



Bakersfield Barber College, Inc.
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CEC §94897(l) An institution shall not do any of the following: Use the terms "approval," "approved," "approval to operate," or "approved to operate" without stating clearly and conspicuously that approval to operate means compliance with state standards as set forth in this chapter. If the bureau has granted an institution approval to operate, the institution may indicate that the institution is "licensed" or "licensed to operate," but may not state or imply either of the following:

- (1) The institution or its educational programs are endorsed or recommended by the state or by the bureau.
- (2) The approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.

CATALOG UPDATE

The Bakersfield Barber College, Inc. catalog contains updated information on all aspects of the educational programs, educational services, procedures, and policies.

Bakersfield Barber College, Inc., reserves the right to make necessary changes without prior notice. Pursuant to Section 7181(a) of the Code, it updates the changes set forth in the catalog annually and periodically by using inserts or supplements. And, whenever periodic changes are made, Bakersfield Barber College, Inc. will attempt to communicate the changes within a reasonable time to the BPPE and other interested organizations.

They are responsible for comprehending and abiding with all the policies, procedures, rules and regulations included in the catalog and other publications distributed at the time of applying, enrolling and thereafter.

PROVIDING THE SCHOOL CATALOG

Pursuant to Section 94909(a) of the Code, the Bakersfield Barber College, Inc. catalog publication is provided to the applicants, students, and general public. The catalog contains updated information on all aspects of the educational programs, educational services, procedures and policies. The catalog is provided in either writing or electronically. Delivering the catalog in writing may be accomplished by personal or mail delivery. Electronic circulations may be achieved by email, fax or viewing the website.

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MISSION STATEMENT

The Mission of Bakersfield Barber College, Inc. is to educate men and women in the field of barbering. The students will receive hands-on instruction in the techniques and classroom theory affiliated with barbering. Each program offered is designed to prepare the student in passing the Board of Barbering & Cosmetology barber exam. Upon passing the exam, the barber will obtain a barber license and be prepared for employment at any entry-level position in the barber profession.

Bakersfield Barber College, Inc. is an Equal Opportunity Employer/Program with auxiliary aids and services available upon request to individuals with disabilities.

OBJECTIVES

The primary objective of Bakersfield Barber College, Inc. is to provide each student with a high-quality barber education. The education will be provided in an environment that is beneficial in attaining skills in the barbering profession. These skills will be accomplished by adopting basic and practical methods in preparing the student for the barber exams. Our goal is to assist the student in becoming a successful barber professional who will be able to perform high-quality services to the public in his or her community.

APPROVAL DISCLOSURE STATEMENT

The Bakersfield Barber College, Inc. is a private institution and is approved to operate by the Bureau for Postsecondary Private Education pursuant to California Education Code Section 94909(a)(2). The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions, and does not imply any endorsement or recommendation by the State or the Bureau. Additionally, institutional approval is granted for a five-year period and is subject to renewal after that time.

Approved are the following Courses:

<u>COURSE</u>	<u>HOURS</u>
Barber Course	1500
Barber Crossover Course	200
Refresher	200

Instruction is in residence with facility occupancy level accommodating 80 students at any one time.

California statute requires that a student, upon successful completion of a course of study, be awarded an appropriate diploma or certificate verifying the completion.

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 the enrollment agreement.

The following state boards, bureaus, departments or agencies that set minimum standards for this program of studies:

Bureau for Private Postsecondary Education

Department of Consumer Affairs

Barbering and Barber Crossover Program

California Indian Manpower Consortium, Inc. (CIMCI)

Department of Rehabilitation (DOR)

Tule River Tribal Education Program (TRITEP)

Worker's Compensation

Veterans Rehab Only

Workforce Investment Act (WIA)

Proteus

Persons seeking to resolve problems or complains should first contact the instructor in charge. Requests for further action may be made to Adriana Moreno Madrid or Trish L'Abbe.

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
2535 Capitol Oaks Dr., Suite 400
Sacramento, CA 95833
P.O. Box 980818
West Sacramento, CA 95798-0818
Website: www.bppe.ca/gpv
Telephone: 888-370-7589 or by fax 916-263-1897

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

History of Bakersfield Barber College, Inc.

Bakersfield Barber College, Inc. was originally owned by Alfred A. Moreno and Rose M. Moreno. The first establishment was opened on April 26, 1991 at 22936 Niles Street, Bakersfield, Ca and consisted of 1500 square feet. Due to rapid growth, the establishment became too small to accommodate students. The school related on July 9, 1993 to the present location at 2844 Niles St., Bakersfield, CA 93306.

On July 1, 2012 Alfred and Rose sold the Barber College to Gil and Terri Moreno.

Gilbert Moreno – President/Director

Terri Moreno – CFO/Director

John Moreno – Vice President/Director

Mary Adrian Moreno Madrid – Secretary/Director

College Facility/Address

All class sessions are provided at 2844 Niles St., Bakersfield, CA 93306.

The college facility is adequately equipped to accommodate up to 80 students. The facility consists of 8,000 square feet which includes a classroom, administrative office, two offices downstairs, two practical training areas, a kitchen, a waiting area, staff lounge and five restrooms (one equipped for handicapped).

LIBRARY

Bakersfield Barber College, Inc. maintains a library in the downstairs open office. To enhance the knowledge and understanding of the barber courses, the library contains reference sources, current videos, computer, and other related material on the barbering profession. To encourage use of the learning resources, these resources are available to students at any time with the permission of the instructors.

EQUIPMENT

Upon purchasing the tool kit, Bakersfield Barber College, Inc. will provide each student for the theory session a textbook, workbook and practice book. During the theory session in the classroom, students are provided a table and chair. Power points and educational DVDs are used as reference learning tools. For the practical session in the practical area, each student is provided with clippers, combs, drapes, smock, name tag and other necessary barber supplies and equipment to adequately practice all the services at a designated booth. Each booth contains a barber chair, mirror, cabinet, and counter space. Mannequins are available in the classroom for the purpose of practicing any practical procedure or preparing the barber examination.

In addition to the tool kit required to perform the practical barber examination, students are provided with a state board chemical kit required to perform all the chemical related procedures.

STUDENT SERVICES

Bakersfield Barber College, Inc. makes no representations, does not guarantee, nor is responsible in relationship to the student services. However, the school staff is willing to offer assistance and guidance whenever possible in the areas listed below:

- a) Referrals to social service agencies
- b) Temporary employment while in school
- c) Housing while attending classes
- d) Ride-sharing or transportation
- e) Referral to drug or alcohol programs

- f) Health service agencies
- g) Organizing student study groups
- h) Locating an interpreter
- i) Locating a model

CALENDAR/START DATES

School is closed on the following Holidays in 2019

New Year's
Fourth of July
Summer Vacation
Veterans Day
Thanksgiving
Christmas Vacation

The school operates on a 12month year schedule and on an Open-Entry and Open-Exit basis. New Classes start every Tuesday. See School Administrator for school schedule.

Students may either attend full-time or part-time.

Tuesday through Friday 8AM to 5PM

Saturday 8AM to 3PM

JOB PLACEMENT ASSISTANCE

Bakersfield Barber College, Inc. does not guarantee employment to its students. Even though it is not the responsibility of the school, it does, at no charge, assists in locating employment and barber shops for sale or rent. The school posts in the classroom book information on availability of jobs and businesses for sale or rent.

ADMISSION REQUIREMENTS/BUSINESS HOURS

Education:

All perspective students must have before enrolling either a High School Diploma, GED, or an ATB Certificate. Before an ATB student may execute an enrollment agreement, the institution shall have the student take an independently administered examination from the list of examinations prescribed by the U.S. Dept of Education. Any student that does not have a high school diploma, or transcript showing graduation from an accredited high school, or a valid GED certificate must not be enrolled until the student has taken an Ability-to-Benefit test and received a passing grade.

California Education Code (CEC)

§94811 defines an ability-to-benefit (ATB) student as a student who does not have a certificate of graduation from a school providing secondary education, or a recognized equivalent of that certificate. An ATB student must take and pass an independently administered examination from the list of examination prescribed by the United States Department of Education (USDE). This

school uses the Combined English Language Skills Assessment (CELSA) Forms 1 and 2 and must have a passing score of 97 on Form 1 and 97 on Form 2.

All applicants, including transfer students, must have both a valid social security card and valid and current government-issued photo identification. The school requires the prospective student to take view the Student Performance Fact Sheet, the pre-entrance exam and pass by minimum 15 points, tour the school, and attend the orientation session prior to enrollment.

MORALS: Applicants must be of good moral character, have chosen success as the objective, and must be free of contagious disease. The administration and staff members DO NOT DISCRIMINATE in any of its policies based on race, religion, creed, national origin, financial status, marital status, sex, age, handicap, or sexual preference. The administrative office is open for interested parties Tuesday through Friday 9:30AM – 5:00PM. The telephone number is 6+61-873-0512.

LICENSURE REQUIREMENTS

The qualifications required by the Board of Barbering & Cosmetology for licensure eligibility to practice the profession of bar erring are as provided:

- (a) Must have High School Diploma or GED to Enroll
- (b) Is not subject to denial pursuant to Section 480
- (c) Had done any of the following:
 1. Completed a course in barbering from a school approved by the board.
 2. Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
 3. Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school approved by the board and the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1)
 4. Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.
 5. Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.
 6. Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

FINANCIAL AID

FINANCIAL ASSISTANCE: In an effort to provide our students with options regarding the cost of tuition. Bakersfield Barber College has established contracts with a variety of sources for student tuition assistance. The following is a list of agencies that we work with:

Department of Rehabilitation

Workforce Investment Act (WIA) approved for the ETPL

Bakersfield Barber College is identified as an Eligible Training Provider by the California Employment Development Department, which provides funding under the Workforce Investment Act (WIA). WIA is a federal and state funding source of financial aid to students. Information on WIA funding can be found at <http://edd.ca.gov/jobs> and Training/Workforce Investment Act.

Bakersfield Barber College is not a participant of the Federal Financial Aid Program, Title IV; but does allow students to make monthly payments to attend school.

BAKERSFIELD BARBER COLLEGE, INC., will provide barber training without regard to age, sex, race, color, religion, sexual orientation, creed, national origin, disability, financial status, or marital status. Those who qualify for any of the above financial aid programs must comply with the following policies, procedures, and disclosures:

1. The applicants must contact the administration office to schedule an appointment to be interviewed.
2. The applicants must provide at the time of the interview, proof of eligibility documents from the funding programs. Some examples are WIA referral, TRTEP referral.
3. If applicable, the counselors for the applicants may contact the institution for verbal referrals.
4. The applicants must meet the minimum admission requirements and enrollment requirements imposed by the state board and institution.
5. The students must have satisfactory progress defined by the institution.
6. The students must have satisfactory progress defined by the funding programs.
7. If the students are responsible for a portion of the fees, all the fees must be paid at enrollment or completion of 1420 hours.
8. If for some unforeseeable reason a funding program fails to pay the fees as stated on the agreement, the students are responsible for all unpaid fees.
9. Submission from the institution of monthly progress reports may be requested from some of the funding programs.
10. If the students cancel the program, the institution will refund the funding programs any unearned tuition or fees that they have been paid. The institution will follow the procedures applied in the refund policy.
11. If the students cancel the program, the students must understand that they may not be eligible for other funding programs for education at a different school.
12. The students are responsible in notifying the funding programs of a suspension, leave of absence, expulsion, completion of the barber course, results of the barber exam, employment, or other pertinent information.

ADMISSION/ENROLLMENT PROCEDURES

Admission Procedures:

In the initial appointment, BAKERSFIELD BARBER COLLEGE, INC. opens the door for the opportunity to anyone that qualifies in a new and exciting career in the barber profession. All interested and prospective applicants are encouraged to follow the admission procedures:

1. **Contact the administrative office to schedule an interview**
2. **Tour the facility**
3. **Provide documentation of proof of admission requirements. If applicable, provide proof of eligibility in a financial aid program. Or, if transferring from another barber college, provide Proof of Training documents (s) from prior school for evaluation.**
4. **View the school Performance Sheet.**
5. **Attending the orientation session.**
6. **Complete, sign, and date a copy of the Application for Student Registration form indicating the state date.**
7. **Institution will provide the applicants a copy of the Application for Student Registration.**

GENERAL TERMS

1. All equipment for the course selected will be furnished by the school at the stated tool kit fees. A complete list of required texts, supplies, and equipment will be provided. Los, mutilated, or stolen equipment will be replaced at the expense of the students.
2. If students are injured **in school during school hours performing barber services only**, medical insurance will be provided.
3. The school reserves the right to postpone training the event of Acts of God, labor disputes, or equipment failure for a maximum of 30 days. If applicable, the students will be duly notified and compensated.
4. All course schedules are subject to change in starting the completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would cause an undue hardship; A refund will be offered. The maximum postponement of class start date is 90 days.
5. If required, the cost of examination (medical or pre-entrance) is to be paid y the students.
6. The institution does not accept federal aid but have financial options. (For details, see the catalog Section under Financial Aid).
7. The school reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All moneys paid will refunded.
8. The school reserves the right to change or modify the program content, equipment, staff, material, and organization as necessary with the approval of the Bureau for Private Postsecondary Education if required. Such changes may be required to keep pace with technological advances to improved teaching methods. Under no circumstances will these changes diminish the competency of any program or result in tuition changes for students currently attending.
9. The school reserves the right to reject any applicant for admission who does not meet the prerequisites for the course selected. The student's enrollment may be terminated at the election of the school director if the student's academic progress, conduct, absences, tardiness, dress, etc., does not conform to the attendance requirements and rules and regulations of the school (as stated in the catalog). For these reasons, the extent of the tuition obligation will be accordance with school's

- refund policy.
10. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted. Any controversy or claim arising out of or relation to this agreement or breach thereof, not addressed by the California Education code shall be settled by arbitration in accordance with the Commercial Rules of American Arbitration Association and the judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction.
 11. This agreement constitutes the complete contract between the school and the student. No verbal statements or promises will be recognized.
 12. Placement assistance may be provided in the form of the posting o possible job openings or referrals to potential employers. However, it is understood that the school DOES NOT promise or guarantee employment, nor level of income or wage rate to any student or graduate.
 13. Graduation requirements are as stated in the catalog. (See the catalog GRADUATION REQUIREMENT section for details).

LEAVE OF ABSENCE

Students may take a leave of absence anytime during the barber course. In order to be approved, the student must abide by the Leave of Absence Policy. Students may request in advance, a leave of absence form from the Administration Office. The student may be granted a Leave of Absence for a minimum of 14 calendar days to a maximum of 180 calendar days in one calendar year. The written request must include:

1. Reason for leave of absence
2. The start and end dates of the requested LOA
3. The student's signature

Each leave of absence request will be considered on an individual basis and may be granted to a student at the discretion of the school.

Students who fail to return from a LOA on the approved date of return will be considered dismissed as of the last class day of attendance prior to the start of the leave. While the student is on leave of absence, the school will not assess additional tuition fees. Students returning from an approved LOA will retain all credit of clock hours and work projects prior to the LOA.

WARNING

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

PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be place on probation and considered to be making satisfactory academic

progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. The probation period is 30 days. Students must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as not making satisfactory academic progress and may be terminated.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

Bakersfield Barber College expects all students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The school's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full time). SAP evaluation periods are based on actual hours of attendance. SAP applies to all students. Federal Regulations require that all schools participating in any financial aid program must adhere to an approved SAP policy.

Standards for SAP: Quantitative (time-based) and Qualitative (grade-based) Standards:

1. Maintain a cumulative academic average of "C" (75%) or better on all tests, work projects (operations), final practical assessment and other required course work.
2. Maintain a cumulative average attendance level of 67% of the contracted hours indicated on their enrollment contract. For example, a student scheduled to complete 35 hours per week would have to maintain an average weekly attendance of at least 23 hours per week ($35 \times .67 = 23$). To determine your rate (pace) of attendance divide the cumulative number of hours completed by the scheduled hours to date. Completion of Course Within Designated Period of Time Full-Time students attend 35-40 hours per week. Part-Time students attend 30 hours per week. The State of California requires 1500 clock hours for Barbering Course and 200 Clock Hours for Barber Crossover Course.
3. Students are expected to complete their course within one and one-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in the Barber program (1500 clock hours) must complete within 56 weeks and a student who enrolls in the Barber Crossover program (200 clock hours) must complete within 15 weeks. For determining the maximum time frame, transfer hours from another institution that are accepted towards the student's educational program are counted both as attempted and completed hours.
4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation. SAP evaluation periods are based on actual clock hours. Maximum Time Frame Students must complete the educational program within the maximum time frame which is based on attending at least 67% of the scheduled hours. Course Length Maximum Time Frame Barbering-(40 hour schedule) 38 weeks, 56 weeks Barbering-(35 hour schedule) 43 weeks 65 weeks Barbering-(30 hour schedule) 50 weeks 75 weeks Barber Crossover-(40 hour schedule) 10 weeks 15 weeks Barber Crossover-(35 hour schedule) 12 weeks 17 weeks Barber Crossover-(30 hour schedule) 13.33 weeks 20 weeks Exceeding Maximum Time Frame Students who exceed the maximum time frame may be terminated at the Director's discretion.

Grading System Students are evaluated on a regular basis in theory and practical work. The evaluations are measures on a standard percentile basis and the percentage equated to a letter

grade. SAP forms are issued to the students upon completion of each increment of the course hours as explained above for student's review. This SAP form reflects the overall Attendance and Academic progress of the student. Students must maintain a minimum of 75% cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school: Grading Scale 90% - 100% Excellent, 89%-80% Above Average, 79% - 75% Average, below 76% Failing. Unsatisfactory Theory work is tested on all chapters of the textbook. Practical work is graded as each service is completed. An instructor will notify you immediately if the service resulted in failing work.

Determination of Progress Status, students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory progress until the next scheduled evaluation.

WARNING: If a student fails to meet satisfactory academic progress standards for either attendance or academics at any evaluation point, the student will automatically be placed on a Warning and will remain in that status until the next evaluation point. At this warning a written academic plan will be agreed to by student and Director. (If both parties cannot agree on the academic plan, enrollment maybe terminated.) The student will be counseled regarding actions required.

1500 HOUR BARBER COURSE

SOC Code 39-5011

Program Goal: The goal of this program is intended to provide students the knowledge and skills that will prepare them to enter at any employable level position and career in the barber industry. The interaction of working with the public and knowledge of barber skills will enhance the marketability in the **barber profession**.

Educational Objectives: The educational objective of the barber course is designed to prepare students for the state board licensing examination and entry level in the barber profession. The job title of barber is not only limited to servicing the public with the barber skills, but also to the related occupation as a barber shop managers and owners.

BAKERSFIELD BARBER COLLEGE,
INC. 1500-HOUR BARBER COURSE
CURRICULUM

The curriculum for the barbering course consists of 1500 hours of both technical instruction and practical training covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

The technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. The 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. Both the technical instruction and practical training shall include the following hours:

TOPIC	THEORY HOURS	PRACTICAL OPERATIONS
1100 Hours of Technical Instruction & Practical: 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: 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,	65	240

waving, curling with hot combs and hot curling irons and blower styling.		
Permanent Waving & Chemical Straightening: 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	40	105
Hair Color & Bleaching: 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	60	50
Hair Cutting: 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.	20	80

200 Hours of Technical Instruction & Practical Training in Shaving: The required subjects of instruction in Shaving shall be completed with the minimum hours of technical instruction		
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and practical operations for each subject-matter as follows:		
<p>Preparation & Performance: 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.</p>	100	40
<p>200 Hours of Technical Instruction in Heal & 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:</p>		
<p>Laws & Regulations: 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.</p>	20	
<p>Health & Safety Considerations: Health and Safety/hazardous substances including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemical and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis B.</p>	45	

<p>Disinfection & Sanitation: The subject of Disinfection and Sanitation shall include, but is not limited to the following techniques and procedures: Disinfection and sanitation I 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 instructions and equipment.</p>	20	
<p>Anatomy & Physiology: The subjects of Anatomy and Physiology shall include, but is not limited to the following issues: Human Anatomy, Human Physiology.</p>	15	
TOTALS	365	515

Additional training will be provided in the areas of communications skills that include professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

Curriculum is subject to change at the discretion of the Board of Barbering.

Our Text Books include:

1. Milady Standard Barbering Textbook, Workbook & Review Book (2017)
2. Milady Standard Barbering Textbook (2011)
3. California State Board of Barbering & Cosmetology Act & Regulations (2018)
4. Health & Safety Binder (2017/2018)
5. Milady Standard Cosmetology Textbook (2012)
6. Milady Standard Cosmetology Textbook (2016)

The completions requirements for he course are:

1. Minimum 75% cumulative grade is required.
2. Students must pass and complete all the required final theory exams, projects, and assignments by minimum 75%.
3. At completion of 1420 hours, students must pass the “pass or fail” final state board examination instructions that are based on stop-by-step competency.
4. At completion of 1420 hours, students must pass the final mannequin exam by minimum 16 point.
5. Students must complete minimum 1500 hours as required by the state board.
6. Students must pay all fees by completion of 1420 hours.

Bakersfield Barber College, Inc., does not have internship or externship requirements.

200 HOUR BARBER CROSSOVER & REFRESHER COURSE

CI.P CODE #12.0402.12.404 BARBER

BAKERSFIELD BARBER COLLEGE, INC./ 200 HOUR BARBER CROSSOVER COURSE

The curriculum for students in a barber crossover course for cosmetologists shall consist of a minimum of Two Hundred (200) clock hours of technical instruction and practical operations covering all practices of a barber pursuant to Section 7316 of the Barbering and Cosmetology Act.

The technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation 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:

TOPIC	THEORY HOURS	PRACTICAL OPERATIONS
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 & Performance: The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	100
TOTALS	200	200

Additional training will be provided in the areas of communication skills that includes professional ethics, salesmanship, client record-keeping, decorum, basic tax information relating to booth renters, independent contractors, employees, and employers.

The completion requirements for the course are:

1. Minimum 75% cumulative grade is required.
2. Students must pass and complete all the required final theory exams, projects, and assignments by minimum 75%.
3. At completion of 200 hours, students must pass the "pass or fail" final state board examination instructions that are based on stop-by-step competency.

4. Students must complete minimum 200 hours as required by the state board.
5. At completion of 200 hours, students must pass the final mannequin exam by minimum 16 points.
6. Students must pay all fees by completion of 100 hours.

Bakersfield Barber College, Inc. does not have internship or externship requirements.

TOTAL & ESTIMATED COST OF 1500 HOUR BARBER COURSE

Registration (non-refundable)	\$75.00
Tuition	\$6800.00
Tool Kit	\$900.00
STRF Fee	-0-
State Board Chemical Kit	\$450.00
State Board Exam Fee	\$134.00
Total Cost:	\$8,359.00
Total Enrollment Cost:	\$1,450.00
If applicable:	
Transcript copies	\$30.00
Return Check Fees	\$25.00
Late Monthly Payment Fees	\$25.00
Extra Copy of Diploma	\$5.00
Extra Copy Application for Student Registration	\$2.00

Extra Copy of Catalog	\$5.00
Extra Copy State Board Packet	\$5.00
Extra Copy of Enrollment Agreement	\$2.00

TOTAL & ESTIMATED COST OF 200 HOUR BARBER CROSSOVER COURSE

Registration (non-refundable)	\$75.00
Tuition	\$2850.00
STRF Fee	\$-0-
Smock & Name Tag	\$50.00
Text Books	\$350.00
Chemical Tool Kit	\$450.00
State Board Exam Fee	\$134.00
Total Cost:	\$3,909.00

Total Enrollment Cost: \$625.00

Additional Charges

Any student who does not complete the course within the allotted contract enrollment period, which includes a 10% grace period, may be charged at the same hourly rate for any additional time required for completion. Exceptions will be made for appropriate Leaves of Absence or Change of Status. Leaves of Absence or Changes of Status are approved upon written request by the school and which can be substantiated in writing. Normal enrollment periods provide adequate allowance for limited excused absences. Changes to tuition rates will not affect current enrolled students. Tuition changes will only affect those students enrolling after the effective date of the tuition change. All fees are inclusive. There will be no additional charges to the student. There will, however be a separate fee required for any replacement items, i.e., books, material, and equipment. Bakersfield Barber College reserves the right to modify the schedule, curriculum or program content or kit components at any time.

TITLE IV

Bakersfield Barber College, Inc. does NOT participate in Federal and State Title IV financial aid programs.

LOANS

Bakersfield Barber College, Inc. does NOT participate in Federal and State loan educational programs.

PROTEUS, INC.

Proteus Inc is the provider of education, employment, training, and community services in the Central San Joaquin Valley. If approved for this program the student would pay \$2,000.00 and Proteus would pay \$4,500.00.

TUITION AND FEES

Bakersfield Barber College, Inc. reserves the right to change without prior notice whenever necessary the registration, tuition, tool kit, state board chemical kit, smock and name

Tag, transcript copies, transfer fees, returned check fees, late monthly payment fees, or extra copies of a diploma, Application for Student Registration, Enrollment Agreement, or state board procedure instructions. Tuition changes will not affect the students who are currently enrolled. For contractual training, the school may negotiate with the financial aid agencies, a lesser tuition fee.

Payment Policy

All tuition payments are the responsibility of the students or financial aid programs. Before the start of the course, the students will make the financial arrangements. Those students that are delinquent in making payment will be noticed by the administrative staff. All payments must be current according to specific arrangements. At completion of 1420 hours (1500 Hour Barber Course) or 200 Hour Barber Crossover Course, all fees must be paid in full.

Method of Payment

Bakersfield Barber College, Inc. accepts tuition and other fee payments in cash, personal checks, cashier checks, all major credit cards, third party financial aid programs or payment plan. Personal checks will NOT be accepted when paying all the fees at completion of 200 or 1420 hours. All checks must be payable to Bakersfield Barber College, Inc. Installment payments of minimum of \$175.00 per month are paid in accordance to the Enrollment Agreement.

FACULTY & EDUCATIONAL SUPPORTING STAFF

Gilbert Moreno, President/Director/CEO

Gilbert graduated from Tulare Union High School in Tulare, California. He immediately enrolled at Mohler Barber College in Fresno, California and became a barber in 1973. Since 1973, Gilbert has successfully owned, managed, and worked in two barber shops, one in Tipton and the other in Porterville, CA.

Terri Moreno, CFO/Director

Terri graduated from Delano High School in Delano, CA. She attended Federico's Beauty College in Visalia, CA, and obtained her cosmetology license in 1975. During the time she was attending the beauty college, she was also attending College of the Sequoias in Visalia, CA. She successfully managed and worked at a beauty shop in Tipton, CA.

John G. Moreno, Vice President/Director/CEO

John graduated from Porterville High School in Porterville, CA. John enrolled at Bakersfield Barber College, Inc., and completed the barber course and obtained his barber license. John is an instructor at Bakersfield Barber College as well as owning a barber shop.

Mary Adriana Moreno Madrid, Secretary/Director/COO

Adriana graduated from Tulare Union High School in Tulare, CA. After graduating she attended Porterville College in Porterville, CA for three years where she was an Art Major. She attended Bakersfield Barber College and obtained her barber license. Adriana works full time at Bakersfield Barber College as an instructor.

Al Moreno, Instructor

Al graduated from Tulare Union High School in Tulare, CA and attended College of the Sequoias. Al has been in the barbering business for over 44 years. He owned and operated two Barber Shops and in 1991 opened Bakersfield Barber College. Al has extensive experience not only as a barber but as an instructor and businessman.

John Henry Johnson, Instructor

John became a barber in 1964 after attending Mohler Barber College in Bakersfield, CA. He has over 51 years of experience working as a Barber. He worked for three Barber Shops in Bakersfield and owned and operated two Barber Shops. He managed, cut hair and handled all purchasing of products. He trained new apprentices in his shop and was one of the first barbers in the Bakersfield area to specialize in “natural” haircuts for African Americans.

Trish L’Abbe, Business Manager

Trish graduated Tulare Union High School in Tulare, CA. She attended College of the Sequoias where she majored in business administration. She worked as an office manager for Marcus & Millichap, an Investment Firm in San Diego where she managed a staff of 30. She worked for Lawyer’s Title, a Fortune 500 Company in San Diego, CA for nine years where she was a sale representative calling on Commercial Real Estate accounts for downtown San Diego and La Jolla. While at Lawyer’s Title, she won numerous awards for outstanding work. Later she became a certified notary and obtained her California Real Estate License. She was a Site Acquisition Specialist for AT&T in San Diego where she did lease negotiations for AT&T’s telecommunication networks throughout the San Diego, Orange and Los Angeles Counties. Working for different firms and companies Trish has extensive business and computer skills that have qualified for the job as business manager.



The staff is continuously enhancing and improving the training and contractual agreement standards by attending weekly faculty meetings. We also participate in barber products shows where they view and demonstrate the latest implements and products. The staff also attends State Board and California Barber College Association meetings as well as many workshops.

TRANSFER OF CREDIT

Students, who have previously attended another barber college recognized by the State of California and have proof of their hours, may receive credit for all or a portion, or none of the barber training hours. Bakersfield Barber College, Inc makes no claim that we will accept training hours from another barber school.

If accepted, the same general admission requirements for all students will apply.

If hours are accepted, the student must provide for evaluation the Proof of Training Document in a barber training course from the prior barber school to the administration office at the time of admission. Students must also pay the transfer fee at the time of enrollment.

The school will submit the prior training documentation along with the Pre-Application and Application for Initial Examination Fee forms at completions of 200 or 1500 hours to the State Board for determination. The State Board will make the final determination as to credit from the previous barber training. Training from this institution may or may not be accepted by other barber institutions.

Any student requesting a transfer to another barber school must pay for earned tuition and other required fees before the transferring forms can be issued. The institution does not accept for admission Ability-to-Benefit students.

ATTENDANCE POLICY

Each student is asked to commit to a schedule prior to signing the enrollment agreement. The schedule will create the student completion date on the contract. Good attendance will ensure graduation by the completion date. Our SAP policy states each student must maintain a cumulative average attendance level of 67% of the scheduled hours indicated on the enrollment agreement. However, if a student only maintains 67% of attendance, this will extend the length of their program which result in over contract hours charges.

Each student will be required to maintain an 80% attendance for their first four weeks of school. If 80% attendance is not met, then enrollment will be terminated.

SAP – Each student must maintain a minimum of 67% to meet SAP requirements.

ABSENCE POLICY:

Saturdays are mandatory attendance for Barbering 1500 hours. An unapproved Saturday absence will result in a 2-day suspension. It is mandatory for each 1500-hour student to attend school on Saturdays unless approved by school administration 3 days in advance. Students must notify the front desk before their start time if they are going to be absent. Absence of three or more consecutive days without notification shall be considered cause of a 3-day suspension. Be prepared to provide a medical excuse signed by a doctor if absences persist. Excessive absences may result in termination of enrolment as per the Director’s discretion.

GRADING SYSTEM

A minimum “C” or 75% grade is required for satisfactory progress. Students are graded on a “0 to 100” percent system. The grade point system is then converted to alphabetical letter as follows:

Percent Grade		Point	
100-90	=	Excellent	= A
89-80	=	Good	= B
79-70	=	Fair	= C
69-60	=	Poor	= D
59-below	=	Failing	= F

The areas of study are theory and practical.

Students who have been dismissed may return to returning only upon the recommendation of the director. Upon re-entering, the students will be placed on a 30 day-probationary period.

PREQUALIFICATION REQUIREMENTS

In order for the students to qualify for prequalification, they must complete 75% of the required hours (1125 or 100). If applicable, students that have either misdemeanor or felony convictions must have court certified Register of Actions/Docket with original court stamp and a letter of explanation for each conviction available before the completion of 1125 hours or 100 hours. If the conviction documents are not provided at aforementioned time, the prequalification forms will not be processed. These documents will be included and mailed to the State Board along with all other documents.

All students must have submitted all the monthly service sheets, have satisfactory academic progress of minimum 75%, good attendance, good conduct, have valid social security cards, and valid and current government issued photo identifications. In addition, the students must have paid the minimum 75% of the tuition fees.

At completion of the required prequalification hours, a Request for Pre-Application form (\$9.00) and Application for Examination and Initial License Fee form (125.00) must be property filled out and signed by the students and administration. Any additional required forms like Proof of Training, if student transferred from another board approved school. Reasonable Accommodations Form G, Interpreter or Interpreter Model Form H, or other required forms must be property filled out, signed and accompany the pre-app and app forms. All forms, self-addressed stamp envelope, and one check for \$134.00 payable to the Board of Barbering and Cosmetology must be mailed by U.S. Postal Service Delivery Confirmation Receipt to the Board of Barbering & Cosmetology within five (5) business days of completion of required hours.

It may take the board approximately 4-8 weeks to process the application. The students may contact the board at (916) 574-7570 if it has been more than eight (8) weeks.

GRADUATION REQUIREMENTS

In order to graduate and qualify for a diploma or request transfer transcripts, the following levels of performance are

Required:

1. A minimum 75% cumulative grade is required
2. Students must pass and complete all the required final theory exams, projects, and assignments by minimum 75%.
3. At completion of 100 hours or 1420 hours, students must pass the “pass or fail” final state board examination instructions final that is based on step-by-step competency.
4. At completion of 100 hours or 1420 hours, students must pass the final mannequin exam by minimum 16 points.
5. Students must complete minimum 200 hours or 1500 hours as required by the State Board.
6. Students must pay all fees by completion of 100 hours or 1420 hours.

If students fail to achieve a passing score on any of the final exams, they will be given the opportunity to retake the exams. Upon successfully receiving a diploma, the student will receive the original Proof of Training in a sealed envelope that must not be opened. The student will take this sealed envelope on the day of their exam and give to the testing administrator. If they do not have this sealed envelope with the Proof of Training, they will not be able to take the exam. The graduates will then qualify to take the licensing examination on the date issued by the state board. Upon passing the examination, the graduates will be issued a registered California Barber License. The license is valid in any barber shop throughout the state of California.

REFUND POLICY

This school maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the eligible person fails to enter the course or withdraws, or is discontinued, therefore, at any time prior to the completion. The amount charges to the eligible person will not exceed the approximately pro rata portion of total charges.

STUDENT COMPLAINT GRIEVANCE PROCEDURES

Bakersfield Barber College, Inc, has the following procedure and operational plan for handling students' complaints.

The students may bring their concerns or complains to the attention of the instructor who will initiate a written report. The instructor will review the declaration and must make

Every effort to reconcile the matter in a timely manner. If the situation remains unresolved, the students and the director will meet to determine an appropriate plan of action. Bakersfield Barber College, Inc. will provide the students a written statement explaining the action the school will take.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 800-370-7589 or by completing a complaint form, which can be obtained on the bureau's internet Web site www.bppe.ca.gov.

Bureau for Private Postsecondary Education
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833

STUDENT TUITION RECOVERY FUND (STRF)

“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 non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS & CREDENTIALS EARNED AT OUR INSTITUTION

“The transferability of credits you earn at Bakersfield Barber College, Inc., is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the diploma you earn in the educational program 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 Bakersfield Barber College, Inc. to determine if your credits or diploma will transfer.”

HOUSING

- a. The institution does not operate dormitory facilities under its control.
- b. The availability of housing is reasonably located near the institution's facility. The estimation of the approximate cost of the housing may range from \$400 to \$900.
- c. The institution does not have the responsibility to find or assist the student in finding housing.

VISA

Bakersfield Barber College, Inc. does not provide any visa services and it does not vouch for student status and any associated charges.

The level of English proficiency required of all students must meet the following admission requirements:

1. The level of English language proficiency required of all students must meet the following admission requirements: "a student must have a score of 500 on the TOEFL exam." Or "the student must have the ability to read and write English at the level of a graduate of an American High School as demonstrated by possession of a High School Diploma, GED or passage of the California High School Proficiency Exam."
2. All applicants, including transfer students, must have both a valid social security card and valid and current government-issued photo identification. And, in order to be eligible to take the barber exam issued by the California Board of Barbering and Cosmetology, the school requires that a student must either be a citizen or the United States, hold a valid green card to work in the U.S., or have a valid Student or Work Visa.
3. Applicants must be of good moral character, have chosen success as the objective and must be free of contagious disease. The administration and staff members DO NOT DISCRIMINATE in any of its policies based on race, religion, creed, national origin, financial status, marital status, sex, age, handicap, or sexual preference.

Bakersfield Barber College, Inc. only offers instructions in English and it does not offer any English language services.

EXPERIENTIAL CREDIT

Bakersfield Barber College, Inc. does not award credit for prior experiential learning.

DEFINITION OF CLOCK HOURS

One clock hour equals sixty (60) minutes, in which theory lectures, demonstrations, practical instructions, and related class activities are performed.

The clock hour also applies to contractual training for all eligible financial aid programs.

DISTANCE EDUCATION

Bakersfield Barber College, Inc. does not offer distance education.

HANDICAPPED STUDENTS

Bakersfield Barber College, Inc. will provide barber training without regard to physical and mental disabilities to students that are capable of performing all the required state board practical and written examinations and comply with all the admission requirements and procedures.

Handicap accessibility is available at the school. The double door entrance provides easy access in or out of the school. The front sidewalk and back entrance have street level accessibility to accommodate wheel chairs. The back bathroom is handicap assessable and is equipped with safety railings as well as signs to indicate location.

We do not impose extra charges upon individuals with disabilities to cover the costs of effective communication, reasonable accommodations or access features.

EMPLOYMENT & LIABILITY DISCLAIMER

You are hereby informed that it is a violation of Section 7317 of the California Business and Professions Code and Section 965 of Title 16 of the California Administrative code for a student enrolled in a barber college to charge a fee or receive commission for performing a barber service. You are further informed that a student's enrollment and relationship with this college is limited to a student relationship status; and you, as a student, shall not receive any type of wages, salaries, commissions, emoluments, or benefits. You are also informed that, as a student, you are not an employee, agent, or representative of Bakersfield Barber College, Inc. The college representatives have no responsibility, liability, or obligation to you as an employer. There is no employee/employer relationship of any kind between the students and Bakersfield Barber College, Inc.

CANCELLATION, WITHDRAWAL, & REFUND POLICY

Student's Right to Cancel

1. You have the right to cancel your agreement for a program of instruction, without any penalty or obligations, through attendance at the first-class session or the seventh calendar day after enrollment, whichever is later. After the end of the cancellation period, you also have the right to stop school at any time; and you the right to receive a pro rata refund if you have completed 6666o percent or less of the scheduled days in the current period of attendance in your program through the last day of attendance.
2. Cancellation may occur when the student provides a written notice of cancellation at the following address: This can be done my mail or hand delivery.
Bakersfield Barber College, Inc.
2844 Niles St., Bakersfield, CA 93306
3. The written notice of cancellation, if sent by mail, is effective when deposited in the mail property addressed with proper postage.
4. The written notice of cancellation need not take any particular form and, however expressed, it is effective if it shows that the student no longer wishes to be bound by the Enrollment Agreement.
5. If the Enrollment Agreement is cancelled the school will refund the student any money, he/she paid, less a registration or administration fee not to exceed

\$250 and less any deduction for equipment (equipment is non-refundable) within 45 days after the notice of cancellation is received.

WITHDRAWAL FROM THE PROGRAM

You may withdraw from the school at any time after the cancellation period described above and receive a pro rata refund if you have completed 60 percent or less the scheduled days in the current period of attendance in your program through the last day of attendance. The refund will be less a registration or administration fee not to exceed \$250 and all equipment/tools are nonrefundable. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

In the event of the necessity to close the school before the conclusion of your instruction, you may be entitled to refund. If you have any complaints or questions, write or call the:

Bureau for Private Postsecondary
2535 Capitol Oaks Drive, Suite 400
Sacramento, CA 95833
P.O. Box 980818
West Sacramento, CA 95798-0818
www.bppe.ca.gov
(888) 370-7589 or Fax (916) 263-1897
Email: bppe@dca.ca.gov

SCHOOL RULES & REGULATIONS

- 1. Class hours are: Tuesday thru Friday 8am to 5pm and Saturday 8am to 3pm. If a student arrives after 8am, it will be considered tardy. He or she will not be allowed to enter the classroom and will have to wait until the class is over so there will be no class interruption.**
- 2. Students may take lunch between 11am and 2pm Tuesday thru Friday and 11am and 1pm on Saturday. Other than these times, approval must be authorized by personnel. Lunches will be scheduled accordingly so that adequate students are on the floor to serve customers. If student fails to clock in or out for lunch or at any time, one hour will be automatically deducted. The comply with the California Labor Law, each student must take a minimum 30-minute lunch after 6 hours of being clocked in.**
- 3. Tuition payments are due each month on or before the date designated on the Enrollment Agreement Contract. A late monthly fee of \$10-\$25 will be assessed if payment is nine (9) days late. Any student that has an account that is 60 days or more overdue may have the class interrupted until the account is current.**
- 4. The school reserves the right to change whenever necessary the registration, tuition, tool kit, state board chemical kit, smock & name tag, transcript fees, transfer fees, returned check fees, late monthly payment fees and fees for extra copies of documents already issued. Tuition changes will not affect the students that are currently enrolled. For contractual training, the school may negotiate with the financial assistance agencies, a lesser tuition fee.**
- 5. Food is only allowed in the kitchen. Sunflower seeds or any other shell foods are absolutely forbidden inside or outside the school building.**
- 6. Students must not leave the school during regular school hours without permission from the administration. Clocking out and**

Clocking in from breaks and lunches is mandatory. If student fails to comply, one hour will be added to the breaks and lunches.

- 7. Students must never clock in or out for other students. There is a \$250 Fine and/or expelled for clocking in or out for other students.**
- 8. To project a professional image, students must have their hair clean and neatly combed. The uniform smock, black pants and appropriate comfortable shoes must be neat and clean as well. Smocks are required to be worn during school hours and must be zipped up unless she/he is receiving a service or during lunch. Pants must be properly worn at the waist and not below. Open toe shoes are considered inappropriate attire and may not be worn. Since the name tags are considered part of the uniform, they should be worn visibly at all times at the upper left pocket of the smock; if name tag is lost, the student must pay \$5.00 for a new one. No short shorts, miniskirts, or low-cut tops are allowed to be worn on FREE DRESS days.**
- 9. Unless previously authorized by personnel, a student is NOT allowed visitors.**
- 10. Personal phone calls are not permitted on the business phone. Messages will be taken by administration or given to the student only if it is an EMERGENCY. Cell phones or texting are not permitted at any time when clocked in.**
- 11. The student is responsible for cleaning up after her/himself. This includes the working station, floor shampoo area, classroom and kitchen. Hair is to be swept immediately after each haircut. Garbage is to be emptied in the large trash cans designated and dirty towels used for services are to be placed in a closed receptacle and emptied into laundry hamper in the washroom for laundering at the end of each day. Student is responsible for retrieving his/her own clean towels. After restroom use, the student must properly dispose of towels and other trash in the restroom trash can.**
- 12. Student must never visit with other students who are performing services on customers.**

13. Student is not allowed to use equipment or supplies belonging to other students without permission from that student. When he/she uses the borrowed equipment or supplies, he/she is solely responsible for any damages or losses incurred.
14. Student must have permission from the instructor to assist another student with customers.
15. Student must have the approval from the instructor to perform a service either on another student or mannequin.
16. Each student is responsible for his/her own barber equipment supplies, personal property like money, wallets, purses or cell phones.
17. Dirty jokes, foul language, fighting, defiance of authority, cheating, stealing, actions demeaning to other students, pornography material, threats against others or property, whether real or implied, are **ABSOLUTELY FORBIDDEN**. This type of behavior may be grounds for immediate suspension and expulsion.
18. Student may take two 15-minute breaks between the hours of 10am and 11am; afternoon breaks are between the hours of 2pm and 3pm.
19. Work stations are selected by first come, first choice basis or assigned by personnel. No saving stations allowed.
20. All barber equipment and supplies used in the school must be professional and approved by administration.
21. Student may park anywhere in the parking lot behind the school building except in the administration parking area which is for employees ONLY. It is strongly suggested that all car doors be kept locked at all times.
22. Knives, guns, or other weapons are not allowed inside or outside the school building. Weapons will be confiscated and proper authorities may be contacted.
23. Smoking or checking tobacco is only allowed in the designated areas outside the building.
24. Monthly Service Sheets must be properly filled out in ink. The service sheets are due by the first of each month so that the monthly hours can be issued in a timely manner.

25. **Computers, sunglasses, head coverings like caps or hats, radios, headphones or any other items that may distract the student are not permitted during school hours.**
26. **Student is not permitted to change the thermostat setting or radio at any time unless instructed by the instructor.**
27. **Student is not allowed in the barber shop at any time unless approved by the administration.**
28. **Written request for time or day(s) off must be submitted for approval at least one day before the requested time off. Nonattendance on days scheduled is considered to be flagrant and will be dealt with accordingly.**
29. **In case of an emergency or illness, student must contact the school before 8am or after 9am on each day student is absent. Absences on a Saturday without prior approved written request or a written medical excuse signed by a physician and dated on that Saturday will be subject to a minimum 3-day suspension. A student that is absent 90 days or more and does not contact the school will be dropped from the barber course and may be required to reregistered and pay the \$75 registration and current tuition fees will be assessed.**
30. **The school has adopted and implemented a program to prevent the unlawful possession, use or distribution of illicit drugs and alcohol by a student. All students are urged to immediately report to personnel any criminal activity. The administration is responsible for investigating such reports and taking action deemed necessary. Any student suspected of using illicit drugs or alcohol may be subjected to a drug test. If the test proves positive, the test fees will be paid by student. This type of behavior may be reported to the authorities and charges may be pressed by the school. Students guilty of such behavior will be expelled or a minimum one year and may return only if a drug fee test is submitted. If accepted back to school, student may be asked to provide a negative drug test on a weekly basis until completion of the course.**

31. The school closes the doors to the public Tuesday thru Friday at 5pm and Saturday 3pm. All remaining customers will be serviced; therefore, a student must be aware that in some instances service to customers may begin after 5pm or 3pm.
32. Lockers are available upon request. The school is not responsible for any personal items left in the lockers. Only locks belonging to the school will be permitted to be used on the lockers. The administration has the authority to open lockers for reasons deemed necessary for safety of others.
33. In order to ensure quality service(s) to the clients, random services performed on clients will be checked by instructors before the client is dismissed from the chair.
34. Absolutely no loitering inside or outside the front or back of the building.
35. At completion of required hours, a Proof of Training document and other paperwork required for processing and approval to take the state board barber exam will be issued to the board.
36. The school forbids sexual harassment by students, vendors, administration, or the general public. This behavior includes unwanted physical touching (beyond normal greetings), verbal insults in reference to sexual orientation, race and gender, explicit sexual gestures displays of sexually suggestive materials, photos, objects and offering sexual favors in exchange for a favorable grade or other favors. This type of behavior will be cause for immediate suspension or expulsion and may be reported to the property authorities.
37. All customers requesting service(s) assigned by instructors must be taken. **Students cannot refuse any haircuts given to them by instructors.**
38. In the opinion of the administration, visible body marking like tattoos or hickeys that are deemed offensive to others will be asked to be covered up.
39. Upon starting the barber course, each student is placed on a 30-day probation period.

40. All criminal documents must be provided for viewing before completion of 125 hours; otherwise the Pre-Application and Application for Examination Fee forms will not be processed. Instead, the Application for Examination Fee and Proof of Training Document will be processed at completion of 1500 hours. This will therefore delay the barber exam date up to three (3) months.
41. Additional copies requested of the Application for Student Registration, Enrollment Agreement, or any other forms issued at the time of registration will entail a fee of \$2.00 for each copy. Additional copies of diplomas or State Board Examination Instruction packet will require a fee of \$5.00 for each copy.
42. Grievance Procedures for WIA participants only:
In case of unresolved issues(s) between participants and agency, the following procedure shall be implemented:
 - a. Opportunity for an informal hearing and a prompt determination of any issue(s) which has not been resolved.
 - b. If agency takes an adverse action against a WIA participant such procedure shall include a written notice and include the following:
 1. Setting for the grounds for adverse action.
 2. The participant has the opportunity to respond.
 3. The participant has the right to appeal the decision of the agency by contacting:
Employers Training Resource Department
1600 E. Belle Terrace
Bakersfield, CA 93307
661-635-2735

These procedures do not prevent you from reporting concerns to the Bureau for Private Postsecondary Education.

**PLEASE CONTACT THE ADMINISTRATION
IF YOU HAVE READ AND DO NOT
UNDERSTAND THE RULES AND
REGULATION OR NEED FURTHER
CLARIFICATON ON ANY OF THESE RULE
AND REGULATIONS.**

**I HAVE READ AND UNDERSTAND THE
RULES & REGULATION:**

Student Signature

Date: _____