

Eminence Barber Academy
School Catalog

January 1, 2023 – December 31st, 2023

Publication date January 1, 2023

Updated July 12, 2023

9900 Indiana Ave. Ste 10 • Riverside Ca. 92503

Phone: (951) 977-9023

Where all instruction occurs

EminenceBarberAcademy.com

This is true and correct in content and policy. **Director's signature:** [Fernando Gonzalez](#)

Table of Contents

Catalog Information	4
Website address: www.bppe.ca.gov	4
BPPE Approval	4
History and Ownership	4
Bankruptcy History	4
Description of Facilities	4
History and Ownership	5
Mission Statement	5
Admissions Policy	5
Ability to Benefit and Challenge Exams	5
Transfer Policy (Hours and Services from Another Institution)	6
Re-Entry (Re-Enrollment) Policy	6
Statement of Non-Discrimination	6
Required English Proficiency	6
Orientation	6
Program	6
Class Start Dates	6
Holidays and School Calendar	6
Visa Services	7
Tuition & Fees (for both locations)	7
Extra Instructional (Overtime) Charges	7
Payment Methods	7
Title IV and Other Financial Aid	7
Veterans Educational, Title 38 Benefits	8
Kits and Books	8
Loan Repayment	8
Class Schedules	8
Barbering Course Description/ Program Outline	9
Grading System	10
Leave of Absence (LOA)	12
Attendance Policy and Tardy Arrivals	12
Satisfactory Academic Progress Policy	12
Evaluation Periods	13
Attendance Progress	13

Qualitative Progress	13
Maximum Time Frame	13
Grading System	14
Warning.....	14
Academic Progress Status	14
Re-Establishment of Progress	14
Evaluation Results (SAP Reports)	14
Access to Satisfactory Academic Progress Reports	15
Interruptions, Leave of Absences & Withdrawals	15
Incompletes, Withdrawals and Repetitions	15
Transfer Students and SAP.....	15
Veteran’s funding and SAP	15
Make-Up Policies	15
Conduct Policy	15
Termination (Conduct)	16
Grievance Policy.....	16
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION	16
State Licensing Requirements	17
Potential Occupations After Completion California state Barbering Licensure	17
Learning Resources/Library	17
Student Services.....	17
Industry Prerequisites and Physical Demands	18
Employment Assistance and Career Counseling	18
Graduation Requirements.....	18
Housing	19
Student’s Right to Cancel.....	19
Institutional Refund Policy and Procedures	19
Withdrawal Procedures	19
Student Tuition Recovery Fund (STRF)	20
California Senate Bill 809 and Student transfers to 1000 Hour Program	21
Accreditation	21
Family Educational Rights and Privacy Policy Act FERPA	21
Access to Student Records and Privacy.....	22
Records Retention and Academic Transcripts	22
Administrative and Faculty (Instructional) Staff	22

Catalog Information

Eminence Barber Academy is a private institution. Eminence Barber Academy's catalog is provided to students via the website (electronically) and a print version is available at the school, upon request. **As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement.** You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. Eminence Barber Academy's catalog shall be updated annually, per the California postsecondary Act of 2009 (94909). Any questions that a student may have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at:

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834

Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818

Website address: www.bppe.ca.gov

Telephone & Fax #s: (888)370-7589 or by fax (916)263-1897
(916)574-8900 or by fax (916)263-1897

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

BPPE Approval

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE) approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations, and with state standards as set forth in the CEC and 5, CCR. The bureau's BPPE'Ss website is: www.bppe.ca.gov.

History and Ownership

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

Bankruptcy History

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

Description of Facilities

Eminence Barber Academy's **Riverside**, California location is a spacious 4,000 sq. ft., air conditioned, one-story facility. The school simulates barbershop conditions to help our students "learn-by-doing" with modern equipment and a variety of supplies that help enhance the student's education. The facility provides classroom areas for theory and practical training, lunch/break room, waiting area/lounge for all potential incoming students and clients. The school provides the equipment required by the Board of Barbering & Cosmetology which includes: 34 barber chairs, a towel steamer, 3 shampoo bowls, electric and non-electric curling irons and combs and a time clock which is used by all students to clock in/out each day. **The Riverside facility can enroll up to 40 students per shift.**

History and Ownership

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

Mission Statement

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

Admissions Policy

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

1. Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law, or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
2. If a high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. If the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
3. Must be 17 years of age or older
4. Applicant must provide a valid, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
5. **Transfer students only:** Transfer students shall provide transcripts from prior instructional institution before enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at Eminence Barber Academy.
6. The institution has not entered into any transfer agreement or articulation agreement with any other institution.
7. Eminence Barber Academy does not accept or credit student applicants with any credit for experiential learning.
8. For Licensed Cosmetologists – your official transcripts from completion of Cosmetology program or cosmetologist license and in addition to above requirements.

Ability to Benefit and Challenge Exams

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

Transfer Policy (Hours and Services from Another Institution)

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

Re-Entry (Re-Enrollment) Policy

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

Statement of Non-Discrimination

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

Required English Proficiency

Eminence Barber Academy is taught in English only. The student must have the ability to read and write in English at the level equivalent 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 (GED). We do not provide English language translators or ESL classes. However, if a students' primary language is not English, the school allows the student to bring in an interpreter, when signing the Enrollment Agreement contract to obtain a clear understanding of the terms, conditions, disclosures and statements, cancellation and refund policies noted in this Enrollment contract in the students' primary language. All courses are taught in English only.

Orientation

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

Program

Eminence Barber Academy offers a 1,000-clock hour Barbering program at their Riverside campus. Both day and evening classes are offered.

Class Start Dates

Eminence Barber Academy has continuous enrollment where students can enroll anytime during the year. New classes start on Mondays each week as needed.

Holidays and School Calendar

Eminence Barber Academy will be closed the following Holidays during 2023:

Presidents Day	February 20 th
Memorial Day	May 29 th
Spring Break	April 17 th – 21 st

Fourth of July	July 4th
Labor Day	September 4 th
Halloween	October 31st
Veterans Day	November 11th
Thanksgiving	November 23 th and 24 th
Christmas	December 25 th - 30 th

Additional school holidays may be declared for staff trainings, weather COVID- 19 or other emergency and students will be notified via text and school web page.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Tuition & Fees

Program	Tuition	Registration Fee*	STRF* Student charge currently paid by school	Books**	Kits, & Lab**	Total Charges for Current period of Attendance	***Estimated Total Charges for Entire Program
Barbering Full Time	\$8,000	\$125	\$0	\$300	\$1,075	\$9,500	\$9,500
Barbering Part Time	\$10,000	\$125	\$0	\$300	\$1,075	\$11,500	\$11,500

* Non-Refundable

**Non-refundable 7 days after signing enrollment

*** Additional Non-institutional state exam fee is the responsibility of the student; the current fee is \$125.

Extra Instructional (Overtime) Charges

In the event a student needs additional time at school to complete hours or course work, \$10/hour shall be charged, weeks are not prorated. Methods of payment include cash, check, money order and credit card. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completing the program.

Payment Methods

Other methods of payment of monies owed to Eminence Barber Academy may be paid with cash, check or money order. A non-sufficient fee of \$25.00 will be added for returned checks.

Title IV and Other Financial Aid

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

Veterans Educational, Title 38 Benefits

Eminence Barber Academy does currently offer Veteran's Tile 38 Educational Benefits.

Kits and Books

Textbooks and a kit will be issued at the beginning of the class. Each student will be issued a complete kit of equipment with a carrying case with a key. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. Eminence Barber Academy is not responsible for a student's equipment, either lost or stolen.

Loan Repayment

Eminence Barber Academy does not provide direct financial assistance. Students are responsible for obtaining loans, grants or sponsors for tuition and other fees. There are public and private agencies that may provide tuition assistance in the form of grants or loans. If a 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, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Class Schedules

Day classes are held from Monday thru Friday 8:30 am to 5:30 pm. Full- time enrollment is 40 hours a week. The evening class schedule is Monday through Friday 5:00pm to 10:00pm. Parttime enrollment is 25 hours a week.

Schedule for Riverside

Program	Monday	Tuesday	Wednesday	Thursday	Friday	Lunch & Breaks	Program Length
Barbering Full Time	8:30 am to 5:30 pm	8:30 am to 5:30 pm	8:30 am to 5:30 pm	8:30 am to 5:30 pm	8:30 am to 5:30 pm	1 hour lunch Two 15-minute breaks	1,000 hours total 40 hours a week for 25 weeks
Barbering Evenings Part Time	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	One 15-minute break	1,000 hours total 25 hours a week for 40 weeks

Barbering Course Description/ Program Outline

	Barbering Course 1,000 Hours
Program Description	The curriculum for students enrolled in the Barbering Course consists of 1,000 clock hours of practical operations and technical instruction. Instruction will cover the art and science of barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This course of study satisfies the requirements of Section 7316 of the California Barbering and Cosmetology Act.
Program Mission & Objectives	Eminence Barber Academy’s mission is to provide a high-quality academic learning environment that equips its students with a pre-licensing education that prepares its graduates for entry-level employment as barbers.
Graduation Requirements	To graduate from Eminence Barber Academy and receive a diploma from the school students must have completed the requisite 1,000 clock hours, completed the requisite hours in theory and practical operations, have paid all tuition and fees in full and have passed a final practical exam with a score of 75% or higher.
Total Hours	Eminence Barber Academy’s Barbering course is 1,000 Monday – Friday. Full time and Part Time schedules are available.
Exams	Students are assigned both academic learning (written exams) and a number of practical evaluations along with a final practical exam. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a <i>cumulative</i> academic grade average of 75% and a 75 % cumulative attendance to maintain satisfactory attendance progress.

<p>Grading System</p>	<p>Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized at this institution.</p> <p style="text-align: center;"> 90% - 100% A Excellent 80% - 89% B Good 70% - 79% C Passing 69% - and below Not Passing </p>
<p>Units of Instruction</p>	<p>The course includes 1000 hours of instruction, including:</p> <p><u>100 Hours - Health and Safety:</u> Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases.</p> <p><u>Board Approved Health & Safety Course (B&P 7389(a)):</u> Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.</p> <p><u>100 Hours - Disinfection and Sanitation:</u> 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.</p> <p><u>200 Hours - Chemical Hair Services:</u> Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers.</p> <p><u>300 Hours - Hairstyling Services:</u> Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting.</p> <p><u>200 Hours - Shaving and Trimming of the Beard:</u> 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.</p> <p><u>50 Hours – Acts and Regulations:</u> To be taught from the California State Board of Barbering and Cosmetology Act’s and Regulations Book</p> <p><u>50 Hours – Business Development and Job Training:</u> Including instruction on, but not limited to, readiness for job/shop interviews, building a clientele, social media marketing, money management, and customer service.</p>

Distance Education	Eminence Barber Academy Does not offer Distance Education currently.
Employment Assistance and Job Placement	Prospective employers are invited to the school regularly to give demonstrations and discuss career goals with the students. This activity supplements the daily Career Counseling carried out by the instructors. Employment assistance is provided to students and graduates at no additional charge. Upon graduation, the student's name is recorded in a placement register for the follow-up process. Placement assistance is providing by reviewing the listings of prospective employers seeking employees, reviewing their job requirements, location, salary, and other pertinent information. A job posting board of employers seeking Barbers is also posted in the school. Students are referred for interviews and the results of these interviews are recorded in the placement register. Eminence Barber Academy does not guarantee job placement.
Professional Development	This course includes a unit of instruction Business Development and Job Training for professional development.
Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558.
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed as a Barber by the Board of Barbering and Cosmetology in their field and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.
Skills and competencies to be acquired by the student.	<ul style="list-style-type: none"> ○ At the completion of the program the student will have acquired the following skills (but are not limited to): ○ Clean and sanitize tools and work environment. ○ Schedule client appointments and accept payments. ○ Properly use and handle all barbering related tools such as clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc. ○ Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc. ○ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ○ Perform haircutting services using clippers, trimmers, scissors, razors, and thinning shears. ○ Apply scalp and hair treatments including the use of therapeutic massage. ○ Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving

	techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.
Instructional Methods	Demonstration, lecture, videos & classroom participation.

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

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

Leave of Absence (LOA)

Eminence Barber Academy does not currently offer a Leave of Absence. Students are given holidays 6 additional personal days (for full time students) and 10 additional days (for part time students), in their contract to use in the event of illness, family event or other matters. In the event a student is absent 14 calendar day said student will be dropped but is eligible to reenroll per the terms of the re enrollment policy.

Attendance Policy and Tardy Arrivals

School starts promptly at 8:30 am for full time students and 5:00 pm for part- time students. The school doors will be locked at 8:50 am & 5:20 pm, students arriving after these times will not be allowed to attend class until the following day. Attending theory is essential to the course. It is the student's responsibility to be on time and make up hours missed.

Excused and Unexcused Absences

An absence is and absence at Eminence Barber Academy, there is no contract extension for an excused absence. In the event a student is absence for 14 consecutive calendar days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy.

Satisfactory Academic Progress Policy

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

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on actual hours. The chart below details the evaluation points applicable to each program.

Program	Course Length	Evaluation Points
Barbering	1,000 Clock hours	450 scheduled hours and 13 weeks & 900 scheduled hours and 26 weeks

*The institution operates all programs according to a schedule of 900 hours & 26 weeks of instruction.

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and 133% times the length of the course.

Qualitative Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 75% to maintain satisfactory attendance progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*. **The Institution is currently not approved for Title IV financial Aid or Veteran's benefits, at this time.**

Maximum Time Frame

Students are required to complete the program and/or course within 133% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy. VA benefits are paid based on the approved program length of 1000 hours only.

Program	Maximum Weeks 133%	Maximum Scheduled Hours
Barbering Full Time 40 hours/week 25 weeks	33.25 weeks	1,330 hours
Barbering Part Time 25 hours/week 40 weeks	53.20 weeks	1,330 hours

Grading System

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a “C” average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized at this institution.

90% - 100%	A	Excellent
80% - 89%	B	Good
70% - 79%	C	Passing
69% - and below		Not Passing

Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding, *if applicable*, until the next scheduled evaluation. Students must meet the minimum requirements for attendance **and** academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Academic Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Eminence Barber Academy does not allow for the status of probation. Students receiving Title IV Aid or VA educational benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, *if applicable*.

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will be notified in writing of the actions required to attain the minimum requirements for attendance and academics by the next scheduled evaluation.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their

evaluation(s) either by email (electronically) or in person (paper). The institution will notify the student of any evaluation in which the student is not meeting Satisfactory Academic Progress.

Access to Satisfactory Academic Progress Reports

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

Interruptions, Leave of Absences & Withdrawals

Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal. The school does not currently offer Leave of Absences. If enrollment is temporarily interrupted for a COVID, staff training or other allowable interruption, the student will return to school in the same progress status as at the last day attended. Hours elapsed during an interruption will extend the student's contract period and maximum time frame by the same number of days and will not be included in the student's cumulative attendance percentage calculation.

Incompletes, Withdrawals and Repetitions

Incompletes, withdrawals, and repetitions do not apply to the institution have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.

Transfer Students and SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

Veteran's funding and SAP

Students receiving Veterans Educational funding will remain eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, *if applicable*. Failure to meet SAP by next evaluation period will result in termination of such funding.

Make-Up Policies

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

Conduct Policy

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

- Present a clean and professional appearance
- Be Punctual, tardiness is not acceptable in the school environment
- Clock-in and clock-out for yourself, do not clock another student

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

Termination (Conduct)

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

Grievance Policy

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

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

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Eminence Barber Academy is at the complete discretion of the institution to which you may seek to transfer. Acceptance of the diploma and credit s for services and hours you earn in the Eminence's Barber Academy's program is also at the complete discretion of the institution to which you may seek to transfer. If the diploma that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Eminence Barber Academy to determine if your diploma, credits and services will transfer.

State Licensing Requirements

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written and practical exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non-refundable initial license fee to accompany the completed application. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.

Board of Barbering and Cosmetology

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

Potential Occupations After Completion California state Barbering Licensure

Barber CIP 12.0402, Stylist CIP 12.0407 and 12.0413

Learning Resources/Library

Eminence Barber Academy's library contains reference sources, as well as current material on new services. Currently for students to review and be able to checkout from the library are listed below:

Milady's Standard Barbering Textbook, 2017 edition ISBN-13: 978-1-305-10055-8.

Milady's Barbering Student Workbook

Milady's Procedures DVD

The Wealthy Barber, 3rd edition

The American Barbershop

The Vanishing American Barbershop

Be Legendary, By Tracy Love

Eminence Barber Academy will continue to add to our library as time allows. Students are allowed to check out resources, one at a time, daily. They can be checked out through the instructor on shift and returned and checked back in on the following day. The library is a book shelf in the Administration office.

Student Services

Available student services at Eminence Barber Academy include but are not limited to academic counseling. Instructor(s) provide academic counseling for students and encourage students to seek extra help with in practical or technical work. The school makes no representation or guarantees relating to the student services; however, the school staff is willing to offer assistance and guidance in the areas listed below when possible.

- Referrals to social service agencies
- Ridesharing or transportation
- Referral to drug or alcohol abuse programs

- Health service agencies
- Assistance in organizing student study groups

The school's administration's office is open Monday through Thursday 9:00 am – 4:00 or by appointment. Schedule appointment at student counseling.

Industry Prerequisites and Physical Demands

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California's criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov.

Additionally, prospective students should be aware of the physical demands required of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed barber. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, the professional in the Barbering field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

Employment Assistance and Career Counseling

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

Graduation Requirements

To graduate from Eminence Barber Academy and receive a diploma from the school, students must have completed the requisite 1000 clock hours, have paid all tuition and fees in full, have passed a final practical exam with a score of 75% or higher.

Housing

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

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first-class session, or the seventh day after enrollment, **whichever is later**. The institution shall refund 100% less registration fee of \$125.

Institutional Refund Policy and Procedures

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. **The school uses the California state mandated policy.**

1. Eminence Barber Academy shall refund 100% of the amount paid for institutional charges, less a reasonable deposit, registration or application fee not to exceed two hundred fifty dollars (\$250), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later (cancellation period).
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on scheduled hours.
5. The registration fee is a non-refundable item. Kits and books, are **not refundable**, once received by the student it will belong to the student and will represent a liability to the student.
6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. If the amount that you have paid is more than the amount that you owe for the time you attended, then a refund will be made within 45 days of the official withdrawal date. If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

Withdrawal Procedures

- Provide a written notice to the school.
- Complete all required exit paperwork.
- Satisfy all debts owed to the school.
- Upon payment of all debts owed to the school transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal

requirements are not met, no transcript will be released.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North 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.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

California Senate Bill 809 and Student transfers to 1000 Hour Program

Beginning January 1, 2022, California's Senate bill becomes law and allows Eminence to offer a 1,000-hour barbering program leading to Barbering Licensure to all new students, once approved by the state of California.

Students enrolled in Eminence Barber Academy's 1,000-hour program will be given the option when they reach 1000 hours to remaining in the program they are contracted for, or transfer to the 1000 program once the program is approved with the state. Student who transfers *may* be subject to a re registration fee by Eminence Barbering Academy of \$125.00.

The programs each have the same written licensing exam given by the state of California. Each program has the same price.

Accreditation

The institution is not currently accredited.

Family Educational Rights and Privacy Policy Act FERPA

Eminence Barber Academy complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should complete a record request form and forward it to Eminence Barber Academy's Admissions Office at Eminence Barber Academy, or via email at eminencebarberacademy@yahoo.com and allow up to 10 business days for processing. Records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A school official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest.
- Other schools to which a student is transferring.

- Specified officials for audit or evaluation purposes.
- Appropriate parties in connection with financial aid to a student.
- Organizations conducting certain studies for or on behalf of the school.
- Accrediting organizations.
- To comply with a judicial order or lawfully issued subpoena.
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Access to Student Records and Privacy

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Eminence Barber Academy provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education Department or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Eminence Barber Academy protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention and Academic Transcripts

Records must remain onsite for 6 years, and transcripts are kept permanently in compliance with California CEC 94900 and CCR 71920. Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. Transcripts are not provided to students who have ledger balances. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will or may only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Administrative and Faculty (Instructional) Staff

Fernando Gonzalez- Administrator

Founded Eminence Barber Academy was founded by Fernando in 2016 from his passion for Barbering Education. He has work with enrolling students and helping them succeed and thrive as Barbers since the opening of the institution.

Alexandria Gonzalez Administrative Assistant

Fernando Gonzalez-

Instructor– Fernando attended Rosston's Barber College and has been a licensed barber for 20 years. He owned and managed his own barber shop for 10 years prior to opening

his schools. He found a passion for teaching and now shares his 20+ years of experience with the students of Eminence Barber Academy.

Sandra Barbosa

Instructor - Ms. B attended Paul Mitchell’s cosmetology program and completed the barber crossover program at Marinello’s School of Beauty. She has been dually licensed for 15 years.

Jourden Brown

Instructor Jourdan attended Eminence Barber Academy back in 2016 and has been licensed for 5 years now.

Sydney Rodriguez

Instructor at Riverside campus was trained at Riverside City College and has been licensed for 6 years.

Ruth Escalm

Instructor “Miss Ruth” attended Citrus College’s Cosmetology program and has been licensed for 5 years. She was a crossover student at Eminence Barber Academy back in 2018 and began her teaching journey in 2020.

Eminence Barber Academy

Pre-Enrollment Disclosures

_____ **I have received a school catalog** (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:

_____ **State Licensing Requirements:** I understand the State of California Licensing Requirements as put forth in the school's catalog.

_____ **Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.

_____ **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to physically demanding postures and other considerations covered in the school's catalog.

_____ **Course Outline:** I understand the **Barber** program's Course Outline set forth in the catalog.

I have reviewed the below disclosures and understand they are also posted on the school's web page.

_____ Program Outcomes and Performance data for State of California and on **eminencebarberacademy.com**.

_____ I have viewed the California State Board of Barbering & Cosmetology Act & Regulations Booklet Electronically at **eminencebarberacademy.com**.

Student Name (Print):

Date:

Student Name (Sign):

Parent or Guardian of dependent minor, only if applicable: