

# **Bay Area Hair Institute, LLC**

**1133 El Camino Real, Suite 1  
South San Francisco, California 94080-3288**

**Telephone: (650) 952-3034**

**Email: HairInstitute@att.net**

**Web: [www.ssfbahi.com](http://www.ssfbahi.com)**

## **SCHOOL CATALOG**

**Institution Code: 26495384**

**January 1, through December 31, 2021**

This catalog contains essential information about the programs we offer to guide you as you take the next necessary steps toward your future. Additional information can be found on our website at [www.ssfbahi.com](http://www.ssfbahi.com). As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

## **MISSION**

It is the mission of the Bay Area Hair Institute, LLC (BAHI) to achieve and maintain a position as the premier training provider serving the barbering community in the Greater Bay Area of Northern California, particularly the San Francisco Peninsula. The Bay Area Hair Institute, LLC, provides its students with training for certification in the theory and practice of barbering services.

BAHI provides students with a safe, clean, productive, and professional training environment that maximizes the learning process. The instruction offered to students is of high quality and is individualized. It is intended to develop and enhance the knowledge and skills required in this field.

The Institute achieves its mission by offering useful non-degree programs, using relevant, focused, and advanced curricula, a high level of student/instructor interaction, small class sizes, and qualified instructors with years of direct industry experience.

Graduating students are prepared and eligible to take the necessary state licensing examination to qualify for a barbering license. It is expected that these graduates will go on to become gainfully employed in the barbering occupation throughout California.

BAHI primarily serves the student demographics above and provides students who are already employed in the field with updated knowledge and skills.

BAHI maintains strong ties with the barbering community, both locally and regionally, and the local business community in the Bay Area; it associates and networks with the local community and potential employers to assure updated and current instruction based on employer needs and industry trends.

BAHI does not make specific occupation or job guarantees, or promises of placement. However, it may provide students with employment leads in the local community and region, based on its network of contacts.

Graduates of the Bay Area Hair Institute, LLC, will be qualified upon graduating and successfully passing the requisite licensing examinations to work as a professional barber. Such graduates and licensees will also be qualified to own and operate barbering establishments that may sell barbering or hair care products.

BAHI offers an atmosphere in which every student is encouraged and supported to develop the expertise for a lifetime career in the rewarding profession of Barbering.

## **BPPE APPROVAL**

The Bay Area Hair Institute, LLC, is a private institution approved to operate in California by the Bureau for Private Postsecondary Education (BPPE), meaning that the Institute complies with the California Private Postsecondary Education Act of 2009.

The California Board of Barbering and Cosmetology sets minimum standards for our programs of study and issues licenses to graduates upon passing the Board of Barbering and Cosmetology licensing examinations.

The Bay Area Hair Institute, LLC, is not accredited by an accrediting agency recognized by the U.S. Department of Education.

## **QUESTIONS**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by BAHI may be directed to the Bureau for Private Postsecondary Education, PO Box 980818, West Sacramento, CA 95798-0818. Web: [www.bppe.ca.gov](http://www.bppe.ca.gov) , Toll-free Telephone Number: 888-370-7589, or by fax: (916) 263-1897.

## **REVIEW DOCUMENTS BEFORE SIGNING**

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet that must be provided to you before signing an enrollment agreement.

This catalog is updated annually. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

The catalog has been prepared following state and federal requirements: It is a publication of Bay Area Hair Institute, LLC, which contains Statements of Policy, and is intended only for information. It is subject to revision at the discretion of BAHI. It is not a contract and is not intended as such.

## **COMPLAINT**

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

## **PROGRAMS OF INSTRUCTION**

Classes are held at BAHI's campus, 1133 El Camino Real, Suite 1, South San Francisco, California 94080.

### **Barbering Course -- 1500 Clock Hours**

#### **SOC #39-5011 Barbers**

#### **Education Objective: California Barber License**

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 and constituting the art of Barbering under Section 7316 of the Barbering and Cosmetology Act.

Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a barber.

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 course of instruction in the practical phases of Barbering required for a student enrolled in a 1,500-hour course shall cover not less than 1,300 hours, including training in basic haircutting and hairstyling of all textures of hair at the discretion of the school owner/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 by licensed

instructors with years of experience.

| <b>TECHNICAL INSTRUCTION</b>                               | <b>Required Hours:</b> |
|--|------------------------|
| Barbering Act/Rules  | 20                     |
| Anatomy  | 15                     |
| Health and Safety/Hazardous Subjects/HIV/AIDS              | 45                     |
| Fundamentals   | 10                     |
| Disinfection/Sanitation                                    | 20                     |
| Chemistry  | 20                     |
| Haircutting  | 65                     |
| Coloring   | 60                     |
| Hairpieces   | 10                     |
| Hair Processing  | 40                     |
| Ailments/Cosmetics   | 10                     |
| Shaves   | 100                    |
| Facials  | 10                     |
| Electricity/Light Therapy                                  | 5                      |
| Business Industry Relations                                | 15                     |
| Misc. Theory Subjects                                      | 40                     |
| <b>PRACTICAL OPERATIONS</b>                                | <b>Required Hours</b>  |
| Haircutting/Hairstyle                                      | 505                    |
| Shaving  | 200                    |
| Permanent Waving   | 50                     |
| Hair Processing/Relaxing                                   | 55                     |
| Hair Coloring  | 50                     |
| Shampooing   | 25                     |
| Facials  | 40                     |
| Hair Waving/Curling  | 10                     |
| Scalp Manipulations  | 20                     |
| Curling Irons  | 10                     |
| Disinfection/Sanitation                                    | 50                     |
| <b>Total Practical Hours</b>                               | <b>1015</b>            |
| <b>TOTAL CLOCK HOURS IN COURSE (Theory Plus Practical)</b> | <b>1500</b>            |

Requirements for satisfactory completion of the course: Shall have completed Theory and Operations required by the Bureau of Barbering & Cosmetology with a grade average of "C" (70%) or better. Required Texts: Milady's Standard Professional Barbering Textbook

Graduation Documentation: When a student has completed the required theory hours, and practical operations with a GPA of "C" (70%) or better and a simulated (mock) program and his/her tuition account is paid in full, students are assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License Exam. Upon passing the license exam and providing proof to BAHl, he/she is rewarded a diploma certifying his/her graduation.

All tuition, fees, and charges due to BAHl must be paid in full before releasing final documents, including your diploma and transcripts.

|   |  |
|---|--|
| Enrollment Schedule   | Open enrollment.   |
| Length of course  | 1500 hours / 14 months   |
| Student Schedule:<br>Theory Class 8:30 am to 10 am<br>Practical Operations 10 am to 7:00 pm<br>Monday thru Saturday | Customer Schedule:<br>Monday thru Saturday 10:00 am to 6:00 pm |
| Tuition   | \$10,000.00  |
| Registration  | 125.00 -- Nonrefundable  |
| STRF Fees   | 0.00 -- Non-refundable   |
| Total charges for a period of attendance  | \$10,125.00  |
| Estimated schedule of total charges for the entire educational program  | \$10,500   |

**Barbering Crossover Course for Cosmetologists -- 200 Clock Hours  
SOC #39-5011 Barbers**

**Education Objective: California Barber License**

The course of study for students enrolled in the Barbering 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 course of instruction in the practical phases of Barbering required for a student enrolled in a 200-hour course shall cover not less than 100 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 licensed instructors.

| <b>Technical Instruction &amp; Practical Training in Shaving</b> | <b>200 Hours</b>       |
|--|------------------------|
| <b>Technical Instruction</b>                                     | <b>Required Hours:</b> |
| Barbering Act/Rules  | 10                     |
| Health/Safety/Hazardous Subjects/HIV/AIDS                        | 10                     |
| Fundamentals   | 10                     |
| Disinfection/Sanitation  | 10                     |
| Chemistry  | 5                      |
| Haircutting  | 10                     |
| Hairpieces   | 3                      |
| Shaving  | 5                      |
| Hairstyling  | 5                      |
| Facials  | 5                      |
| Business Industry Relations                                      | 5                      |
| Misc. Theory Subjects  | 10                     |
| Actual Shaves  | 40                     |

Requirements for satisfactory completion of the course: Shall have completed Theory and Operations required by the Bureau of Barbering & Cosmetology with a grade average of "C"

(70%) or better.

All tuition, fees, and charges due to BAHJ must be paid in full before releasing final documents, including your diploma and transcripts.

Required Texts: Milady's Standard Professional Barbering textbook and the Health and Safety textbook.

|   |  |
|---|--|
| Enrollment Schedule   | Open enrollment.   |
| Length of course  | 200 hours / 4 months   |
| Student Schedule:<br>Theory Class 8:30 am to 10 am<br>Practical Operations 10 am to 7:00 pm<br>Monday thru Saturday | Customer Schedule:<br>Monday thru Saturday 10:00 am to 6:00 pm |
| Tuition   | \$3,500.00   |
| Registration  | 125.00 -- Nonrefundable  |
| STRF Fees   | 0.00 -- Non-refundable   |
| Total charges for a period of attendance  | \$3,625.00   |
| Estimated schedule of total charges for the entire educational program  | \$4,000  |

## REQUIREMENTS FOR LICENSURE

In addition to the general requirements, an applicant for a barber license is entitled to the license if the applicant:

1. Is at least 17 years of age;
2. Supplies proof of successful completion of the 10th grade in California or its equivalent and;
3. Has done any of the following:
  - a. Completed a course in barbering from a school approved by the board or;
  - b. Practiced barbering, as defined in this chapter, outside of California for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training of qualification under paragraph (1) of this subdivision or;
  - c. Holds a license as a cosmetologist in California and has completed a cosmetology crossover course in a school approved by the board or;
  - d. Completed a barbering course in a school approved by the board and has completed a cosmetology crossover course in a school approved by the board or;
  - e. Completed the apprenticeship program in barbering specified in Article 4 (commencing with section 7332)

## GROUND FOR DENIAL OF A LICENSE

1. A board may deny a license regulated by this code on the grounds that the applicant has one of the following:
  - a. Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or a conviction following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

b. Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or; done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made.

2. Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision (a) of Section 482.

3. A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.

### **FACULTY AND QUALIFICATIONS**

Lawrence Summers – Instructor (Licensed Barber in the State of California)

Marque Greene – Instructor (Licensed Barber in the State of California)

Samer Dabai – Instructor (Licensed Barber in the State of California)

Through continuing education programs, Instructors are required to maintain knowledge of current styles and teaching techniques.

### **ADMISSION REQUIREMENTS**

A completed application is required for admission and student record purposes. The non-refundable registration fee is \$125 for the program. There is no application fee.

The following items are necessary for enrollment: Government Photo ID, Social Security Card or Taxpayer Identification Number, High School Diploma, or GED.

Absent a high school diploma, proof of completion of the twelfth (12<sup>th</sup>) grade, or documentation of a GED, the Bay Area Hair Institute, LLC will require the passage of a Wonderlic Basic Skills Test. This Test comprises the necessary Ability to Benefit Test approved for career schools by the U.S. Department of Education.

The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam. Or A student must have a score of 500 on the TOEFL exam.

Bay Area Hair Institute, LLC, offers classes in English only. No English as a Second Language courses are available. All of our paperwork is done in English. All classes and class materials are taught in English. We do not provide ESL or translation services.

All applicants will be required to be at least 16-1/2 years of age by the commencement date of the first class in which they enroll. Documentation of age will be required, a copy of which will be retained in the student file. Also, such enrollment would require documentation by a parent or guardian permitting it, which will also be kept in the student file. It is noted that the minimum age of qualification to take licensing exams at the Board of Barbering and Cosmetology is 17.

All applicants will receive a school catalog and school performance fact sheet provided on the school's website.

As a prospective student, you are required to visit the BAHl campus to enroll. The purpose of the visit is to discuss your education and career plans with our campus staff before registering or signing an enrollment agreement. We will take your application in person and give you a tour of the campus. This way, you can assure yourself in advance that BAHl, our programs, and our educational philosophy are the right fit for you before you make your final decision.

As a prospective student, you are encouraged to review this catalog before signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you before signing an enrollment agreement.

The Bay Area Hair Institute, LLC, offers classes in English only. No English as a Second Language courses are available. All of our paperwork is done in English. All classes and class materials are taught in English. We do not provide ESL or translation services. The student must have the ability to read and write English at the level of a graduate of an American high school as demonstrated by the possession of a high school diploma, GED or passage of the California high school proficiency exam." or "A student must have a score of 500 on the TOEFL exam.

BAHl is committed to a policy of non-discrimination in admissions and will not refuse service to any qualified individual based on color, sex, religion, sexual orientation, or national origin.

Since the Bay Area Hair Institute, LLC, will not participate in any state or federal student loan programs, it will be incumbent upon applicants to demonstrate the availability of sufficient financial sources to pay for their course of instruction. A non-refundable registration fee of \$125 must accompany the application for admissions. Also, at least ten percent of the remaining cost of \$10,000 for the program of instruction, or \$1,000, must be paid by the time of enrollment. The signed enrollment agreement will not become effective until the prospective student attends the first class or session of instruction.

All applicants will be required to be at least 16-1/2 years of age by the commencement date of the first class in which they enroll. Documentation of age will be required, a copy of which will be retained in the student file. Also, such enrollment would require documentation by a parent or guardian permitting it, which will also be kept in the student file. It is noted that the minimum age of qualification to take licensing exams at the Board of Barbering and Cosmetology is 17.

The signed enrollment agreement will not become effective until the prospective student attends the first class or session of instruction.

### **CREDIT FOR PREVIOUS TRAINING**

The Bay Area Hair Institute, LLC acceptance of transfer credit from other schools or colleges of Barbering is strictly dictated by the Board of Barbering and Cosmetology. Therefore, there are no articulation or transfer agreements with any other school, college, or university.

Students with previous training from an approved school of barbering in California will be provided with credit for their training as determined by the Board of Barbering and Cosmetology. The student has the responsibility of providing copies of all records of withdrawal during prior training. It is recommended that students with a significant portion of their training completed at another institution who wish to transfer to a different school do so



with abundant caution due to potential differences in curriculum requirements.

Students with previous training outside California must furnish documentation of training received and clock hours earned to the California Board of Barbering and Cosmetology. The Board will evaluate such training and notify the student in writing the required number of hours and practical training that must be completed to qualify for the state licensing examination.

All such applicants must complete the enrollment process at the Bay Area Hair Institute, LLC and are subject to an hourly rate for each additional hour of training required by the state.

### **WITHDRAWALS AND REFUNDS**

Any student can cancel an enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later.

As an enrolled student:

You have the right to withdraw from a course of instruction at any time. The institutional refund policy for students who have completed **60%** (60 percent) or less of the course of instruction shall be a pro-rata refund. Cancellation shall occur when written notice of cancellation is provided at the address of the school shown on the top of the first page of the Enrollment Agreement. You can do this by mail, hand delivery, or telegram. The written notice of cancellation, if sent by mail, is sufficient when deposited in the mail properly addressed with postage prepaid.

Notice of cancellation must be addressed to The Bay Area Hair Institute, LLC, 1133 El Camino Real, Suite 1, South San Francisco, CA 94080-3288, Attention: Director. If the Enrollment Agreement is canceled by the student, the school will refund any money that was paid, less any non-refundable charges clearly shown on the Enrollment Agreement. Any refund due will be processed within 45 days after the Notice of Cancellation is received.

You are obligated to pay only for educational services scheduled up to the date of cancellation and for unreturned equipment. The refund shall be the amount you paid for instruction multiplied by a fraction, the numerator of which is the number of hours of instruction scheduled up to the date of cancellation, which you have not received but for which you have paid, and the denominator of which is the total number of hours of instruction for which you have paid.

If the amount you have paid is more than the amount you owe for the time you attended, then a refund will be made within 45 days of withdrawal. If the amount that you owe is more than the amount that you have already paid, then you will have to coordinate payments.

Refunds for students whose entire tuition and fees are paid by a third party will be issued to that third party.

### **PROBATION AND DISMISSAL**

The Bay Area Hair Institute, LLC, reserves the right to suspend or terminate any student whose conduct is deemed inappropriate and disruptive to instruction. Students will be expected to fully observe policies and rules of conduct of the Bay Area Hair Institute, LLC, and all requirements of the Board of Barbering and Cosmetology. Such conduct includes excessive absences or tardiness; failure to maintain satisfactory progress; inappropriate behavior or lack of respect shown to instructors, or toward another student, staff member or client; failure to abide by school rules and regulations; failure to meet financial obligations; any other conduct deemed sufficiently disruptive of instruction so that, in the estimation of the

Instructor or Director, continued education is not a reasonable or constructive proposition. Immediate expulsion may be necessary under certain circumstances.

Students who have been suspended or terminated may request reinstatement in writing to the Director after 30 days. Decisions on reinstatement will be at the sole discretion of the Bay Area Hair Institute, LLC.

Students are also subject to the following school attendance policy.

### **ATTENDANCE POLICY**

Students must maintain successful attendance. Students will be expected to arrive no less than ten minutes before the start of a class. If a student is late, it will be the prerogative of the Instructor as to whether the student may participate in the class. Students will be expected to register their time by clocking in and out using a time clock at the beginning of a class, for a 30-minute lunch break, and at the end of the class. Students clocking in after their scheduled start time or taking longer than a 30-minute lunch break will have 15 minutes deducted from their hours for every minute missed after each quarter-hour.

Students must call the school a minimum of 15 minutes before the scheduled start time and must notify the school for each day of absence. Failure to abide by this requirement will result in a no-show or absence for the day. Students who have two or more unexcused absences in one month will receive a written notice of warning and may be withdrawn depending on prior absences and their percentage of attendance. Three or more written warnings will qualify a student for expulsion. Students who have three or more no-shows or absences, or miss two or more Saturdays during their training, without a doctor's note, will be dismissed.

Specific incentives may be offered to students who maintain perfect attendance each month.

**Unexcused Absences:** These include, but are not limited to no-show, late, calling in late, calling in absent, calling in sick, leaving early and being sent home due to a disciplinary issue, etc.

**Excused Absences:** An absence is excused with an approved request form completed at least one week before the absence, doctor's excuse submitted to the office, or being sent home due to illness. Not all illnesses require medical attention. The school will exercise reasonable discretion in excusing absences that are not chronic due to flu, sick children, or family emergencies.

**Note:** Absent hours accumulate for both excused and unexcused absences.

**Make-Up Policy:** Students who request a day off are allowed to make up those hours with permission on a day they are not otherwise scheduled to maintain their original graduation date. Please note, however, that make-up hours DO NOT excuse absent hours.

### **LEAVE OF ABSENCE**

A leave of absence (LOA) is approved on a case-by-case basis in recognition of the wide variety of circumstances under which they may or may not be appropriate or conducive to the overall learning goals for the student and the school.

Students may take one three-month leave of absence with a one-week notice for an emergency only.

The student must submit in writing a request for medical or family emergency absence. The school reserves the right to refuse an LOA without written medical authorization. If a student on an approved LOA notifies the school that they will not be returning, the date of withdrawal will be the earlier date of expiration of the LOA or the date that the student notifies the institution that they will not be returning. If a student does not return from an LOA, they will be automatically withdrawn 14 days from their expected return date.

## **CODE OF CONDUCT**

The College or its duly authorized agents, at their discretion, may interrupt a student's course of instruction for violation or infraction of the college conduct policy, as outlined herein.

1. Students must not be unruly in school, nor interfere with any other student. They shall conduct themselves in a quiet, professional manner during school hours.
2. Students shall comply with all sanitary requirements, as set forth by Barbering Laws and Regulations. Violation of these laws and regulations is cause for suspension or expulsion.
3. Students will request the assistance of the Instructor whenever they are in doubt as to the correct procedure.
4. Students shall dress professionally, including clean smocks, during all school hours. No short pants or extreme dress styles are allowed. Current fashion should be followed.
5. Students shall not wear headphones, sunglasses, hats, or other head coverings while attending school.
6. Students shall give their full attention to their customers. Students are to render barber services equally to all customers, regardless of any factors. Refusal of barber services by a student is a cause for suspension or termination.
7. Students are not to solicit "tips" from customers. The subject of "tips" is not to be discussed in the presence of customers.
8. Students are not to chew gum, smoke, hum or whistle, talk on a telephone while working on a customer.
9. Students are responsible for the cleanliness and sanitary condition of their working area; tools are to be clean and hygienic and maintained in good condition. This means:
  - a. All bottles, including the disinfectant jar, are cleaned and correctly identified.
  - b. The countertop is cleaned after each customer.
  - c. The chair is wiped clean of hair after each customer.
  - d. All soiled linen is disposed of in the proper receptacle after each use. Receptacles are to be cleaned before checking out.
  - e. All soiled paper is disposed of in the proper container.
  - f. All tools are wiped clean and stored adequately after each customer.
  - g. The haircloth is neatly folded and hung nicely on the chair after each customer.
  - h. The sink and mirror are cleaned as needed, at least daily.
10. Students are to wear shoes that are comfortable for standing and in good repair. In compliance with state regulations, students must wear a foot covering. No open-toes or

sandals are allowed.

11. Smoking is not permitted in the school facility.

12. Radios, televisions, DVD/CD players, or other entertainment devices are not permitted in the school, except those provided by the school. Cell phones are not to be used in a disruptive manner, such as in class or serving a customer.

13. Students shall wash their hands with soap and water immediately before serving a customer, and are to comply with all provisions of the sanitary sections of barbering regulations.

14. Students who violate Section 6523 or 6524 of Barbering Law (practicing Barbering without a license) may be suspended or expelled with forfeiture of hours.

15. Students shall attend theory class as assigned by the Instructor.

16. Students shall go to lunch at their assigned lunch time.

17. Students shall not eat or consume beverages except in the lounge area provided.

18. Students shall maintain their hair in a clean and current, fashionable style. Students must be well-groomed and clean at all times. Fingernails are to be kept clean.

19. Students shall comply with the attendance policy as set forth.

20. Students are to receive or give student services only as assigned by the Instructor.

21. Students are to come to school prepared to participate in class assignments or assignments directed by the Instructor.

22. Profanity is not permitted in the school.

23. Students shall not perform services on clients without a sales receipt.

24. Stealing will not be tolerated and will result in expulsion.

25. Students shall not borrow tools/equipment from other students.

### **SEXUAL HARASSMENT**

It is the policy of the school, the staff, and the students enrolled therein not to engage in any acts which could be interpreted as sexual harassment. No person associated with the school is to engage in any form of sexual harassment. Those who do engage in sexual harassment will be terminated.

## ESTIMATED & TOTAL SCHEDULE OF CHARGES

The total program charges are as follows:

|   |          |
|---|----------|
| Barbering Course (1500 clock hours)       | \$10,500 |
| Cosmetologist Crossover (200 clock hours) | \$ 4,000 |

|   |  |
|---|--|
| Application Fee   | N/A  |
| Registration Fee  | <b>\$125 -- Non-Refundable</b>   |
| STRF Fee  | <b>0¢ per \$1,000 of institutional charges. This is Non-refundable.</b>            |
| Returned Checks Fee   | \$50   |
| Readmission Fee   | \$125  |
| Official Academic Transcript  | \$25.00 each after first   |
| Rush Academic Transcript  | \$50.00  |
| Penalty Fee for Late Payment  | \$10   |
| Finance Charge  | 3%   |
| Additional training hours beyond the scope of the course's scheduled days | <b>\$10 per extra clock hour</b>   |
| Textbooks or Materials Charges  | <b>Student's Responsibility--Tools &amp; Books are not included (Approx \$700)</b> |

## FEDERAL AND STATE FINANCIAL AID PROGRAMS

BAHI's policies and practices regarding any form of financial aid, including all consumer information that the institution must disclose to the student under any state or federal financial aid program, are not needed since BAHI currently is not participating in any state or federal financial aid program. Some students may be eligible for private loans if requirements are met.

## SCHOOL FINANCIAL AID

BAHI does not participate in the Government-sponsored Financial Aid (Title IV) program.

There is private financing available through the school. A 0% promissory note is required to be signed. Typically, the student will be required to make a down payment of 10% of the tuition cost. Monthly payments of at least \$761 will be required for 12 months.

Government Identification and the student's Social Security Number are required. If the credit history is questionable or low, a co-signor is necessary.

In making consumer loans to students, an institution shall also comply with the requirements of the Federal Truth in Lending Act, according to Title 15 of the United States Code.

## STUDENT LOANS

Students are responsible for student loan amounts. If a student has a student loan, they are responsible for repaying the loan amount plus any interest, less the amount of any determined refund. If a student has received federal student financial aid funds, they are entitled to a refund of the money not paid from federal student financial aid program funds.

## SCHOLARSHIPS

BAHI reserves the right to offer fee waivers and scholarships at any given time.

## BANKRUPTCY

Bay Area Hair Institute, LLC is required by the State of California to inform you whether BAHI

has a pending petition in bankruptcy, is operating as a debtor in possession or has filed a petition in the preceding five years, or has had a petition in bankruptcy filed against it in the previous five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code. BAHJ certifies that none of the above is applicable.

## **PLACEMENT SERVICES**

The exclusive focus of BAHJ is to provide quality educational services most efficiently and effectively for its students.

BAHJ recognizes the hazards of claiming or even implying job promises or placement guarantees. **BAHJ never makes such promises or guarantees.** The school, primarily through individual instructors or officers, may occasionally provide informal assistance to students; however, there is nothing offered or provided that could be described as formal or structured placement assistance.

BAHJ can periodically assist graduates with necessary interview preparation, resume writing, job search techniques, and with certain referrals that may become available as the situation develops. Many Internet resources can be identified and categorized to assist students with various aspects of job searches.

What BAHJ can later provide, in response to student inquiries, will be the sharing of placement statistics that comply with the requirements for the gathering and publication of such information.

There will never be a charge to graduates for any informal placement assistance. There is no formal or structured placement assistance provided to students. There are no claims or guarantees about prospective salaries or wages.

BAHJ may occasionally hold an Audition Day where barber and beauty salon owners, and perhaps staff, will be invited to the school to gather to meet and scout for possible employees. This would primarily be a networking event for the benefit of the students.

## **STUDENT TUITION RECOVERY FUND (STRF) FEES**

(a) A qualifying institution shall include the following statement on both its enrollment agreement and school catalog:

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

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

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

**STRF Fee (California Residents, non-refundable, 0.00 per \$1,000 of tuition) § 76215.  
Student Tuition Recovery Fund Disclosures.**

Questions regarding the STRF may be directed to:  
Bureau for Private Postsecondary Education, PO Box 980818, West Sacramento, CA 95798-0818; Web site: [www.bppe.ca.gov](http://www.bppe.ca.gov); Email: [bppe@dca.ca.gov](mailto:bppe@dca.ca.gov). Phone: (916) 574-8900; Fax: (916) 263-1897; Toll Free Number: 888-370-7589.

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

The transferability of credits you earn at Bay Area Hair Institute, LLC, is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the absolute discretion of the institution to which you may desire to transfer. If the certificate that you earn at this institution are 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 sure 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 Bay Area Hair Institute, LLC, to determine if your certificate will transfer.

## **FACILITIES AND EQUIPMENT**

Class sessions for the barbering programs will be held at Bay Area Hair Institute, LLC's physical location, 1133 El Camino Real, Suite 1, South San Francisco, CA 94080-3288. The school premises are located on the first and second floor of a two-story building, situated along one of the main thoroughfares of South San Francisco, with ample parking nearby for students.

The institution's floor plan shows approximately 2,062 square feet of space consisting of a front reception area, classroom, single and double barber stations, seating benches, hand sinks, shampoo bowls, and washer/dryer stacks. There will also be a small library/periodical area. There are two restroom facilities in the building commonly used by other tenants.

The available equipment at the school complies with the Board of Barbering and Cosmetology requirements.

The Bay Area Hair Institute, LLC, is located in a pleasant area of South San Francisco immediately off a busy thoroughfare called El Camino Real.

The immediate area appears to be zoned and utilized for an office park or commercial use. The exterior of the building seems well maintained with street and below level parking. There are a variety of retail establishments, businesses, and office space nearby. There is mature landscaping adjacent.

The Bay Area Hair Institute, LLC, provides students with the necessary equipment to complete courses of instruction successfully. This equipment consists of the following items:  
The critical equipment used at the Bay Area Hair Institute, LLC is highly prescribed by the California Board of Barbering and Cosmetology regulations, and is as follows:

- Ten mannequins, with full heads of hair
- One time clock
- Three shampoo bowls (when the average daily attendance exceeds 15 students, other bowls shall be added at the ratio of one for each five students in average daily attendance in



excess of 15).

- Eighteen barber chairs – Chairs shall be spaced at least four and half (4-1/2) feet from center to center (when the average daily attendance exceeds 15 students, additional chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15).
- Workstations – one work stand for each barber chair. Work stands having a wood surface shall be covered with a hard-based paint or some other nonabsorbent, washable material.
- Wet Sterilizer – one for each barber chair for individual use of each student.
- 2 Closed Receptacles – for each barber chair, one for disposal of used papers, and the other for used linens.
- Classrooms – equipped with either armchairs suitable for students taking notes, or regular school desks.
- 1 electric curling iron
- Five textbooks approved by the Board (at least one available to the class)
- Board of Barbering and Cosmetology Act and Regulations
- Ventilation – System of adequate ventilation per the provisions of Section 705 of the Uniform Building Code of 1982, as referenced in Part 2, Chapter 7 of the matrix adoption tables, Title 24, California Code of Regulations.
- Water – Hot and cold running water shall be provided per Part 5, Section 1001(d)(3), Title 24, California Code of Regulations) and supply potable drinking water per Part 5, Section 1001(d)(2), Title 24, California code of Regulations.
- Restroom – School shall provide public toilet rooms per Part 5, Sections 910(b), 910(c), and Table No. C-1, Title 24, California Code of Regulations.
- Floors – Floors of barber colleges shall be covered with hardwood, linoleum, asphalt tile, or other washable and nonporous material other than paint per California Building Code Chapter 12, Interior Environment, Section 1252.1.
- Premises – Premises of colleges, the room for practical work and demonstrations shall be at least 14 feet (4267 mm) wide for 1 row of barber chairs and shall be at least 20 feet (6096 mm) wide for two rows of chairs per California Building Code Chapter 12, Interior Environment, Section 1252.5

The Bay Area Hair Institute, LLC, owns all of the above items.

There are spare copies of the law and regulations and performance criteria for distribution to new students.

## **LIBRARY AND INFORMATION RESOURCES**

The Bay Area Hair Institute, LLC, will retain a designated area for display and light use of classroom materials, approved texts, and recent periodical literature addressing the subject

matter of the courses of instruction.

Student tuition will not purchase necessary instructional texts and materials. Practice equipment is retained at the school.

The library or reference area will have a computer for viewing instructional materials and DVDs. Among the DVD's and videos available will be:

- Paul Mitchell Hair Stylist Instructional DVDs, Paul Mitchell, Inc.
- Getting It Straight – Straight Razor Technique and Etiquette – DVD, Dax Ltd.
- The High Bald Fade, Andis Co.
- Reverse Blending/Clipper-Over-Comb – DVD, Andis Co.
- Today's Hot Clipper Styles, Andis Co.

Typical magazines and periodicals will be:

- Hairs How
- GQ
- Hair Mode
- Instyle
- Beauty Store Business
- Salon Today

The Text Books available for reference only in the library area will be:

- Milady's Standard Professional Barbering
- Milady's Standard Textbook of Professional Barber-Styling
- Health and Safety textbook

These textbooks and other learning materials in the reference library are paid for through and included in the tuition cost for the program. The above items are for student use during regular school hours only. There will be no lending library.

## **STUDENT SERVICES**

Though the Bay Area Hair Institute, LLC does not provide actual tutorials, the training provided has a very favorable instructor-to-student ratio, facilitating instruction and learning for students. Through this teaching method is not by itself considered to constitute a traditional "student service"; as a practical matter, it is far more valuable to the individual student than many other more conventional student services.

There is a considerable amount of "academic counseling" built into this program. Because the nature of the instruction is relatively intimate and direct, students will inevitably glean a significant amount of practical and useful information from the Instructor during the training, especially, of course, in the practical instructional phase.

The Bay Area Hair Institute, LLC, carefully balances and integrates theory with practical content and processes to considerably shorten the student's learning curve and comply with Board curriculum requirements.

The required textbook and writing materials, and any other required materials or equipment for practicum or additional instruction are the responsibility of the student and are not provided by BAH I, and are not included in the tuition.

Academic counseling is provided by or through instructors as well as the Director on occasion.

The Bay Area Hair Institute, LLC, is conveniently accessible off the main thoroughfare and near a major freeway. A variety of retail services are available nearby.

### **NEARBY HOUSING**

The Bay Area Hair Institute, LLC, has no dormitory facilities. The availability of housing nearby varies in price and lease terms. Rentals range in price from \$3000 to \$5000.

The Bay Area Hair Institute, LLC has no responsibility to find or assist students with their housing needs. This is the responsibility of the student.

### **STUDENT VISAS**

The Bay Area Hair Institute, LLC, does not admit students with student visas from other countries.

### **EXPERIENTIAL LEARNING CREDIT**

The Bay Area Hair Institute, LLC does not provide credit for students based on experiential learning. The granting of credit is strictly regulated by the Board of Barbering and Cosmetology and must be earned through instruction at approved institutions.

### **STANDARDS FOR STUDENT ACHIEVEMENT**

There will be substantial testing throughout the courses, based on the Milady text for Barbering. Students will need to complete each chapter of the Milady textbook successfully. At the end of the instruction clock hours, students will receive preparatory training for their State Board test. No internship or externship is allowed.

**Grading Factors:** Students will be assigned grades as follows:

Theory Classes & Clinic

|     |   |              |                             |
|-----|---|--------------|-----------------------------|
| 4.0 | A | (91-100)     | Outstanding                 |
| 3.0 | B | (81-90)      | Good                        |
| 2.0 | C | (71-80)      | Satisfactory                |
| 1.0 | D | (61-70)      | Below standard, but Passing |
| 0.0 | F | (60 or less) | Failure/Incomplete Work     |
| 0.0 | W |              | Withdrawal                  |

**Progress Basis:** Progress is based on the Grading Factors listed above. Clinic progress is based on the performance of work processes and acquiring proficiency in manual skills. Norms are set from the number of hours accumulated in training and a minimum number of services (job processes) set for each level.

### **Scholastic Regulations:**

To maintain satisfactory progress as established by the Bay Area Hair Institute, LLC, a student must maintain attendance, perform satisfactorily throughout the program, and meet the minimum criteria set for completing the program.

### **DISTANCE EDUCATION**

No part of the required instruction taken through the Bay Area Hair Institute, LLC, may be acquired via distance learning. All instruction is strictly regulated through the Board of Barbering and Cosmetology. Of course, some of the instruction may be supplemented via distance learning methods.

## **STUDENT RIGHTS AND GRIEVANCES**

Students at the Bay Area Hair Institute, LLC enjoy all the rights and privileges mentioned elsewhere in this catalog, including the right to cancel or withdraw, the right to a reasonable refund in such circumstances, and the benefits associated with being a student at the school.

However, it is recognized that, even with a favorable ratio of instructors to students, a dispute may arise concerning the instruction or school policy or practice that a student perceives as unfair or damaging.

It is highly recommended but not mandatory to bring all complaints first to the attention of the institution. In most cases this will resolve the complaint faster and will result in satisfactory results. We suggest that students use this internal process first, but that it is not required and they may contact the Bureau at any time.

A student may complain orally or in writing to the Instructor at the address of the school. The Instructor, upon receipt of a complaint, will attempt to resolve the issue(s) directly with the student.

If the student complaint is not resolved within a reasonable time, for example, within three to five days, or before the need for the student to complain again, the Instructor will advise the student that the complaint must be provided in writing if it hasn't been already. At that point, the Instructor will provide the student with a written summary of the official complaint policy, as described in this catalog.

If a student complains in writing, the Bay Area Hair Institute, LLC, will provide the student with a written response within ten days of receipt of the student complaint. The written response will include a summary of the school investigation and disposition of the complaint. If the complaint or relief requested by the student is rejected, specific reasons will be given for the rejection.

If the student remains dissatisfied with the rejection or proposed remedy provided by the school, they may resort to contacting the Bureau at the address provided on their enrollment agreement or take other appropriate action as dictated by the circumstances.

## **STUDENT RECORDS**

As outlined in California Education Code (CEC) §94900, the Bay Area Hair Institute, LLC (BAHI) will maintain records with the name and most current address, email address, and telephone number of each student enrolled in an educational program at the institution. Course and faculty information will be maintained as a matter of record for not less than five years, and will contain the following information:

- Complete and accurate records of the educational programs offered and the curriculum for each
- The names and addresses of the members of the faculty, and
- Records of the educational qualifications of each member of the faculty.

In addition to a copy of the application for admission, the Bay Area Hair Institute, LLC will also keep the following documentation in the student record:

1. Any written records and transcripts of any formal education or training, testing, or experience that are relevant to the student's qualifications for admission to the institution or the institution's award of credit or acceptance of transfer credits including the following:

- a) Evidence of high school completion or equivalency or other documentation establishing the student's ability to do college-level work;
  - b) Records documenting units of credit earned at other institutions that have been accepted and applied by the institution as transfer credits toward the student's completion of an educational program;
  - c) Grades or findings from any examination of academic ability or educational achievement used for admission or college placement purposes;
  - d) All of the documents evidencing a student's prior experiential learning upon which the institution and the faculty base the award of any credit;
2. Personal information regarding a student's age, gender, and ethnicity if that information has been voluntarily supplied by the student;
  3. Copies of all documents signed by the student, including contracts, instruments of indebtedness, and documents relating to financial aid;
  4. Records of the dates of enrollment and, if applicable, withdrawal from the institution, leaves of absence, and graduation; and
  5. A transcript showing all of the following:
    - a) The classes and courses or other educational programs that were completed, or were attempted but not completed, and the dates of completion or withdrawal;
    - b) The final grades or evaluations given to the student;
    - c) Credit awarded for prior experiential learning, including the course title for which credit was granted and the amount of credit;
    - d) Credit for courses earned at other institutions;
    - e) Credit based on any examination of academic ability or educational achievement used for admission or college placement purposes;
    - f) Degrees and diplomas awarded the student; and
    - g) The name, address, email address, and telephone number of the institution.
  6. For independent study courses, course outlines or learning contracts signed by the faculty and administrators who approved the course;
  7. The dissertations, theses, and other student projects submitted by graduate students (though this would not apply in this instance);
  8. A copy of documents relating to student financial aid that is required to be maintained by law or by a loan guarantee agency (though this also is not expected to apply in this instance);
  9. A document showing the total amount of money received from or on behalf of the student and the dates on which the money was received;
  10. A document specifying the amount of a refund, including the amount refunded for tuition and the amount for other itemized charges, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent;
  11. Copies of any official advisory notices or warnings regarding the student's progress; and
  12. Complaints received from the student.

- The notice or letter of acceptance or admission to the university
- Any documentation regarding cancellation, withdrawal, leave of absence, refund, or correspondence regarding a disciplinary action
- The title of the certificate granted to the student
- The date the certificate was granted
- The courses and units upon which the certificate was based (transcript)
- The grades earned in each course by the student (transcript)
- Any documentation regarding graduation
- Any correspondence regarding a student complaint
- Any correspondence regarding any of the above

Records will be stored and retrievable in compliance with the provisions of the California Code of Regulations Section 71930, the essential requirements:

- All records will be maintained in California for ready access.
- Records must remain onsite for five years, and transcripts will be kept permanently.

Records that are no longer current may be maintained on microfilm, microfiche, or computer disk. The institution will maintain functioning devices that can immediately reproduce exact and legible printed copies of stored records. Such devices will be kept in reasonable proximity to the stored documents at the institution's primary administrative location in California. During regular business hours, personnel will be available who know how to operate the devices containing or producing the records.

The institution will maintain a second set of all academic and financial records at a different location unless the original records, including all transcripts, either in backup mode or in fire-resistant cabinets.

Financial records will generally be maintained separately from academic documentation. These records will be kept as hard copies and also easily accessible and downloadable for the review of any authorized institutional officer, regulating or enforcement authority.

Finally, after a sufficient period of operation, and as required, the Bay Area Hair Institute, LLC will maintain onsite for not less than five years, all data and records regarding completion, placement, licensure (if applicable), and salary disclosure requirements for graduates who find employment in the field within the guidelines prescribed at California Education Code §94928.

## **OCCUPATIONS OR JOB TITLES**

Barbers require licensure from the California Board of Barbering and Cosmetology to legally practice.

Representative occupations for which graduates of The Bay Area Hair Institute, LLC programs would be qualified include the following: **Barbering, SOC #39-5010**

In brief, BAH I fully prepares students by providing them with instruction and hands-on experience in the highly prescribed barbering curriculum of the Board of Barbering and Cosmetology. Such students are prepared to take and pass the licensure exams for the field of Barbering.

The educational requirements for completing the course of instruction proposed are specified by the curriculum shown above at the top of this section. The curriculum for the proposed program has been carefully designed to reflect and comply with specific training requirements specified in the Barbering and Cosmetology Act.

To qualify or be eligible for the licensure examination, graduates must have completed their training from an approved school with approved programs of instruction.

Graduating students will be prepared and eligible to take the necessary state licensing examinations to qualify for the barbering license. It is expected that these graduates will go on to become gainfully employed in the Greater Bay Area, Northern California, and perhaps Central and Southern California, depending on the circumstances of each graduate.

The Bay Area Hair Institute, LLC, will primarily serve the student demographic above and provide students who have already been employed in the sector with updated knowledge and skills. Such employees may need to update and re-tool their knowledge and skills periodically.

The Bay Area Hair Institute, LLC, will not guarantee employment or specific jobs upon completion of training. Instructors, in response to student questions, may offer general suggestions and references for locating work in the field. However, the Bay Area Hair Institute, LLC, will make no representations about guaranteed or likely placement with an employer upon completing any of its programs.

Proximity to the populous counties of the Bay Area, where the Bay Area Hair Institute, LLC is located, will provide graduates with a significant advantage in successfully seeking later employment and maybe even establishing their own business.

Although every effort has been made to assure the accuracy of the information in this catalog, students and others who use this catalog should note that laws, rules, and policies change from time to time. These changes may alter the information contained in this publication. BAH I reserves the right to change its curriculum, schedules, tuition, fees, student rules, regulations, and requirements at any time and without notice.