-5011 Barbers

Introduction

This is the official catalog for West Coast Barber College. **West Coast Barber College is located at 3753 Mission Ave, Suite 108, Oceanside, CA 92058.** This institution is a private institution and is approved to operate by the California Bureau for Private Postsecondary Education. It contains information about this institution and the educational services provided. 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. 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 <http://www.bppe.ca.gov/>.

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 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897

Information

Prospective students should visit the facility of the barber college to discuss personal education or occupational plans prior to enrollment, or before signing the enrollment agreement. The Board of Barbering and Cosmetology located at 2420 Del Paso Road, Suite 100 Sacramento, CA 95834, set the minimum standards for each course offered in compliance with California Education Code. Instruction is given in the facility at an occupancy level accommodating thirty (30) students per session at any time. Upon completion students will receive a diploma or certificate of completion. All information in the content of this catalog is current and correct and is certified as true by the institution director.

Travis Yaldo
Director

THIS CATALOG IS UPDATED ANNUALLY

History of the Barber Pole

It is the oldest distinguished mark of any profession or craft, dating back before the birth of Christ. History tells us that barber service was rendered to the public 6,000 years before. The art of hair and beard trimming (barbering), medicine (herbs), dentistry (tooth pulling) and surgery (blood letting) were all performed by the same operators in the early history; they were called BARBER SURGEONS. Due to the services that they rendered and especially to the royalty, the barber-surgeons were the most respected and protected men living. They held this respect for thousands of years.

Administration and Faculty

Instructors are recruited based on their technical knowledge, practical skills and experience in the barbering profession. They are fully licensed, qualified, trained, and experienced in all aspects of the art of barbering. Instructors will plan, prepare and deliver instructional activities that facilitate active learning experiences for the student barbers, and will also be teaching interviewing techniques and assist graduates in locating employment.

Library Services

Each student will be provided a course textbook, and will have access to a dedicated bookshelf, containing barber resources. Other than the dedicated bookshelf, the institution will not have a library per se. Each student will be provided with a course textbook sufficient enough to support the instructional needs of the students. This will prepare them for the California State Board Exam, and the student's occupation thereafter. If students need resources beyond those provided by the institution, then online resources and public and university libraries are available throughout San Diego County.

Instructional Language

The institution does not offer English-as-a-second language instruction.

Distance Learning

Our College does not offer distance learning.

Admission Requirements

All applicants must have completed the 10th grade or its equivalent as required by the California State Board of Barbering and Cosmetology. Applicants must provide certification of at least a tenth grade education and must be at least 17 years old. At admission, an ability-to-benefit test will be given prior to enrollment and will evaluate the student's aptitude.

Transfer of Credits

Students who have previously attended another barber college recognized by the state of California will receive credit for such attendance by West Coast Barber College. When enrolling, proof of attendance must be presented along with identification to receive credit. Applicable training will be noted, the course shortened and the tuition reduced as and if appropriate.

Institution Missions and Objectives

The primary objective of West Coast Barber College is to provide students with a comprehensive course of instruction that include haircutting, hairstyling, shaving, rest facial, and all services that may be requested by a patron in a barber shop, or salon. Students will also learn to perform services like coloring, chemical relaxing, perms, scientific scalp massage and proper shampoo procedure. Our mission is to prepare our students to be creative and skillful barbers, and train our students to pass the state board exam. We will also promote the continuing educational growth of the faculty, using current teaching methods and techniques. Prior to entering the barbering profession, graduates are required to complete a thorough examination of

skills and knowledge given by the State Board of Barbering and Cosmetology, under the California Department of Consumer Affairs. Licensed graduates will therefore be qualified to serve the general public in all phases of the Barbering profession and related occupations.

Basic Barbering Course Facility and Equipment

The educational program for West Coast Barber College will be offered at 3753 Mission Ave, Suite 108, Oceanside, California 92058. A description of the facility and all the equipment, which is available for use by the students at West Coast Barber College, are as follows:

Our institution is a spacious 3200 square foot, air conditioned facility, easily accessible by public transportation. The school will consist of 15 barber chairs fully equipped with one station to each chair. Each station will include a back bar with mirror, cabinets for tools, linen and soiled material receptacles.

There will be 3 shampoo chairs equipped with shampoo sinks, which will have hot and cold running water. There is also a laundry room, two ADA restrooms for men and woman and filtered drinking water for the patrons.

West Coast Barber College will also have a classroom area where the technical portion of the course will be taught. The classroom area will be equipped with student desks, 4' x 8' chalk board, anatomy charts, and DVD equipment for viewing educational videos. A separate room will be dedicated for mannequins where students will practice wrapping permanent wave rods, and applying hair relaxers and colors. A break room is provided where a refrigerator, microwave and other kitchen appliances will be available for student use. There is also an instructor's office that is equipped with desks, cabinets, computer system, and a copier.

The Equipment to be Used During the Educational Program

The equipment being used in this course of study shall include all the implements used in the barber occupation. Each student buys a "Barbers Kit" during the student's registration. A "Barbers Kit" will include but not limited to:

Walhs Senior Clippers, Andes T-Outliners, neck duster, water bottle, clipper oil, shears, all purpose combs, rat tailed comb, tapered comb, curling iron, blow dryer, razor, razor blades, hair cape, barber jacket, *Milady's Standard Professional Barbering* text book, *Milady's Standard Professional Barbering* exam review book, color mug, color brush, clipper spray, rubber gloves, and a mirror. A complete list of the "Barbers Kits" tools and supplies and list of itemized charges for each item may be provide upon request.

Student barbers will be conducting there practical training on barber chairs and will perform there shampoo services in a shampoo station that consist of a shampoo sink and shampoo chair. Instructional training will be conducted in a classroom with school desks, white dry eraser board and a television for instructional training.

California Barber Board Requirements

Students are required to have instruction such as technical and practical operations in the Basic Barbering Course, with an average of 70 % (C) or better. Students are assisted in completing the necessary documents to file for the State Board Exam.

Graduation Requirements

Students must achieve passing grades, must have been in attendance for the required amount of clock hours as set forth in the course of instruction and fulfill all financial obligations to graduate and receive a diploma. A diploma will certify satisfactory completion of the Basic Barbering Course requirements.

Attendance and Conduct Policy

West Coast Barber College operates on an eight (8) hour day, five (5) days week, for a total of 40 hours per week for full time students or four (4) hour day, five (5) days week, for a total of 20 hours per week for part time students.

Absence

1. Excused absences are at the discretion of the college director, and include illness, death, or birth in the immediate family or for any other valid reason. Students are responsible for advising the school of any absences by telephone or in writing. All absences, either excused or un-excused are recorded. All other absences that are unauthorized could result in interruption in the student's course
2. Students will be allowed nine (9) days of excused absences within his/her 1500-hour course work. After which there will be a charge of \$36.00 per day for all unexcused absence.

Leave of Absence

West Coast Barber College will review short-term leave on an individual basis. The State Board of Barber Examiners grants extensions in extreme hardship cases. Without an extension from State Board, students will not be able to make up for lost hours. Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. The Institution may allow a student under such circumstances to take a leave of absence from the course. This can be done with a written request from the student, and must be approved by the College. Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

Tardiness

If a student is more than ten minutes late, a valid excuse will be required. Three unauthorized tardiness could result in student's interruption and loss of time as an unexcused absence.

Class-Cut

Each class-cut will be considered as one unexcused absence, and will result in student's interruption and loss of time as in unexcused absence.

Make-up Work

An examination will be given after completion of each chapter or module of technical studies. A student who misses or fails an examination will be given the opportunity to make up the examination. The make-up examination will be offered following the next testing schedule. Students will be graded each four-week period on their practical achievements or laboratory progress. A student who fails to achieve a passing score on the practical portion of the instruction will be given the opportunity to improve their score or grade by performing additional assigned practical drills. A passing score must be maintained in attendance and conduct. Students are allowed to make up test and quizzes to achieve a higher grade.

Interruption for Unsatisfactory Attendance

Three unexcused absence will result in academic probation for the amount of one month. Any unsatisfactory attendance during this probation period will result in an interruption of training. Students enrolled in the 1500 hour Basic Barbering Course are allowed 9 days of absence. West Coast Barber College will suspend students for unsatisfactory attendance, conduct and non-payment of tuition. Unexcused tardiness is also a cause for academic probation.

Conduct

West Coast Barber College requires that all students conduct themselves in a courteous manner at all times. Students are expected to conduct themselves in a manner compatible with the functions of the College as an

educational institution and respect and obey all civil and criminal laws. Students are expected to conduct themselves in a responsible manner that reflects credit on themselves and the school in terms of honor, morality, and good citizenship, and abide by the school rules and regulations. Refusal to conduct themselves in an orderly and considerate manner, complying with all rules and regulations of the College, will be sufficient cause for interruption of training for the disruptive student. Said student shall be warned regarding their behavior. If the student is continuously disruptive or does not comply with the rules and regulations of the College or the instructions provided by the instructor, the student will be placed on probation for one month. During this probation period any unsatisfactory conduct will result in student's dismissal from course.

Statement of Non-Discrimination

West Coast Barber College does not discriminate on the basis of race, color, religion, sex, age, financial status, and handicap, in its admissions, instruction, or graduation policies.

Interruption of Training

Student's interruption of training includes any hours stopped because of conduct referenced in which the student interrupts their course of training. This can be made up by the student at the discretion of the school director upon the showing of a good faith effort by the student to comply with the school rules and regulations.

College Rules and Regulations

All students will receive a copy of West Coast Barber College Rules and Regulations, at the time of enrollment. Students must read and sign the Rules and Regulations before enrolling in the course. Students may be suspended or terminated if academic progress, behavior, absence, dress, etc. does not correspond to the institutions rules, regulations, and requirements.

School Uniforms

The dress code for West Coast Barber College requires that all students wear pants and closed toe shoes to school at all times.

Reason for Probation, Suspension and Dismissal

The institution may suspend, or dismiss, any students for unsatisfactory attendance, conduct and non-payment of tuition. Furthermore, following the procedures consistent with due process, a student may be placed on probation, suspension, or dismissed for any of the following.

1. Theft or non-accidental damage to college property.
2. Forgery, alteration or misuse of records or documents
3. Cheating, plagiarism or any other academic dishonesty
4. Physical or verbal abuse of others or any threat of force
5. The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored event
6. Unauthorized entry into, unauthorized use of, and misuse of college property
7. Disorderly, lewd, indecent, obscene or offensive conduct on school campus
8. Possession or use of explosives or weapons
9. Failure to comply with directions of college officials acting in performance of their duties
10. Obstruction or disruption of the educational process

Academic Policies and Regulations

Adult students and parents of minor students have the right to inspect, review, and challenge information contained in their educational records. Educational records are defined as files, materials, and documents

which contain information related to the student. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files. Student records are retained by the institution for a period of five (5) years from the date the student graduates, withdraws or fails to return from a leave of absence. Those students fail to return will be considered dismissed as of the last class day of attendance prior to the start of the leave.

Calendar

The Barber College operates on a 12-month-per-year schedule, with an open enrollment and an open completion date. Classes are conducted Tuesday through Saturday of each week. Classes start from 8:30 am to 5:00 pm Tuesday – Friday and 8:00 am – 4:30 pm on Saturday. Part time classes start from 8:30 am to 12:30 pm Tuesday – Friday and 8:00 am – 12:00 pm on Saturday. New classes are normally started on Tuesday of each week.

College Holidays

Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Years Day. A special holiday may be declared for emergency or special reason. Holy Days of all religious beliefs are respected and allowed

Placement Assistance

Job placement assistance is available to students; however, the college does not guarantee job placement and makes no guarantees as to wages or level of income. The College does attempt to locate employment for graduates who request assistance. This service is extended to all graduated from the Barber College. Instructors teach interviewing techniques and assist graduates in locating employment. West Coast Barber College will reach out to the barbering community, and provide a list of current barber positions and placement assistance in the form of referrals to potential employers. The resources utilized will consist of help wanted ads, the internet, and the administration's contacts in the community

Student Services

Available student services at West Coast Barber College include academic counseling. Faculty members provide academic counseling for students and the institution encourages students to seek help. Instructors at West Coast Barber College provide added one-on-one tutorial assistance to students who need extra help in practical or technical work. The institution has no responsibility to find or assist a student in finding housing. The school makes no representations or guarantees relating to the student service; however, the school is willing to offer assistance and guidance when possible.

Housing

West Coast Barber College does not offer any type of housing or any type of housing assistance (i.e. housing referral, location assistance or financial housing assistance) and does not have any type of dormitory facilities under its control. Housing located reasonably near the institution's facilities are available in one to two bedrooms apartment units. Monthly rent for a one-bedroom unit is approximately \$950 a month (www.apartments.com).

Visa Services

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

Controlled Substance Policy

All students are informed that the unlawful manufacture, distribution, possession, or use of a controlled substance or alcohol within the premises of the institution is strictly prohibited. Students violating this rule will be subject to immediate termination of college course.

Drug Free Awareness Programs

McDonald Center Scripps Hospital
9888 Genesee Avenue
La Jolla, CA 92037
Phone: (619) 458-4300

Drug Information Hotlines

National Institution on Drug Abuse
(800) 622-HELP
National Clearing House for Drug Information
(800) 729-6686

Grading System

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on their practical and theoretical work. Students must maintain a "C" average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized in this college.

90%---100%-----A-----Excellent
80%---89%-----B-----Good
70%---79%-----C-----Fair
60%---69%-----D-----Poor
59% or Below-----F-----Failing

The college uses a computer-reporting sheet that records student's progress on a daily, weekly and monthly basis. The instructor will give a monthly test on theory along with quizzes every other week. The letter "F" indicates a failing score. The student receiving a "F" is placed on probation and must improve within a specified time or be dismissed from attending school.

Conditions for Re-Entrance

Re-Enrollment will be approved only after evidence is shown to the director's satisfaction that conditions, which caused the interruption, have been resolved and the student can maintain satisfactory attendance. Students may be terminated if they do not show progress within a reasonable time. The California Barber Law states that students must have completed 1500 hours of training in the Basic Barbering Course.

Satisfactory Academic Progress (SAP)

West Coast Barber College expects all students to maintain a Satisfactory Academic Progress. In order to establish and maintain this in this institution, the students must:

1. Maintain a cumulative academic average of 70% (C) or better on all practical and theoretical work required by the course.
2. Maintain an average attendance level of at least twenty-seven (27) hours per week, out of a typical 160 hours per month or at least thirteen (13) hours per week, out of a typical 80 hours per month for part time classes. Regardless of the average level of attendance, students who have more than three consecutive weeks of absence will be dropped from the course of study. This standard applies to all students except those approved for a Leave of Absence.

3. The course must be completed within one and one half (1.5) times the length of the course. For example, if the student has contracted to complete the course within forty (40) weeks, he or she must complete the course within sixty (60) weeks.

Evaluation Period

Student compliance with the Satisfactory Academic Progress is divided into evaluation periods and is assessed at each of the following times:

25%- Course Scheduled Completion 50%- Course Scheduled Completion

75%- Course Scheduled Completion 100%- Course Scheduled Completion

The percentage of the course, scheduled to be completed, is defined according to the terms of the enrollment agreement. For example, a student enrolled in a thirty-eight (38) week course would be evaluated for SAP after the 9th, 28th, and 38th week, in which these dates would correspond to the point at which the student was scheduled to have completed 375, 750, 1125, and 1500 clock hours.

Appeal Procedures

Students who wish to appeal the decision that they are not making Satisfactory Academic Progress must submit a written request to the institutions administrator to describe any certain circumstances related to their academic standing. The administrator shall evaluate the appeal within a reasonable time frame and notify the student of their decision. The decision of the committee will be final. A student that prevails upon the appeal process, re-entering the program after an interruption of training, or having re-established satisfactory progress and is determined to complete the course will be reinstated as a student.

Academic Probation

Students who fail to meet the SAP standards during a given evaluation period will be placed on academic probation for one additional evaluation period. Probationary students who fail to meet SAP by the conclusion of the probation period will be considered not to be making Satisfactory Academic Progress.

Record Keeping

Student practical and technical hours are recorded daily on individual operation sheets and are posted to the computer on a weekly basis. These sheets are reviewed and signed by and instructor. Attendance hours from the time clock are downloaded to the computer daily. Cumulative attendance hours are computed weekly and posted at the front desk. Student progress reports are distributed monthly and if specifically requested, may be issued on a more frequent basis.

Record Retention

Records such as financial records, academic records, and enrollment records will all be stored for each student for up to five years after the students graduation, withdraw, or termination.

Basic Barbering Course Description

The study for students enrolled in the basic barbers course consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barber. 1100 Hours of Technical Instruction and Practical Training in Hair Dressing, 200 Hours of Technical Instruction and Practical Training in Shaving, and 200 Hours of Technical Instruction in Health and Safety will cover all practices constituting the barber vocation.. This course prepares students for the State Licensing Examination. After completion of the exam the individual is now licensed for profitable employment as a barber, barber shop owner, or manager. This course is currently only offered on a full-time day basis.

School Hours of Operation

West Coast Barber College is open Tuesday through Friday from 8:30 am to 5:00 pm and Saturday from 8:00 am to 4:30 pm. For students scheduled for full time classes, lunch break is from 12:30 am to 1:00 pm for a period of 30 minutes. There are two (2) fifteen minute breaks, one before lunch and one after lunch. Students scheduled for part time classes are allowed one 15 minute break.

Starting Dates

Open enrollment allows students to enroll anytime openings exist. Students are admitted on a rolling basis; therefore once a student graduates from the college another student will be enrolled.

Training Schedule

West Coast Barber College requires approximately one hour of technical theory class conducted at the school classroom. The remainder of the school day consists of clinical floor practice, and/or technical class as assigned by the instructor.

Licensing Requirements

The California State Board of Barbering and Cosmetology will grant a registered Barber License, only if the student has successfully completed and graduated from the Basic Barbering Course and pass the state exam.

Basic Barbering Method of Instruction and Graduation Requirements

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

(1) 1100 Hours of Technical Instruction and Practical Training in Hair Dressing

The required subjects of instruction in Hair Dressing shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Hairstyling (65 hours of Technical Instruction and 240 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, 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.

Permanent Waving and Chemical Straightening (40 hours of Technical Instruction and 105 Practical Operations):

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (60 hours of Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, 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.

Hair Cutting (20 hour of Technical Instruction and 80 Practical Operations):

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

(2) 200 Hours of Technical Instruction and Practical Training in Shaving

The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction and practical operations for each subject-matter as follows:

Preparation and Performance (100 hours of Technical Instruction and 40 Practical Operations)

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.

(3) 200 Hours of Technical Instruction in Health and Safety

The required subjects of instruction in Health and Safety shall be completed with the minimum hours of technical instruction for each subject-matter as follows:

Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Health and Safety Considerations (45 hours of Technical Instruction)

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.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to 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.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

(c) The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Financial Assistance Policy

West Coast Barber College does not provide direct financial assistance. Students are responsible for obtaining loans, grants or sponsors for tuition. There are public and private agencies that may provide tuition assistance in the form of grants or loans.

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

Tuition and Fees

Course	Tuition	Tools/Equipment	Registration	Total
Basic Barbering	\$8,000.00	\$670.00	\$75.00	\$8,745.00

Extra Instruction Charges

Students are expected to complete their training within the time specified in the enrollment agreement. If a student requires additional training beyond the scope of the course and or beyond the maximum time frame as described in the catalog, the following hourly charges may accrue: **\$5.25 per hour**

Student Tuition Recovery Fund

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, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 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 noncollection 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.

Note: West Coast Barber College reserves the right to change the conditions, terms, fees, and course offerings printed in this catalog. Therefore, prospective applicants should not consider this catalog to be a contract.

Refund of Tuition Calculation Chart

Course	Tuition	10%	25%	50%	60%	75%
Basic Barbering	\$5000	\$4500	\$3750	\$2500	\$2000	\$1250

Refund Rights

1. You have the right to cancel this agreement for educational service until midnight of the seventh day after the first class you attended. If canceled after the 7th day period all monies shall be refunded on a pro-rata basis, less a registration fee. If you cancel this Agreement, the School will refund any money that you paid within 30 days after your notice of cancellation is received. If the School has given you any equipment, you shall return it to the School within 30 days following the date of your notice of cancellation. If you fail to return the equipment in good condition within 30 day, the School may retain that portion of payment and deduct the cost from any refund that may be due to you. Once you paid for the equipment, it is yours to keep without further obligations. Barber and Cosmetology equipment once used is not returnable.
2. You have the right to withdraw from the School at any time. If you withdraw from the course of instruction after the cancellation period, the School will remit a refund less a registration fee. You are obligated to pay only for educational services rendered and unreturned equipment. If you fail to return the equipment in good condition within 30 days, the School may retain the cost of the equipment.
3. For the purpose of determining the amount that you owe, you shall be deemed to have withdrawn from the course when any of the following occurs:
 - a) You notify the School about your withdraw, or the actual date of withdraw, with a written notice.
 - b) The School terminates your enrollment.
 - c) If you fail to attend class for a three-week period.
 - d) You fail to return from a leave of absence.
4. If any portion was paid from loan proceeds the refund will be sent to the lender or agency that guaranteed the loan.

5. If the course is cancelled subsequent to a student's enrollment, the School shall as its option provide a refund of all monies paid or provide completion of course.
6. The refund shall be the amount you paid for instruction multiplied by the fraction, (numerator) of which is the number of hours of instruction which you have not received but for which you have paid, the denominator of which is the total number of hours of instruction for which you have paid. If you obtain equipment, and return it unused and in good condition within 30 days following the date of your withdraw, the School shall refund the amount paid. If you fail to return unused equipment in good condition, the School may retain lesser amount of a pro-rata portion as described below.

Hypothetical Example

A student who completes 25% of a course with educational cost of \$1,075 will receive a prorated refund of educational cost, less registration fee; as follows. ($\$1,075 - \$75 = \$1,000 \times .75$ (or $3/4^{\text{th}}$) = \$750)

Student Complaint Procedures

A student who feels that he or she has a valid complaint relating to the school should feel free to file his or her complaint. The procedures for filing a complaint are as follows:

1. A student who has a complaint may inform an instructor of the complaint verbally or in writing. The complaint must be fully and clearly explained to the instructor. The instructor should make a record of all official student complaints.
2. The instructor shall attempt to resolve the complaint. Should the instructor not be able to resolve the complaint, the student may file the complaint in writing with the school director. All complaints submitted to the director must be in writing.
3. If the director of the institution is unable to resolve the complaint of the student, the student may submit the complaint to:

Bureau for Private Postsecondary Education:

Mailing Address:

P.O. Box 980818
West Sacramento, CA 95798-0818

Phone Number:

(888) 370-7589

Notice of Student Rights

1. You may cancel your contract for school, without any penalty or obligations on or before the seventh business day following your first class session as described in the Notice of Cancellation form that will be given to you at the first class you attend.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a sample copy.

2. After the end of the cancellation period, you also have the right to stop school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

3. If the school closes before you graduate, you may be entitled to a refund. Contact the Bureau for Private Postsecondary Education at the address and telephone number printed below for information.

4. If you have any complaints, questions, or problems that you cannot work out with the school, write or call the Bureau for Private Postsecondary Education:

Mailing Address:

P.O. Box 980818
West Sacramento, CA 95798-0818

Phone Number:

(888) 370-7589

Notice of Cancellation

You may cancel your contract for school, without any penalty or obligations on the seventh business day following your first class session. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the school's receipt of your cancellation notice. But, if the school gave you any equipment, you must return the equipment within 30 days of the date you signed a cancellation notice. If you do not return the equipment within this 30-day period, the school may keep an amount out of what you paid that equals the cost of the equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail, fax or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to the school: West Coast Barber College 3753 Mission Ave. Suite 108, Oceanside, CA 92058 Phone: 760-529-0898 Fax: 760-753-3375

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at West Coast Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in West Coast Barber College is also at the complete discretion of the institution to which you may seek to transfer. If the credits or 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 West Coast Barber College to determine if your credits or diploma will transfer.

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you cancel after the cancellation period stated above, any refund due to you or liability for tuition you may owe is determined by the refund policy in the school catalog and on your enrollment agreement.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the Bureau for Private Postsecondary Education:

Mailing Address:

P.O. Box 980818
West Sacramento, CA 95798-0818

Phone Number:

(888) 370-7589

Barber Crossover Course

The course of study for students enrolled in the Barber Crossover course will consist of four hundred (400) clock hours of technical instruction and practical operations to provide barber training not a part of the required training or practice of a cosmetologist. This course prepares students for the State Licensing

Examination. After completion of the exam the individual is now licensed for profitable employment as a barber, barber shop owner, or manager.

Equipment and Materials

The equipment being used in this course of study shall include all the implements used in the barber occupation. Each crossover student will receive a shaving kit, *Milady's Standard Professional Barbering* textbook, and *Milady's Standard Professional Barbering* exam review book as part of the program's course of study during the student's registration. All crossover students are required to bring all of the following tools and implements that will be used throughout the course, which shall include but is not limited to: Clippers, Outliners, neck duster, water bottle, clipper oil, shears, all purpose combs, rat tailed comb, tapered comb, curling iron, blow dryer, hair cape, barber jacket, color mug, color brush, clipper spray, rubber gloves, and a mirror.

Attendance

West Coast Barber College Crossover course operates on a four (4) hour day, five (5) days week, for a total of 20 hours per week.

The Barber College operates on a 12-month-per-year schedule, with an open enrollment and an open completion date. Crossover classes are conducted Tuesday through Saturday of each week. Classes start from 8:30 am to 12:30 pm Tuesday – Friday and 8:00 am – 12:00 pm on Saturday. New classes are normally started on Tuesday of each week.

Barber Crossover Course Method of Instruction and Graduation Requirements

Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operations shall mean the actual performance by the student of a complete service on another person or on a mannequin. Practical training shall mean the time it takes to perform a practical operation. Technical instruction and practical training shall include the following hours:

Hairstyling (65 hours of Technical Instruction and 100 Practical Operations):

The subject of Hairstyling shall include, but is not limited to, 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.

Permanent Waving and Chemical Straightening (50 hours of Technical Instruction and 50 Practical Operations)

The subject of Permanent Waving and Chemical Straightening shall Include, but is not limited to, the following techniques and procedures: Hair analysis, acid and alkaline permanent waving, chemical straightening including the use of sodium hydroxide and other base solutions.

Hair Coloring and Bleaching (50 hours of Technical Instruction and 50 Practical Operations):

The subject of Hair Coloring and Bleaching shall include, but is not limited to, 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.

Hair Cutting (35 hour of Technical Instruction and 40 Practical Operations)

The subject of Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

Shaving (100 hours Technical Instruction and 40 Practical Operations)

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.

Health and Safety (45 hours of Technical Instruction)

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.

Laws and Regulations (20 hours of Technical Instruction)

The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Disinfection and Sanitation (20 hours of Technical Instruction)

The subject of Disinfection and Sanitation shall include, but is not limited to 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.

Anatomy and Physiology (15 hours of Technical Instruction)

The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.

The Board recommends that schools provide training in the area of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Tuition and Fees

Course	Tuition	Tools/Equipment	Registration	Total
Barber Crossover Course	\$3,300.00	\$200.00	\$75.00	\$3,575.00