

Cutting Edge Barber Academy

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TABLE OF CONTENTS

| | |
|--|--------------|
| <u>CATALOG DISCLOSURE</u> | <u>3</u> |
| <u>MISSION</u> | <u>4</u> |
| <u>Objectives</u> | <u>4</u> |
| <u>Non-Discrimination Policy</u> | <u>4</u> |
| <u>Disclosure Statements</u> | <u>4 - 5</u> |
| <u>FACILITIES</u> | <u>6</u> |
| <u>Learning Resources</u> | <u>6</u> |
| <u>ADMISSIONS POLICIES</u> | <u>7</u> |
| <u>Procedures for Admissions</u> | <u>7</u> |
| <u>General Admissions Criteria</u> | <u>7</u> |
| <u>Admission Standards</u> | <u>8</u> |
| <u>Wonderlic Test Score</u> | <u>9</u> |
| <u>English Language Requirement:</u> | <u>9</u> |
| <u>NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION.</u> | <u>9</u> |
| <u>ACADEMIC POLICIES</u> | <u>9</u> |
| <u>Attendance/Probation/Dismissal</u> | <u>10</u> |
| <u>Letter Grade and Grade Point System</u> | <u>10</u> |
| <u>Course Retake Policy</u> | <u>11</u> |
| <u>Leave Of Absence</u> | <u>11</u> |
| <u>Attendance Probation</u> | <u>11</u> |
| <u>Make-Up Work</u> | <u>12</u> |
| <u>Automatic Withdrawal</u> | <u>12</u> |
| <u>STUDENT SERVICES</u> | <u>12</u> |
| <u>Counseling</u> | <u>12</u> |
| <u>Placement Services-Start dates 2020-2021</u> | <u>12</u> |
| <u>GENERAL SCHOOL POLICIES</u> | <u>14</u> |
| <u>Dress Code</u> | <u>14</u> |
| <u>General Conduct</u> | <u>15</u> |
| <u>Payment Policy</u> | <u>16</u> |
| <u>Grounds for Disciplinary Action</u> | <u>16</u> |
| <u>Student Grievance Procedure, Liability</u> | <u>17</u> |
| <u>Theory Schedule</u> | <u>18</u> |
| <u>Retention of Records</u> | <u>18</u> |

| | |
|---------------------------------------|-----------|
| <u>Transcripts</u> | <u>19</u> |
| <u>SCHEDULE OF CHARGES</u> | <u>19</u> |
| <u>Student Tuition Recovery Fund</u> | 19-21 |
| <u>CANCELLATION AND REFUND POLICY</u> | <u>21</u> |
| <u>Student's Right to Cancel</u> | <u>21</u> |
| <u>Procedure to Cancel</u> | <u>21</u> |
| <u>Withdrawal from Course</u> | <u>21</u> |
| <u>BARBERING PROGRAM</u> | 23 |
| <u>Class Schedule</u> | <u>25</u> |
| <u>Staff</u> | 26 |
| <u>Faculty</u> | 26 |
| <u>Office Hours</u> | 26 |
| <u>School Holidays 2017</u> | 26 |

CATALOG DISCLOSURE

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

*Cutting Edge Barber Academy reserves the right to modify this catalog and the content at any time and when done so the students will be informed of such modifications.

MISSION

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

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

Objectives

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

Non-Discrimination Policy

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

Disclosure Statements

- Cutting Edge Barber Academy is a private postsecondary institute approved to operate by the Bureau for Private Postsecondary Education. Approval to operate signifies that an institution must operate in compliance with the minimum standards as set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of Title 5 of the California Code of Regulations
- Cutting Edge Barber Academy is not accredited.
- Cutting Edge Barber Academy plans on offering distance education. Under certain circumstances.
- Cutting Edge reserves the right to modify this catalog and schools schedule at any time. When done so all students will be informed of such modifications.
- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888-370-7589) or by completing a complaint form, which can be obtained on the Bureau's Internet Web site (www.bppe.ca.gov).
- Cutting Edge Barber Academy does not have a pending petition in bankruptcy, and is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.).
- Cutting Edge Barber Academy reserves the right to modify the Rules and regulation of the student catalog and Guidelines at any time, and that I will be advised of any and all modifications.
- Cutting Edge Barber Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any program.
- Cutting Edge Barber Academy does not have an articulation agreement or transfer agreement with any other college or university at the present time.
- If student obtains a loan to pay for an educational program, the student will have the responsibility of repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.
- The School Director is responsible for monitoring new policies and procedures and maintaining the school in compliance with the California Private Postsecondary Education Act of 2009.
- Cutting Edge Barber Academy is not approved to participate in State or Federal Student Aid programs at this time.
- Cutting Edge Barber Academy does not have, under its control or ownership, and is not affiliated with any dormitory or housing facilities.
- Cutting Edge Barber Academy does not provide housing assistance services to the students.
- There are available housing options located reasonably near the institution's facilities.
- The average cost for a room or apartment rental varies from between \$550 for a room per month to \$1,250 per month for a 2 bedroom apartment.
- Students will find rental information on Craigslist at <http://inlandempire.craigslist.org/apa/>
- Cutting Edge Barber Academy has no responsibility to find or assist a student to find housing.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, West Sacramento, CA 95798. www.bppe.ca.gov Phone: (916) 431-6959 Fax: (916) 263-1897.

FACILITIES

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

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

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

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

Learning Resources

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

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

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

ADMISSIONS POLICIES

Procedures for Admissions

Potential applicants should contact Cutting Edge Barber Academy by visiting the institution and meeting with an admissions representative. The representative will give a tour of the campus, provide detailed information of the institution's programs and policies, discuss the applicant's qualifications, and assist them in determining the best way to meet their career objectives. The application and enrollment process begins with the completion of a general questionnaire and an

initial interview with an admissions representative. The interview usually lasts approximately one hour. During that time, the admission representative will discuss the various aspects of the training programs offered, tuition, financing, and entrance requirements. If qualified, applicants may fill out application forms and complete the enrollment agreement or they may return to enroll at a later date. Applicants are encouraged to observe classes if they desire.

General Admissions Criteria

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

- Cutting Edge Barber Academy does not recognize acquired life experience and prior experiential learning as a consideration for enrollment or granting credit towards any of its programs.
- Cutting Edge Barber Academy has no articulation agreement in place with other schools or colleges.
- Students are required to speak English when an instructional setting necessitates the use of English for educational or communication purposes. All classes are taught in English.
- All students without a High School diploma or equivalent who demonstrate that they have the "ability to benefit" from the program through successful completion of the Wonderlic examination are accepted pending the results of a personal interview with a counselor.
- The examination consists of two (2) parts, a written and a practical. All candidates will be taking the National Interstate Council of Board of Cosmetology, (NIC) written and practical examination. Candidates will be scheduled to take the practical and written examinations on the same day. The Board has two permanent testing sites; one in Northern California (Fairfield) and one in Southern California (Glendale). Once you are scheduled, candidates do have the option of rescheduling the written examination to another day at one of PSI's (computer-based written exam vendor) 15+ testing sites. However, the practical examination cannot be rescheduled. Information about this will be included with the admission letter that is sent to candidates once they have been scheduled for their examination.
- The exams are available in English, Korean Spanish, and Vietnamese. (Please note: These examinations are translated into the most universal or neutral version of each language to be acceptable to the widest possible audience). If a candidate cannot read, speak or write in English at a 10th grade-level, and the examination is not available in their native language, the candidate may request approval to use an interpreter for one or both parts of the examination. Please refer to Interpreter or Interpreter/Model instructions at: http://www.barbercosmo.ca.gov/forms_pubs/forms/interpreter.pdf
- The written examinations, excluding barbers, have 100 test questions and candidates are allowed 120 minutes to complete; barber written examinations have 50 items and candidates are allowed 90 minutes to complete. Note: The written examinations for all license types may contain 10 additional pretest items. These items are placed randomly throughout the examination and will not count towards or against the candidate's

score. The practical examinations vary in length, the cosmetologists exam can last approximately 4 hours; barbers 3 hours; manicurist, esthetician and electrologists may take up to 1 ½ hours. Candidates will receive a 15-minute break during the barber and cosmetology practical examinations.

Admission Standards

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

- Submit an original high school diploma or GED. All non-English diplomas or GEDs must be translated into English and be officially certified.
- Submit official copies of transcripts of all postsecondary level institutions attended by the applicant prior to enrolling at Cutting Edge Barber Academy. All Non-English transcripts must be translated into English and be officially certified.
- Complete and submit a Cutting Edge Barber Academy application form.
- Complete, sign, and submit a Cutting Edge Barber Academy enrollment form.
- Sign documents acknowledging receipt of disclosure forms as required by the California Private Postsecondary Education Act of 2009, Articles 11. School Performance Fact Sheet.
- Pay a registration fee of \$100.00.
- Attend a new student orientation.

Wonderlic Test Score

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

English Language Requirement:

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

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

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

The transferability of credits you earn at Cutting Edge Barber Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Barbering program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution meets your educational goals. This may include contacting an institution to which you may seek to transfer after attending Cutting Edge Barber Academy to determine if your certificate will transfer.

ACADEMIC POLICIES

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

Attendance/Probation/Dismissal

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

- One tardy or early departure equals 15 minutes increments towards your absent hours
 - Exp: Scheduled time is 9AM. and a student clocks in at 9:36A.M. the clock in time is rounded up to 9:45AM. which results in a loss of 45 mins for that hour
 - Any student that does not clock out for lunch at 12:00pm will be clocked out when the student has left for lunch.

Letter Grade and Grade Point System

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

| Letter Grade | Percentage | Indicator |
|--------------|------------|----------------|
| A | 90-100 % | Excellent |
| B | 80-89 % | Good |
| C | 75-79 % | Satisfactory |
| D | 60-74 % | Unsatisfactory |
| F | Below 59 % | Failing |

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

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

Course Retake Policy

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

Leave Of Absence

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

Attendance Probation

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

Make-Up Work

Students can make-up missed class hours at the discretion of the school Director. In addition, students may make-up hours by participating in school-sponsored events or other extra-curricular activities at which an Academy instructor is present. All assignments, tests and homework may be made up at the discretion of the instructor. Students who were absent on theory days, whether excused or unexcused, or fail to take a theory test must make up the test within the same month the test was given. If the test is not made up within the same month, the test missed will be posted as "O" (zero) when calculating the academic progress grade point average.

Automatic Withdrawal

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

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

STUDENT SERVICES

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

Counseling

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

Placement Services

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

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

A successful job search is dependent upon the confidence, willingness, and preparedness of the applicant. Students and graduates are encouraged not to place restrictions on their job search endeavors regarding location, starting salary, and specific benefits. Any employment students or graduates may obtain through the school's assistance will, in all probability and likelihood, be an entry-level position.

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

Cutting Edge Barber Academy

Tue-Sat 8:30-5:00

Full time start dates

Part time Night start dates

Mon-Fri 3:00-8:00

***Saturdays are optional for makeup hours at the discretion of cutting edge barber academy management**

GENERAL SCHOOL POLICIES

Dress Code

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

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

BUSINESS CASUAL ATTIRE RECOMMENDED FOR WOMEN

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

RECOMMENDED PROFESSIONAL DRESS ATTIRE FOR MEN

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

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

General Conduct

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

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

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

- Children are never allowed in the classrooms. This policy is for their safety.
- Smoking is not permitted anywhere inside the school facilities or building. Please smoke outside the building in the designated areas and use the appropriate disposal containers for all used cigarettes.
- The Receptionist Desk will only take emergency calls for students. School phones are not intended for personal use by students.
- Students are not to use any of the office equipment, this is reserved for personnel.
- There will be a \$100 fee for any schedule changes.
- Second copies will be a \$10.00 fee. Enrollment agreement, application for examination, proof of training, Transcripts, student file.

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

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

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

Learning how to communicate and deal with a variety of people, coping with frustration, solving problems, disciplining one-self and dressing professionally, are just a few of the ingredients that go into the makeup of a professional. In these areas, we have high standards because we are committed to preparing our students for the highest expectations of employers. Cutting Edge Barber Academy's students are encouraged to pursue the development of these attitudes and behaviors because they serve in their best interest when it comes time to seek employment.

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

Payment Policy

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

Grounds for Disciplinary Action

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

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

Student Grievance Procedure

From time to time, differences in interpretation of school policies will arise among students, faculty, and/or the administration. Persons seeking to resolve problems or complaints should first contact

the instructor in charge. Requests for further action may be made to the School Director. When such differences arise, usually a miscommunication or misunderstanding is a major contributing factor.

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

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

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

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

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

Bureau for Private Postsecondary Education,

2535 Capitol Oaks Drive, Suite 400

Sacramento California, 95833

www.bppe.ca.gov

Mailing address is:

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

Toll Free Number: 1 (888) 370-7589

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

By

E-mail

to:

bppe@dca.ca.gov

Liability

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

THEORY CLASS SCHEDULE

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

Section CCR 950.12 visit www.barbercosmo.ca.gov.com

Night Barber students Theory Monday 3 pm to 8 pm

Day Barber students Theory Wednesday 8.:30am to 12 pm

Freshman Theory/ Workshop Classes Tuesday 8:30 am to 5 pm (30 min Lunch)

Crossover students Day and Night incorporate to perspective day or night theories.

(For a full breakdown of the schedule upon enrollment you will receive schedule on orientation day)

RETENTION OF RECORDS

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

Students desiring to view their records may request to see their records in the school office during normal business hours or may schedule a time to review records that is convenient to both the

student and the school administration. If an appointment is made, the appointment shall be made no later than 48 hours after the student has requested to view their records.

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

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

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

Cutting Edge has the right to charge a \$ 10.00 fee per extra copy.. Enrollment agreement, application for examination, proof of training, Transcripts, student file.

Transcripts

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

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

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

SCHEDULE OF CHARGES

| Program | Cost Breakdown | | | | | |
|------------------|-----------------------|-------------------|-----------------------|-----------------------|-----------------------|-------------------|
| | Registration | Tuition | STRF * | Books | Barber Kit | **Total Cost |
| | <i>Non-refundable</i> | <i>Refundable</i> | <i>Non-Refundable</i> | <i>Non-Refundable</i> | <i>Non-Refundable</i> | <i>Refundable</i> |
| Barbering | \$100.00 | \$7,000.00 | \$0.00 | \$225.00 | \$500.00 | \$7,825.00 |
| Crossover | \$100.00 | \$4,000.00 | \$0.00 | \$225.00 | \$500.00 | \$4,825.00 |

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

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

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

STUDENT TUITION RECOVERY FUND

Effective**February 8,2021

§76120. Amount of STRF Assessment. (a) Each qualifying institution shall collect an assessment of zero dollars (\$0) fifty cents (\$0.50) per one thousand dollars (\$1,000) of institutional charges, rounded to the nearest thousand dollars, from each student in an educational program who is a California resident or is enrolled in a residency program. For institutional charges of one thousand dollars (\$1,000) or less, the assessment is zero dollars (\$0).

Student Tuition Recovery Fund

76215. Student Tuition Recovery Fund Disclosures

(a) A qualifying institution shall include the following statement on both its enrollment agreement and 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.”

(b) In addition to the statement required under subdivision (a) of this section, a qualifying institution shall include the following statement in its 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 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.”

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

CANCELLATION AND REFUND POLICY

Student's Right to Cancel

You have the right to cancel the enrollment agreement, and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation occurs when you give written notice of cancellation at the institution's address. You can do this by mail, in person, by fax. The notice, if mailed, is effective by postmark date. This notice need not take any particular form; it needs only to state that you wish to cancel this agreement. If you cancel this agreement, Cutting Edge Barber Academy will refund any money that you paid, less any deductions for equipment not timely returned in new condition within 45 days after receipt of the notice.

Procedure to Cancel

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

Withdrawal from Course

The institutional refund policy for students who have completed 60 percent or less of the course of instruction shall be a pro rata refund. After the end of the cancellation period, you have a right to terminate your studies at this school at any time, and you have the right to receive a refund for the part of the course or program you have paid for and did not receive. You have the right to withdraw from the course of instruction at any time. If you withdraw from the course of instruction after the period allowed for cancellation, the school will remit a refund, less the registration fee and STRF fee within **45 days** following your withdrawal. You are obligated to pay only for educational services rendered and for unreturned books or equipment.

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

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

(C) The quotient is the daily charge for the course. (\$5.08 an hour)

5.08 hr x 8 hrs =\$40.64 per day of Education

*(D) The amount owed by you for purposes of calculating a refund is derived by multiplying the total days Scheduled by the daily charge for instruction. (**Not by attendance**)*

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

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

Example: FT 8hr = 188 Days PT 5hr =300 days PT 2hr = 750 Days FT 7.5 Hr=200 Days PT 4Hr=375 Days

BARBERING PROGRAM

1500 Clock Hour Certificate Program

(Below College Level)

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

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

| | | | |
|----|---|--|--|
| | Anatomy & Physiology-human anatomy, human physiology | 15 | |
| 4. | Communication Skills & Career Development-Includes professional ethics, effective communication and human relations, salesmanship, client record keeping, decorum, basic tax information relating to booth renters, independent contractors, employees and employers, licensing requirements and regulations. | Taught throughout the program of study | Taught throughout the program of study |
| 5. | Method-Advanced techniques in haircutting, hairstyling, hair coloring, texturizing, facials and guest service | Taught throughout the program of study | Taught throughout the program of study |

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

| | | |
|--------------------|---------------|-------------------------------------|
| Morning | 8:30 - 10:00 | Class |
| | 10:00 - 10:15 | Break |
| | 10:15 - 12:00 | Class |
| Afternoon | 12:00 - 12:30 | Lunch Break |
| | 12:30 - 1:00 | Lunch Break (2 nd class) |
| | 1:00 - 3:00 | Class |
| | 3:00 - 3:15 | Break |
| | 3:15 - 5:00 | Class |
| Night Class | 3:00 - 5:15 | Class |
| | 5:15 - 5:30 | Break |
| | 5:30 - 8:00 | Class |

Saturday

Optional Hours* Please note Theory days are mandatory due to state requirements and hours. if you are not in theory you are not allowed to give yourself credit for a class not attended and any homework will be due the following week.

Staff

Gurpinder Sanghera
Gurpinder Sanghera
Gurpinder Sanghera
Gurpinder Sanghera

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

Faculty

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

Erika Berumen Cosmetologist KK356573 / Barber B93512

Graduated from Adrian's Beauty College, Ca in 1997 has 18 years of teaching experience

Office Hours

Business office hours are Tuesday through Friday from 9:00 AM to 5:00 PM, Saturdays by appointment only. Call (209) 715-1045 for inquiries. Cutting Edge Barber Academy observes most major holidays and closes for a winter break between Christmas and New Year's Day. A complete listing is provided below

School Holidays

New Year's Day
Independence Day
Labor Day
Veterans Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day

Winter Holidays will last from December 23rd, until January 2nd, additional holidays or school closures may be declared at the discretion of the School Chief of academics.

(Dates can be modified at the discretion of the chief of academics students will be notified if any modifications are done to the academic year.)