



**RIGGINS URBAN
BARBER COLLEGE LLC**
AN ACCREDITED INSTITUTION

SCHOOL CATALOG

October 17, 2019 to December 31, 2020

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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.

THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE ONE DOCUMENT!

APPROVALS DISCLOSURE

RIGGINS URBAN BARBER COLLEGE LLC was granted institutional approval from the Bureau for Private Postsecondary Education (BPPE) pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review. The courses approved by BPPE are: Barber Course for 1500 Clock Hours & Barber/Cosmo Crossover for 200 Clock Hours

Barbering programs are also approved by the California Board of Barbering & Cosmetology (BBC) which set minimum standards for our programs of study in accordance with Education Code Section 94915.

Currently our college does not offer any type of federal financial assistance in to cover the financial costs associated with our courses of study.

ACCREDITATION:

This institution is accredited with the NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES, 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600, is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology and massage.

As an accredited institution, qualified students may apply for and receive financial assistance for tuition and other costs. **Please note that until this institution receives USDOE approval we may not offer any type of Federal Title IV financial assistance.**

VA:

Our college was recently approved to offer any educational training to Veterans. Financial assistance to cover costs associated with our courses of study is available to eligible veterans and their eligible dependents. Please see the Director for the Veterans Information Bulletin which supplements this catalog.

BANKRUPTCY: Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have 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.)

COMPLAINT PROCEDURE:

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Owner – Mr. Jerry Riggins.

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 Website www.bppe.ca.gov

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect enrolled students.

WELCOME MESSAGE FROM THE OWNER

Dear Prospective Student,

Welcome to Riggins Urban Barber College LLC and thank you for considering us to assist you in obtaining your desired Barber training. You are now entering a field experience that will hopefully provide you with the opportunity for a successful future in the barber industry.

Riggins Urban Barber College LLC welcomes all persons interested in a barbering career. We are happy to have you visit the school at any time. Come in and see our facilities and the teaching staff and consider the many advantages for serious students. We will be pleased to answer all your questions.

At the Riggins Urban Barber College LLC, we offer you the basic training to pass the Board of Barbering and Cosmetology examination. We place emphasis on how to be successful in the marketplace and how to be successful at every operation necessary to create the lifestyle you desire. This means hard work, dedication, and practice on your part. You will practice shop management, business concepts, and the psychology of personal success. It is a pleasure to have you join us at Riggins Urban Barber College LLC; our goal is to help you discover your ability to transform your life through your training. Training is your investment in your future and the degree of your success will depend on the effort you are willing to apply during the entire course of your training.

Sincerely,
MR. JERRY RIGGINS
Owner/Director

MISSION STATEMENT:

Riggins Urban Barber College LLC strongly believes that any person who has the ability, desire and determination to benefit from vocational training programs should be given each and every opportunity to do so. Our mission is to guide the student with a quality education to graduate and pass the Barber Exam and to become "salon/shop-ready" for an entry-level position of employment in a Barber Shop.

EDUCATIONAL OBJECTIVE: To provide each enrolled student with a high-quality program, in an environment conducive to attaining real-world skills, by adopting a straightforward pragmatic methodology.

Students will be introduced and provided structured instruction in a state-of-the-art learning environment. Under these conditions, students acquire hands-on experiences and acquire the knowledge and techniques needed to successfully complete their programs of study.

Students are encouraged to utilize the media center, which can supplement their learning experience. Our school simulates barber shop conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge. Each student uses a locker to keep his/her uniform and private articles. Our students practice managing the reception desk, logging in patrons, answering the telephone, operating the cash register and assist in operating our supply system.

Riggins Urban Barber College LLC faculty is exhibited daily in the classroom and on the clinic floor. This core staff is supplemented with guest artists, lecturers and trainers with proven expertise from virtually all barbering spectrums.

Upon completing the course of study, the graduate should be able to function effectively in one of the areas such as: Barber, Barber Shop Operator, Barber Supply/Equipment Sales Representative. Normal progression should move him or her to positions such as Barber Shop Manager; Barber Shop Owner or School Owner.

COURSES OF STUDY

BARBER COURSE: The course of study for students enrolled in the Barber course shall consist of fifteen hundred (1,500) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering. Educational Goals: The Barber course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (SOC #39.5011). A Barber must be licensed to practice in the state of California.

BARBER/COSMO CROSSOVER: The course of study for licensed cosmetologists enrolled in the Barber/Cosmo Crossover course shall consist of two hundred (200) clock hours of technical instructional and practical operations covering all practices not part of the cosmetology curriculum, specifically the shaving curriculum. Educational Goals: The Barber/Cosmo Crossover course of study is designed to prepare cosmetologists for the Barber state licensing examination and for profitable employment as a Barber (SOC#39.5011). A Barber must be licensed to practice in the state of California.

ADMISSION REQUIREMENTS: Enrollees are admitted as regular students under the following criteria:

- Government issued picture identification; **and**
- Social Security **or** ITIN Card; **and**
- High School or College Diploma **or** High School or College Transcript (that clearly states you have met all graduation requirements), **or** GED, California State Proficiency Test **or** its equivalent,
OR
- If Home Schooled, a valid certification document provided by the state in which you were home schooled must be provided and it must be equivalent to a High School Diploma,
OR
- For a student that graduated high school outside the United States s/he must have the High School Diploma translated into English by an outside agency qualified to translate documents into English and confirm the academic equivalence to a U.S. High School Diploma.
- For licensed cosmetologists: a valid cosmetology license, in addition to the above listed requirements is required for admissions

A Barber Course applicant lacking the High School Diploma or its equivalent, must be at least 17 years old (compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the California Board of Barbering and Cosmetology and pass an Ability to Benefit (ATB) exam prior to admission.

Students wanting to be admitted under these criteria, will be required to pass one of the Ability to Benefit tests administered by an independent proctor. Students subject to these criteria are referred to as students admitted under the Ability-to-Benefit guidelines. The school's admissions personnel will provide applicants with additional information as to how to arrange for the Ability to Benefit test. All Ability to Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a one-week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

Our school does not recruit students already attending or admitted to another school offering a similar program of study.

Riggins Urban Barber College LLC has not entered into an articulation or transfer agreement with any other college or university.

DISABLED STUDENTS: Access for disabled students to the institution's facilities is available. This institution does offer programs for the disabled student depending on the physical ability of the potential student.

STATEMENT-NON-DISCRIMINATION: Riggins Urban Barber College LLC does not discriminate on the basis of race, color, religion, ethnic origin, sex, handicap, financial status, age, area of origin or residence in its admissions, instruction, or graduation policies.

TRANSFER POLICY/CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act & Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology approval of prior training. **Assessment policies and procedures** - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by Riggins Urban Barber College LLC. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement.

Provisions for appeal: Students may appeal the institution's decision not to accept transfer credits by submitting a written appeal for reconsideration to the owner, Jerry Riggins, at 220 Euclid Ave. Suite 120, San Diego, CA 92114.

Student charges - Students that are accepted for enrollment with prior hours will be charged as follows: registration fee, fees for transfer of credits, kit/books/supplies, and tuition based on hours needed multiplied by the current hourly rate. A Transfer fee of \$750.00 is applied to all transfer students.

RE-ENTRY POLICY: All students who withdraw may re-enter into the program without the loss of credit Program hours and provided it is within six (6) years from the date of their withdrawal, which is the institution's policy. All records of the student are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the college before the student is accepted for re-enrollment.

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

The transferability of credits you earn at Riggins Urban Barber College LLC is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the 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 will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Riggins Urban Barber College LLC to determine if your certificate will transfer.

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.

FRESHMAN PHASE: The freshman curriculum for the Barber course requires a specific number of hours of classroom lectures, demonstrations, and student practice. The freshman phase teaches you from the very beginning and introduces the basics for those areas that you will need to know to pass licensing examinations. From this initial introduction, you will learn all fundamentals that are the basics for your future and career. The hours spent as a freshman are 150 hours. Urban Barber College considers the freshman phase to be the foundation for your future.

TEXTBOOKS, EQUIPMENT & SUPPLIES: Textbooks & Kits will be issued at the beginning of the freshman class. All needed school supplies and equipment will be maintained in the freshman

classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS: The College is closed on Sundays & Mondays, and the following holidays: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve day, Christmas Day, New Year's Eve Day & New Year's Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES: Classes begin weekly: Every Tuesday.

ORIENTATION: An Orientation for students is held prior to a new student starting class. All new students, transfers and re-enrollment students are required to attend prior to attending his/her first class.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

HEALTH AND PHYSICAL CONSIDERATIONS: Generally, the professional in the barber field must be in good physical health for he/she will be working in direct contact with patrons. In most aspects of the barber culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. If a female student is pregnant prior to enrollment, she must furnish a letter from her Medical Doctor stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personnel prior to her enrollment. In the case whereas a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Medical Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

STUDENT SERVICES

This institution maintains a focus on the delivery of educational services. Should a personal problem which interferes with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Placement services, career counseling and drug counseling referral services are available to enrolled students of this institution.

CAREER COUNSELING AND PERSONAL ATTENTION: Students are counseled individually, as often as necessary but at least every six weeks to review the student's progress and adjustment. Successful Barber Shop Owners and Barbers are scheduled into the school regularly to give demonstrations and to discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, assessments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering & Cosmetology Examination.

DISCLOSURE OF EDUCATION RECORDS:

Student records for all students are kept at the College for six years. Transcripts and certificates earned are kept permanently. Students and parents/guardians of dependent minors may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. Students are not entitled to inspect the financial records of their parents.

Written consent is required from the student (or his/her parent/guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions and governmental agencies so authorized by law.

PLACEMENT: Job placement assistance is provided to graduates and students at no additional charge. Upon graduation, the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. After passing the exam, students are encouraged to return for placement assistance by reviewing the listings of barbershops seeking employees, the requirements, salary, and other pertinent information. The school does not guarantee placement to any student.

DRUG ABUSE PREVENTION PROGRAM: The College makes the following information available to its students, staff, and instructors. Any individual associated with Urban Barber College, who is seeking information, counseling, or assistance concerning Drug Abuse and/or Prevention may call or visit the following agency: Alvarado Parkway Institute, 7050 Parkway Dr. La Mesa, CA 91942 (619) 667-6125

PROOF OF TRAINING & TRANSCRIPT: The first official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or transcript fee of \$25.00 for two copies. POTs and Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No POT or transcript will be issued until all tuition and other fees due to the institution are paid.

HOUSING: Our college does not offer any type of housing nor do we offer any type of housing assistance (i.e. housing referral, location assistance or financial housing assistance). Housing in the immediate area is available in one- and two- story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$900 a month (www.apartmentguide.com).

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

This institution does not provide airport reception services or other services.

FACILITIES: Riggins Urban Barber College LLC, where all class sessions are held, is located at 220 Euclid Ave., Suite 120, San Diego, CA 92114. A spacious 2,300 sq. ft., air-conditioned, one story modern facility that is accessible to all public transportation, the facility consists of combined lecture/lab rooms and student shop (clinic floor) areas. The facility also houses the administrative offices for the staff, a media center and a student and faculty lounge area. The school, the facility it occupies and the equipment it utilizes fully complies with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic Progress Policy (SAP) is consistently applied to all students enrolled at the school. It is printed in this catalog to ensure that all students receive a copy prior to enrollment. This policy complies with the guidelines established by National Accrediting Commission of Career Arts and Sciences and the Federal regulations established by the United States Department of Education.

ATTENDANCE PROGRESS EVALUATION: Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is:

COURSE	MAXIMUM TIME ALLOTTED	
	WEEKS	SCHEDULED HOURS
Barber (F/T 30 hrs/wk.) – 1500 Hours	75 weeks	2250
Barber (P/T 20 hrs/wk.) – 1500 Hours	112.5 weeks	2250
Barber/Cosmo Crossover (F/T 30 hrs/wk.) – 200 Hours	10 weeks	300
Barber/Cosmo Crossover (P/T 20 hrs/wk.) – 200 Hours	15 weeks	300

If a student exceeds his/her Maximum Time Frame, he/she will be charged Extra Instruction charges for the hours that are needed to complete his/her program. Those charges will need to be paid in advance and in full, prior to the student completing the program. This student will be on a cash pay basis, meaning federal funds cannot be used/applied.

EVALUATION PERIODS:

Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

Barber Course:	Barber/Cosmo Crossover:
450 hours	100 hours
900 hours	
1200 hours	

*Transfer students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint of the course.

ACADEMIC PROGRESS EVALUATIONS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school.

Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A - Passing
89 - 80% Above Average	(GPA 3) 3 POINTS=B - Passing
79 - 70% Average	(GPA 2) 2 POINTS=C - Passing
69 - 60% Not Passing	(GPA 1) 1 POINTS=D – Not Passing
59 - 00 % Not Passing	(GPA 0) 0 POINTS=F – Not Passing

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

Any student who receives a SAP that does not meet minimum requirements that will impact the student's financial aid eligibility will be notified in writing (i.e. the student must sign and receive a copy of that SAP report).

WARNING

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

PROBATION – MUST SUBMIT AN APPEAL TO BE ELIGIBLE

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds. *The institution is not currently approved to offer financial aid.*

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract end date and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at this institution.

ATTENDANCE STATUS: Full time: Any student scheduled to attend 29 hours or more per week is considered to be a full-time student. Part-time enrollment is defined as 20 - 28 hours per week.

STUDENT CLOCK HOUR POLICY:

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. A thirty (30) minute lunch break shall be taken when a student attends a 6-hour class day or more. If you are attending less than a 6-hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break.

At the completion of the day, your timecard is prepared from the current weekly timecard. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly timecard. The timecard must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.** After clocking in you are required to maintain applied effort. Timecards reflect the student's daily record of hours and operations. It is important that all your hours and operations

are recorded properly and accurately. The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster. The timecards are the property of the school and must remain in the school at all times. Timecards must be retained/stored in their entirety for 6 years by the school.

TIMECARD CREDIT: The following is a guideline for the instructor to issue credits.

1. Each Theory must be initialed in the proper category. If that category is complete, the instructor may issue credit in a comparative category.
2. The portion of the timecard reflecting hours are in the Theory hours earned and any classes the instructor has demonstrated.
3. The portion of the timecard concerning operations are to be applied efforts of the students as they manually perform practical subject.
4. Some practical operations may take longer to perform according to the student. Note the following time frame the Program gives for each operation: Scalp Treatment = 1/2 to 1-hour, Permanent Wave = 2 to 2 1/2 hours, Facial = 1 1/2 to 2 hours, Hair cut = 1/2 to 1 hour

Using the above, the Board would understandably not consider a student capable of performing more than three permanent waves per day.

Personal grooming, leaving the building, reading material not related to your training or activity not related to your training are not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

LEAVE OF ABSENCE (LOA): Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program when more than 10 consecutive days of absence are needed. Students needing a LOA for medical, health, welfare or travel must do so in writing and submit it in advance of the leave and sign the request form.

Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e. an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences. There must be a reasonable expectation that the student will return from the LOA in order to for a LOA to be approved.

Students who are granted LOAs who meet these criteria will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

A student may request more than on LOA during his/her contracted time frame, however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period.

A student who fails to return from a LOA will be considered dismissed (dropped), as of the class of last attendance prior to the start of the LOA.

NOTICE OF STUDENT RIGHTS

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later.

After the end of the cancellation period, you also have the right to stop school at any time and receive a refund for the part of the course not taken.

REFUND POLICY – Applies to all terminations, for any reason, by either party

After the cancellation period, the institution provides a pro rata refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has incurred (including absences), there will be no refund to the student.

A registration fee of \$250.00 is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and all other items issued and received by the student are not returnable. Once received by the student it will belong to the student and will represent a liability to the student. There is a Termination fee of \$500.00 for all terminations and drops, for any reason, by either party. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange to pay the amount that you owe to Riggins Urban Barber College.

Official withdrawal date is the student's notification to the School Director or the school's Determination.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

Return of Title IV - Applies to all terminations, for any reason, by either party

Special note to students receiving Unsubsidized/Subsidized/PLUS/Perkins loans, ACG/National SMART/Pell/SEOG grants or other aid, if you withdraw from school prior to the completion of the equivalent to 60 percent of the workload in any given payment period, a calculation using the percentage completed will be applied to the funds received or that could have been received that will determine the amount of aid the student earned. Unearned funds would be returned to the program in the order stated below by the school and/or the student. Student liability to loan funds will continue to be paid in accordance to the original promissory note terms. Funds owed by the student to the Grant programs are limited to 50% of the gross award per program received.

Unearned funds will be returned in the following order: Unsubsidized Loans, then Subsidized Loans, then Pell Grant.

The date of determination is listed above – Determination of withdrawal from school. If you have earned funds but have not received them as of your date of termination, you will have a choice of whether to receive any funds due you for earned time in school. If some or all of those funds are loans, you can choose not to accept those funds which will reduce the principal amount of the loan(s) that you received. All refund calculations will be completed within 45 days of termination or withdrawal and you will receive any funds due to you with that 45 day time period.

Sample Calculation:

completion of 25% of the payment period or enrollment period earns only 25% of the aid disbursed or that could have been disbursed. If applicable, this would be the first calculation to determine the amount of aid that the student would be eligible for from the Title IV Financial Aid programs. A second calculation would take place to determine the amount earned by the institution during the period of enrollment. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur: (1) The federal or state government or a loan guarantee agency may take action against the student, including garnishing any income tax refund to which the person is entitled, to reduce the balance owed on the loan. (2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

School or Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, a fair refund settlement will be made.

If the School is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

SCHOOL RULES AND REGULATIONS

1. School hours are as follows: Tuesdays-Fridays: 9:00 a.m.-3:00 p.m., for Day Programs; & 3:30 p.m. - 9:30 p.m. for Night Programs and Saturday 9:00 a.m. – 3:00 p.m. for all Programs.
2. Timecards must be clearly legible. Students must punch only their own timecards.
3. In case of illness or emergency on any day, the student must call in to the school supervisor to report his/her absence before 8:45 a.m. that morning.
4. Students are required to be in class for roll call promptly at 9:00 a.m. in clean, prescribed uniform. Male and Female (Barber) students wear a black school issued Barber smock/jacket. Shoes must be closed toe and closed heel shoes (no canvass material type). A work type shoe is recommended due to the long periods of standing required in our occupation
5. Students appearing in school with their hair not set and neat will be clocked out. Beauty needs are to be done on the student's own time.
6. Students who are habitually tardy (5 times in one month) will be counseled and if tardiness continues may be suspended or be placed on probation until tardiness ceases.
7. Full time students will take lunch between 12:00 p.m. – 1:00 p.m. for the day program and 6:30 – 7:30 p.m. for the night program. Students should report to an instructor if they have not had lunch by 1:00 p.m. or 7:30 p.m. Lunch is 30 minutes. Lunch period is each student's responsibility and must be staggered.
8. A student must use the time clock to punch "IN" when entering and "OUT" when leaving. Students failing to do so will only receive credit for hours indicated by the time clock. Students are also being required to punch in and out for all breaks on the back of their timecards.
9. No student may clock in or out for another student. This rule is strictly enforced.
10. Smoking is allowed in assigned areas only outside of the building.
11. College business phones may not be used for personal calls. Cell phones use is not allowed on clinic floor and ringers must be on vibrant or silent setting.
12. Rigid adherence to the rules of sanitation and disinfection and personal hygiene are required at all times.
13. Students must their keep workstation, in class or on the floor, clean and sanitary at all times.
14. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.

15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
16. No student may leave a patron while performing a service.
17. Students are not allowed to give services or materials other than what is called for on the service ticket.
18. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
19. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
20. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
21. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
22. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly timecards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of Barbering. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
23. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
24. Only products furnished by the college may be used unless otherwise approved by the instructor.
25. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
26. Students must comply with college policy and state rules and regulations.
27. All assignments, tests and homework may be made up, but it is the student's responsibility to discuss missed assignments and tests with her/his instructor when s/he returns from an absence.
28. Make up hours must be approved prior to extra attendance by the Administration department.
29. Notify office immediately of any address or telephone change.
30. Absence of three (3) days or more without notification shall be considered cause for suspension. Any student absent more than fourteen (14) days without notifying the director will be automatically terminated.

These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Barber. Violation of school rules may result in suspension or termination.

TUITION AND FEE SCHEDULE

COURSES	TUITION	REGISTRATION (nonrefundable)	Kit (non- refundable)	Books (non- refundable)	STRF*	TOTAL
Barber Course	\$18,000.00	\$250.00	\$2,100.00	\$800.00	\$0	\$21,150.00
Barber/Cosmo Crossover	\$2,400.00	\$250.00	\$2,100.00	\$800.00	\$0	\$5,550.00

Barber Course

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$21,150.00

Barber/Cosmo Crossover

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$5,550.00

*STRF will be charged in addition to the above prices at \$0 per \$1,000 of all fees and rounded downward/upward to the nearest thousand. NOTE: STRF is **non-refundable**.

76215. Student Tuition Recovery Fund Disclosures

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students 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 enrolled in the institution prepaid tuition, and suffered and 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.

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 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 have 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 otherwise be 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 taxpayer identification number.

It is important that you keep copies of the enrollment agreement, financial aid papers, receipts or any other information that documents the monies paid to the school.

Questions regarding STRF may be directed to the Bureau for Private Postsecondary Education at:

Physical Address – 1747 North Market Blvd., Suite 225
Sacramento, CA 95834
Mailing Address – PO Box 980818
West Sacramento, CA 95798-0818
Phone (888) 370-7589 Fax (916) 263-1897
Website: www.bppe.ca.gov

The college reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect currently enrolled students.

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training within the maximum time allowed as specified in Enrollment Agreement. If a student exceeds the time frame outlined above, an extra instruction charge will be made for the balance of the hours required or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour as follows: \$15.00 per hour or any part thereof.

BRUSH-UP: Students requiring preparation for the licensing exam will be billed at the course hourly rate. Students must furnish their own equipment.

METHODS OF PAYMENT: The Financial Advisor will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged for participation in the payment plans offered. These payment plans are provided as a free service to our enrolled students. Riggins Urban Barber College LLC accepts cash, checks and credit cards for payments. **This institution does not provide financial aid to the students at this time.**

LATE FEE CHARGE: If tuition payments are not made as agreed, a late fee will be assessed as follows:

7 days = \$25.00
30 days = \$50.00

unless other arrangements have been made with the school director. Please be advised that if your account becomes delinquent more than 30 and special arrangements have not been made the school may elect to terminate your enrollment in the specified course of study and any fees owing you will be required to pay or the school will pursue legal collection if necessary. If a student receives a student loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund.

LIBRARY RESOURCES: Our campus has a media center in which computers and current magazines, Barber & Cosmetology reference books, videos & DVD's are maintained. Most of these materials, not the laptops, can be checked out for overnight use.

SCHOLARSHIPS: Our College does not award any institutional scholarships incentives at this time.

ADMISSIONS & FINANCIAL OFFICE HOURS: Applicants for admissions may secure information on Tuesdays – Fridays between 9:00 a.m. - 7:00 p.m.

BARBER COURSE

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of 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 on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall include training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum:

Theory Hours	Required Hours
Barber/Cosmo Act & Regulations	40
Barbering Chemistry	10
Health/Safety/Hazardous	45
Theory of Electricity	5
Disinfection & Sanitation	50
Bacteriology, Anatomy & Physiology	15
T-Haircutting	20
Hairstyling, Curling & Blow Drying	65
Shaving	100
Facials	5
Shampooing & Draping	5
Scalp Manipulations	5
Permanent Waving & Chemical Straightening	40
Hair Coloring & Bleaching	60
Barbering Management Training	15
Practical Operations*	Minimum #
Disinfection / Sanitation	10
Haircutting	200
Hairstyling, Curling & Blow Dry	240
Shaving	40
Facials	20
Shampoos	20
Scalp Manipulations	20
Permanent Waving & Chemical Straightening	105
Hair Coloring & Bleaching	50

Additional Training	20
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***Operations do not equal hours**

TOTAL THEORY HOURS – 480 TOTAL PRACTICAL HOURS – 1020 = 1500 Clock Hours

BARBER PERFORMANCE OBJECTIVE

1. Acquire knowledge of laws and rules regulating California's barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Barbering.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the scalp, face prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and fellow workers.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A - Passing
89 - 80% Above Average	(GPA 3) 3 POINTS=B - Passing
79 - 70% Average	(GPA 2) 2 POINTS=C - Passing
69 - 60% Not Passing	(GPA 1) 1 POINTS=D – Not Passing
59 - 00 % Not Passing	(GPA 0) 0 POINTS=F – Not Passing

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better, completed the final examination and student's tuition account is paid in full, he or she is awarded a Certificate of

Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

BARBER/COSMO CROSSOVER The curriculum for students enrolled in a barber/cosmo 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 on a mannequin. The training shall include sufficient training in the various aspects of barbering to prepare the student properly for the barber examination and to provide barber services in an establishment. Upon completion of the 200-hour course the school shall provide a completion notice to the student who completes the course and a proof of training document pursuant to Section 909. The 200-clock hour course shall include a minimum of 100 clock hours of technical instruction (lecture, demonstration, classroom participation and/or examination) and the following minimum specified practical operations:

***OPERATIONS DO NOT EQUAL HOURS**

<u>Practical Operations*</u>	Minimum #	Practical Hours	Theory Hours
P-Disinfection / Sanitation	10	8	5
P-Haircutting	80	8	-----
P-Shaving	50	50	100
P-Facials	10	8	-----
P-Shampoos	20	8	-----
P- Scalp Manipulations	20	8	-----
Additional Training	20	5	-----

BARBER/COSMO CROSSOVER PERFORMANCE OBJECTIVE

5. Acquire knowledge of laws and rules regulating California's barbering establishments' practices.
6. Acquire the knowledge of sanitation and sterilization as related to all phases of hair, skin.
7. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
8. Acquire business management techniques common to Barbering.

SKILLS TO BE DEVELOPED

4. Learn the proper use of implements relative to all barbering services.
5. Acquire the knowledge of analyzing the scalp, face prior to all services to determine any disorders.
6. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

5. Able to appreciate good workmanship common to barbering.
6. Possess a positive attitude towards the public and fellow workers.

7. Appreciate honesty and integrity.
8. Have improved personality in dealing with patrons and colleagues.

PROGRESS POLICY: Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

GRADING SYSTEM: Students are evaluated on a regular basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING	POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance	(GPA 4) 4 POINTS=A - Passing
89 - 80% Above Average	(GPA 3) 3 POINTS=B - Passing
79 - 70% Average	(GPA 2) 2 POINTS=C - Passing
69 - 60% Not Passing	(GPA 1) 1 POINTS=D - Not Passing
59 - 00 % Not Passing	(GPA 0) 0 POINTS=F - Not Passing

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE: Shall have completed Theory and Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS: When a student has completed the required theory hours and practical operations in Barbering with a GPA of "C" (70%) or better, completed the final examination and student's tuition account is paid in full, he or she is awarded a Certificate of Completion certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade, A Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barber/Cosmo Crossover course as described above and passed the Board of Barbering/Cosmetology Licensing Exam with an overall average of 75%.

FACULTY/ORGANIZATIONAL CHART

RIGGINS URBAN BARBER COLLEGE LLC

Owner/Director/Chief Executive Officer

Mr. Jerry Riggins

Financial Aid Advisor

Ms. Adriana Boutte

Chief Operations Officer

TBD

Chief Academic Officer/Admissions Advisor

Mr. Jerry Riggins

Placement Advisor

Mr. Jerry Riggins

Financial Aid Director

Dr. Adrienne Wright

Owner/Manager

Mrs. Emi Riggins

Instructor: Jerry Riggins, Twyla KuyKendall, Gail Fennell, Gabriel Benitez, Torian Dedmon Jr**Receptionist:** Ashely Haley**INSTRUCTORS QUALIFICATIONS**

Mr. Jerry Riggins Licensed Barber Bachelor's Degree in Business Management Associate Degree in Electrical and Mechanical Technology	INSTRUCTOR 20 years
Mr. Torian Dedmon Jr. Licensed Barber	INSTRUCTOR 8 Years
Mr. Gabriel Benitez Licensed Barber	INSTRUCTOR 10 Years
Mrs. Gail Fennell Licensed Cosmetology	INSTRUCTOR 30 Years
Ms. Twyla KuyKendall Licensed Cosmetology Associate degree in Business of Cosmetology	INSTRUCTOR 20 Years

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: 1747 North Market Blvd., Suite 225, Sacramento California 95834, P.O. Box 980818 West Sacramento, CA 95798-0818, web site address www.bppe.ca.gov, Phone number: (916) 431-6959 / Fax number: (916) 263-1897.

All information in the contents of this school catalog is current and correct and is so certified as true by:

Mr. Jerry Riggins, Owner/Director Signature: _____

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

REV:04/27/2020