

Eminence Barber Academy Catalog

January 1st 2021 – December 31st 2021

Published January 1st 2021

A Non-Accredited Institution

www.EminenceBarberAcademy.com

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GENERAL INFORMATION

Mission Statement

Eminence Barber Academy's mission is to provide a high-quality academic learning environment that equips its students with a pre-licensing education that prepares its graduates for entry-level employment as barbers.

History and Ownership

Eminence Barber Academy was established in April of 2016 by School Owner, Fernando Gonzalez. Mr. Gonzalez has extensive experience in the Barbering Industry as a Barber Shop Owner and Manager.

Approval Disclosures

Eminence Barber Academy is a private institution with two locations. The first is located at 9900 Indiana Avenue, Suite 10, Riverside, CA 92503. The second location is at 553 North Mountain Avenue, Upland, CA 91786. Both locations are under the same ownership. Approval from the Bureau for Private Postsecondary Education pursuant to California Education Code has been granted for both locations. 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. The Bureau has approved the following program:

Barbering 1500 Clock Hours

Bureau/Board Approvals

This institution has approval from the following entities:

Bureau for Private Postsecondary Education (BPPE): P.O. Box 980818 ,West Sacramento, CA 95798- 0818, Phone: (916) 431-6959, Toll Free: (888) 370-7589, website: www.bppe.ca.gov.

Board of Barbering and Cosmetology (BBC): P.O. Box 944226, Sacramento, CA 94244-2260, Phone: (800) 952-5210, Fax: (916) 575-7281, website: www.barbercosmo.ca.gov.

Description of Facilities

Eminence Barber Academy's Riverside, California location is a spacious 4,000 sq. ft., air conditioned, one-story facility. The school simulates barbershop conditions to help our students "learn-by-doing" with modern equipment and a variety of supplies that help enhance the student's education. The facility provides classroom areas for theory and practical training, lunch/break room, waiting area/lounge for all potential incoming students and clients. The school provides the equipment required by the Board of Barbering & Cosmetology which includes: 28 barber chairs, a towel steamer, 3 shampoo bowls, electric and non-electric curling irons and combs and a time clock which is used by all students to clock in/out each day.

Eminence Barber Academy's Upland California location is a 4,025 sq. ft., air conditioned, one-story facility. The school simulates shop conditions to help our students "learn-by-doing" with modern equipment and a variety of supplies that help enhance the student's education. The facility provides classroom areas for theory and practical training, lunch/break room, waiting area/lounge for all potential incoming students and clients. The school provides the equipment required by the Board of Barbering & Cosmetology which includes: 30 barber chairs, a towel steamer, 3 shampoo bowls, electric and non-electric curling irons and combs and a time clock which is used by all students to clock in/out each day.

ADMINISTRATION

Administration Business Hours

Applicants and students may receive information from Administration on Monday thru Friday from 8:30 am until 5:00 pm.

Catalog and School Tours

Eminence Barber Academy 's catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. 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 catalog is updated annually, per the California postsecondary Act of 2009 (94909).

Prospective students are encouraged to set up a school tour and visit our campuses. Our School does not recruit students already attending or admitted to another school offering a similar program of study.

Admissions Policy

Eminence Barber Academy is accepting students for admission for the Barber Program once the following criteria have been met:

- 1) Applicants must provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law. Foreign High School transcripts must be translated at: <https://www.jsilny.org/default.aspx> or by another approved service, prior to enrollment. If an applicant's high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the school's Director or Administrator, prior to enrolling the student. If the information cannot be verified, the student must take and pass a GED test prior to enrollment.
- 2) Must be 17 years of age or older
- 3) Applicant must provide a valid, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport;
- 4) For Licensed Cosmetologists – your official transcripts from completion of Cosmetology program or cosmetologist license and your government-issued picture identification are required.

Ability to Benefit and Challenge Exams

Eminence Barber Academy does not accept Ability to Benefit (ATB) exams or credit learned at other institutions, through challenge exams, experiential learning or achievement tests.

Transfer Policy (Hours and Services from Another Institution)

The transferability of credits or services you earn and are deemed transferable from another institution is determined at the sole discretion of Eminence Barber Academy's Director. You *may* be required to repeat some or all of your coursework or services. All transfer hours must be determined, prior to enrollment and included on your enrollment agreement.

Re-Entry (Re-Enrollment) Policy

A student who withdraws from Eminence Barber Academy may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment if re-entry occurs within 180 days of last day of attendance. Student who were terminated for behavior reason are not eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for number of credits and services, they will receive credit for, and such review will be at the sole discretion of the school director.

Statement of Non-Discrimination

Eminence Barber Academy does not discriminate on the basis of race, ethnic origin, color, religion, sex, disability, financial status, age, area of origin or residence in its admissions, staffing, instruction, and/or graduation policies.

Required English Proficiency

The student must have the ability to read and write English, all classes, theory and practical courses are taught in English only.

Orientation

All new students are required to attend an orientation prior to their first class. During the orientation you will be introduced to your campus staff and learn about our policies, expectations and student services; *no clock hours are earned at orientation.*

Program Length

Barbering Program full-time, 40 hours/week - 37.50 weeks - 1500 hours total. Barbering part-time, 25 hours/week – 60 weeks total.

Class Start Dates

Eminence Barber Academy has continuous enrollment and students can enroll anytime during the year. Students may begin classes on every Monday of each week.

Class Schedules

Day classes are held from Monday thru Friday 8:30 am to 5:30 pm. Full- time enrollment is 40 hours a week. The evening class schedule is Monday through Friday 5:00pm to 10:00pm. Part-time enrollment is 25 hours a week. The night program is only offered at the Riverside location.

| Student Schedule | Breaks | Lunch |
|---|---|--------------|
| Full time: 8 Scheduled hours a day M-F | 15 min. in the morning & 15 min. in the afternoon | 60 min |
| Part Time: 5 Scheduled hours a day M-F | 15 min breaks (2) | N/A |

Calendar/Holidays

The Institution is open from 8:30 am to 10 pm Monday through Fridays. School is closed on Saturday and Sundays. School holidays for the catalog period are **Thanksgiving Holiday** November 25th & 26th 2021, **Winter Holidays** December 24th through December 31st 2021, **MLK Day** January 18th 2021, **President’s Day** February 15th 2021, **Spring Break** April 12th- 16th 2021. A *special* holiday may be declared for staff training, emergencies or other reasons.

Health and Physical Considerations

Generally, a professional in the Barbering field must be in good physical health since he/she will be working in direct contact with customers. This field and related fields require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider his/her physical limitations in terms of making a career choice that involves these extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents and physician) believe that they can fulfill the training demands.

Tuition and Fees

| Course | Total Clock Hours | Tuition | Registration* | Kit/Book/Lab** | STRF | TOTAL & Estimated Charges for Entire Program | Completion of Weeks |
|--------------------------|-------------------|-------------|---------------|----------------|--------|--|---------------------|
| Barber Full -Time | 1500 | \$9,000.00 | \$125.00 | \$875.00 | \$0.00 | \$10,000.00 | 37.5 – 56.25 |
| Barber Part -Time | 1500 | \$10,000.00 | \$125.00 | \$875.00 | \$0.00 | \$11,000.00 | 60 - 90 |

*Non-Refundable

**Non-refundable 7 days after signing enrollment

Non-institutional state exam fee is the responsibility of the student the current fee is \$125

Extra Instructional (Overtime) Charges

Students are expected to complete their training (hours & operations) within the maximum time allowed in their Enrollment Agreement. The Eminence Barber Academy's Enrollment Agreement allows for all school Holidays and 10 personal days for full time students and 20 personal days for part time students. If a student exceeds the time frame outlined in their Enrollment Agreement, an extra instructional charge will be added for the remaining hours & operations needed to complete their course. The current rate per hour is \$320 week, weeks may be prorated.

Methods of Payment

Cash, credit card, money order and personal check, are acceptable methods of payments. Please be advised that diploma and transcripts documents will be withheld until all monies owed the school have been paid in full. If a student obtains a private loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest. A payment plan is available from Eminence Barber Academy. The plan requires a down payment of no less than \$1000 dollars and monthly payments of no less than \$350. Remaining balance must be paid in full prior to completion (graduation). A \$25 late fee will be assessed after the 5th day of each month. A \$35 late fee will be charged for any returned check.

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 class), or the seventh day after enrollment (seven days from the date when enrollment agreement was signed), whichever is later. The notice of cancellation shall be in writing and submitted directly to the administration office.

Withdraw/Drop Policy

You have the right to withdraw from a 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 prorated refund if the student has completed 60% or less of the scheduled period of attendance. The refund will be less the registration fee and equipment received by the student. 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. 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 outstanding balance. Official withdrawal date is on the student's notification or school's

determination. If a student does not attend school for 14 consecutive calendar days, the student will be automatically dropped.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

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

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.

Institutional Refund Policy and Procedures

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure.

1. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the

enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.

2. This policy applies to all students.
3. This policy is based on scheduled hours.
4. The registration fee is a non-refundable item. Equipment, books, supplies, tools, uniforms, kits and any 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.
5. If you cancel the agreement, the school will refund any money that you paid, less any deduction for registration fee and equipment received.
6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. 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. See Refunds section below. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.
8. Official withdrawal date is on the student's notification or school's determination

PERCENT OF SCHEDULED TIME

0.01% to 60.00%

60.01% and over

TOTAL TUITION SCHOOL SHALL

RECEIVE/RETAIN

Pro-rata calculation based upon scheduled hours times tuition hourly rate

100%

GENERAL SCHOOL POLICIES

Conduct Policy

Students are required to conduct themselves in a mature and professional manner, giving the proper respect and courtesy to their classmates, clients and the staff of the school. Eminence Barber Academy strives to have a progressive Conduct Policy, beginning with verbal warning, followed by written warning, then suspension after which a student may be terminated for not correcting violations. The below are deemed violations of the conduct policy and may result in verbal warning, written warning, suspension or termination:

- Present a clean and professional appearance
- Be Punctual, tardiness is not acceptable in the school environment
- Clock-in and clock-out for yourself, do not clock another student
- On a daily basis, make sure that an Instructor reviews all of your practical operations so he or she can record them.
- Perform your assignments as directed by your Instructor, including your daily cleanup assignments.
- Before you receive a personal service, you must get your Instructor's permission and follow the procedures
- A student shall stand whenever working on a mannequin or on a guest.
- No Eating or sitting on the school floor
- Do not take supplies off school property without written permission from school staff
- Intentional abuse of equipment is grounds for a conduct policy violation
- Bringing any type of weapon or facile of a weapon to school is strictly prohibited
- Verbal or written threats to students, staff or clients is strictly prohibited
- Sexual harassment of students, staff or clients
- Any other behavior deemed counterproductive to the learning environment are subject to this policy

Termination (Conduct)

A student may be terminated with or without verbal or written warning for violation of the conduct policy for improper conduct or any action which causes or could cause bodily harm to a client, student, employee of the school, willful destruction of school property, bringing a weapon to school selling or using drugs on campus theft or participation in any illegal act on campus or missing school for 14 calendar days.

Grievance Policy

It is the policy of this institution to handle grievances by first taking your grievance to your instructor or school Director. If you do not feel your grievance has been properly addresses, please use the grievance forms provided by the school, which can be found posted on informational bulletin boards on school site or requested from the Director. Fill out a grievance form and forward to Director or Teacher. The Director will evaluate the grievance and set up an appointment with the student within 10 days from the receipt of the form, to provide a written response. If the grievance is an emergency, it will be addressed within 24 hours.

If the issue still is unresolved, a student may present the grievance to: Bureau for Private Postsecondary Education, P.O. Box 980818, West Sacramento, CA 95798-0818, Phone: (916) 431-6959, Toll Free: (888) 370-7589 web site: www.bppe.ca.gov.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Eminence Barber Academy is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma and credits for services and hours you earn in the Eminence's Barber Academy's program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma 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 Eminence Barber Academy to determine if your diploma, credits and services will transfer.

Disabled Visitors/Wheelchair Access

Access for disabled people to the institution's facility is available at the Academy.

Attendance Policy and Tardy Arrivals

School starts promptly at 8:30 am for full time students and 5:00 pm for part- time students. The school doors will be locked at 8:50 am 5:20 pm, students arriving after these times will be required to wait to clock in until after theory class is complete, which is: at 9:30 am for day students and 6:00 pm for evening students. It is the student's responsibility to be on time and make up hours missed.

Make-Up Policies Work Policy

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return in order to make arrangements to complete the assignments that were missed.

Time Clock Credit Policy/Theory hours & Practice Operations/Credit Procedure

Students at Eminence Barber Academy record their attendance on time/operations card by entering their time to clock IN at the start of the day, OUT for a lunch period, IN when returning to class and OUT at the end of the class day. Students receive credit for a task/operation/project completed after each action is verified by an instructor.

Leave of Absence (LOA)

Eminence Barber Academy does not currently offer a Leave of Absence. Students are given holidays and 10 additional days in their contract to use in the event of illness, family event or other matters. In the event a student is absent 14 calendar day said student will be dropped but is eligible to reenroll per the terms of the re enrollment policy.

Graduation Requirements

To graduate and receive a Eminence Barber Academy diploma, students must pass all courses with a cumulative average of 75%, and have completed the requisite clock hours, have paid all tuition and fees in full, have performed the required number of treatments, cuts, and operations required by the state of California for licensure and pass a final practical mock exam with a 70% or higher score. At the time of graduation, each student will be given an Eminence Barber Academy diploma, which states that he or she is a graduate.

SATISFACTORY ACADEMIC PROGRESS POLICY

Satisfactory Academic Progress Policy (SAP)

Eminence Barber Academy's Satisfactory Academic Progress Policy is consistently applied to **all** students enrolled at the school, regardless of their class schedule. It is printed in the catalog to ensure that **all** students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Eminence Barber Academy's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

Barbering Program students are evaluated at 450, 900 and 1200 scheduled hours.

Transfer Students

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Attendance Progress Evaluation (Quantitative)

Students are required to attend a minimum of 67% of the scheduled hours possible 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 (clocked by student), 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.

Academic Progress Evaluations (Qualitative)

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. If the exam performance does not meet satisfactory requirements and it is repeated prior to the end of the SAP period, the passing grade will be used. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75%. Students may make up failed or missed tests and incomplete assignments, in accordance with the schools published Policy for Scheduling and Grading Make-Up Work, Incomplete's and Repetitions. Individual student academic records are kept by the school and furnished to the student. Students will be notified of any evaluation that impacts their financial aid eligibility, if applicable. Numerical grades are computed according to the following scale:

Maximum Time Frame

The maximum time (which does not exceed 150% of program length) allowed for students to complete each course, satisfactory academic progress, is outlined below.

| MAXIMUM TIME ALLOWED | WEEKS | SCHEDULED HOURS |
|--|--------------|------------------------|
| Barbering (Full time, 40hrs/wk) Total 1500 Hours | 56.25 | 1500 |
| Barbering (Part time, 25 hrs/wk) Total 1500 Hours | 90 | 1500 |

Students who have not completed the course within the maximum timeframe may continue at Eminence Barber Academy on a cash pay basis. The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 67% of the scheduled contracted hours.

Academic 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. Eminence Barber Academy does not allow for the status of warning or probation. Students receiving Title IV Aid or VA educational benefits will have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, *if applicable*

Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance (quantitative) and academic (qualitative) requirements by the next evaluation period.

Re-entry and SAP

Students re-entering Eminence Barber Academy re-enter at the same progress status as when they left.

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 and SAP

With regard to 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.

Access to SAP Reports

A hard-copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

Leave of Absence and SAP

Eminence Barber Academy is currently not offering Leave of Absences.

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. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. 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 75%. Students may make-up failed or missed tests as many times as needed and may make-up incomplete assignments. Numerical grades are considered according to the following scale:

| Grading | Letter | Description | Grade Point |
|----------------|---------------|--------------------|--------------------|
| 90% - 100% | A | EXCELLENT | 4.0 |
| 80% - 89% | B | Above Average | 3.0 |
| 75% - 79% | C | Average | 2.0 |
| 60% - 74% | D | Not Passing | 1.0 |
| 59% and below | F | Fail | 0.0 |

Textbooks, Equipment and Supplies

Textbooks and a kit will be issued at the beginning of the class. Each student will be issued a complete kit of equipment with a carrying case with a key. 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. Eminence Barber Academy is not responsible for a student's equipment, either lost or stolen

STUDENT SERVICES

Employment Assistance and Career Counseling

Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily Career Counseling carried out by the instructors. Employment assistance is provided to students and graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Placement assistance is providing by reviewing the listings of prospective employers seeking employees, reviewing their job requirements, location, salary, and other pertinent information. A job posting board of employers seeking Barbers is also posted in the school. Students are referred for interviews and the results of these interviews are recorded in the placement register. **Eminence Barber Academy does not guarantee job placement.**

Drug Abuse Prevention Program

Staff and students at Eminence Barber Academy are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participating in any institutional activity. Students and staff who violate this policy will be subject to disciplinary action up to and including termination from school or employment. Eminence Barber Academy makes the following information available to its students, staff, and instructors. Any individual associated with Eminence Barber Academy who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

MFI RECOVERY
5870 Arlington #103
Riverside
(951) 683-6596

Student Library

Eminence Barber Academy supplies all students with a bundle of required Milady's Barbering Textbook, Milady Workbook and Milady Study guide for students to study while on campus or at home. We also offer training aids and audiovisual materials to support the instructional process which can be found in our main office. All materials are to be kept on school premises. Any other arrangement needed will only be approved by the school director. Use of school computers for internet study assignments and on-line testing review for all programs will be done with teacher's approval only.

Housing

Eminence Barber Academy does not provide housing assistance to its students. Eminence Barber Academy does not have dormitory facilities. Local housing costs range from \$700.00 to \$1000.00 per month.

PROGRAM DESCRIPTION/CURRICULUM

BARBERING (1500 Clock Hours) (CIP 12.0402, SOC # 39-5011)

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.

Minimum practical operations

| | |
|----------------------------|----------------------------------|
| 40 Disinfection | 30 Shampoos |
| 40 Hair cutting | 40 Hair processing and relaxing |
| 130 Hairstyling | 1 Hairpiece |
| 40 Permanent curling waves | 40 Scalp manipulations |
| 200 Shaves | 40 Rest Facials |
| 20 Rolling cream massages | 120 Hair colorings and bleaching |

| Subject minimum hours of technical instruction* *Shall include, but is not limited to the following | Minimum technical instructional hours |
|--|--|
| History of Barber – Styling – origin of the barber, modern barber and barbering. | 5 |
| Your Professional Image- professional ethics, employment development, and other subjects relating to the barbering field. | 5 |
| Bacteriology – Bacteriology, the understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc. | 5 |
| Sterilization, Sanitation, and Safe work Practices - proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments. | 5 |
| Implement, Tools, and Equipment – understanding of the implements, tools, and equipment used in the field. Cleaning tools, how they work, uses, etc. | 5 |
| Properties & Disorders of the Skin, Scalp, & Hair – analysis of skin, hair, and scalp. Being able to recognize disorders on potential consumers. Knowing properties can and cannot be worked on, etc. | 10 |
| Treatment of hair and scalp – hair and scalp analysis, scalp manipulations, hair treatments (ex. deep conditioning, scalp massage, scientific brushing, etc.) | 10 |
| Facial massage and Treatment – manual facials, cleansing of the skin, scientific manipulations, and analysis of the skin. | 20 |
| Shaving – shaving and facial hair design. | 100 |
| Haircutting – use of scissors, razor (sharper), electrical clippers/trimmers and thinning (tapering) shears for wet and dry cutting. | 20 |
| Hairstyling – hair analysis, shampooing finger waving, pin curling, comb outs, straightening, waving curling with hot combs, hot curling irons, and blow dry styling. | 65 |
| Permanent Waving – hair analysis, acid and alkaline permanent waving, chemical straightening including sodium hydroxide and other base solutions. | 40 |
| Chemical Hair relaxing & soft curl permanents - hair analysis, chemical straightening, including the use of sodium hydroxide and other base solutions. | 5 |

| | |
|--|----|
| Hair coloring - 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 |
| Men's Hairpieces – understanding the design, building, usage of men's hair pieces | 5 |
| Nails, nail disorder, manicures - analysis of nails, understanding nail disorders, nail structure. | 5 |
| Electricity and light therapy – the nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment. | 5 |
| Chemistry - Chemistry of the hair, skin, nails, etc. understanding what chemicals used in the field are composed of. Toxic and non-toxic chemicals, etc. | 5 |
| Anatomy & Physiology – human anatomy, human physiology | 15 |
| Job Search - professional ethics, basic tax information relating to booth renters, independent contractors, employees and employers. | 2 |
| Selling in the barber styling shop – salesmanship, product commission, referrals. | 3 |
| Barber – styling shop management - effective communication and human relations, client record keeping, decorum, etc. | 5 |
| Licensing laws - licensing requirements and regulations. | 5 |
| Preparatory State Board Exams – Preparing for State Board exams | 15 |
| Law & Regulations – BBC Act and BBC rules and regulations | 20 |
| Health & Safety – 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 |

Program Objectives

Acquire knowledge of laws, rules, and regulations pertaining to the program course. General theory and practical procedures pertaining to the above curriculum.

Methods of Instruction

Instruction techniques include classroom instruction, lessons, lecture, directed discovery, demonstrations, and the use of audio visual and printed materials. Instructors supervise students as they practice their operations on a live models or mannequins. The use of practical testing criteria and written are utilized to evaluate student progress.

Barber Course for Licensed Cosmetologists

Eminence Barber Academy welcomes currently licensed Cosmetologist to enter the Barber Program on a part-time or full-time basis. These students are treated as transfer students (not crossover) and are asked to bring their Cosmetology license and school transcripts from previous training when enrolling.

OTHER INFORMATION

Access to Student Records and Privacy Policy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 5 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Eminence Barber Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE, the Department of Veterans Education Department or any other regulatory agency. The institution

maintains a record of all release forms and requests for information. Eminence Barber Academy protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

State Licensing Requirements

The California Board of Barbering and Cosmetology requires that any person desiring to conduct business as a Barber must first complete the state required curriculum at an approved school and pass the state licensing exam. Eminence Barber Academy programs are designed with two goals in mind. First, to provide students with the state required educational curriculum necessary to qualify to take and pass the license exam and, second, to prepare our graduates to obtain employment in entry level positions in the beauty and wellness industry. **Background Checks:** California Board of Barbering and Cosmetology: The application for examination by the Board requires an applicant to disclose background information relating to any conviction or plea of no contest to any violation of any law of the United States, in any state, local jurisdiction or any foreign country in order to determine a student's eligibility to take the licensing exam. Individuals who have been convicted of a crime can still apply to take the examination. The Board will request documents relating to a conviction to be included with the application for examination. These are reviewed and evaluated by the Board on a case-by-case basis.

It is the student's responsibility to determine if any past criminal convictions will prevent them from obtaining the required state Board license or any local license, permit or voluntary certification for Massage Therapy. For more information, about these requirements, an individual should contact the appropriate agency as follows:

Board of Barbering and Cosmetology P. O. Box 944226 Sacramento, CA 94244-2260 Phone: (800) 952-5210
Fax: (916) 575-7281 www.barbercosmo.ca.gov

Potential Occupations After Completion

Barber CIP 12.0402, Stylist CIP 12.0407 and 12.0413

English Language Services

Eminence Barber Academy does not offer any English Language Services.

International Students

Eminence Barber Academy is not a SEVIS approved school and is not eligible to train international students.

Financial Aid Programs

Eminence Barber Academy does not currently participate in Title IV funding.

Bankruptcy History

Eminence Barber Academy does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec 1101 et seq.)

Records Retention and Academic Transcripts

Records must remain onsite for 6 years and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. Transcripts are not provided to students who have ledger balances.

STAFF

Administration

Fernando Gonzalez-Director/Owner
Fernando Gonzalez-Admissions
Fernando Gonzalez-Chief Academic Officer
Fernando Gonzalez-Executive Officer
Fernando Gonzalez-Chief Operating Officer

Faculty

Emmanuel Agustin-Barber Instructor (Riverside Campus)
Fernando Gonzalez-Barber Instructor (Riverside and Upland Campus)
Alexandria Gonzalez-Administrative Assistant (Riverside and Upland Campus)
Daniel Gutierrez-Barber Instructor (Upland Campus)
Ruth Escalona-Instructor's Assistant (Upland Campus)
Loralee Hanson-Instructor's Assistant (Riverside Campus)

Faculty Qualifications

Fernando Gonzalez – Mr. Gonzalez has 16 years of experience as Barber, Shop Owner and Instructor.
Emmanuel Agustin – Mr. Agustin has 5 years of experience as a Barber, and 7 years experience as a barber instructor.

BPPE Requirements

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

Address: 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833
PO Box 980818 , West Sacramento, CA 95798-0818

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)431-6959 or by fax (916)263-1897

A student or any member of the public may file a complaint about the 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.