

# Pro Barber College Catalog / Handbook

**Catalog valid:**

**September 1, 2018 through September 30, 2019**

**Pro Barber College, Torrance**

2606 W. 182<sup>nd</sup> Street,

Torrance, CA. 90504

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Website: Probabercollge.com

**Pro Barber College, Westminster**

6478 Westminster Blvd

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# Table of Contents

School Catalog & Handbook .....	1
Table of Contents .....	2-5
About Pro Barber College .....	6
Enrollment Procedure.....	6
Calendar of Holidays Through Year End .....	7
Mission Statement.....	7
Preparing to Attend .....	7
Our private institutions teach in English only.....	8
Administration Business Hours.....	8
To Our Prospective Students .....	8
Statement of Educational Objectives .....	8
Approval Disclosure Statement .....	9
Bankruptcy.....	10
How to Handle a Problem.....	11
Catalog Questions.....	12
Institution Complaint.....	12
Enrollment Requirements.....	12
Admission Policy & Requirements.....	12
California State Licensure Requirements.....	13
Application .....	13
Admission Procedures .....	13
Courses Offered .....	13
Barbering Course (SOC)39-5011 Tuition and Fees.....	14

Exam Fees ..... 14

Barbering Course(SOC)39-5011 Educational Objectives: ..... 15

Barbering Course(SOC)39-5011 Training Program Curriculum ..... 15

Barber Crossover(SOC)39-5011 Tuition and Fees..... 17

Exam Fees ..... 17

Barber Crossover(SOC)39-5011 Educational Objectives: ..... 18

Barber Crossover(SOC)39-5011 Training Program Curriculum : ..... 18

Barber Refresher Course(SOC)39-5011 Tuition and Fees..... 20

Exam Fees ..... 21

Barber Refresher(SOC)39-5011 Educational Objectives:..... 21

Barber Refresher(SOC)39-5011 Training Program Curriculum ..... 22

Barber Instructor Course(SOC)25-9044 Tuition and Fees..... 23

Exam Fees ..... 24

Barber Instructor(SOC)25-9044 Educational Objectives: ..... 24

Barber Instructor Training(SOC)25-9044 Program Curriculum..... 25

Payment Plan ..... 27

Financial Aid and Scholarship Policy ..... 27

STAFF..... 27

College Facilities /Equipments ..... 28

List of Needed Materials..... 28

Library Resources ..... 29

Learning Resources / Program Text Books ..... 29

Class Size ..... 30

Handicapped Students..... 30

Housing ..... 30

Student Service Policy.....	33
General Terms.....	34
Students Access/ Privacy Rights.....	<b>Error! Bookmark not defined.</b>
Attendance Policy .....	34
Definition of Clock Hours .....	34
Tardiness Policy.....	34
Maximum Time Frame .....	34
Absence Policy .....	35
Leave of Absence Policy.....	35
Drop Out Policy .....	35
Probation .....	36
Course Interruption / Termination .....	36
Re-Entry Policy .....	36
Appeals.....	36
Rules and Conduct Policy.....	36
Grading Procedures .....	37
Tests / Make-Up.....	37
Overtime Charges .....	<b>Error! Bookmark not defined.</b>
Graduation .....	38
Graduation Requirements in Courses.....	38
Experiential Credit .....	39
Language Disclosure / Visa Services .....	39
Record Retention .....	40
Transfer of Credit.....	41
Placement Assistance .....	41

Compensation Standards..... 42

Grievance Policy..... 42

Student Tuition Recovery Fund..... 43

Refund / Cancellation Policy ..... 45

Requirement to Repay Loans..... 46

“Notice of Cancellation” ..... 47

Official Withdrawals..... 47

Unofficial Withdrawals ..... 47

“Notice of Student Rights” ..... 48

Employment and Liability Disclaimer..... 48

School Administrative Faculty..... 48

Faculty Instructors ..... 49

Faculty Qualifications..... 49

Regulatory and Accreditation Agencies..... 50

## About Pro Barber College

Pro Barber College was founded, by Jimmy Vo and has legal ownership of the Barber School. Mr. Jimmy Vo is still president of the corporation in two different locations. The main school campus located at 2606 W. 182<sup>nd</sup> Street, Torrance, CA 90504. The branch school campus is located at 6478 Westminster Blvd, Westminster, CA 92683.

Both locations of Pro Barber College are private institutions and are approved to operate by the Bureau for Private Postsecondary Education and the Board of Barbering and Cosmetology. Our College was granted institutional approval from the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833. The Bureau's approval means that the institution and its operation are in compliance with the California Private Postsecondary Education Act of 2009. Institutional approval must be re-approved every five years and is subject to continuing review. The courses approved are Barbering Course(SOC)39-5011: 1500 Clock Hours, Barber Crossover Course(SOC)39-5011: 200 Clock Hours, Barber Refresher Course(SOC)39-5011: 200 Clock Hours and Barber Instructor Course(SOC)25-9044: 600 Clock Hours.

## Enrollment Procedure

Our barber college has continuous enrollment. Students graduate and enroll each month. This means that students can enroll anytime during the year. We have a revolving course. Instruction for the practical portion is a one on one teaching/learning experience. The theory is taught from the State Board approved textbook. Students enter into the textbook where the class is and the book is repeated. Barbering(SOC)39-5011, Barber Crossovers(SOC)39-5011, Barber Refresher(SOC)39-5011, and Barber Instructor courses(SOC)25-9044 are tailored. Enrollments are restricted to maintain a low student-to-instructor ratio.

**Pro Barber College Main Campus offer classes on Monday through Friday, from 9:30 am to 6:30 pm. Classes at Main Campus will be held at 2606 W. 182<sup>nd</sup> Street, Torrance, CA.**

**Pro Barber College Westminster Branch School Campus offer classes on Monday through Friday, from 9:30 am to 6:30 pm. Classes at Westminster Branch School Campus will be held at 6478 Westminster Blvd., Westminster, CA.**

Students will attend the classes at the campus location of their enrollment.

## Calendar of Holidays Through Year End

The college operates on a 12-Months-per-year schedule, with an open enrollment and an open completion date.

Pro Barber school is open Monday through Friday. We are closed on Saturdays, Sundays, and the following college holidays breaks and legal holidays are:

Martin Luther King, Jr. Day

Washington's Birthday

Memorial Day

July 4

Labor Day

Thanks giving Day

Christmas Day

New Years Day

Any Days deemed necessary by the College.

## Mission Statement

The goal of Pro Barber College is to build, and train our students to master the art & science of education in Barbering. It is our aim to provide student with the importance knowledge and technical proficiency that will make them employable upon graduation and receiving their state board license.

**All classes are taught in English language only.**

## Preparing to Attend

At the Pro Barber College we encourage the perspective students to visit either campus where they can pick up an enrollment agreement form, and catalog. All prospective students admitted to the College must provide documentation showing completion of a high school diploma, G.E.D or its equivalent. If the perspective students meet the admission requirements listed above. please read our college catalog, fill out the enrollment form, and make an appointment with the school administrator. Please bring with you your high school diploma or equivalent, social security card, driver license, or valid I.D. card for proof of completion and identification. Orientation is scheduled based on student's enrollment schedule.

## **Our private institutions teach in English only**

As a prospective student you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the school performance fact sheet, which must be provided to you prior to signing an enrollment agreement.

## **Administration Business Hours**

**Admissions: Applicants for admissions may secure information on Monday-Friday from 9:30am-6:30pm.**

**Person to Contact either: Ms. Nancy Truong (310) 866-8460 or Jimmy Vo (714) 797-9719**

**Placement Assistance: Applicants may secure information with the director or the administrator Monday-Friday from 9:00am-5:00pm**

**Person to Contact: Ms. Nancy Truong (310) 866-8460 or Jimmy Vo (714) 797-9719**

## **To Our Prospective Students**

If you are considering a career in Barbering, we welcome you with open arms. We will train you in the “shop environment” to allow you a comfortable transition into a new shop of your choice upon licensure. At Pro Barber College, we teach you more than the basic barber training required by the Board of Barbering and Cosmetology. Our instructors continuously update on the latest trends, tools and styles. We encourage creativity, as we consider you an artist. We allow students to spend time observing advanced student’s techniques. We allow you to choose the tools you prefer because, after all, it is the finished product that is important.

This sounds fun right? There is hard work involved. You must learn the theory behind every practical application as you become an educated/master barber that can answer your customer’s questions about skin and hair problems. You must also understand the dire importance of disinfection of tools and station as well as customer protection. We offer this and much more. We teach women’s hair cutting and coloring as well. If you decide to enroll with Pro Barber College I hope you take the opportunity to learn all that the school has to offer, and not just the basic requirements. You will learn shop management, ownership and how to treat a customer to build a clientele. Come and visit the school to see our class in action.

## **Statement of Educational Objectives**

Our utmost goal is to provide a curriculum that will train our students in learning all aspects of the Barbering, Barber Crossover, Barber Refresher, Barber Instructor profession required by the Board of Barbering and Cosmetology’s minimum requirements for each student. We do this by training the students



to adhere daily to State Board rules of sanitation/disinfection, at their station, throughout the course; this is important to public health. Our 80% curriculum of practical (manual) training offers a step by step manual for each procedure to learn, DVD of each procedure to view, observing senior students while practicing the procedures for the State exam, and one on one instructor training as well as the textbook knowledge of each procedure. We try to capture every learning style. For the 20% theory, we have a chapter a week, and students must complete the worksheets and pass Chapter test. Our main objective is to allow every student to pass the State Board exam with at least the minimum requirement to achieve their license.

Our second objective, beyond the State Board minimum requirements, is that we want them to be valuable to the job market and stay on the cutting edge of what the customers and employing shops want. We offer the students more instruction than required in the basics; such as scalp designs, head shaves, line ups, black, Hispanic, and Asian hair cutting experience, extensive women's cutting and much more. We are fortunate to be in geographically located areas to provide a diversified clientele.

Our teachers attend yearly conventions and workshops to update the students on current trends and shop needs. Our goal is to produce not just licensed barbers but professionals who can advise customers on skin and hair issues: through theory and knowledge, and new training to provide the current trends in cutting and styling .Prospective students are encouraged to come to the school of choice, spend time and observe our instruction before enrollment. The bottom line is we want to produce the best in our profession and give the student more than a barber license.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational goals with school personnel prior to enrolling or signing enrollment agreement.

## **Approval Disclosure Statement**

Prior to signing this enrollment agreement, you must be given a catalog or brochure and a school performance fact sheet, which you are encouraged to review prior to signing this agreement. These documents contain important policies and performance data for Pro Barber College. The College is required to have you sign and date the information included in the school performance fact sheet relating to completion rates, placement rates, license examination passage rates and salaries or wages, and the most recent three years cohort default rate, if applicable, prior to signing this agreement.

**Initial** \_\_\_\_\_

I certify that I have received the catalog, school performance fact sheet, and information regarding completion rates, placement rates license examination passage rates and salaries or wage information included in the school performance fact sheet, and have signed, initialed, and dated the information, and the most recent three years cohort default rate, if applicable, provided in the school performance fact sheet.

**Initial** \_\_\_\_\_

The Pro Barber College operates at 2 different campuses. The Main Campus is located at 2606 W. 182<sup>nd</sup> Street, Torrance, CA. It was opened in 2008 and has been operating since under the approval of The Board of Barbering and Cosmetology. The Westminster Branch School campus is located at 6478 Westminster Blvd., Westminster, CA. It was opened in 2010 and has been operating since under the approval of The Board of Barbering and Cosmetology.

**Pro Barber College** was granted institutional approval from the Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833. The Bureau's approval means that the institution and its operation are in compliance with the California Private Postsecondary Education Act of 2009. Institutional approval must be re-approved every five years and is subject to continuing review. The courses approved are **Barbering Course (SOC) 39-5011: 1500 Clock Hours, Barber Crossover Course (SOC) 39-5011: 200 Clock Hours, Barber Refresher Course (SOC) 39-5011 : 200 Clock Hours and Barber Instructor Course (SOC) 25-9044: 600 Clock Hours.**

The following are state programs, departments or agencies which set minimum standards for our program of studies in accordance with: **BOARD OF BARBERING and COSMETOLOGY.**

**The institution is not Title IV accredited institution.** Currently our institution does not offer any type of State or Federal Financial Assistance in order to cover the financial costs associated with our courses of study. **The institution has not entered into an articulation or transfer agreement with any other college or university.**

**Pro Barber College is not title IV accredited Institution. Current our Institution does not participant of any type of State or Federal Financial Aid Program, in order to cover the financial cost associated with are courses of study payments to attend school.**

The school phone number for the Main Campus is: (310) 866-8460

Branch Campus is: (714) 797-9719

Fax #: (310) 972-6395

Email: [Probarbercollege@yahoo.com](mailto:Probarbercollege@yahoo.com)

## Bankruptcy

**The institution has no pending petition in bankruptcy, and does not operate as a debtor in possession, has not filed a petition within the preceding five years or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)**

## How to Handle a Problem

For academic advice or to register a student complaint, the following flow chart is the proper step to command:

- **First contact or see Instructor in charge:** An informal session to discuss the problem verbally or in writing. The complaint should be stated clearly.
- **Second contact or see your Program Director:** Fill out a complaint form and schedules an appointment sessions to discuss the problem if met satisfied with Instructor advised goals.
- **Third contact or see your school director/education director:** The Academic Review Board will hear grievances once a month or in a special session as needed.
- **Fourth contact or see the president of the school:** Make an appointment to discuss your concerns.

Student's concerns or complaint should first be brought to the attention of instructor. Complaints that are not satisfactorily resolved at this level should be submitted in writing. Please refer to " How to Handle a problem on this page of this catalog.

Be sure that the instructor understands that student is filling a complaint. The nature of the complaint must be filling and clearly explained to the Instructor. The Instructor shall make the record of all official student complaints.

The Instructor shall attempt to resolve the complaint. Should the Instructor not be able to resolve the complaint, then the next student may file the complaint with the Program Director who will attempt to resolve the student complaint.

In accordance with Title 5, California Code of Regulations Division 7.5, Bureau for Private Postsecondary Education, section 73750 of the Regulations "The catalog shall be updated annually. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational services, procedures, or policies are implemented before the issuance of the next updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

Prospective enrollees are encouraged to visit the physical facilities of the school and to discuss personal educational and occupational goals with the Director or school representative prior to enrolling or signing enrollment agreement.

## Catalog Questions

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

**Address: 1747 N Market Blvd, Suite 225**

**Sacramento, CA. 95834.**

**Phone: (888) 370-7589**

**Fax: (916) 263-1897.**

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

## Institution Complaint

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling:

**Phone: (888) 370-7589 toll-free**

**Or by completing a complaint form, which can be obtained on the bureau**

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

## Enrollment Requirements

### Admission Policy & Requirements

Our College requires all prospective students to have a high school diploma or G.E.D. or its equivalent prior to enrollment and provide a social security number. Applicants must be of good morals and possess temperate habits. The College and its staff do not discriminate in any of its policies based on color, race, religion, creed, national origin, financial status, sex, age, handicap, or sexual preference.

## California State Licensure Requirements

To qualify for taking the California State Barber exam, an applicant must provide to the Board of Barbering and Cosmetology the proper forms, paid the required fee, be not less than 17 years of age, have completed the 10th grade in the public schools of this state or its equivalent, is not subject to denial pursuant to Section 480 of the Barbering and Cosmetology Act, and has completed a course in barbering from a school approved by the Board of Barbering and Cosmetology.

## Application

Before completing an enrollment agreement for admission, the prospective student must have read the College Catalog. The enrollment agreement is submitted to the College with the required registration fee and Student Tuition Registration fee (STRF). The applicant must be interviewed at the College prior to enrolling into the selected program.

## Admission Procedures

1. The student will schedule for an interview with the College admissions officer or designated representative. A tour of the campus is provided.
2. The applicant completes an application to enroll in the College and signs an Enrollment Agreement.
3. The applicant must provide a social security card, a valid I.D. card for proof of identification and documentation showing completion of a high school diploma, G.E.D or its equivalent prior to enrollment.
4. The applicant is assigned a date and time to come in for the orientation to have an opportunity to be introduced to the College Staffs and instructors and to start training for the desired program.

No applicant is denied admission based on color, religion, sex, ethnic origin, race or age.

## Courses Offered

### Pro Barber Colleges offer the following courses:

- **Barbering Course (SOC) 39-5011** 1500 Clock Hours
- **Barber Crossover (SOC) 39-5011** 200 Clock Hours
- **Barber Refresher (SOC) 39-5011** 200 Clock Hours
- **Barber Instructor (SOC) 25-9044** 600 Clock Hours

## Barbering Course (SOC) 39-5011 Tuition and Fees

Total Clock Hours: 1500

Length of Course: 75 weeks (Part time, 20 hours of attendance per week)

38 Weeks (Full Time, 40 hours of attendance per week)

Schedule: Full-time or Part Time

Class Offered: Monday through Friday 9:00AM to 7:00PM. Or 9:30AM to 6:30PM

Classes Start: Every day

<b>COURSE COST (TUITION)</b>	<b><u>\$5,250.00</u></b>
<b>REGISTRATION FEE (Non-Refundable)</b>	<b><u>\$100.00</u></b>
<b>STRF FEE (STUDENT TUITION RECOVERY FUND) Non-Refundable</b>	<b><u>\$00</u></b>
<b>Supplies / Tools Kit / Books (Non-Refundable)</b>	<b><u>\$500.00</u></b>

**ESTIMATED SCHEDULE OF TOTAL CHARGES BARBERING COURSE (SOC) 39-5011** **\$5,850.00**

**THE CHARGE FOR PERIOD OF THE ATTENDANCE AND THE CHARGE FOR THE ENTIRE PROGRAM ARE THE SAME**

**TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT** **\$2,850.00**

(Down Payment Before School Start)

A Payment of **\$2,750.00** is required at the time of enrollment. The balance of tuition is to be paid in ten monthly installment of **\$300.00** a month

**BALANCE** **\$3,000.00**

**Note:**

(1): **Student Tuition Recovery Fee is refundable** if student withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later and will be given a full refund. Student Tuition Recovery Fund (STRF) fee **is non refundable after this cancellation period passes.**

**ADDITIONAL FEES: (Pay by student after finish the course)**

### Exam Fees

- **State Board Exam Fees** \$75.00
- **License Fees** \$50.00
- **Pre-Application / Registration Fees** \$9.00
- **Model Set Fees** \$50.00 (and up)

**Total Balance: \$184.00** (Tuition / Kits and Supplies, Registration Fees)

**Note:** All courses and registration course cost are subject to change without notice. Please refer to the current addendum of the Catalog.

### **Barbering Course (SOC) 39-5011 Educational Objectives:**

The objective for this course is to prepare the student for an entry level position in a career in the Barber Industry and to acquire the necessary license to practice the art of barbering. This can lead to positions such as a barber shop manager, barber shop owner, a competition and platform specialist, product demonstrator or a sales representative in the Barbering industry. These experiences can prepare the Barbering for the Barber Instructor Course.

### **Barbering Training Course (SOC) 39-5011 Program Curriculum**

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) hours of technical instruction and practical training covering all practices of a barbering pursuant to Section 7316 of the Barbering and Cosmetology Act.

For the purpose of this section, 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 mannequin. The required course of instruction on the practical phases of barbering shall cover no less than 1,300 hours of the entire 1,500 course. The instruction shall include training in basic haircutting and hairstyling of all textures of hair at the discretion of the school owner and lead instructor. The barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber. All classes are taught per California Bureau of Barbering & Cosmetology requirement by experienced licensed instructors. Bureau of Barbering & Cosmetology requirement by experienced licensed instructors.

<b>TECHNICAL INSTRUCTION</b>	<b>REQUIRED HOURS</b>
Laws and Regulations	<b>40</b>
Health and Safety Considerations	<b>45</b>
Disinfection and Sanitation	<b>40</b>
Anatomy and Physiology	<b>35</b>
Board Approved Health & Safety Course	<b>40</b>
Hairstyling	<b>65</b>
Permanent Waving and Chemical Straightening	<b>40</b>
Hair Coloring and Bleaching	<b>60</b>

Hair Cutting	20
Shaving Preparation and Performance	100
<b>PRACTICAL OPERATIONS (HOURS)</b>	<b>REQUIRED HOURS</b>
Hairstyling	480
Permanent Waving and Chemical Straightening	105
Hair Coloring and Bleaching	170
Hair Cutting	160
Shaving Preparation and Performance	100
<b>PRACTICAL OPERATIONS (ACTUAL OPERATIONS)</b>	<b>REQUIRED HOURS</b>
Hairstyling	240
Permanent Waving and Chemical Straightening	105
Hair Coloring and Bleaching	50
Hair Cutting	80
Shaving Preparation and Performance	40
<b>TOTAL CLOCK HOURS IN COURSE (Technical plus Practical)</b>	<b>1500</b>

**Required Texts:**

Milady's Standard Professional Barbering Textbook 4<sup>th</sup> Edition  
 ISBN-13: 9781401873950, ISBN-10: 1401873952 Workbook and Exam Review.

Milady's Standard Professional Barbering Textbook 5<sup>th</sup> Edition  
 ISBN-13: 9781435497153, ISBN-10: 1345497155, Workbook and Exam Review.

Milady's Standard Professional Barbering Textbook 6<sup>th</sup> Edition  
 ISBN-13: 9781305100558, ISBN-10: 1305100557, Workbook and Exam Review.

The Barber Book, Milady's Standard Textbook of Professional Barber Styling E-book, Access card, and Milady's Standard Hardcover Textbook Professional Barbering. Online licensing Preparations Professional Barbering, California Barber Law Book, Tablet.

At the completion of the hours, you will be required to take the State Board of Barbering and Cosmetology exam to obtain barber licensure. The school will prepare you for the State Board of Barbering and Cosmetology exam free of charges and will do all necessary paperwork

**Barbering (SOC) 39-5011 Program:** Upon completion of the Program, students will have the opportunity to gain employment as a certified Barber.



## Barber Crossover Course (SOC) 39-5011 Tuition and Fees

Total Clock Hours: 200

Length of Course: 10 weeks (Part time, 20 hours of attendance per week)

5 Weeks (Full Time, 40 hours of attendance per week)

Schedule: Full-time or Part Time

Class Offered: Monday through Friday 9:00AM to 7:00PM. Or 9:30AM to 6:30PM

Classes Start: Every day

### Prerequisite for Crossover:

Completed 1600 hours of Cosmetology in an approved California cosmetology school and provide a "Proof of Training" Document from the school or provide a California Cosmetology license whether expired or not.

<b>COURSE COST (TUITION)</b>	<b><u>\$1,800.00</u></b>
<b>REGISTRATION FEE (Non-Refundable)</b>	<b><u>\$100.00</u></b>
<b>STRF FEE (STUDENT TUITION RECOVERY FUND) Non-Refundable</b>	<b><u>\$00</u></b>
<b>Supplies / Tools Kit / Books (Non-Refundable)</b>	<b><u>\$500.00</u></b>

### ESTIMATED SCHEDULE OF TOTAL CHARGES CROSSOVER COURSE (SOC) 39-5011

**\$2,400.00**

**THE CHARGE FOR PERIOD OF THE ATTENDANCE AND THE CHARGE FOR THE ENTIRE PROGRAM ARE THE SAME**

**TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT** **\$1,200.00**  
 (Down Payment Before School Start)

A Payment of **\$1,150.00** is required at the time of enrollment. The balance of tuition is to be paid in two monthly installment of **\$650.00** a month

**BALANCE** **\$1200.00**

### Note:

(1): **Student Tuition Recovery Fee is refundable** if student withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later and will be given a full refund. STRF fee is **non refundable after this cancellation period passes.**

**ADDITIONAL FEES:\_(Pay by student after finish the course)**

## Exam Fees

- **State Board Exam Fees** \$75.00
- **License Fees** \$50.00
- **Pre-Application / Registration Fees** \$9.00
- **Model Set Fees** \$50.00 (and up)
- **Total Balance: \$184.00** (Tuition / Kits and Supplies, Registration Fees)

**Note:** All courses and registration course cost are subject to change without notice. Please refer to the current addendum of the Catalog.

### **Barber Crossover Course (SOC) 39-5011 Educational Objectives:**

The objectives for this course are as follows:

1. To train our students in current instructional areas.
2. To provide a hands-on instructional program, this will enable each student to progress as rapidly as capability permits.
3. To include in every program of study those subjects areas which are most needed in Barber industry, and to emphasize those most needed for success
4. To prepare our students the ability to pass the California State Board of Barbering and Cosmetology Examination
5. To assist in finding employment at the conclusion of their training.

**Note:** The Barber Crossover course (SOC) 39-5011 is for the students who have completed 1600 hours in a California approved cosmetology school and would like to become a barber. Please provide our school with a valid California Cosmetology License or "Proof of Training" documents from an approved California Cosmetology school.

### **Barber Crossover Course (SOC) 39-5011 Training Program Curriculum :**

- The curriculum for students enrolled 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 those barber practices that are not a part of the required training or practice of a cosmetologist.
- For the purpose of this section, 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 mannequin. The required

course of instruction in the practical / phases of Barbering shall cover no less than 90 hours, including training. The Barbering Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber. All classes are taught by experienced licensed instructors.

<b>TECHNICAL INSTRUCTION</b>	<b>REQUIRED HOURS</b>
Shaving Preparation and Performance	<b>100</b>
<b>PRACTICAL OPERATIONS (HOURS)</b>	<b>REQUIRED HOURS</b>
Shaving Preparation and Performance	<b>100</b>
<b>PRACTICAL OPERATIONS (ACTUAL OPERATIONS – NOT HOURS)</b>	<b>REQUIRED HOURS</b>
Shaving Preparation and Performance	<b>40</b>
<b>TOTAL CLOCK HOURS IN COURSE</b> (Technical plus Practical)	<b>200</b>

**Required Texts:**

Milady’s Standard Professional Barbering Textbook 4<sup>th</sup> Edition  
 ISBN-13: 9781401873950, ISBN-10: 1401873952 Workbook and Exam Review.

Milady’s Standard Professional Barbering Textbook 5<sup>th</sup> Edition  
 ISBN-13: 9781435497153, ISBN-10: 1345497155, Workbook and Exam Review.

Milady’s Standard Professional Barbering Textbook 6<sup>th</sup> Edition  
 ISBN-13: 9781305100558, ISBN-10: 1305100557, Workbook and Exam Review.

The Barber Book, Milady’s Standard Textbook of Professional Barber Styling E-book, Access card, and Milady’s Standard Hardcover Textbook Professional Barbering. Online licensing Preparations Professional Barbering, California Barber Law Book, Tablet.

Students must also complete all theory assignment related to barbering not covered by your previous cosmetology education. Students must review and practice the rules and regulations required by The Board of Barbering and Cosmetology throughout the course. At the completion of the hours, students will need to take a State Board of Barbering and Cosmetology exam to obtain a barber licensure.

**Crossover Program (SOC) 39-5011:** Upon completion, student will be able to transition from cosmetology to Barber and gain employment as a certified Barber.

## Barber Refresher (SOC) 39-5011 Course Tuition and Fees

Total Clock Hours: 200

Length of Course: 10 weeks (Part time, 20 hours attendance per week)

5 Weeks (Full Time, 40 hours of attendance per week)

Schedule: Full-time or Part Time

Class Offered: Monday through Friday 9:00AM to 7:00PM or 9:30AM to 6:30PM

Classes Start: Every day

### Prerequisite for Barber Refresher Course (SOC) 39-5011:

A California Barber license whether it is still valid or expired.

<b>COURSE COST (TUITION)</b>	<b><u>\$1,800.00</u></b>
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<b>REGISTRATION FEE (Non-Refundable)</b>	<b><u>\$100.00</u></b>
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<b>STRF FEE (STUDENT TUITION RECOVERY FUND) Non-Refundable</b>	<b><u>\$00</u></b>
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<b>Supplies / Tools Kit / Books (Non-Refundable)</b>	<b><u>\$500.00</u></b>
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<b><u>ESTIMATED SCHEDULE OF TOTAL CHARGES BARBER REFRESHER COURSE (SOC) 39-5011</u></b>	<b><u>\$2,400.00</u></b>
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**THE CHARGE FOR PERIOD OF THE ATTENDANCE AND THE CHARGE FOR THE ENTIRE PROGRAM ARE THE SAME**

<b><u>TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT</u></b>	<b><u>\$1,200.00</u></b>
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(Down Payment Before School Start)

A Payment of \$1,150.00 is required at the time of enrollment. The balance of tuition is to be paid in two monthly installment of \$650.00 a month

<b>BALANCE</b>	<b><u>\$1200.00</u></b>
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### Note

(1): **Student Tuition Recovery Fee is refundable** if student withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later and will be given a full refund. STRF fee is **non refundable after this cancellation period passes.**

**ADDITIONAL FEES:\_(Pay by student after finish the course)**

## Exam Fees

- **State Board Exam Fees** \$75.00
- **License Fees** \$50.00
- **Pre-Application / Registration Fees** \$9.00
- **Model Set Fees** \$50.00 (and up)
- **Total Balance: \$184.00** (Tuition / Kits and Supplies, Registration Fees)

**Note:** All courses and registration course cost are subject to change without notice. Please refer to the current addendum of the Catalog.

## Barber Refresher (SOC) 39-5011 Educational Objectives:

The objectives for this course are as follows:

1. To train our students in current instructional areas.
2. To provide a hands-on instructional program, that will enable each student to progress as rapidly as capability permits.
3. To include in every program of study those subjects areas which are most needed in Barber industry, and to emphasize those most needed for success
4. To prepare our students the ability to pass the California State Board of Barbering and Cosmetology Examination
5. To assist in finding employment at the conclusion of their training.

**Note:** The barber refresher course is for the students who has let his/her license expires or for the barber who wishes to return back to the profession and wants to practice and review.

## Barber Refresher Course (SOC) 39-5011 Training Program Curriculum

- The curriculum for students enrolled in a barber refresher course shall consist of a minimum of four hundred (200) clock hours of technical instruction and practical operations covering those barber practices.
- 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. Technical instruction and practical training shall include the following hours:

<b>TECHNICAL INSTRUCTION</b>	<b>REQUIRED HOURS</b>
Barbering Act/Rules	5
Heath/Safety/Hazardous Subjects/HIV/AIDS	5
Fundamentals	5
Disinfection/Sanitation	5
Chemistry	3
Haircutting	10
Hairpieces	2
Shaving	10
Facials	5
Business Industry Relations	5
Misc. Theory Subjects	10
<b>PRACTICAL OPERATIONS</b>	<b>REQUIRED HOURS</b>
Haircut/Hairstyle	70
Shaving	30
Permanent Waving	3
Hair Processing/Relaxing	2
Hair Coloring	5
Shampooing	5
Facials	5
Hair Waving/Curling	5
Curling irons	5
Disinfection/Sanitation	5
<b>TOTAL CLOCK HOURS IN COURSE (Theory plus Practical)</b>	<b>200</b>

**Required Texts:**

Milady’s Standard Professional Barbering Textbook 4<sup>th</sup> Edition  
 ISBN-13: 9781401873950, ISBN-10: 1401873952 Workbook and Exam Review.

Milady’s Standard Professional Barbering Textbook 5<sup>th</sup> Edition  
 ISBN-13: 9781435497153, ISBN-10: 1345497155, Workbook and Exam Review.

Milady’s Standard Professional Barbering Textbook 6<sup>th</sup> Edition  
 ISBN-13: 9781305100558, ISBN-10: 1305100557, Workbook and Exam Review.

The Barber Book, Milady’s Standard Textbook of Professional Barber Styling E-book, Access card, and Milady’s Standard Hardcover Textbook Professional Barbering. Online licensing Preparations Professional Barbering, California Barber Law Book, Tablet.

Students must also review and complete all theory assignment related to barbering not covered by their previous barbering education. Students must review and practice the rules and regulations required by The Board of Barbering and Cosmetology throughout the course. At the completion of the hours, students may not need to take a State Board of Barbering and Cosmetology exam if their State Barber licensure is still active. Otherwise, if their State Barber licensure is expired, then they will need to take a State Board of Barbering and Cosmetology exam to obtain a barber licensure.

**Barber Instructor Course (SOC) 25-9044 Tuition and Fees**

Total Clock Hours: 600  
 Length of Course: 30 weeks (Part time, 20 hours of attendance per week)  
 15 weeks (Full Time, 40 hours of attendance per week)  
 Schedule: Full-time or Part Time  
 Class Offered: Monday through Friday 9:00AM to 7:00PM or 9:30AM to 6:30PM  
 Classes Start: Every day

**Prerequisite for Instructor Course (SOC) 25-9044**

A valid California Barber License before enrollment.

<b>COURSE COST (TUITION)</b>	<b><u>\$2,400.00</u></b>
<b>REGISTRATION FEE (Non-Refundable)</b>	<b>\$100.00</b>
<b>STRF FEE (STUDENT TUITION RECOVERY FUND) Non-Refundable</b>	<b><u>\$00</u></b>
<b>Supplies / Tools Kit / Books (Non-Refundable)</b>	<b><u>\$500.00</u></b>

**ESTIMATED SCHEDULE OF TOTAL CHARGES BARBER INSTRUCTOR COURSE (SOC) 25-9044**

**\$3,000.00**

**THE CHARGE FOR PERIOD OF THE ATTENDANCE AND THE CHARGE FOR THE ENTIRE PROGRAM ARE THE SAME**

**TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT** **\$1,500.00**

(Down Payment Before School Start)

A Payment of **\$1,500.00** is required at the time of enrollment. The balance of tuition is to be paid in three monthly installment of **\$500.00** a month

**BALANCE** **\$1,500.00**

**Note:**

(1): **Student Tuition Recovery Fee is refundable** if student withdrawal is made through attendance at the first class session, or the seventh day after enrollment, whichever is later and will be given a full refund. STRF fee is non refundable after this cancellation period passes.

**ADDITIONAL FEES: (Pay by student after finish the course)**

**Exam Fees**

- **State Board Exam Fees** \$75.00
- **License Fees** \$50.00
- **Pre-Application / Registration Fees** \$9.00
- **Model Set Fees** \$50.00 (and up)
- **Total Balance: \$184.00** (Tuition / Kits and Supplies, Registration Fees)

**Note:** All courses and registration course cost are subject to change without notice. Please refer to the current addendum of the Catalog.

**Barber Instructor (SOC) 25-9044 Educational Objectives:**

The objectives for this course are as follows:

1. To train our students in current instructional areas.
2. To prepare our students with the teaching skills necessary to be a successful Barber Instructor.



3. To include in every program of study those subjects areas which are most needed for the Barber Instructor Program.

### **Barber Instructor (SOC) 25-9044 Training Program Curriculum**

- The curriculum for students enrolled in a barber Instructor course shall consist of a minimum of six hundred (600) clock hours of technical instruction and practical operations training covering all practices of a Barber.
- Technical instruction and practical operations covering all practices constituting the art of Barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, 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 mannequin. The required course of instruction in the practical phases of the Barber Instructor Course shall cover no less than 260 hours of the entire 600\_ hours courses, including training in knowledge relative to teaching Barbering. The Barber Instructor course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber Instructor. All classes taught by experienced licensed instructors include the following hours:

<b>TECHNICAL INSTRUCTION</b>	<b>REQUIED HOURS</b>
Lesson Planning	30
Record Keeping	30
Testing	20
Grading	20
Book Knowledge	30
Teaching Techniques	30
Visual Aid Equipment	25
Classroom Management	25
Student Motivation	25
Product Knowledge	15
State Laws	20
Additional Training-Teaching Methodology	20
<b>Total Theory Hours</b>	<b>290</b>
<b>PRACTICAL OPERATIONS</b>	<b>REQUIRED HOURS</b>
Lesson Planning	30

Record Keeping	<b>30</b>
Grading	<b>30</b>
Disinfections and Sanitation	<b>25</b>
Permanent waving	<b>30</b>
Chemical Relaxers	<b>30</b>
Shampooing	<b>20</b>
Hair Coloring/Lightening	<b>30</b>
Haircutting	<b>30</b>
Hairstyling	<b>25</b>
Shaving/Facial	<b>30</b>
<b>Total Practical Hours</b>	<b>310</b>
<b>TOTAL CLOCK HOURS IN COURSE (Theory plus Practical)</b>	<b>600</b>

**Required Texts:**

Milady's Standard Professional Instructor Barbering Textbook 2<sup>nd</sup> Edition  
 ISBN-13: 9781562530730, ISBN-10: 1562530739, Workbook and Exam Review.

Barber Instructor Exam Practice Test Passbook.

The Barber Book, Milady's Standard Textbook of Professional Barber Styling E-book, Access card, and Milady's Standard Hardcover Textbook Professional Barbering. Online licensing Preparations Professional Barbering, California Barber Law Book, Tablet.

Students must also complete theory assignments as remedial to barbering as well as practice the rules and regulations in the Board of Barbering and Cosmetology throughout the course. At the completion of the hours, students are not required to take a State Board of Barbering and Cosmetology exam for licensure.

**NOTE:**

1. Completion of either the Barbering or Crossover course (SOC) 39-5011 will require taking a State Board of Barbering and Cosmetology Barber exam to obtain licensure.
2. Students completing the Refresher Course (SOC) 39-5011 and their California State Barber license is expired, they will be required to take a State Board of Barbering and Cosmetology Barber exam for licensure. However, if their California State Barber license is still valid, they will not be required to take the State Board of Barbering and Cosmetology Barber exam.
3. Students completing the Instructor course (SOC) 25-9044 do not require to taking a State Board of Barbering and Cosmetology exam to obtain licensure.

4. We train and prepare you for the State Board of Barbering and Cosmetology exam. We do all paperwork of your application and use video taping of your performance to prepare you and show you how professional you look before the exam. This is used to allow uninterrupted practice as if you are actually having the exam. It will also show the student how professional they look although they do not feel professional. We repeat this video exam until the student feels ready for the actual exam. It is a confidence buster.
5. According to the Rules and Regulations code governing Barbering, schools may not allow student's money or "hour credits" for scrubbing the school or laundering towels. However, it is the responsibility of the student to keep their station clean and sanitized according to the Rules and Regulation Code of Barbering. That is how you will learn to comply with the rules in a shop.

## **Payment Plan**

Total cost for the enrolled course may be paid in full at registration or paid in monthly installments of cash, check or money order. Students make tuition payments directly to the school office. The payments are recorded directly into the student's file. A receipt is given to the student and the receipt book holds a copy of the payment for a school back up record. A third carbon of the receipt accompanies the payment for financial record keeping. All monies owed the College must be paid in full before registering to take the State Board of Barbering and Cosmetology Barber Exam.

## **Financial Aid and Scholarship Policy**

The College currently does not offer scholarship to students at this time and is not approved to offer financial aid and student loans.

## **Staff**

The instructors of the Pro Barber College are licensed professionals. They are approved by the Board of Barbering and Cosmetology. The staffs are kept current by attending seminars, conferences and demonstrations on fashions, methods, and new services.

## College Facilities /Equipments

Pro Barber College, Main School Campus is located at 2606 W. 182<sup>nd</sup> Street, Torrance, CA 90504. It is the old woodshop and has a high ceiling that is surrounded by high windows for natural light. The College is equipped with 15 barber chair stations with tool drawers and mirrors, 2 sinks and two shampoo bowls. Lockers are available for students if needed to store student's supplies. The college classroom contains student tables and chairs, a demonstration area, color charts, and audio-visual equipment. Areas for lunch are available to students. In addition, each student is provided with professional quality tools if needed or agreed upon in the contract. The college has approximately 1800 sq. ft. and is equipped with restrooms and water fountains. The Barber College has two doors. One opens to the campus quad (lawn area) with picnic tables for lunch and homework assignments. The other door opens to a small, separate, parking lot for our customers.

Pro Barber College Branch School Campus is located at 6478 Westminster Blvd, Westminster, CA 92683 an "L" shaped shopping center on the southwest corner of Westminster Blvd. and Edwards Street. It is a busy location for prospective customers, students can service. It has 1335 square feet with a full front window. The school is equipped with 8 barber stations with tool drawers and mirrors, a 10 foot by 14 foot area for practical training on mannequins and two shampoo bowls. There is a lunchroom and college classroom with a full blackboard, student tables and chairs, a demonstration area, color charts, and audio-visual equipment. This school has a front and back door and ample parking for customers and students.

Both schools are handicap accessible inside and out.

## List of Needed Materials.

Below is a list of tools needed for the course. It is the student's right to purchase the needed materials elsewhere.

ITEMS	QTY
Barber Smock	1
Chair Cloth	1
Chair Cloth Holder	1
Neck Duster	1
Andis ML Clipper	1
Edger	1

Excel 2-speed Clipper	1
Blades: 00000, 000, 0A, 1A, 1.5, 2, 3.5, 3 ¾	1 Set
Blade Holder	1
Tool Cleaning Brush	1
Hand Mirror	1
Combs	3
Razor and 5 Blades	1 Set
Shears and Cutting	1
Clip Oil	1 Bottle
Tool Carrying Case	1
Text, Work, And Exam Books	1 Set

## Library Resources

Students will be provided with the State Board Approved Textbook related to the course in which they are enrolled in.

We have reference books available, previous textbooks that were approved by The Board of Barbering and Cosmetology. We also have DVD equipment for our library of DVDs on haircutting, color and State Board exam exercises and skincare. We offer a computer for “state of the art” references. All reference books, manuals, DVD’s, color charts, haircutting tools and extra textbooks are checked out from the office. They must be turned in before going home each day.

## Learning Resources / Program Text Books

Milady’s Standard Professional Barbering Textbook 4<sup>th</sup> Edition  
 ISBN-13: 9781401873950, ISBN-10: 1401873952 Workbook and Exam Review.

Milady’s Standard Professional Barbering Textbook 5<sup>th</sup> Edition  
 ISBN-13: 9781435497153, ISBN-10: 1345497155, Workbook and Exam Review.

Milady's Standard Professional Barbering Textbook 6<sup>th</sup> Edition  
ISBN-13: 9781305100558, ISBN-10: 1305100557, Workbook and Exam Review.

Milady's Standard Professional Instructor Barbering Textbook 2<sup>nd</sup> Edition  
ISBN-13: 9781562530730, ISBN-10: 1562530739, Workbook and Exam Review.

Barber Instructor Exam Practice Test Passbook.

The Barber Book, Milady's Standard Textbook of Professional Barber Styling E-book, Access card, and Milady's Standard Hardcover Textbook Professional Barbering. Online licensing Preparations Professional Barbering, California Barber Law Book, Tablet. Milady's Procedures DVD The Wealthy Barber, American Barbershop, The Vanishing American Barbershop, Modern Salon Magazine, In-Style Magazine.

Currently for students to review and the able to checkout form the library are listed below:

Plus we will continue to add to our library as time allows. Students are allowed to check out resources, one at the time, on daily basis. They can be check out through the instructor on shirt and returned and checked back in on the following day.

## **Class Size**

Classes are limited to a maximum of 60 students per instructor. The number of students in a typical class is approximately 30, with a maximum of 60 students per instructor.

## **Handicapped Students**

The College facility is totally accessible for disable students. This institution does offer programs to disabled students depending on the physical abilities of the student.

## **Housing**

The Pro Barber College does not have dormitory facilities under it control, any type of housing nor do we offer any type of housing assistance such as housing referral, location assistance or financial housing assistance. Housing must be made individually. Apartments and rooms for rent are available in the area, city bus services also available nearby. See current edition of local Newspaper for availability.

In addition, students can check the local Housing websites that list rental availability of housing located reasonably near the campus of their enrollment. An estimation of the approximate cost or range of cost of the housing is also provided based on the cities where the institution's facilities are located.

1. Samples of reasonably nearby housings near our Torrance, CA campus with an estimation range of housing cost or you can click on the links below to find more available listings near this campus. Refer to item 3 listed below.

- **Woodlake Apartment**

5410 W 190Th St  
Torrance, CA 90503  
Phone: (877)206-2841  
1 Bed \$1500 - \$1650  
2 Beds \$1750 - \$1825  
Short term lease available  
Beautifully upgraded apartments  
Sparkling pool and spa  
Fitness center  
Large clubhouse with pool table and fireplace  
Apartments include private patio or balcony  
Close to the beach and shopping  
Located in Torrance School District  
BBQ Area  
Covered Parking  
Beautiful Torrance Apartments  
Running streams and waterfalls throughout

- **Park Anza Townhouses**

23817 Anza Ave  
Torrance, CA 90505  
Phone: (877)206-0844  
1 Bed \$1500  
2 Beds \$1725 - \$1900  
Spacious single and two-story floor plans  
Conveniently close to parks, schools and beaches  
Upgraded and remodeled units  
Professional on-site management and maintenance  
Convenient garages - parking  
Large private patios  
On-site laundry facilities  
Gas stoves and heating  
Cable ready  
Located in a Torrance school district  
Nearby to shops  
One and two story floor plans

2. Samples of reasonably nearby housings near our Westminster, CA campus or you can click on the links below to find listings near this campus. Refer to item 3 listed below.

- **Springdale Villa Apartments**  
6000 Garden Grove Blvd  
Westminster, CA 92683  
Phone: (866) 274-8335  
Studio \$1050 - \$1125  
1 Bed \$1275 - \$1345  
2 Beds \$1375 - \$1445  
Deluxe Studios, One & Two Bedroom Apartments  
Gated Community  
Built-in Range & Oven  
Pool/Spa/Sauna & Large BBQ Area  
State-of-the-Art Fitness Center  
Within Minutes of Beaches, Malls & Schools  
Heat & Air Conditioning  
Elevators
- **Los Alisos Estates**  
5772 Garden Grove Blvd  
Westminster, CA 92863  
Phone: (866)-282-9459  
1 Bed \$1350  
2 Beds \$1550 - \$1800  
3 Beds \$1750 - \$2200  
One, Two & Three Bedroom Apartments for Rent  
Fitness Center  
Recreation Room, Library, & Clubhouse  
High Speed Internet Available  
Night Patrol  
Upgraded Gourmet Kitchens  
Two Tone Paint  
Three Swimming Pools

3. Students can click on the links below for more available listings of housings located near the campus of their enrollment.

- Apartmentlist.com:  
<http://www.apartmentlist.com/ca/westminster/>  
<http://www.apartmentlist.com/ca/torrance/>
- Craigslist:  
<http://orangecounty.craigslist.org/hhh/>



<http://losangeles.craigslist.org/wst/roo/>

- Rent.com:  
<http://www.rent.com>
  
- Apartment Guide:  
<http://www.apartmentguide.com/apartments/California/Westminster/>  
<http://www.apartmentguide.com/apartments/California/Torrance/>
  
- ForRent.com:  
<http://www.forrent.com/search-apartments-by-area/CA/Orange-County.php>  
<http://www.forrent.com/search-apartments-by-area/CA/LosAngeles-County.php>
  
- Rentals.com:  
<http://www.rentals.com/Apartments/California/Orange-County/>  
<http://www.rentals.com/Apartments/California/Los-Angeles/>

## Student Service Policy

It is the policy of the College to assist the student where possible. The school makes no representations or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

1. Referrals to social service agencies.
2. Ride-sharing for transportation.
3. Referral to drug or alcohol abuse programs.
4. Tutoring programs or remedial studies.
5. Health service agencies.
6. Assistance in organizing student study groups.
7. Referral to obtaining a GED.

A student desiring assistance in areas listed in the Student Services should submit an oral or written request to an instructor, or the Director of the school office.

## General Terms

The College reserves the right to postpone training in the event of Acts of God, labor disputes, equipment failure, etc., for a maximum of 30 days. Students will be duly notified and compensated if applicable.

The College reserves the right to change or modify the program content, equipment, staff, or materials and organization as necessary. Such changes may be required to keep pace with technological advances and to improve teaching methods. In no event will any changes diminish the competency of any program or result in tuition changes for current attending students. The College reserves the right to reject any applicant for admission not meeting the requirements for the course selected. 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 was omitted.

## Attendance Policy

The College operates on ten (10) hours per day, five (5) days per week, for a total of fifty (50) hours per week. Full-time attendance is considered 40 hours per week. Part-time schedules 30 hours or less per week must be approved by the administrative office prior to enrolling. Students are expected to attend in accordance with the enrollment agreement.

## Definition of Clock Hours

The College defines all students maintaining a minimum of 20 hours per week schedule and an overall grade average of "C" as making satisfactory progress. A **clock hour** is defined as **sixty (60) minutes** of time in the training setting, participating in the training program.

## Tardiness Policy

A student who will be late for their scheduled time must call the school for an excused tardy. Excused tardy will be allowed to attend other scheduled classes. Habitual tardiness will not be accepted and is cause for disciplinary action and, if not corrected, dismissal from the College.

## Maximum Time Frame

Students attending on a full-time basis must complete the training within the allotted time frame on the enrollment contract.

## Absence Policy

Absence is any time not spent in training. All absences, both excused absences (78 hrs max) or un-excused absences (those not approved or absences without notification), are recorded. Course time is recorded by time clock. A **CLOCK HOUR** is defined as sixty (60) minutes spent participating in the training setting which accredited towards all training courses to obtain a diploma. Students are responsible for advising the school of any absences by telephone, in writing or in person.

## Leave of Absence Policy

Should a student find it necessary to be out of school for an extended period, a leave of absence must be requested in writing, signed and dated. Occasionally, students may experience extended personal, medical or other problems, which make it difficult to attend classes. The institution may allow a student under such circumstances to take a Leave of Absence (LOA) from the program. LOA must be requested in writing by the student and must be approved by the school administration. The written request must include the start and end date of the leave of absence. Leaves of Absence may be granted for up to 180 days. Do not request a Leave of Absence unless you absolutely need to be off school for a period of more than 14 days but less than 60 days. Students will not be assessed additional tuition charges while on their Leave of absence. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed, and will return to the academic progress status they held. Students who fail to return from an approved LOA will be considered dismissed as of the last class day of attendance and are therefore withdrawn from the program, they would then have to apply for readmission and must pay a new registration fee.

## Drop Out Policy

A student may drop from the course at any time by notifying the College **in writing**. See **“Refund / Cancellation Policy”** for information in regard to tuition refund. If the student owes back tuition or fees, these must be paid within 30 days or appropriate action may be taken to recover the loss. Your hours will not be provided until paid in full. **If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money not paid from federal financial aid funds.**

## **Probation**

The student is required to maintain 70% attendance, anything below that they are considered as having unsatisfactory attendance. If a student fails to maintain an overall average of 70% a consultation with a school official will be scheduled. At that time, the student will be placed on a reasonable probation. At the end of the probationary period, if the student has not satisfied the specified requirements, the student will be suspended or terminated from school.

## **Course Interruption / Termination**

A student may be interrupted from training for unsatisfactory attendance or academic progress, or violation of College or State rules and regulations. A student will be terminated if he/she is out of school for more than 2 consecutive weeks (10 week days), without a valid Leave of Absence. If he/she does not recuperate from probation and if he/she does not return from a Leave of Absence, He/she may appeal any action taken by the school to the school administration by following the appeal process. Please note that the date of termination is the last day of scheduled attendance.

## **Re-Entry Policy**

A student may apply for readmission after a leave of absence and must pay a registration fee. If a student has taken an approved leave of absence and returned within the approved amount of time, he/she should not be subject to re-applying and paying a new registration fee. However, if he/she does not return from an approved leave of absence and is therefore withdrawn from the program, he/she would then be subject to this policy.

## **Appeals**

A student who wishes to appeal the determination that he/she is not maintaining satisfactory progress must submit a letter to the school administration. The letter should describe any circumstances the student feels deserves further consideration. A decision relating to the appeal will be made and the student will be notified accordingly.

## **Rules and Conduct Policy**

The rules and regulations of the Pro Barber College are designed to help the students learn professional habits at the start of their professional career. All students must comply with the sanitary requirements, shall not be unruly in school, or interfere with other students. The students shall dress in a professional manner. Students must comply with all laws (federal and state), particularly laws relating to barbering.

Students may be held liable for damages to the College and its equipment. Each student will read and sign the College's written rules and regulations and conduct policy during orientation.

## Grading Procedures

Students are graded by using a grading system of 0 to 100 points. The grade point system is then converted to alphabetical letters.

The grading factors are as follows:

Grade Scale	Alphabetical Grade	Word Grade
100-90% =	A =	Excellent
89-80% =	B =	Good
79-70% =	C =	Average
69-60% =	D =	Poor
59% or below =	F =	Failing

A "C" (70%) or better grade is required for satisfactory academic progress.

The areas of study where the students are graded are: theory classes, practical application and attendance. Each student must maintain a grade point average equal to "C," in order to successfully complete the course. Attendance must be at least 70%.

Probationary standing is a thirty (30) day period for the students to bring their grades up to standard. Students placed on probation are so informed by a staff member. A student who does not bring their grades up to standards is subject to course interruption.

Students who have been interrupted for below-average progress may return to training only upon the recommendation of the Director. Re-entry takes place in a probationary standing only, rated "P."

Students lacking in ability or aptitude are counseled by a staff member. A student, who in the opinion of staff members and the Director of Education is incapable of successfully completing any course undertaken and becoming gainfully employed, may be terminated at the discretion of the College.

Students who successfully complete the course of instruction are awarded a diploma.

## Tests / Make-Up

An examination will be given after completion of each chapter or module of the Theory studies. A student who misses or fails an examination will be given an opportunity to make up the examination. The make-up examination will be offered following the next testing schedule. Students will be graded on their practical achievements and laboratory progress. A student who fails to achieve a passing score on the practical portion of the instructions (training) will be given an opportunity to improve his/her score or grade by performing additional assigned practical drills. The drills will be assigned by an instructor. A passing score must be maintained in attendance and progress at all times.

Students must maintain an average score of “C”, or better, at all times. Students receiving below a “C” average score will be placed on probation. If the score is not improved before the next examination or grading cycle, appropriate action will be taken by the Instructor.

## **Graduation**

A student, upon successful completion of curriculum hours of a course of study, is awarded an appropriate diploma verifying the completion. This is not a license to practice barbering; each student must pass the State Board of Barbering and Cosmetology Barber Exam to become a licensed Barber.

### **Graduation Requirements in Courses**

Receive the required number of clock hours of training.

For a student to meet state requirements, all clinic practical worksheets must be completed in their entirety.

Pass written and practical exams.

Complete the required Milady theory hours.

Pay all tuition costs or make satisfactory arrangements for payment of all monies owed to the school.

Once the student has met all these requirements, he/she will receive a CERTIFICATE of COMPLETION.

The school will not release an official transcript until all graduation requirements are met.

A certified transcript will be provided to student who withdraws which will include hours that the school has been compensated for. For the purposed of transfer of graduation, hours will not be released be the school until all monies owed to the school have been paid and all academic requirements pertaining those hours have been completed.

### **EDUCATION GOALS**

Pro Barber College strives to provide a quality educational system that prepares students to pass the state board examination and gain employment within their chosen field of study. Our quality education system includes an outstanding facility, experienced and complete instructor, and a curriculum developed through years of experience and expertise.

#### **Our Education Goals are:**

- To educate students to be professional, knowledgeable, and skilled in their field for marketability within the industry.
- To maintain an updated program that provides student with the knowledge to complete in their field of study.
- To promote the continuing educational growth of our faculty and students, using current teaching methods and techniques.
- To teach courtesy and professionalism as the foundation for a successful career in their chosen field of study.
- To prepare students to successfully pass the state licensing exam for entry-level employment.
- To train and graduate students while empowering them to become confident and excited to enter a successful career within the salon and beauty industry.

## Experiential Credit

**PRO BARBER COLLEGE** Does not award credit for prior experiential learning.

## Language Disclosure / Visa Services

**PRO BARBER COLLEGE** Does not provide any visa services. And, it does not vouch for student.

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 of the United State, hold a valid green card to work in the U.S., or have a valid Student or Work Visa.

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

**PRO BARBER COLLEGE** Does not recruit **ENGLISH AS A SECOND LANGUAGE**.

**PRO BARBER COLLEGE** Only offers instructions in English. And, it does not offer any English language services.

Our private institution Instructor speaking, and teaching everything in English, does not offer ESL language services.

As” **THE SCHOOL DOES NOT OFFER INSTRUCTION IN ENGLISH AS A SECOND LANGUAGE.**”

Students must have the ability to read and write English at a level of a graduate of an American high school as demonstrated by the possession of a standard high school diploma\*, high school transcript\*\*, an academic transcript of a student who has successfully completed that is acceptable or High school Equivalency diploma of official High school Equivalency test scores. If a student’s primary language is not English the student may bring an interpreter, when signing the enrollment contract to obtain a clear understanding of the terms and conditions of the enrollment contract in the student’s primary language.

#### **Foreign Student:**

All Students must have a United State Social Security Number. Our school does not provide English Language Services. Our College does not provide Visa Services. The level of English Language Proficiency is that of the equivalent of passing high school. Instruction does not occur in any other language than English. The Board of Barbering and Cosmetology will not allow an interpreter to accompany the student to the exam for the test. Please contact the Board of Barbering and Cosmetology for more information.

#### **English as a Second Language**

This institution does not offer English as a Second Language (“ESL”) course. All Prospective students that are accepted for enrollment must be proficient in the English Language.

### **Record Retention**

Our school keeps all student records on site for a minimum of 5 years. After five years, student records may be archived onto the external hard drives and stored offsite. However, all transcripts are to be maintained permanently. The student records may be stored without loss of information or legibility for the period within which the record is required to be maintained by the Act. Our institution maintains the original records in fire resistant cabinets at each school location where students attending under lock and keys to secure from damage or loss. A second set of all academic and financial records is maintained at a different



location offsite .All students' records are scanned and saved electronically onto the external hard drives and stored offsite to ensure backup for a disaster recovery.

## Transfer of Credit

Students, who have previously attended another Barber College, approved by the State of California Board of Barbering and Cosmetology and have sufficient proof may receive credit of all or a portion of the barber training. The Pro Barber College makes no claim that we will accept training from another barber school. Proof of the barber training must be submitted to the admission office at the time of enrollment for evaluation. The College will submit prior training documentation to the Board of Barbering & Cosmetology for evaluation. The Board will make the determination as to credit for previous barber training.

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

The transferability of credits which a student earned at Pro Barber Colleges is at the complete discretion of an institution to which he/she may seek to transfer. Acceptance of the diploma that he/she earned in barber hairstyling, barber crossover, barber refresher, or barber instructor course, is also at the complete discretion of the institution to which he/she may seek to transfer. If the credits that he/she earned at this institution are not accepted at the institution to which he/she may seek to transfer, he/she may be required to repeat some or all of your coursework at that institution. For this reason, he/she should make certain that his/her attendance at this institution will meet his/her educational goals. This may include contacting an institution to which he/she may seek to transfer after attending Pro Barber College to determine if his/her credits will transfer.

**Pro Barber College has not entered into an articulation or transfer agreement with any other college or university.**

## Placement Assistance

Placement assistance is provided in the form of the posting of possible job openings or referrals to potential employers. **However, it is understood that the School does not and cannot promise or guarantee neither employment nor level of income or wage rate to any Student or graduate.** The college does attempt to locate employment for graduates who request assistance. This service is extended to all graduates from the College. Reasonable efforts will be made to assist a graduate in gaining employment. The more flexible a graduate can be regarding placement, the easier it is for the College to assist. The College maintains a "**Job Bulletin Board**" listing current employment opportunities, as well as a listing of Barber shops for sale; this is updated and posted as information becomes available.

## Compensation Standards

A student who completes the course and passes the required Board of Barbering and Cosmetology Barber Exam for licensure may enter the Barber/Hairstyling job market industry which generally pays compensation based on the performance of each employee. Commissions vary, but the average is between 55% and 70% of the income from services the employee performs at his or her station. California Law requires payment of at least the hourly minimum wage. Some shops may operate on a chair rental policy.

## Grievance Policy.

In the event a student has a concern or grievance that cannot be resolved, the student must file the concern in written form. The complaint will then be referred to the school staff members, the school will receive and attempt to resolve each complaint or concern within 21 days of receiving the written complaint. If more information is needed, the school will determine a resolution and notify the student in writing within 15 calendar days of the steps taken to correct the concern or an explanation as to why no action was required. The school will maintain records of the complaint and response in accordance with the published record retention policy. Students will not be subject to adverse actions by any school official as result of initiating a complaint.

Student should follow the above process; however, the student may, at any time, file a complaint with the school's accrediting agency, or the U.S. Department of Education.

Students will not be subject to retribution upon filling a complaint.

Students may refer unresolved grievances to:

**Bureau for Private Postsecondary Education (BPPE)**

**1747 North Market Blvd, Suite 225**

**Sacramento, CA 95834**

**(916) 431-6959**

**Toll-free: (888) 370-7589**

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

## Board of Barbering and Cosmetology (BBC)

P.O. Box 944226  
Sacramento, CA 94244-2260  
(916) 575-7281  
Toll-free: (800) 925-5210  
Website: [barbercosmo.ca.gov](http://barbercosmo.ca.gov)

## Student Tuition Recovery Fund

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

A qualifying institution shall include the following statement on both its enrollment agreement school catalog: "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."

In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in school catalog:

"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 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.”

**Note:** Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, 94924 and 94925, Education Code.

Any questions a student may have regarding this catalog and/or the Student Tuition Recovery Fund (STRF) that have not been satisfactorily answered by the institution may be directed to the

**Bureau for Private Postsecondary Education at:**  
**1747 North Market Blvd**  
**Sacramento, CA. 95834**  
**Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)**  
**Phone: (888) 370-7589**  
**Or Fax: (916) 263-1897.**

## Refund / Cancellation Policy

Registration fee is non-refundable. At this time, the registration fee is \$100.00, and the Student Tuition Recovery Fund (STRF) is based on the cost of the enrolled course. Please refer to the specific course for more details of tuition and fees.

Pro Barber College shall give 100 percent refund of the amount paid for institutional charges, less Registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later. (See Example 1 below)

Student Tuition Recovery Fund (STRF) fees are refundable if a student withdraws during this period and given a full refund. Student Tuition Recovery Fund (STRF) fees are **non refundable** after this cancellation period has passed.

A Student may cancel this agreement at anytime by notifying the School in writing (a **"NOTICE OF CANCELLATION"** is provided).

After this 100 percent refund cancellation period has passed, the refund to be paid to a student shall be calculated by deducting the registration and Student Tuition Recovery Fund (STRF) fees from the program's total charges for a period of attendance and dividing this figure by the total number of program's clock hours. The quotient is the hourly charge for the instruction. The amount of monies owed by the student for the purpose of calculating a refund is derived by multiplying the total hours the student had attended by the hourly charge for instruction. The amount of the refund to which a student would be entitled (after completing a period of days or weeks of instruction) will be calculated by deducting both the amount monies owed by the students and the non-refundable fees (registration and Student Tuition Recovery Fund (STRF)) from the total charges of the program for the period of attendance (See Example 2 below). There will be no tuition refund for students who have completed **61 percent and more of the period of attendance of the program**. The institution will pay or credit refunds within 45 days of a student's cancellation or withdrawal.

### Example 1:

Amount refund to Students if Notice of Cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later

<b>Barbering 1500 Hours Course (SOC) 39-5011</b>	
<b>Cost (with Tuition, Book and Tool Kit included)</b>	<b>\$5,750.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$100.00</b>
<b>STRF FEE (refundable)</b>	<b>\$00</b>

<b><u>A SCHEDULE OF TOTAL CHARGES FOR BARBERING COURSE (SOC) 39-5011</u></b>	
<b><u>FOR A PERIOD OF ATTENDANCE</u></b>	<b><u>\$5,650.00</u></b>
<b><u>ESTIMATED SCHEDULE OF TOTAL CHARGES OF</u></b>	
<b><u>BARBERING COURSE (SOC) 39-5011</u></b>	<b><u>\$5,650.00</u></b>

Total amount of refund is calculated as follows:  
 $\$5,650.00$  (Total Charges) -  $\$100$  (Registration Fee) =  $\$5,650.00$ .

**Example 2:**

Amount of refund to Students after the 100 percent refund cancellation period has passed.  
 For the example purpose, assuming a student has completed 100 hours of Barber Hairstyling course.

<b>Barbering 1500 Hours Course (SOC) 39-5011</b>	
<b>Cost (with Tuition, Book and Tool Kit included)</b>	<b>\$5,750.00</b>
<b>Registration Fee (non-refundable)</b>	<b>\$100.00</b>
<b>STRF FEE (non-refundable)</b>	<b>00</b>

<b><u>A SCHEDULE OF TOTAL CHARGES FOR BARBERING COURSE (SOC) 39-5011</u></b>	
<b><u>FOR A PERIOD OF ATTENDANCE</u></b>	<b><u>\$5,760.00</u></b>
<b><u>ESTIMATED SCHEDULE OF TOTAL CHARGES OF</u></b>	
<b><u>BARBERING COURSE (SOC) 39-5011</u></b>	<b><u>\$5,760.00</u></b>

Hourly Charge for instruction is derived as follows:  
 $\$5,750.00$  (Total Institutional Charges) -  $\$100$  (Registration Fee) -  $\$.00$  (STRF) =  $\$5,650.00$ .  
 Divide  $\$5,250.00$  by 1500 Course Hours =  $\$3.50$  is the hourly charge for instruction.

The amount of monies owed by the student is derived as follows:  
 Multiply 100 hours of attended the course by  $\$3.50$  (hourly charge for instruction) =  $\$377.00$

Total amount of refund is calculated as follows:  
 $\$5,750.00$  (Total Charges) -  $\$100$  (Registration Fee) -  $\$00$  (STRF) -  $\$377.00$  (amount owed by the Student) =  $\$5,273$

**Requirement to Repay Loans**

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

## “Notice of Cancellation”

### Official Withdrawals

A Student may cancel this agreement at anytime by notifying the School in writing. A **"NOTICE OF CANCELLATION"** can be obtained from the school. Student may mail or deliver a signed and dated **NOTICE OF CANCELLATION** to the Office of the School at the following address:

**Main Campus: Pro Barber College  
2606 W. 182<sup>nd</sup> Street  
Torrance, CA 90504  
Phone: (310) 866-8460**

**Branch Campus: Pro Barber College  
6478 Westminster Blvd  
Westminster, CA 92683  
Phone: (714) 797-9719**

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

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the

**Bureau for Private Postsecondary Education at:  
1747 North Market Blvd, Suite 225.  
Sacramento, CA. 95834  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: (888) 370-7589  
Or 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  
Phone: (888) 370-7589 toll-free  
Or by completing a complaint form which can be obtained on the bureau's internet  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov).**

### Unofficial Withdrawals

Any student absent two weeks (10 consecutive weekdays) will be terminated and will have to go through the enrollment process of test and interview to be reconsidered for reenrollment.

## “Notice of Student Rights”

Pro Barber College shall refund 100 percent of the amount paid for institutional charges, less Registration fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

Read the Notice of Cancellation form for an explanation of your cancellation rights and responsibilities. If you have lost your Notice of Cancellation form, ask the school for a copy. After the end of the cancellation period, you still have the right to stop attending school at any time, and you have the right to receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your copy of the contract, you can request the school for a description of the refund policy and/or a duplicate copy of the contract.

## Employment and 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 a commission for performing a barber service. You are further informed that a student’s enrollment and relationship with the school is limited to a student relationship status, and you, as a student, shall not receive any type of wages, salary, commissions, emoluments, or benefits of any kind. You are also informed that as a student you are not an employee, agent, or representative of the school, and the school or its representatives have no responsibility, liability or obligation to you as an employer. **There is no employee/employer relationship of any kind between a student and the school.**

## School Administrative Faculty

### Administrative Officers



**Jimmy Vo** CEO / PRESIDENT

**Nancy Truong** Manager Administrative

## **Faculty Instructors**

**Jimmy Vo** Instructor

**Nancy Truong** Instructor

**Raymond Reid** Instructor

**Xuyen Nguyen** Instructor

**Daniel De Sanchez** Instructor

## **Faculty Qualifications**

### **Jimmy Vo – CEO/President/Director/Instructor**

Jimmy Vo received his California barber license in 1987 (Lic#B66453).

He has been teaching since 2006 when he opened his first school in California. That first school is “Pro Hair Design and Barber College”.

Mr. Vo now has two other college schools campuses.

He has a long back history in barbering, before these he had three other’s Barber School in his country.

He has extensive training as an Instructor and a licensed Barber.

He holds a “cleared” Career and Technology Teaching Credential in the State of California

### **Raymond Reid - Instructor**

Raymond Reid has been in the barbering and Cosmetology field for 23 years.

He graduated from Pro Barber College

He also holds a Cosmetology license in New York and California.

**Daniel De Sanchez – Instructor in training** graduated from pro barber college

**Nancy Truong – Instructor**

Nancy Truong received her California barber license in 2013.

She operated and managed a barber/beauty salon

She has been a Barber Instructor for 6 Years

**Xuyen Nguyen – Instructor**

Xuyen Nguyen received his California Barber license in 2011.

He also holds a cosmetology license.

He has been a Barber instructor for over 8 years at the Pro Barber College

## **Regulatory and Accreditation Agencies**

The following instruction license and regulates our institution:

**Bureau for Private Postsecondary Education (BPPE)**  
1747 North Market Blvd, Suite 225  
Sacramento, CA. 95834  
Website: [www.bppe.ca.gov](http://www.bppe.ca.gov)  
Phone: (888) 370-7589  
Or Fax: (916) 263-1897.

**Board of Barbering and Cosmetology (BBC)**  
2420 Del Paso Road, Suite 100  
Sacramento, CA 95834  
Website: [www.barbercosmo.ca.gov](http://www.barbercosmo.ca.gov)  
Phone: (916) 575-7281  
(800) 952-5210 Toll-free

**Department of Consumer Affairs (DCA)**  
**1625 N. Market Blvd, Suite N112**  
**Sacramento, CA 95834**  
**Website: [www.dca.ca.gov](http://www.dca.ca.gov)**  
**Phone: (800) 952-5210 Toll-free**