



# ***ACADEMY CATALOG***

**1/1/2023– 12/31/2023**

Master Barbering Academy  
406 3<sup>rd</sup> St Long Beach, CA 90802  
(562) 676-6454

*Rev. 8/1/2023*

Dear future student,

Welcome to Master Barbering Academy (M.B.A.) and thank you for considering us in helping you in obtaining the desired training. You are entering a field experience that could provide excellent opportunities for a successful future in the hairdressing and barber sector.



At the M.B.A., we offer the basic training you need to pass the Board of Barber and Cosmetology Barber Exam. We emphasize how to succeed in the market and how to succeed with all of your professional goals. This means hard work, dedication and preparation on your part. We will practice shop management, business concepts and the psychology of personal success.

It will be a pleasure to have you join us at M.B.A. Our goal is to help you discover your capacity to transform your life through your training. The degree of your success will depend on your effort throughout the course of your training.

M.B.A. welcomes all those interested in a barber career. We are delighted that you visit the school at any time. Come and discover our center of students and teachers to consider the advantages for our serious students. We will be happy to answer all your questions.

### **MISSION STATEMENT:**

Master Barbering Academy (M.B.A.) will allow any individual to excel with the highest of heights in the barber industry; it will be an environment to learn and grow. M.B.A. has a uniqueness, different from the typical Barber College, making sure that a solid structural base is established guaranteeing M.B.A. Barbers have the tools and skills necessary to navigate by themselves throughout successful careers. M.B.A. will provide our barber students with an ability to become salon owners, professors, state council inspectors, stylists, platform artists or whatever they decide to become. Our students and their futures will be priorities of the Master Barbering Academy will provide its barber with the best possible education.

### **OBJECTIVES:**

Our main objective is to provide a learning platform that ensures M.B.A. graduates are equipped with just the right amount of everything necessary to have long, exciting, vibrant careers in this industry. We encourage and incite the same level of passion and energy that we teach to our students. M.B.A. would like to redefine the perception of hairdressing today by expanding the scope of attention within the learning materials generally concentrated in hairdressing schools. After successfully completing the MBA course, graduates will have the confidence to perform any service, competent with any tool, as well as with any client type, regardless of race or gender.

Sincerely,

## Admission Policy

Master's Barbering Academy Admissions Office is located at 406 3rd St., Long Beach, CA 90802. Regular hours are Monday - Thursday 8am - 4:00; appointments can be made if you are unable to meet during regular hours. New and returning students can apply online at the Master Barbering Academy website at [www.masterbarberingacademy.com](http://www.masterbarberingacademy.com).

To enroll you must provide:

- A government issued picture identification; and,
- Social Security or ITIN card; and,
- High School Diploma or transcript showing graduation or GED or its equivalency.

For those without a high school diploma, an Ability-To-Benefit program can be provided but cash payment for the first 225 hours of the Barbering Course must be paid in advance.

### Approved Ability-to-benefit Tests

TEST	PUBLISHER	PASSING SCORES	AUDIENCE	EFFECT DATE
CESLA Combined English Language Skills Assessments Forms 1 and 2	ACTT Association of Classroom Teacher Testers 1187 Coast Village Road, Suite 1, #378 Montecito, CA 93108	97	General	November 1, 2002

A student is considered to be enrolled in the M.B.A. once they sign their enrollment agreement. Prior to the enrollment of a student (signed enrollment agreement), the school will provide and encourage students to review the school's catalog and the institutional performance data. In addition to paper copies, these materials are also posted on the institution's website at [www.masterbarberingacademy.com](http://www.masterbarberingacademy.com). These documents will help the student make an educated selection of the programs offered by this institution. The institutional catalog and disclosures are updated annually by the dates on the cover. The catalog is subject to change without prior notice.

### Credit For Previous Training/Transfer Policy

Students who transfer from another Barber or cosmetology school in California must present a valid proof of training document from that school. M.B.A. may not choose to accept all or part of the hours

of training and operations. All out-of-state applicants must submit Form B of the California Board of Barbering and Cosmetology. Clock hours must be notarized from the school prior to submitting documents to the Board. The hours transferred from another institution that are accepted into the student's educational program. MBA will not award credit for prior experimental learning,.

### Student Policies

Re-enrolling students who withdraw may re-enter the program without the loss of clock hours as long as it is within six (6) years from the date of their withdrawal from the program. All student records are only maintained for six years and it is the responsibility of the student to keep all documents received from the institution. The institution reserves the right to evaluate the previous education to verify that the student was in good condition and her/his enrollment account had been paid until the last date of attendance 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 Master Barbering Academy is at the complete discretion of an institution you may seek to transfer. Acceptance of the certificate you earn in the Barbering program is also at the complete discretion of the institution to which the student may attempt to transfer. If the certificate you earn at this institution is not accepted at the institution you seek to transfer to, you may be required to repeat all or some of your coursework at the institution. For this reason, you must ensure that attendance at this institution will meet your educational goals. This may include contacting an institution to which you may want to transfer to after attending MBA to determine if your certificate will transfer. MBA has not entered into articulation or transfer agreement with any other institution college or university.

### Non-Discrimination Policy:

M.B.A. does not discriminate on the basis of race, color, religion, sex, sexual orientation, disability, financial status, age, ethnic origin or residence or any other protected class of persons by law upon admission, personnel policies, instruction and graduation.

### Housing:

M.B.A. it does not maintain bedrooms. The students are responsible for finding their own housing. The school is not obliged to find housing for students or help them in their search for housing. Housing is available in the area in the form of private or shared rooms, apartments, condo's, and range fro \$650 - \$2000

**Cost Of Attendance:** This institution uses the annual budgets published by the CALIFORNIA STUDENT AID COMMISSION. The estimate amount it will cost a student to go to school during an academic year of approximately 9 months is stated below.

Elements included in the budget:	Tuition	Actual Cost
	Application Fee	Actual Cost
	Books and supplies	Actual Cost

Living cost allowance (monthly figures):	Student living with parents	Student Living off campus
Room and board	\$4,347	\$10,063
Transportation	\$1,071	\$1,206
Personal/misc.	\$3,114	\$2,853

(The cost of uniforms is included in the school charges)

### **Class Start Dates and Orientation:**

M.B.A. offers start dates each month and will have orientation for new students once a month. The institution will make exceptions to start the dates depending on the class size.

On the Monday prior to the second Tuesday of each month, an orientation for Students is conducted. All new students, transfers and re-enrollments are required to attend the orientation before starting the course. In orientation, students will be informed of school policies, regulations, in a tour of the facilities and given the opportunity to ask questions about their study program and the Academy. Students are issued a welcome packet with information and the documents they must sign and place in their student files. Students will learn how to use timecards and the fingerprint-clock school system. Orientation sessions are between 45 minutes and 2 hours long, depending on the number of students in the class. In addition, students will be asked to complete and sign the additional documentation necessary to complete their student record.

### **Calendar or Holidays:**

The school is closed on the following holidays: New Year’s Eve, New Year's Day, Martin Luther King, Jr. Day, 2 weeks for Easter Vacation, Veterans Day, Memorial Day, Friday, July 4, Labor Day, Mon, Tues., Wed prior to and Thanksgiving Day, Mon. Tues., Wed., Thurs., Prior to Christmas eve, and Christmas day until the first Mon of the new year, and Student’s birthday. A special holiday may be declared for special reasons or emergencies.

### **Textbook, Aprons, Equipment and Supplies**

Equipment will be awarded to students after their first 14 (ten school) days of their program. All mandatory equipment and supplies will be maintained in the classroom. After the first 10 days of the program, each new barber student will be assigned a complete equipment loan kit with case. The kit contains the equipment necessary for the successful completion of the course. Students, who transfer from another school who need kits, will have access to a loan kit after making their first payment to the institution. Students must maintain the equipment by replacing lost or broken items. The school is not responsible if the student's loan equipment becomes lost or damaged. Students are expected to replace broken and damaged equipment and tools.

Students must learn to be responsible for the tools of the trade.

## Facility

MBA is a spacious 2000 square foot air-conditioned facility accessible by public transportation. The facility consists of combined lecture/lab rooms, workshop areas, administrative offices, student resource library, and student lounge, as well as all of the following equipment:

- 3 shampoo bowls
- 1 Maury tankless water heater
- 3 Belmont wall mounted electric hair dryers
- 8 reclining barber stylist chairs
- Semi-Circle anti-fatigue barber chair mats
- 7 mannequins with full heads of hair,
- 2 non-electrical curling irons 1 inch and 2-inch sizes,
- 1 stove for non-electric comb,
- 1 non-electrical comb,
- 1 towel steamer and
- 1 timeclock with fingerprint scanner.

All the equipment utilized fully complies with all Board regulations.

All classes will be held at 406 E 3<sup>rd</sup> Street, Long Beach, CA.

## Student Library:

The student resource library contains online CDs, videos and loan books for students to check out when necessary as additional learning tools from Milady.

## *Courses Offered*

<u>Course Name</u>	<u>CIP</u>	<u>Clock Hours</u>	<u>Months</u>	<u>Weeks</u>	<u>Award Upon Graduation</u>
Barbering	12.0402	1500	11	50	Certificate
Barber 1000	12.0402	1000	10	40	Certificate
Crossover	12.0402	200	2	8	Certificate

## Barbering Course

The requirements for completion for students enrolled in the Barbering course shall consist of fifteen hundred (1,500) clock hours of technical instruction and practical operations covering all practices and constituting the art of barbering. Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber. Effective 1/1/2022, this course is 500 clock hours over the state minimum hour requirement. The additional 500 hours allows students to learn advance barbering skills and marketing skills so that graduates have more experience once they complete the program. (D.O.T. #330.371-010, CIP#12.0402)

## **Barber 1000**

Effective 1/1/2022, the state of California changed the requirements for completion for students enrolled in the Barber course to one thousand (1,000) clock hours of technical instruction and practical operations covering all practices and 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. (D.O.T. #330.371-010, CIP#12.0402)

## **Barber Crossover Course (for Cosmetologists)**

The requirements for students enrolled in the Barber Crossover Course shall consist of 200 clock hours of technical instruction and practical operations to provide Barber training not a part of the required training or practice of a cosmetologists Educational Goals: The Barber Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber.

## **Class Schedules:**

**Morning schedule (2 options):** Option 1: Attend 4 weekdays from 10am-2:30 pm, plus 8 hours on Thurs. 24 hours per week, 16 months; Option 2: Attend 4 weekdays from 10:00 am-4:30 pm, plus 8 hours on Thurs. totaling 32 hours per week, 12 months Option 3; Attend 4 weekday classes from 10am-5pm., 26 hours per week, 14.5 months (for the 1000 hour program: 11 months, 8 months and 10 months)

**Afternoon schedule:** Attend 3 weekdays from 12:00 pm-5:00 pm. 15 hours per week, 38 months (17 months for 1000 hours)

**Evening schedule: (2 options):** Option 1: Attend 4 days from 5:00 pm to 9:00 pm, plus 8 hours on Thurs. 24 hours per week, 16 months (11 months for 1000 hours); Option 2: Attend 4 weekdays from 5:00pm to 9:00pm 16 hours per week, 24 months (16 months for 1000 hours)

## **Health and Physical Considerations**

Generally, the professional in the barber field must be in good physical health since he/she will be working in direct contact with customers. This requires a great deal of standing, walking, pushing, bending, and stretching for extended periods of time. A person must consider his/her physical limitations when making a career choice that involves extensive physical demands.

We promote the acceptance of students with physical limitations or disabilities if these students (along with their parents and/or physician) believe they can fulfill the training demands

**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 have at least a 10<sup>th</sup> graduation proficiency level in the English language. Instruction will only take place in in English. Completion of the 10<sup>th</sup> grade at a United States High School provides proficiency. MBA will only except a High school diploma or completion of an approved ability-to-benefit assessment as proof of proficiency . Visa Services will NOT be provided, the institution will not admit students from other countries nor will the institution vouch for student status, or any associated charges.

**Distance Training:** MBA does NOT offer distance training.

## *History and Ownership*

Our founder, Teves Lee, has held a license as a professional barber for 22 years. She is a fifth-generation barber, cutting since she was 9 years old. A barber to hundreds in the Long Beach and Los Angeles communities. Teves opened Afros of Hollywood, in Hollywood, CA in 1996, there she trained barber apprentices, facilitated cutting workshops, in addition to educating at various institutions, as well as expanding the barbershop location into The Master Barbering Academy, a state licensed private postsecondary educational institution Approved to operate by the Bureau of Private Postsecondary Education (BPPE) approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. Master Barbering Academy's main goal is to provide a clean and safe environment and to provide all of the students with the ability to graduate, pass the state board exam as well as having longevity in the field. We believe in allowing the students to be responsible and motivated to excel in their chosen trade/craft. It is through our wonderful staff that we are able to accomplish our goals.

### Graduation and Licensing Requirements

Requirements for satisfactory completion of a course: A student must complete Theory and Operations required by Board of Barbering & Cosmetology with a grade average of "C" (70%) or better. When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better, passed a mock exam and has his/her tuition account paid in full, then student is awarded a Certificate certifying his/her graduation. Students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam.

Licensing Requirements: In order to become licensed as a barber an applicant must be 17 years of age or older and have completed the 10th grade. However, per the Department of Education, students who attend MBA must have either a high school diploma, documentation of passing the General Education Development (GED) test, or its equivalency. A barbering license will be granted by the State of California only after the student has successfully completed and graduated from their respective course and passed the Board of Barbering & Cosmetology Licensing Exam with a score of 75% or better in both the Theory and the Practical parts of the exam

## *COURSES OF STUDY*

### Barbering Course CIP 12.0402 1500 Clock Hours

The course of study for students enrolled in the Barbering course shall consist of fifteen hundred (1,500) 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 mannequin. The required course of instruction in the practical phases of barbering shall cover no less than 1,000 hours of the entire 1,500 course. The instruction shall include training in basic haircutting and hairstyling of all textures of hair at the discretion of the school owner



and lead instructor. The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber. All classes are taught per California Bureau of Barbering & Cosmetology requirements by experienced licensed instructors. Bureau of Barbering & Cosmetology requirements by experienced licensed instructors.

### **Barber Crossover CIP 12.0402 200 Clock Hours**

The course of study for students enrolled in the Barber Crossover course shall consist of two hundred (200) clock hours of technical instruction and practical operations covering all practices that are not part of the required training to be a cosmetologist. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or mannequin. The required course of instruction in the practical phases of barbering shall cover no less than 90 hours, including training. The Barbering Crossover course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber. All classes are taught by experienced licensed instructors.

### **Barber 1000 Course CIP 12.0402 1000 Clock Hours**

The course of study for students enrolled in the Barbering course shall consist of one thousand (1,000) 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 mannequin. The required course of instruction in the practical phases of barbering shall cover no less than 600 hours of the entire 1,000 course. The instruction shall include training in basic haircutting and hairstyling of all textures of hair at the discretion of the school owner and lead instructor. The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber. All classes are taught per California Bureau of Barbering & Cosmetology requirements by experienced licensed instructors. Bureau of Barbering & Cosmetology requirements by experienced licensed instructors.

**BARBER CROSSOVER (200 HOURS) CIP # 12.0402; SOC 39-5010 39**

SUBJECT	MINIMUMREQUIRED TECHNICAL INSTRUCTIONAL HOURS	MINIMUM REQUIRED PRACTIAL OPERATIONS HOURS
200 HOURS OF TECHNICAL INSTRUCTION & PRATICAL TRAINING IN SHAVING	120	80

### BARBER COURSE 1500 HOURS CIP 12.0402 SOC 39-5010

SUBJECT (1100 total hours Required)	MINIMUMREQUIRED TECHNICAL INSTRUCTIONAL HOURS	MINIMUM REQUIRED PRACTIAL OPERATIONS/HOURS
HAIR DRESSING	65	240/260
Permanent Waving	40	105/200
Hair Color	60	50/200
Hair Cutting	20	80/265

Total Hours Completed in Hair Dressing: 1100 hrs

HEALTH AND SAFTEY(200 total hrs required )	Minimum Hrs required	Minimum Hrs. Required
Laws & Regs	20	0
Health & Safety	45	0
Disinfection and Sanitation	20	80
Anatomy & Physiology	15	0
Additional Topics	20	0

Total Hours Completed in Health and Safety: 200 hrs

SHAVING (200 total hrs Required)	Minimum Hrs required	Minimum Hrs. Required
Shaving Prep & Performance	100	100

Total Hours Completed in Shaving: 200 hrs

### **Barber 1000 Course SOC 39-5010**

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology.

**Pursuant to B&P 7362.5 © the curriculum for a barbering course shall, at a minimum, include technical and practical instruction in the following areas:**

#### **100 Hours Technical Instruction in Health and Safety**

**100 Hours Board approved Health & Safety Course (B&P 7389 (a)):** Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.

#### 100 – Hours Technical Instruction

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

#### **100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation**

**Disinfection and Sanitation:** Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments.

#### Disinfection & Sanitation

20 – Hours Technical Instruction

#### Practical Operations and Hours

80 – Sanitation / Disinfection

#### **250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services**

**Chemical Hair Services:** Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers

30 – Hours Technical Instruction  
Permanent Waving / Chemical Straightening

60 – Hours Technical Instruction  
Haircoloring// Bleaching

Practical Operations and Hours  
60 – Permanent Waving /Chemical Hair  
Straightening

100 – Haircoloring/ Hair Bleaching

### **300 Hours Technical Instruction & Practical Training in Hair Dressing Services:**

**Hairstyling Services:** Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening. Hair Cutting shall include, but is not limited to, the following techniques and procedures: Use of shears, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.

30 – Hours Hairstyling Technical Instruction

Practical Operations and Hours  
125- Wet Hairstyling/ Thermal Styling

20 – Hours Haircutting Technical Instruction

125 – Haircutting

### **250 Hours Technical Instruction & Practical Training in Shaving and Trimming of the Beard**

**Shaving and Trimming of the Beard:** Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages.

Technical Instruction

100 – Hours Men's Skin Analysis / Facial / Shave

Practical Operations and Hours

150 - Men's Facial & Shave

#### **BARBERING 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 diploma 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

<b>ACADEMIC GRADING</b>	<b>POINT GRADES FOR PRACTICAL WORK</b>
<b>100 - 90% Superior Performance</b>	<b>(GPA 4) 4 POINTS=A</b>
<b>89 - 80% Above Average</b>	<b>(GPA 3) 3 POINTS=B</b>
<b>79 - 70% Average</b>	<b>(GPA 2) 2 POINTS=C</b>
<b>69 - 60% Unsatisfactory</b>	<b>(GPA 1) 1 POINTS=D = NOT PASSING</b>
<b>59 - 00 % Fail</b>	<b>(GPA 0) 0 POINTS=F = NOT PASSING</b>

**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 the Barber course with a GPA of "C" (70%) or better and student's financial obligations are met, course completion is achieved. Students are assisted in completing the necessary documents to file for the 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 Barbering 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%.

## **ACADEMIC POLICIES**

### **SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY** **MBA DOESN'T CURRENT OFFER IV FUNDING**

Master Barbering Academy expects all of its students to maintain Satisfactory Academic Progress (SAP) as established by this institution. Any prospective student should read and consider the SAP policy before enrollment. The college's SAP policy is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). The student must:

1. Maintain a cumulative academic average of "C" (70%) or better on all tests, work projects (operations) and other required coursework.

2. Maintain a cumulative average attendance level of at least two-thirds (2/3) (67%) of the scheduled hours indicated on their enrollment contract. For example, a student scheduled to complete 30 hours per week would have to maintain an average weekly attendance of at least 20 hours per week ( $2/3 \times 30 = 20$ ).

Regardless of the average level of attendance, students who have more than two consecutive weeks of absences (14 calendar days) will be dismissed. This standard shall apply to all students except those on an approved Leave-of-Absence (see LOA policy). Students who expect to be absent 14 days up to 180 days are encouraged to request a Leave-of-Absence. In addition to attendance standards relating to Satisfactory Academic Progress (SAP), students are also required to adhere to other certain general institutional policies relating to attendance and tardiness. These policies are outlined in the "School Rules" section later in this catalog.

3. Complete the course within one-and-a-half times (150%) the length of the course as defined in the catalog. For example, a student who enrolls in a 1000 hour/34-week long Barber program must complete within 51 weeks. For the purpose of determining the maximum time frame, transfer hours from another institution that are accepted toward the student's educational program are counted both as attempted and completed hours. SAP evaluation periods are based on actual contracted hours at M.B.A. A student who exceeds the maximum timeframe will be terminated from his/her program. A Leave of Absence extends the student's contract period and maximum timeframe by the same number of calendar days taken in the leave of absence.

4. Students must meet minimum academic and attendance requirements for each evaluation period of the course to be considered as making satisfactory academic progress until the next scheduled evaluation.

5. The Academy year for all programs is 900 clock hrs., and 26 weeks. Barbering is 1500 clock hours, Barber 1000 is 1000 clock hours and Barber Crossover is 200 clock hours.

**EVALUATION PERIODS:** Each academic year is divided into evaluation periods. A student's academic progress is assessed at each of the following times (all hours are actual hours completed):

\*Barbering: When a student completes 450 (13 weeks), 900 (26 weeks), 1200 (35 weeks) and 1500 hours (44 weeks)

\*Barbering Crossover: When a student completes 100 (3.33 weeks) and 200 hours (7 weeks)

\*Barber 1000: When a student completes 250 (7.25 weeks), 500 (14.5 weeks), 750 (21.7 weeks) and 1000 hours (29 weeks)

Students will sign all SAP evaluations that do not meet minimum standards within 7 school business days of the established evaluation date.

**GRADING SYSTEM:**

Students are evaluated on a regular basis in 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 upon completion of each increment of the course hours as explained above for student's review. This evaluation form reflects the overall attendance and academic progress of the student. Students must maintain a minimum of "C" (70%) cumulative grade average or practical evaluation to maintain satisfactory academic progress status. The system detailed below is the system utilized in the school.

## **ACADEMIC GRADING**

### **POINT GRADES FOR PRACTICAL WORK**

100% - 90% A.....Excellent	(GPA 4) 4 POINTS = A
89% - 80% B.....Above Average	(GPA 3) 3 POINTS = B
79% - 70% C.....Average	(GPA 2) 2 POINTS = C
69% - 60% D.....Unsatisfactory	(GPA 1) 1 POINTS = D – Not Passing
59% - 00 % F.....Fail	(GPA 0) 0 POINTS = F – Not Passing

## **ATTENDANCE STATUS**

Students are enrolled as full-time students and scheduled to attend at least 30 hours per week.

## **ACADEMIC STATUS**

Students who meet the minimum requirements for attendance and academic performance are considered to be making satisfactory academic progress (SAP) until the next scheduled evaluation. Students who have fallen below the minimum SAP requirements will have their academic status changed to one of the following categories:

### **WARNING:**

At the time of evaluation, a student is placed on warning if they fall below the above standards either for the very first time or for the first time after being reinstated from a probationary status. A student on warning is still eligible for financial aid. If the student does not improve either grades and/or attendance by the next scheduled evaluation, they will be placed on Academic Probation, will be ineligible for financial aid and must appeal to have their aid reinstated. Probation if the student files an appeal and prevails upon appeal (see below).

### **ACADEMIC PROBATION:**

Any Students who fails to meet SAP standards for two consecutive evaluations will be placed on academic probation if the student prevails upon appeal of a negative progress determination prior to being placed. All Students regardless if using financial aid funds or otherwise, will be notified that they are not eligible to receive any further funding, or be allowed to advance in hours

unless they successfully go through the appeals process (see below). An academic plan will be developed for the student to follow that will help them improve their academic status and begin to meet SAP requirements again. The academic plan will be designed to ensure that the student will still be able to complete their program within the maximum timeframe allowed. Students following an academic plan will be allowed to receive federal financial aid until the next scheduled evaluation. Students who adhere to the requirements of the academic plan will regain satisfactory status and be eligible to receive financial aid. If the student does not keep pace with the academic plan and fails SAP standards again, they will lose financial aid eligibility and may be withdrawn from the school.

### **APPEAL PROCEDURES:**

Students who wish to appeal being placed on either a warning or probationary status must submit a written request to Administration within ten (10) days of the college's decision. In the appeal letter, a student must describe any special circumstances beyond their control which they believe affected their academic standing, such as injury or illness of the student, death in the family, etc., and what has changed in the student's situation that will allow the achievement of SAP at the next evaluation period. The student will need to provide documentation regarding these circumstances as appropriate (i.e. doctor's note, death certificate, etc.). Administration shall evaluate the appeal within a reasonable time frame (5-10 days) and notify the student in writing of their decision. If the student's appeal is denied, they may appear before a school committee to present their case. The committee shall provide written notice to the student of its decision within a reasonable time frame (5-10 days). The decision of the committee shall be final. All documentation regarding the student's appeal and the outcome will be kept in the student's academic file. Financial aid recipients whose appeal is granted may have their financial aid reinstated.

### **COURSE INCOMPLETENESS:**

Course incompleteness, repetitions and non-credit remedial coursework are not applicable to this institution's form of instruction. Therefore, they have no effect upon the college's SAP standards.

### **RE-ESTABLISHING SAP:**

A student can re-establish satisfactory academic progress by meeting the established minimum standards of attendance, which is 67% and the academic standard of 70%.

**RE-ENTRY POLICY:** All students who withdraw may re-enter into the program without the loss of credit for clock hours attended provided it is within six (6) years from the date of their withdrawal. All student records are stored for six (6) years only and it is the responsibility of the student to maintain all documents received from the institution beyond the six-year period. 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. If accepted by the college, the student will re-enter the same progress status as he/she left.

**LEAVE OF ABSENCE:** Occasionally, students may experience hardship, medical or other issues which make it difficult to attend class. The institution may allow a student under such circumstances



to take a Leave of Absence (LOA) from the program for up to 180 days in a 12-month period if the student has satisfactory attendance and provides appropriate documentation for the reason of the requested LOA. The LOA must be requested in writing by the student and must be approved by school administration. The LOA Request Form must be completely filled out with the dates of leave and return prior to administration approving the LOA. Students on LOA will not be assessed any additional charges of tuition. Students returning from an authorized LOA will retain all credit for clock hours and work projects completed and will be returned to the academic progress status they held prior to the start of the leave of absence. In addition, students returning from LOA will have his/her maximum time frame and contract period extended by the same number of calendar days taken in the leave of absence. A contract addendum will be created and initialed by all parties with this information. Students who fail to return from LOA will be considered withdrawn as of the last class day of attendance prior to the start of the leave and the official determination date will be the expected return date of the leave of absence. The refund calculation will be performed and all refunds due will be issued to the student or appropriate agencies and paid within 45 days of the official determination date.

This institution or any of its programs are NOT accredited by an accrediting agency recognized by the United States Department of Education.

### **STUDENT RECORD RETENTION**

MBA has a policy to retain student records for a minimum of 6 years, and transcripts indefinitely.

## **ATTENDANCE POLICY:**

M.B.A. views class attendance as an individual student's responsibility. Students are expected to attend their scheduled classes each day for the full number of hours scheduled weekly per their enrollment agreement. All absences and class attendance are recorded. It is the responsibility of the student to telephone in advance to notify administrative personnel if they will be absent or late and to follow the appropriate procedure with the Attendance department. Students who do not meet the requirements and have not provided valid documentation for excusing absences (i.e. doctor's note, court documents, etc.) within 1 week (7 calendar days) will have those absences count as unexcused (please see "Unexcused Absence"). Attendance must be maintained at an average of 67 percent of the scheduled attendance if the student is expected to complete the course of study within 1.5 times of the period of time stated in the enrollment agreement. Students are required to make up the lessons and exams missed due to absenteeism. If the student is absent during fourteen (14) calendar days, the school will withdraw them. The instructor-in-charge will review excessive tardiness or absences with the student to determine possible corrective action to the issue on hand.

### **Time Clock**

Students must clock in/out using their fingerprints on the school's time clock system for accurate punches. Students must be present when clocking in/out and verify their name on the terminal. A thirty

(30) minute lunch break shall be taken when a student: attends a 6-hour or more class day. If you are attending a less than 6-hour class day and desire to take a lunch break (30 minutes), then the break must be deducted from your daily total and you must record the clock in/out on your time card for the lunch break. Once Theory classes have been started, no one will be allowed to enter the Theory classroom. After clocking in, you are required to maintain applied effort and refrain from personal grooming, leaving the building and reading material or activities not related to your training. 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 withdrawal from the school. Since the time clock is the official method of verification for time spent in the program, no student will receive credit for any hours that do not appear on the time clock records. No adjustment of time will be done for students who fail to clock in or out due to personal negligence. In the event of electrical failure or computer malfunction, sign-in sheets will be utilized. The school cannot be responsible for any errors made by their third-party servicer. Students will not be given credit for clocking in early or clocking out late without prior permission. Clocking another student in or out is grounds for immediate withdrawal from the school.

### Absences

Regardless of the average level of attendance, students who are absent in excess of fourteen (14) consecutive calendar days will be withdrawn from their programs. Pre-arranged absence(s) must be approved in advance at least two (2) days prior to the requested release. The student is responsible for providing satisfactory evidence to authorized administrative staff to substantiate the reason for the absence within one 1 week (7 calendar days) of the last date of attendance. Absences will be either excused or unexcused. **Any unexcused absence cannot be considered for Make-Up time.**

In accordance with California Education Code Section 48205, a student shall be excused from school when the absence is:

- 1) Due to his or her illness
- 2) Due to quarantine under the direction of a county or city health officer
- 3) For the purpose of having medical, dental, optometric, or chiropractic appointments
- 4) For the purpose of attending funeral services of a member of his or her immediate family, so long as the absence is not more than one (1) day if the service is conducted in California and not more than three (3) days if the service is conducted outside of California
- 5) For the purpose of jury duty service in the manner provided by law (must be approved in Advance
- 6) Due to the illness or medical appointment during school hours of a child of whom the student is the custodial parent
- 7) Due to a court appearance
- 8) Due to observance of a holiday or ceremony of his or her religion (must be approved in advance)
- 9) Due to attendance at a conference for their employment (must be approved in advance)
- 10) Due to need to secure proper immunization (no more than 5 days)

Other reasons that are requested in writing will be considered for approval by Administrative personnel.

Students who provide the necessary documentation to excuse their absences will be allowed to complete make-up hours for the time they were absent (see Make-Up Hours). Students who request time off in advance must schedule make-up time at the time they submit their request. This does NOT apply to students requesting a Leave of Absence. Failure to submit documentation to excuse absences will result in the student remaining unexcused for those days and they will not be able to complete make-up hours on the days or times they are not scheduled to help them graduate on time. Instead, their enrollment may be extended in order for them to complete their missing hours and overtime charges may be accrued.

After a student accrues **three (3) consecutive unexcused absences**, administration will mail a certified letter to the student advising to contact the Administration office within a designated time frame. Administration and the student shall consider one or more of the following options to remedy the situation:

- 1) Adjusting the student's program
- 2) Providing more individualized instruction
- 3) Referring the student to community, city, state, or federal organizations that offer services to help eliminate or ameliorate the causes of absence
- 4) Assist the student with additional suggestions that may help their situation

Administration may impose disciplinary actions as appropriate to the student's situation. If the student fails to correct their attendance problem, the student may face additional disciplinary action such as termination of contract. In the case of suspension these days are treated the same as unexcused absences and cannot be considered for make-up time.

### Tardiness

In order for students to be successful and productive, they must develop habits of punctuality. Since tardiness is neither responsible nor productive, and since it is disruptive to the educational process, students will be held accountable for punctuality. A student is considered tardy for arriving ANY TIME subsequent to their approved scheduled start time. Students are given one (1) hour to get into their designated class on time. Students arriving one (1) hour after their start time will not be allowed to clock in. This loss of hours will result in the student not meeting his/her contracted course end date and could be charged additional fees. When a student's tardiness becomes frequent or disruptive, the student shall be referred to administration. If the student's attendance behavior does not change after being given counseling or disciplinary action, they may be withdrawn. **Unexcused tardies** will also constitute a student ineligible for Make-Up requests.

### Class Truancy

Cutting class shall be considered equal to an **unexcused absence**. A student who cuts class must lose hours for that day. **Students who are clocked-out/sent home for the day will also be considered as an unexcused absence.** All practical applications and theory hour requirements must be completed

before the end of the contract and before a student can be considered to be graduated from their program.

### **Make-Up Hours**

A student absent from school shall be allowed to make up hours and all assignments and tests missed for the **excused absence**. Students may not make-up hours and/or work missed during an unexcused absence. If a make-up day is approved and scheduled the student will be held responsible if he/she does not attend the scheduled make-up day and will not be able to make-up that time the following week; it shall be deemed as an **unexcused absence** and could result in overtime charges. A student must make up hours during days/times not scheduled. The Make-Up Time Form can be used to make up one (1) shift/schedule of missed time. When completing the form, students must complete all fields as indicated. The form must be submitted to the Attendance department for approval prior to making up time.

**STUDENTS MUST CLOCK IN/OUT FOR MAKE-UP HOURS.** Separate Make-Up Time Forms must be made and approved for each week. Students who are in class during their scheduled time and not making up hours will have first priority to receive assistance from instructors with their work, after which the students making up hours will then receive assistance. There will be no end date to this Make-Up policy however it can be cancelled at any time without notice. There will be a minimum to the requirements that must be met in order for students' makeup requests to be considered. Students who failed to attend their scheduled classes on the days before and after school holidays will not be eligible for such requests. Each day missed on the day before or after a holiday will count as a full week (7 calendar days) of not being eligible to submit a request for Make-Up time. Each request must be for a full shift. No partial shifts and no extended shifts. Students must complete a full scheduled shift or they will be barred from participating in the Make-Up program.

### **Rules to Participate:**

- **No** unexcused absences for the entire week, a school week is Monday to Sunday, prior to submitting your request. •
- **No** unexcused tardiness, call if you're delayed. If you show up late without calling, you will receive an unexcused tardy. •
- **If** after approval you have an unexcused absence or tardy your requested makeup will be **cancelled** and you won't be eligible for the following week.

### **Maximum Time Frame**

The maximum timeframe in which a student shall be allocated to complete the course of study shall be one and one-half (1 ½) times the length of the program. This does not include time in which a student took a leave of absence (see Leave of Absence section above). Student Rights and Responsibilities

## **Notice of Student Rights**

**STUDENT'S RIGHT TO CANCEL:** as long as student has signed an enrollment agreement on or prior to the first class session, the student has the right to cancel the enrollment agreement before the end of the 7th calendar day after signing the enrollment agreement or on the first day of class for their program, whichever is later, and obtain a refund of any charges paid, except the non-refundable registration fee. The notice of cancellation shall be in writing and submitted directly to the Student Services Department. Any student who fails to attend their first day of classes will automatically have their enrollment canceled and will be contacted by administration personnel.

After the end of the cancellation period, you also have the right to stop at any time and receive a refund for the part of the course not taken. Your refund rights are described in the contract. If you have lost your contract, ask the school for a description of the refund policy.

If the school closes before you graduate, you may be entitled to a refund. Master Barbering Academy will offer an alternate college/academy for you to attend to complete your program or provide a refund to you of unearned tuition if you have paid more than the hours you have been scheduled to attend Master Barbering Academy.

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.

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

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, as noted below:

**BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

**1747 N MARKET BLVD. STE. 225**

**Sacramento, CA 95834**

**Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897 Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897 Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov) E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)**

## **Notification of Rights**

Under The Family Educational Rights and Privacy Act (FERPA) students are afforded certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. A student should submit to the appropriate official, a written request that identifies the record(s) the student wishes to inspect. The school official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the school official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the school to amend a record should write the school official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the school decides not to amend the record as requested, the school will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the school discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent

#### Exceptions Allowed Under FERPA:

a) The school may disclose education records without a student's prior written consent to school officials with legitimate educational interests. A school official is a person employed by the school in an administrative, supervisory, academic, research or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the school has contracted for service (such as an attorney, auditor, or collection agent); a person serving on the Board of Directors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

b) Upon request, the school may disclose education records without consent to officials of another school in which a student seeks or intends to enroll.

c) The school may release the educational records of a student to a parent; provided the student is claimed as dependent for tax purposes and the individual seeking education records meets the definition of "parent" under FERPA. Under FERPA, a "parent" is defined as "a parent of a student and includes a natural parent, a guardian, or an individual acting as a parent in the absence of a parent or guardian." Parents may be asked to submit a signed copy of their most recently filed tax return, which must indicate the student as a dependent on the return.

d) Under FERPA, the school may disclose to third parties information from the educational records of a student, provided the information is disclosed due to an “articulable and significant threat to the health and/or safety of the student or other individuals.”

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202-5901

### **Complaint/Grievance Procedure**

It is the policy of this institution to handle grievances in the following manner:

- 1) A student fills out a grievance form and lists all grievances.
- 2) The student delivers his/her form to the instructor-in-charge.
- 3) If the student is unable to deliver the form to the instructor, s/he may deliver it to administration.
- 4) Administration and/or the President will evaluate the grievance and set an appointment with the person within 5 days from the receipt of the grievance form. If the grievance is an emergency, it will be addressed within 24 hours.
- 5) Any grievance that can't be resolved with the personnel of the institution should be directed to the following agencies:

#### **BUREAU FOR PRIVATE POSTSECONDARY EDUCATION (BPPE)**

**1747 N MARKET BLVD. STE. 225**

**Sacramento, Ca 95834**

**Tel (916)431-6959 Toll Free (888)370-7589, Fax (916)263-1897**

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

**E-mail: [bppe@ca.gov](mailto:bppe@ca.gov)**

Any questions a student may have regarding the catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Postsecondary Education at the above listed address/phone/email.

Master Barbering Academy, LLC has not filed for bankruptcy in the past five years nor does it have any pending petitions in bankruptcy court within the preceding five years that resulted in reorganization under chapter 11 of the united States Bankruptcy code ( 11U.S.C. Sec. 1101ETSEQ) . The Academy is not operating as a debtor in possession.

## **STUDENT SERVICES**

**Disabled Students:** Access for disabled students to the institution's facilities is available. This institution does offer programs for the disabled students depending on the physical abilities of the student.

**Career Counseling and Personal Attention:** Students are counseled individually, formally and informally, as often as necessary, but minimally every month to review the student's progress and adjustment. Students are given personal attention and assistance at every stage of training from the first day of enrollment. At predetermined intervals, measuring instruments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given for the preparation of the Board of Barbering and Cosmetology Examination. Successful Barbers, Shop/Salon Owners and Stylists are scheduled to give demonstrations and to discuss career goals, etc., with the students. These activities supplement the daily counseling carried out by the instructors and supervisors. Students may request additional counseling sessions at any time.

### **Drug Abuse Prevention Program**

Any individual associated with Master Barbering Academy who is seeking information, counseling or assistance concerning Drug Abuse Prevention/Treatment may call or visit the following agencies:

**HAVEN OF HOPE FOUNDATION**  
**Long Beach CA 90813**  
**310.897.4952**  
**[www.havenofhopefoundation.com](http://www.havenofhopefoundation.com)**

### **Job Placement**

Job Placement assistance is provided to graduates and students at no additional charge. After students pass the licensing examination, students are encouraged to return for placement assistance. Students are sent on interviews and the school follows up with the student and potential employers in the field for opportunities to become employed as barbers, hairdressers, hair stylists, and shop managers. Our staff assists students in placements as often as needed; however, the school does not guarantee placement to any student.

## **School Rules and Regulations**

1. School days are SUNDAY–THURSDAY and hours are from 7:00 am to 10:00 pm on Monday through Thursday; on Sunday hours are 1:00pm to 10:00 pm. The Academy is CLOSED on FRIDAY & SATURDAY. A school schedule will be developed with you during the enrollment process. The school reserves the right to adjust the hours of clinic operations and available class schedules.



2. A student must attend class per their enrollment agreement weekly schedule. The College reserves the right to withdraw a student if this rule is violated. A student may be required to produce valid documentation for reason of interruption to their original schedule.

3. Timecards must be clearly legible. Students must sign for their own timecards once an Instructor has verified by grading and signing it for them. Our week begins on Sunday and ends on Friday. Any student that does not clock in or out for their lunch break will have their time attended deducted by one half-hour (30 minutes) that given day.

4. Students that are absent are expected to follow the appropriate procedure with the Attendance department. In case of illness or emergency on any scheduled school day, the student must report his/her absence before their scheduled start time along with providing valid documentation to excuse the absence upon return (See Attendance Policy).

5. Students are required to be in class for roll call promptly at the start of class in clean, prescribed uniforms. Male & female students must wear a college-issued smock, solid white or black (only) shirt or T-shirt under the smock, name tag/badge, solid black or white pants neat and clean. Black or white scrubs are also permitted. NO hats, scarves or bandanas of any kind or face piercings are to be worn inside the school. Any variance to our dress code policy will be reviewed by management.

6. Name badges are part of the daily uniform. To replace a lost name badge, please contact the Front Desk. An additional fee of \$5.00 will be assessed for replacing a badge. If a temporary badge is issued a \$10 deposit will be held until returned. If the temporary badge is lost the deposit will not be returned.

7. No shorts are permitted. Shoes must be closed toe and heel. A work-type shoe is recommended due to the long periods of standing required in the occupation.

8. All students are required to wear the school uniform. Disciplinary action may be enforced if this policy is violated.

9. Students appearing in school with their hair not neat will clock out. Beauty needs are to be done on the student's own time.

10. A student who is tardy and notifies the school prior to showing up cannot participate in Theory class but may clock in for the day. Make-up time for unexcused Tardies will not be permitted. Students who are habitually tardy will remain ineligible for make-up time and if tardiness continues could lead to grounds for disciplinary action or overtime charges.

11. Absences of three (3) consecutive days or more without notification shall be considered cause for disciplinary action. Any student absent more than fourteen (14) calendar days without notifying administration and getting approval will be automatically withdrawn from the school.

12. Morning & Afternoon students will take lunch at the direction of the instructor. Students should report to an instructor if they have not had lunch. Lunch breaks are 30 minutes each. Lunch period is each student's responsibility and must be staggered. Students are allowed two 15-minute breaks for each 8-hour day scheduled. Students are only allowed to leave the school premises during 30-minute lunch break or at the end of their scheduled class time.

13. A student must clock "IN" when entering and clock "OUT" when leaving using their fingerprint on the computer time-clock system. Students must witness their clock in or out to ensure that they are receiving proper credit for their attendance. Failure by the student to monitor their time in and out will only receive credit for the hours indicated by the time clock.

14. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly time cards will be audited by the college office. Credit will be given for applied effort only. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.

15. No student is allowed to clock out during college hours without permission from the instructor or supervisor. No student may clock in or out for another student. This rule is strictly enforced. Any time a student leaves the building during the day his/her timecard must be left in a designated area per direction of their instructor or administration.

16. NO student is allowed to clock in one (1) hour after their scheduled time, unless directed by the President, Administration, or an Instructor.

17. No gum chewing is allowed in the college at any time. Smoking is allowed in assigned areas only OUTSIDE of the building.

18. No visitors are permitted in the classroom or student lounge area unless having Checked-In with Front Desk and wearing a "Guest Badge" after having been approved by the supervising instructor.

19. College business phones may not be used for personal calls. You are not permitted to leave a patron to answer the phone.

20. Rigid adherence to the rules of sanitation and disinfection and personal hygiene are required at all times.

21. Students must keep their workstations clean and in sanitary conditions at all times.

22. A minimum of ½ hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.

23. 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 disciplinary action.

24. No student may leave a patron while doing a perm or hair coloring service, except in an emergency and is excused by an instructor.
25. Students are not allowed to give services or materials other than what is called for on the service ticket. Students violating this rule will be disciplined accordingly.
26. Students will pay in advance for supplies on personal services such as permanents, tints, bleaches, etc.
27. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Students must not socialize with another student who is busy with a patron.
28. Students have the privilege at all times to consult with administration regarding personal problems. The organizational chart must be followed to appropriately direct a students' concern
29. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language, or causes discord to patrons, students, faculty and staff.
30. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to the school that is apparently under the influence of drugs and/or alcohol.
31. All students will be expected to maintain an average of 70% in theory and in all practical subjects and maintain a 67% in attendance.
32. Only products furnished by the college may be used unless otherwise approved by the instructor.
33. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated and can result in disciplinary action not limited to: suspension or withdrawal/expulsion.
34. Students must comply with college policies and state rules and regulations.
35. Notify the office immediately of any address or telephone change.
36. Cell phones are not to be used during class time unless the instructor approves the use. In case of emergency, give your family the school phone number. Students may use their cell phones outside while on break. Any student violating this rule for the first time will be asked to secure their phone off-campus. The second offense could result in disciplinary action.
37. All personal listening devices are not allowed to be used by students during school hours. In addition, headphones and ear buds must not be worn while in class or performing a service on a patron.

38. As a part of the Non-Fraternization Policy, students must refrain from developing a social relationship with teachers and other employees of M.B.A. Examples of an employee/student social relationship include inclusion of each other on Facebook pages (or any other social networking circle) as well as phone calls or text messages that are not for legitimate school business. These actions can or may interfere with professional and fair conduct in the school setting. Relationships formed pre-enrollment between M.B.A. employees and students should be immediately disclosed to administration so that a determination can be made as to whether the relationship violates this policy.

39. Students are not to take pictures of clients or other students or their work without expressed written permission by the person. This includes photos taken for postings on the internet, social media, magazines and/or books, etc. Once written consent is given, students may take photos under the supervision of their instructor.

40. Parking: All students must use the parking lot in the rear of 406 E. 3<sup>rd</sup> St. Long Beach. CA 90805, to park their vehicles. Any student caught parking at nearby businesses without authorization may be towed at their own expense.

## **Tuition and Fees**

Master Barbering Academy reserves the right to change the tuition and fees and make subject changes without prior notice; any change will not affect current (attending) students. Students enrolled in Master Barbering Academy are not eligible for federal financial aid programs.

**Tuition Barbering-** \$15,000 10.00 PER HR.

**Registration Fee:** \$150.00 - Non-Refundable

**Milady' Mind Tab Textbooks OR Learning Media:** \$550.00 NON REFUNDABLE (IF OPENED)

**Tools:** \$1500.00 – Non-Refundable (ONCE RECEIVED)

**Loaner Kit Fee:** \$150.00

**\*\*Student Tuition Recovery Fund Fee:** \$2.50 per \$1000 collected for State Of California - Non-Refundable

**Tuition Barber Crossover** - \$3,000 \$15.00 PER HR.

**Registration Fee:** \$150.00 - Non-Refundable

**Milady' Mind Tab Textbooks & Learning Media:** \$550.00

**\*\*Student Tuition Recovery Fund Fee:** \$2.50 – per \$1000 collected for State Of California - Non-Refundable

**Tuition Barber 1000-** \$10,000 10.00 PER HR.

**Registration Fee:** \$150.00 - Non-Refundable

**Milady' Mind Tab Textbooks OR Learning Media:** \$550.00 NON REFUNDABLE (IF OPENED)

**Tools:** \$1500.00 – Non-Refundable (ONCE RECEIVED)

**Loaner Kit Fee:** \$150.00

**\*\*Student Tuition Recovery Fund Fee:** \$2.50 per \$1000 collected for State Of California - Non-Refundable

HOURLY RATE/ BARBER PROGRAMS \$10.00/HR

HOURLY RATE/BARBER CROSSOVER PRORAM \$15.00/HR

The total charges for a period of attendance and an estimated schedule of total charges for the entire educational program are as follows:

Barbering \$15,000.00 + \$150.00 REG. +\$550.00 BOOKS / LEARNING MEDIA+ \$1500.00 KIT & \$150.00 LOANER TOOLS ( IF NEEDED)

Barber Crossover \$3,000.00 + \$150.00 REG. + \$550.00 BOOKS / LEARNING MEDIA & \$1500.00 KIT (IF NEEDED)

Barber 1000 \$10,000.00 + \$150.00 REG. +\$550.00 BOOKS / LEARNING MEDIA+ \$1500.00 KIT & \$150.00 LOANER TOOLS ( IF NEEDED)

Textbooks, tools and supplies are required for all courses. Courses include a textbook, workbook and exam review book or learning media. Additional books can be required and/or recommended. School Tools and textbooks are not allowed to be taken home or off school property.

**\*\*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.”

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, P.O Box 980818 West Sacramento, CA 95798-0818 mailing address, or 1747 North Market Blvd., Suite 225 Sacramento, CA 95834 Physical Address .(916) 574-8900 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

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

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

### **Extra Instruction Time Charges**

Students are expected to complete their training within the maximum time allowed as specified in his/her Enrollment Agreement. If a student exceeds the time frame outlined in the Agreement, an extra time charge is required for the balance of hours required and/or the completion of course. An addendum to the enrollment contract will reflect the hours to complete and rate per hour, or any portion thereof.

Additional Charges will be assessed for any student who does not complete a course within the allotted enrollment period per the rates below:

\$10.00 per hour if less than 20 days are needed to complete the scheduled program.

\$1,000 for every month required to attend to complete the scheduled program.

All payments due in advance of attending the extended schedule.

### **Methods of Payment**

Payments may be made in the form of cash, check, major credit cards, debit cards, money order, cashier's check, and/or through scheduled disbursements of private loans. In addition, some students may use eligible funding from, Vocational Rehabilitation, or other outside parties. All school charges must be paid in full before graduates can receive their certificates of completion. In addition, students who either graduate or withdraw from the school must pay off any outstanding balance before any academic transcripts can be generated for transfer to another school.

**Cash Payments** (In Person Only): Cash payments may be paid to the administration office in person only. Payments by Check, Money Order, or Cashier's Check:

**Payments made by check, money order, or cashier's** check must be made payable to M.B.A. and either sent to 406 E 3<sup>rd</sup> St Long Beach, CA. 90805 or submitted in person to administrative personnel.

**Third Party Payments**: If your tuition is going to be paid by a Third Party (i.e., Dept. of Rehabilitation, WIB), please submit your paperwork to the Admissions Office within 48 hours once you have registered to avoid being dropped.

### **Loans**

If the student obtains a 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. If student has received federal student financial aids funds the student is entitled to a refund of the moneys not paid from federal students financial aid program funds.

### **Returned Checks**

Any check returned unpaid (stop payment or insufficient funds) is subject to a \$35.00 service charge. A hold will be placed on student records for any financial obligation until the obligation is cleared.

### **Unpaid Balances**

Unpaid balances will be forwarded to Collections and the student will be charged a \$125.00 collection fee in addition to the balance due.

**Non-Payment Drop Schedule** Students who do not have their accounts paid according to their individual contracts are subject to late fees after the tenth (10th) day that payment is due. For two (2) months of the non- payment, the student will be subject to suspension until the account is brought current. If the account is not brought current by the third month, the student can be dropped.

**Scholarships**: M.B.A. awards several scholarships annually

## *Withdrawal and Settlement Policy and Procedures*

M.B.A.'s withdrawal policy applies to all terminations for any reason, by either party. This includes such reasons as student decision, course or program cancellation, and school closure.

**Student's Right to Cancel:** The student has the right to cancel the enrollment agreement before the end of the 7th calendar day after signing the enrollment agreement or on the first day of class, whichever is later for their program and obtain a refund of any charges paid, except the non-refundable registration fee. The notice of cancellation shall be in writing and submitted directly to the Student Services Department. Cancellation of the student's enrollment may be initiated by the student's written notice or by the institution due to student's academics, conduct, or lack of attendance. The cancellation date will be determined by the postmark on written notification, or the date such information is delivered in person.

**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 student notifies the College's Student Services Department of their intent to withdraw. Only the Administration staff would be authorized to accept a notification of the student's intent to withdraw
  - The date the school terminates a student's enrollment due to academic failure or for violation of its rules and policies stated in the catalog
  - The date immediately after a student has been absent for 14 consecutive calendar days and has failed to contact the school to discuss their situation or request a leave of absence
  - The date the student 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. If a student on an approved LOA notifies the institution that he or she will not be returning, the date of withdrawal determination will be the earlier of the scheduled date of return from LOA or the date the student notifies the college that the student will not return.

### **Refund Policy:**

If a student withdraws after the cancellation period has passed, the institution provides a pro-rata refund of ANY and ALL funds paid for tuition charges, to students who were scheduled to complete 60 percent or less of the period of enrollment. Once the student's scheduled hours equal more than 60 percent of the enrollment period for the entire course, there will be no refund to the student.

The pro-rated tuition is calculated by multiplying the number of clock hours scheduled by the cost per clock hour, in addition to ANY additional money paid by the student. The resulting dollar amount is then added to any other fees accrued (i.e. books, barber kits, etc.) to get the total accrued charges.



**The registration fee of \$ 150.00 is a nonrefundable item.** Books, supplies, tools, uniforms, kits and any other items issued and received by the student would NOT be returnable, at the end of the course. It is NOT on loan to the student and will belong to the student and will represent a liability to the student, if the student breaks or damages the tools and or equipment. If student cancels enrollment, the school will issue a refund of all monies paid, minus the registration fee. If you withdraw from school after the cancellation period, the refund policy described above will apply.

**Institutional (Pro-Rata) Refund Calculation:** This particular calculation determines a student's pro-rated charges for their enrollment based on the amount of clock hours the student was scheduled to complete at the time of their withdrawal, whether there is enough funding to cover the charges, and whether or not a refund is due.

The pro-rated tuition is calculated by multiplying the number of clock hours scheduled by the cost per clock hour. The resulting dollar amount is then added to any other fees accrued (i.e. books, barber kits, etc.) to get the total accrued charges.

**Right to withhold academic records for non-payment of tuition:** The institution may withhold a student's transcript, diploma, or other academic records if the student is in default on a student tuition contract. The school may withhold the records until the tuition is paid in full.

**Rejected Enrollment:** If a student is rejected for enrollment the school will return all funds the student paid with the exception of a nonrefundable registration fee.

**Course Cancellation:** If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, the school shall either provide a full refund of all money paid or provide for completion of the course at another school in the area.

**School Closure:** If the school closes subsequent to a student's enrollment and before instruction in the course has begun, the school shall at its option: 1. Provide a pro-rata refund of all money paid; or 2. Provide for the prompt completion of the course at schools in the area with no additional charge.

## **FACULTY QUALIFICATIONS**

**Teves Lee** - Academic Coordinator Mrs. Lee has been a licensed Barber for over 26 years. Mrs. Lee has acquired an abundant background in the field of barbering and cosmetology she also completed the required training hours to become an instructor in 1998. She has years of experience specializing in both the barbering business and in the field of teaching.

**Teves Lee** - Lead Instructor Mrs. Lee has 26 years of hands-on experience as a licensed barber and is currently running her own business since 1996. She also has a background in teaching as a Senior Instructor throughout her barbering career.

**Daches Owens** - Barber Instructor Mrs. Owens has been a licensed barber for 12 years and along with being an instructor Mrs. Owens has continued her education and experience for her chosen craft throughout her barbering career while working at barber shops

**Jennifer Sadler** – SUBSTITUTE Barber instructor Mrs. Sadler has been licensed for 15 years, in addition spending some time as a Barber Shop business owner as well as an establishment trainer, she is widely educated in the barbering field.

### **Approvals 7**

Master Barbering Academy the institution is a private institution, that is approved to operate by the Bureau for Private Postsecondary Education, and that approval to operate means compliance with state standards as set forth in the CEC and 5, CCR. The Academy is also approved by the California Board of Barbering and Cosmetology.