

# *Cutting Edge Barber Academy*

425 Maze Blvd  
Modesto, CA 95351  
Tel: (209)-715-1045

**Rev 1/2019**

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## CATALOG DISCLOSURE

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It is the policy of the institution to always provide a copy of the latest catalog, either in writing or on the academy’s website to all prospective students. The catalog is updated at least once a year and/or whenever changes to policies are made. Prior to signing an enrollment agreement, you will be given this catalog and a school performance fact sheet. You are encouraged to review prior to signing any agreement with the institution. These documents contain important policies and performance data for this institution. This institution is required to have you sign and date the information included in the school performance fact sheet. The school performance fact sheet includes completion rates, placement rates, license examination passing rates, and salaries and wages.

## MISSION

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The mission of the Cutting Edge Barber Academy is to train students to become skillful and successful barbers. To that end, we will provide students a barbering program that leads to state licensure. The instruction is intended for students who wish to become barbers. Graduates are expected to pass the state licensure examination and enter the workforce as a licensed barber in the State of California.

Cutting Edge Barber Academy is dedicated to assisting students in acquiring skills to meet their targeted profession. Students learn how to evaluate, analyze, and synthesize information to develop critical thinking and problem solving skills in a career environment. It is our goal to fulfill the educational expectations of students, faculty, also the state to provide the community with professionals capable of meeting the challenges in their chosen field.

## Objectives

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- To encourage and foster the value of lifelong learning in our students
- To provide students with the most up-to-date and comprehensive information available in the field of Barbering
- To utilize evaluation tools and materials which require the students to effectively demonstrate the integration of the concepts and skills they have learned
- To maintain an instructive environment that respects and welcomes a diversity of individual backgrounds, abilities, interests and opinions
- To teach students proper techniques as well as business ethics

## Non-Discrimination Policy

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Cutting Edge Barber Academy is non-sectarian and does not discriminate in regard, to ethnicity, creed, age, sex, sexual orientation disability or marital status. This policy applies to hiring of all positions and admission of all students into programs. Students with special needs such as physical or mental handicaps or learning disabilities are considered for admission provided they meet the entrance requirements. The Chief Academic Officer is responsible for accepting students and determining whether applicants, including those with special needs, can benefit from the training.

## Disclosure Statements

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- Cutting Edge Barber Academy is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution must operate in compliance with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations
- Cutting Edge Barber Academy is not accredited.
- Cutting Edge Barber Academy does not offer distance education and does not plan to offer distance education.

- 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](http://www.bppe.ca.gov)).
  - Cutting Edge Barber Academy does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
  - Cutting Edge Barber Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.
  - Cutting Edge Barber Academy does not have an articulation agreement or transfer agreement with any other college or university at the present time.
  - If student obtains a loan to pay for an educational program, the student will have the responsibility of 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.
  - The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
  - Cutting Edge Barber Academy is not approved to participate in State or Federal Student Aid programs at this time.
  - Cutting Edge Barber Academy does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
  - Cutting Edge Barber Academy does not provide housing assistance services to the students.
  - There are available housing options located reasonably near the institution's facilities.
  - The average cost for a room or apartment rental varying from between \$550 for a room per month to \$1,250 per month for a 2 bedroom apartment.
  - Students will find rental information on Craigslist at <http://inlandempire.craigslist.org/apa/>
  - Cutting Edge Barber Academy has no responsibility to find or assist a student to find housing.
  - 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 P.O. Box 980818, West Sacramento, CA 95798. [www.bppe.ca.gov](http://www.bppe.ca.gov) Phone: (916) 431-6959 Fax: (916) 263-1897.
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## FACILITIES

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All class sessions are held at the main Cutting Edge Barber Academy campus which occupies 3,200 square feet and is located at 425 Maze Blvd, Modesto CA 95351. The facility is divided into a reception area, offices, dispensary, theory classrooms, practical classrooms, clinic floor, student lounge, library, and restrooms for male and female students. Dressers, shampoo bowls, sterilizers, dryers, portable dryers, mannequins, and other equipment are furnished for the benefit of students. The school assumes no responsibility or liability for lost or stolen personal items.

Classrooms are equipped with TV/DVD, visual aids and/or other instructional resources; which are for the use of students. Practical supplies consist of all equipment necessary to complete their chosen course of study are purchased by the students before they start class. Students are responsible for the maintenance and safety of their equipment and supplies.

Students will be held responsible for replacing any lost, stolen, or damaged items. Students receive instruction on school owned equipment, hardware and software.

The facility and equipment used fully comply with all federal, state and local ordinances and regulations. This includes requirements for fire safety, building safety, handicapped access and health.

## Learning Resources

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Cutting Edge Barber Academy has established a resource center sufficient to support the instructional needs of students consisting of textbooks and periodicals providing relevant information. The academy subscribes to the several periodicals that expose students and faculty to the very latest in the barbering industry.

In addition, Cutting Edge Barber Academy offers a wide variety of resource material related to general education including books on cultural diversity, communication, marketing, organizational behavior, cultural diversity and public health and safety. The resource center provides students with access to current publications and a quiet workspace.

Students may sign out books as long as they are maintaining a 75% attendance rate. Students are responsible for their own materials such as pens, pencils, notebooks, flash cards, etc. Health and Safety book, 2 mannequins.

## ADMISSIONS POLICIES

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### Procedures for Admissions

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Potential applicants should contact Cutting Edge Barber Academy by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

### General Admissions Criteria

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Applicants may be admitted provided that they are beyond the required age (17 years of age) of school attendance or is a high school graduate, or has a high school equivalency certificate (GED). Applicants who are under the required age of school attendance may be admitted provided they are high school graduates or the equivalent (California State Board requires the examinee to be at least the age of 17 to take the licensure exam). If the student is under the age of 18 then a parent, legal guardian or spouse of legal age is required to cosign the enrollment agreement.

- Cutting Edge Barber Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.
- Cutting Edge Barber Academy has no articulation agreement in place with other schools or colleges.
- Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- All students without a High School diploma or equivalent who demonstrate that they have the "ability to benefit" from the program through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counselor.

### Admission Standards

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For admission a potential student must complete all of the following:

- Submit an original high school diploma or GED. All non-English diplomas or GEDs must be translated into English and be officially certified.
- Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at Cutting Edge Barber Academy. All Non-English transcripts must be translated into English and be officially certified.
- Complete and submit a Cutting Edge Barber Academy application form.

- Complete, sign, and submit a Cutting Edge Barber Academy enrollment form.
- Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- Pay a registration fee of \$100.00.
- Attend a new student orientation.

### Wonderlic Test Score

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Prospective applicants without proof of a high school diploma or equivalent certificate (GED) must successfully complete an independently administered Wonderlic Basic Skills Test (WBST) with minimum passing scores of 200 on Verbal and 210 Quantitative.

### English Language Requirement:

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Cutting Edge Barber Academy does not provide English language services. All instruction is conducted in English only. It is required that all applicants demonstrate English-language proficiency during their interview with admission personnel. Candidates will be judged on their ability to speak English proficiency.

Though it should be obvious whether a student has sufficient comprehension of the English language, in certain circumstances where there may be sufficient doubt, the school will reserve the right to require an applicant to take a TOEFL exam. In such instances, the applicant will be required to present documentation of a score no less than that recommended by the test publisher to represent a good command of the English language. A minimum score of no less than 550 will be accepted.

### NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.

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The transferability of credits you earn at Cutting Edge Barber Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Barbering 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 meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cutting Edge Barber Academy to determine if your certificate will transfer.



## ACADEMIC POLICIES

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Cutting Edge Barber Academy attendance policy approximates the expectations found in a work situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the workplace. At the time the student moves from education and training into a career, employers will be very interested in dependability and punctuality. No matter how skilled the person, an employee is only valuable when present on the job.

### Attendance/Probation/Dismissal

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The faculty and staff of Cutting Edge Barber Academy consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured. Satisfactory Academic Progress requires a student to maintain a minimum of 67% attendance. Students who are excessively absent (33% or more of classroom hours) will be placed on probation. If the student's attendance does not improve after two consecutive evaluations, the student will be dropped from the program. Any student absent for fourteen consecutive calendar days without a written and approved leave of absence will be terminated from their program. Students will not be readmitted without approval of the primary instructor and Chief Academic Officer. If taken more than fourteen consecutive days off your school course will be charged \$100.00 to be able to return to class. If a student is absent for a test he/she will be given an opportunity to retest at the earliest convenience of the instructor. Makeup classes may be required at the discretion of the instructor and with approval of the Chief Academic Officer. A student is considered tardy when arriving 6 minutes or more after the start of class, or leaving 6 minutes or more before the end of class. Tardy students may or may not be allowed into Technical Instruction at the discretion of the School Director. Tardiness and early departures are included in the student's attendance record of absences.

- One tardy or early departure equals 15 minutes increments towards your absent hours
  - Exp: Scheduled time is 9AM. and a student clocks in at 9:36A.M. the clock in time is rounded up to 9:45AM. which results in a loss of 45 mins for that hour

### Letter Grade and Grade Point System

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Cutting Edge Barber Academy grades on a 4.0 scale system. Following is the letter grade/numerical equivalents of the institution's system.

Letter Grade	Percentage	Indicator
A	90-100 %	Excellent
B	80-89 %	Good
C	75-79 %	Satisfactory
D	60-74 %	Unsatisfactory

F	Below 59 %	Failing
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Students need to retake tests scored below 75%. 75% is the minimum requirement in theory and practical training. Students must maintain a “C” average for successful progression and graduation.

Satisfactory Academic Progress requires a student to maintain a minimum “C” average in theory and practical training. Students with less than 75% average in theory and practical training will be placed on probation. If the student’s academics (theory and practical) do not improve after two consecutive evaluations, the student will be dropped from the program. Students will not be readmitted without approval of the primary instructor and Chief Academic Officer.

### Course Retake Policy

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The course retake policy is offered to students who have unsuccessfully completed a course and received a failing grade (F), subject to additional tuition and fees.

### Leave Of Absence

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Students are entitled to take a leave of absence, not to exceed 180 days during any calendar year. The duration of the leave of absence is minimum 14 consecutive days and may not exceed 180 consecutive days during any calendar year. A student may request a LOA by notifying the school in person. Requests for a leave must be submitted in writing to the Chief Academic Officer and must include an anticipated return date and be signed by the student. Failure to return to the academy as scheduled without prior written notification and approval from the Chief Academic Officer will result in immediate dismissal. The Chief Academic Officer may grant leaves of absence for circumstances of poor health, family crisis, or other significant occurrences outside the control of the student. It must be demonstrated by the student that the circumstances had or will have an adverse impact on the student's satisfactory progress in the academic program. No waivers will be provided for graduation requirements.

### Attendance Probation

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Students are required to have an overall attendance rate of 67% or more to meet the minimum attendance requirements of the program. A student who has consecutively missed more than 33% of the scheduled class hours in any given level or module will be put on probation until the next evaluation point. A satisfactory academic performance (SAP) will be reviewed and signed by both the student and the instructor. If the student’s attendance does not improve after two consecutive evaluations, the student will be dropped from the program.

### Make-Up Work

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Students can make-up missed class hours at the discretion of the school Director. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an

Academy instructor is present. All assignments, tests and homework may be made up at the discretion of the instructor. Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as “O” (zero) when calculating the academic progress grade point average.

### Automatic Withdrawal

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A student will automatically be withdrawn from the program for the following reasons:

- Failure to attend Academy for fourteen consecutive days.
- Failure to return from an approved leave of absence on the scheduled return date
- Failure to maintain satisfactory progress for three consecutive modules.
- Failure to fulfill financial agreements
- Failing any course in the program twice (at specific evaluation points) during the one enrollment period

## STUDENT SERVICES

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Cutting Edge Barber Academy offers student services that enhance the student's learning experience as well as assists students to prepare for employment. Students are provided with the following services:

### Counseling

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Students are advised on both personal and academic issues and are encouraged to discuss their scholastic and vocational goals. The faculty and the Chief Academic Officer have a sincere interest in the personal welfare of each student and therefore an open-door policy is employed.

### Placement Services

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The Student Services and Placement Director serves as a liaison between the graduates and the industry. Placement assistance is available to all graduates of the institution. The Student Services and Placement Director maintains a job bank listing. They monitor and check with the local California State Employment Development Department, network with barber shop owners through local professional organizations in an effort to keep informed of available positions. These positions will be posted for student review on the job bulletin board.

However, no employment information or placement assistance provided by the school should be considered either expressly or implied as a guarantee or promise of employment. Cutting Edge Barber Academy does not guarantee employment to any student upon graduation.

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding

location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

Throughout their program, students receive instruction on resume preparation, market research techniques and interviewing skills. While in training, students are constantly advised regarding opportunities for job interviews, how to prepare and appear at job interviews, and how to conduct themselves during job interviews.

## GENERAL SCHOOL POLICIES

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### Dress Code

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Business casual dress is recommended at all times. The dress code was established in order to enable our students to become comfortable with the type of apparel expected by the majority of employers who hire our graduates. This policy is part of Cutting Edge Barber Academy expectations for graduation. Should one not have the proper attire to professionally interview, it is recommended that one begin obtaining a suitable wardrobe during the early days of training.

Students should discuss with their instructor and/or the Student Services and Placement Director, the typical type of clothing one should wear to an interview as well as on the job. Dressing the part of a successful professional raises our self-esteem and confidence. Furthermore, employers will occasionally visit the campus, sometimes unannounced; therefore all students will want to look their best. Good personal hygiene is required, and hair must be clean and well groomed.

#### BUSINESS CASUAL ATTIRE RECOMMENDED FOR WOMEN

- Cutting Edge T-Shirt or sweater
- Black shirts or sweaters
- Black or jean bottoms
- Black dresses or skirts (must be at least 3 inches above knee or longer)
- Limited jewelry
- Athletic Shoes (clean/good condition)
- Hair must be professional in style and clean

#### RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR MEN

- Cutting Edge T-Shirt or sweater
- Black shirts or sweater
- Black or jean bottoms
- Limited jewelry
- Athletic shoes (clean/good condition)
- Hair must be professional in style and clean

Students who are out of dress code or unprofessionally dressed may be sent home and counted absent for the day with a corresponding reduction in their required attendance hours. Black Cutting Edge T-shirts are available for purchase for \$15.00. As recommended by the local enforcement division, Cutting Edge Barber Academy will not allow any attire which is known as gang colors or gang related clothing.

## General Conduct

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Students are expected to comply with academy policy regarding curriculum, testing, absences, tardiness and makeup while displaying courtesy and consideration towards instructors, staff and other students. Cutting Edge Barber Academy defines improper conduct as the following: discourteous towards instructors, staff, and other students; fighting on campus; destruction, abuse or theft of property; the use or sale of alcohol or illegal drugs on campus; sexual misconduct; and disregard for academy policy. Improper conduct is cause for suspension or expulsion.

The academy reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc. Students will be duly notified. All course schedules are subject to change in terms of start and completion date. Students will be notified and offered the opportunity to consent as provided by law. In cases where such change would cause undue hardship, a refund will be offered. The maximum postponement of a class start date is 90 days. The Academy reserves the right to withdraw a scheduled course if the registration is insufficient to warrant holding the class. All monies paid will be refunded.

Cellular phones, beepers/pagers, headset, personal radios, CD players and iPods will not be allowed during class or at any time while the student is working on theory. This could interfere with the learning process and safety of the student and/or others. Anyone in violation, the item may be kept by a school official until class is over or the student will be asked to leave the class. The school is not responsible for any lost, stolen or damage of any student's property.

- Children are never allowed in the classrooms. This policy is for their safety.
- Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.
- The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.
- Students are not to use any of the office equipment, this is reserved for personnel.

An important part of the training at Cutting Edge Barber Academy includes the development of professional attitudes and behaviors. Prospective employers seek employees who will be positive additions to their companies. Therefore, Cutting Edge Barber Academy has created a professional "work-like" environment in which students can grow and develop according to their professional expectations.

Students are expected to conduct themselves in a businesslike manner. Normal standards of business casual attire apply to all students and unconventional clothing cannot be permitted at school. Students who are dressed inappropriately may be subject to disciplinary action.

The effectiveness of any training program is dependent upon the full cooperation between students and academy staff. Consequently, all students will be expected to extend their best efforts to work harmoniously and conscientiously with instructors and administrators to further their training program. Students must adhere to high standards of academics, attendance, and conduct.

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers. Cutting Edge Barber Academy's students are encouraged

to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment.

Students are asked to work in harmony with the institution to be as fully prepared as possible to succeed in the competitive job market. Those whose conduct reflects discredit upon themselves or the school may be subject to dismissal. The administration of the school reserves the right, in the exercise of their judgment, to dismiss a student on any of the following grounds, but not limited to:

### Payment Policy

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Cutting Edge Barber Academy is not approved to participate in the federal or state student financial aid programs at this time. Students assume the responsibility for payment of the tuition costs in full through direct payment. Students may make monthly installment payments throughout the course with a minimum of \$350.00 with no interest charged. Students are expected to make payments on the due date, which mirrors their enrollment date. If a student does not pay their payment in full by the due date, or before their 4 day grace period, the student will incur a \$25.00 late fee for that month. All financial arrangements must be made before the beginning of their course. Cutting Edge Barber Academy accepts payment for tuition, books, equipment and other fees through cash payment and/or personal or third party checks.

### Grounds for Disciplinary Action

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- Unsatisfactory academic performance.
- Unsatisfactory attendance.
- Unprofessional behavior and/or conduct that reflects unfavorably upon the school and/or its students.
- Use of drugs, narcotics, alcohol (or under the influence), gambling, profanity.
- Failure to meet financial requirements.
- Inappropriate clothing or clothing not in dress code
- Failure to abide by the rules and regulations of the academy.
- Failure to pay tuition (or any other charges) when due.
- Breach of school enrollment agreement.
- Cheating.
- Falsifying school records.
- Carrying a concealed or potentially dangerous weapon.
- Disorderly conduct, which interferes with the learning process of any other student, instructor, or the general progress of the class.
- Instigation and/or participation in rebellious activities against the school and/or its student(s).
- Solicitation, which reflects unfavorably upon the school and/or its students.
- Vandalism of school property.
- Any form of gang related activity including but not limited to: flashing of gang signs, wearing of gang colors/attire, etc.
- Fighting (physical or verbal)
- Verbal confrontation with any employee and or student

Disciplinary action may include, but not limited to, a verbal or written warning, probation, suspension, or dismissal. A student dismissed for unsatisfactory or unprofessional behavior or conduct, may request readmittance into their program by following the procedure Student Grievance Procedure as noted here.

## Student Grievance Procedure

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From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor.

For this reason, we urge both students and staff to communicate any problems that arise directly to the individual (s) involved.

If the problem cannot be resolved in this manner, the School Director should be contacted. Normally, the informal procedure of “discussing” differences will resolve the problem.

In addition to complaints previously stated and appeals of an academic nature a student has a right to complain to the institution. If a student wishes to file a written complaint, they may do so.

All written complaints will be resolved within 10 days and will be sent to the student in writing.

If a complaint cannot be resolved after exhausting the institution’s grievance procedure, the student may file a complaint with the Bureau of Private Postsecondary Education. The student may contact the Bureau for further details. Unresolved complaints may be directed to:

Bureau for Private Postsecondary Education,

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

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

Mailing address is:

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

Toll Free Number: 1 (888) 370-7589

Telephone Number: (916) 431-6959 Fax: (916) 263-1897

By E-mail to: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov)

## Liability

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Cutting Edge Barber Academy assumes no responsibility for loss or damage to personal property, or for personal injury, which may occur while on the campus grounds.



# THEORY CLASS SCHEDULE

*(You must arrive on time for theory class. 5 minutes passed start time you MUST attend next scheduled theory)*

*Section CCR 950.12 visit [www.barbercosmo.ca.gov.com](http://www.barbercosmo.ca.gov.com)*

1. 9AM - 10:15AM
  - a. Freshmen Theory
  - b. Morning Senior Theory
2. 10:15AM - 12:00PM
  - . Crossover Theory
  - a. Freshmen Hands On Clinic Floor
3. 10:15AM - 5:00PM
  - . Seniors Clinic Floor/Mannequins
4. 12:30PM - 5:00PM
  - . Freshmen Clinic Floor/Mannequins
5. 3:00PM - 3:15PM **NC**
  - . Educator Pow Wow
6. 3:15PM - 4:15PM
  - . Afternoon/Night Senior Theory
7. 4:15PM - 5:15PM
  - . Night Freshmen Theory
8. 6PM - 7PM
  - . Night Crossover Theory
9. 5PM - 8PM
  - . Night Freshmen Hands On/Clinic Floor/Mannequins
  - Night Seniors Clinic Floor

## Retention of Records

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Cutting Edge Barber Academy will maintain student records for five years. Student transcripts will be maintained **indefinitely**. Students have a right to access their records anytime that the institution is open and during normal business hours.

Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records.

Extensions of this time shall be granted only upon decision of the student. Only the student and the school administration have a right to review student records. No outside personnel will be allowed to view records except for appropriate state regulatory, federal regulatory or accrediting agency officials or upon proper subpoena.

A transcript for course work will be issued upon request by the student. Financial payment documents will be kept for a period of at least 5 years after completion or withdrawal of the student. The institution reserves the right to issue transcripts for training (proof of training) for which the student has paid tuition.

The institution reserves the right to refuse to issue transcripts for training (proof of training) for which the student has not paid.

## Transcripts

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A copy of the academic transcript is available upon request by the student. This service is subject to the Family Educational Rights and Privacy Act of 1974, as amended.

The School reserves the right to withhold an official transcript, if the student's financial obligation to the School is in arrears, or if the student is in arrears on any Federal or State student loan obligation. The School also reserves the right to limit within its discretion the number of official transcripts provided without a processing fee.

The usual processing fee is \$10.00 for the second copy. Diplomas and official transcripts of records are available within fifteen (15) days from the receipt of a written request by the Registrar. Subject to processing fees/charges.

## SCHEDULE OF CHARGES

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Program	Cost Breakdown					
	Registration	Tuition	STRF *	Books	Barber Kit	**Total Cost
	<i>Non-refundable</i>	<i>Refundable</i>	<i>Non-Refundable</i>	<i>Non-Refundable</i>	<i>Non-Refundable</i>	<i>Refundable</i>
<b>Barbering</b>	<b>\$100.00</b>	<b>\$7,000.00</b>	<b>\$0.00</b>	<b>\$15.00</b>	<b>\$500.00</b>	<b>\$ 7,615.00</b>
<b>Crossover</b>	<b>\$100.00</b>	<b>\$4,000.00</b>	<b>\$0.00</b>	<b>\$15.00</b>	<b>\$500.00</b>	<b>\$4,615.00</b>

\*Since January 1st 2015 the STRF fee has temporarily been reduced to \$0.00

\*\*These are the schedule of total charges for a period of attendance and an estimated schedule of total charges for the entire educational program.

\$1,500 deposit is required at the time of registration and is Non-refundable. The \$1,500 deposit does go towards student total cost of tuition.

### Student Tuition Recovery Fund

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*You must pay the state-imposed assessment for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:*

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

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

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

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

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

1. The school closed before the course of instruction was completed.

2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.

3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.

4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.

5. An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act.

However, no claim can be paid to any student without a social security number or taxpayer identification number.

If any portion of your tuition was paid from loan proceeds, the refund will be sent to the lender or agency that guaranteed the loan. Any remaining refund amount will first be used to repay any student financial aid programs from which you received benefits, to the extent of benefits received. Any remaining amount will be paid to you the student.

Effective January 1, 2015, the Student Tuition Recovery Fund (STRF) assessment rate will be zero (\$0) per \$1,000. Therefore, all institutions required to collect STRF assessments must stop collecting STRF assessments from students.

## CANCELLATION AND REFUND POLICY

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### Student's Right to Cancel

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You have 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. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, by fax. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, Cutting Edge Barber Academy will refund any money that you paid, less any deductions for equipment not timely returned in new condition within 30 days after receipt of the notice.

### Procedure to Cancel

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Cancellation occurs when you give written notice of cancellation to the Director of Student Services and Placement at 425 Maze Blvd, Modesto CA 95351 Tel: (209) 715-1045. You can do this by mail, email, in person, by fax. The notice, if mailed is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel.

### Withdrawal from Course

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The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less the registration fee and STRF fee within 30 days following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

*(A) Deduct the registration fee and the STRF fee from the total tuition charge.*

*(B) Divide this figure by the number of days in the course.*

*(C) The quotient is the daily charge for the course.*

*(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days attended by the daily charge for instruction.*

*(E) The refund would be any amount in excess of the figure derived in (D) that was paid by you.*

*(F) The refund amount shall be adjusted for equipment, if applicable.*

*Example: FT 8hr = 188 Days                      PT 5hr =300 days PT 2hr = 750 Days*

*FT 7.5hr = 200 Days                      PT 4hr= 375 days*

## BARBERING PROGRAM

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### 1500 Clock Hour Certificate Program

(Below College Level)

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

	Subjects	Minimum Technical Instructional Hours	Minimum Practical Operations
1.	Hairdressing - Units of Instruction 1100 Hours		
	Hairstyling-hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs and hot curling irons and blower styling	65	240
	Permanent Waving-hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions	40	105
	Hair Coloring and Bleaching-use of semi-permanent, demi-permanent and temporary color, PD and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights and use of dye removers	60	50
	Hair Cutting-use of scissors, razor (shaper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting	20	80
2.	Shaving - Units of Instruction 200 Hours		
	Preparation and performance-preparing hair for shaving, assessing the condition of the clients' skin, performing shaving techniques, applying aftershave antiseptic following facial services, massaging the clients face, rolling cream massages	100	40
3.	Health & Safety - Units of Instruction 200 Hours		
	Law & Regulations-BBC Act and BBC rules and regulations	20	
	Health & Safety Considerations -training in chemicals and health in establishments, material safety data sheets,	45	

	protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis		
	Disinfection & Sanitation-proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	20	
	Anatomy & Physiology-human anatomy, human physiology	15	
4.	Communication Skills & Career Development-Includes professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations.	Taught throughout the program of study	Taught throughout the program of study
5.	Method-Advanced techniques in haircutting, hairstyling, hair coloring, texturizing, facials and guest service	Taught throughout the program of study	Taught throughout the program of study

### Class Schedule

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1500 Clock Hours for 40 Weeks at 40 Clock hours from Tuesday to Saturday for 8 hours a day from 8:30 am – 5:00 pm. Including 2- 15 minute breaks and 1- 30 minute lunch break. A course time hour is 50 minutes of instruction during a 60 minute period. Night class 3-8 with 1, 15 min break.

Morning	8:30 - 10:00	Class
	10:00 - 10:15	Break
	10:15 - 12:00	Class
Afternoon	12:00 - 12:30	Lunch Break
	12:30 - 1:00	Lunch Break (2 <sup>nd</sup> class)
	1:00 - 3:00	Class
	3:00 - 3:15	Break
	3:15 - 5:00	Class
<b>Night Class</b>	3:00 - 5:15	Class
	5:15 - 5:30	Break
	5:30 - 8:00	Class

## Staff

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Carlos Maldonado  
Demetra D Sanchez  
Gurpinder Sanghera  
Gurpinder Sanghera

Chief Executive Officer  
Chief Academic Officer  
Chief Operating Officer  
Director of Student Services and Placement

## Faculty

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All faculty members have a minimum of three years of experience in their field of instruction. All attend continuing education programs in teaching methodology and professional development.

Carlos Maldonado  
*Graduated from Stockton Barber College, CA in 2011 and has 4 years of teaching experience.*

Barber License Number B89229

Demetra Sanchez  
*Graduated from Paul Mitchell The School Modesto, CA in 2012 and has 5 years of teaching experience.*

Barber License Number B97056

## Office Hours

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Business office hours are Tuesday through Friday from 9:00 AM to 5:00 PM, Saturdays by appointment only. Cutting Edge Barber Academy observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided below

## School Holidays

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New Year's Day  
Independence Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Eve  
Christmas day

Winter Holidays will last from December 22nd, until January 1st, additional holidays or school closures may be declared at the discretion of the School Director.