



RIGGINS URBAN BARBER COLLEGE

AN ACCREDITED INSTITUTION

SCHOOL CATALOG

January 1, 2024 to December 31, 2024

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RIGGINS URBAN BARBER COLLEGE

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

THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE ONE DOCUMENT

APPROVALS DISCLOSURE

RIGGINS URBAN BARBER COLLEGE was granted institutional approval from the **Bureau for Private Postsecondary Education** (BPPE) pursuant to California Education Code Section 94915. The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review. The courses approved by BPPE are: Barber Course for 1500 Clock Hours, Barber for 1000 Clock Hours and Cosmetology for 1000 Clock Hours.

The address for the Bureau for Private Postsecondary Education is 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834; (916)574.8900, (888)370-7589.

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

The address for the Board is 1625 N. Market Blvd. Suite S100, Sacramento, CA 95834; (800) 952-5210,

ACCREDITATION:

This institution is accredited with the **NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES**, 3015 Colvin Street, Alexandria, VA 22314, (703) 600-7600, is recognized by the United States Department of Education as a national accrediting agency for postsecondary schools and programs of cosmetology arts and sciences, electrology and massage. As an accredited institution, qualified students may apply for and receive federal financial assistance for tuition and other costs.

UNITED STATES DEPARTMENT OF EDUCATION:

Riggins Urban Barber College is approved to offer federal financial aid to those students who qualify. The types of aid available to qualified students are Pell Grants, Subsidized and Unsubsidized student loans and Parent Plus Loans.

VA:

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

BANKRUPTCY: Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

COMPLAINT PROCEDURE:

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to the Director – Mr. Jerry Riggins. Complaints to the Director must be in writing and submitted to the Director. The Director will respond to the written complaint within 7 business days to resolve the issue(s). The response from the Director will be in writing to the complainant. All complaint documents will be filed in the Director's office. Should the complaint be against the Director, the complaint should be sent to the Compliance Administrator, Dr. Wright, at drajwright@gmail.com. The Compliance Administrator will respond within 7 business to resolve the issue(s). The response from the Compliance Administrator will be in writing to the complainant.

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

WELCOME MESSAGE FROM THE OWNER

Dear Prospective Student,

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

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

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

Sincerely,
MR. JERRY RIGGINS
Owner/Director

MISSION STATEMENT:

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

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

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

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

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

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

COURSES OF STUDY

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

BARBER: The course of study for students enrolled in the Barber course shall consist of one thousand (1,000) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering. Educational Goals:

The Barber course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (SOC #39.5011). A Barber must be licensed to practice in the state of California.

COSMETOLOGY: The course of study for students enrolled in the Cosmetology course shall consist of one thousand (1,000) clock hours of technical instructional and practical operations covering all practices constituting the art of cosmetology. Educational Goals: The Cosmetology course of study is designed to prepare students for the state licensing examination and for profitable employment as a Cosmetologist (SOC #39.5012). A Cosmetologist must be licensed to practice in the state of California.

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

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

A Barber or Cosmetology applicant lacking the High School Diploma or its equivalent, must be at least 18 years old (compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the California Board of Barbering and Cosmetology and complete 225 clock hours and pass a SAP evaluation in Attendance and Academics. If a student successfully completes the first 225 clock hours, the student becomes eligible to complete the Barber program and becomes eligible to apply for Federal Student Aid

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

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

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

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

TRANSFER POLICY/CREDIT EVALUATION: Appropriate credit will be granted for prior training or experience upon review and verification by college officials of its validity under the Board of Barbering and Cosmetology Act & Rules and Regulations. Occasionally, a student's acceptance by the college will depend entirely on the Board of Barbering and Cosmetology approval of prior training. All VA enrollees are REQUIRED TO SUBMIT ALL TRANSCRIPTS to the admissions office to determine financial aid awards.

Assessment policies and procedures - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by Riggins Urban Barber College. We reserve the right to determine the amount of credit we will accept. **Prior hours must be accepted and applied prior to signing an enrollment agreement.**

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

Student charges - Students that are accepted for enrollment with prior hours will be charged as follows: registration fee, fees for transfer of credits, kit/books/supplies, and tuition based on hours needed multiplied by the current hourly rate. A Transfer fee of \$1,000.00 is applied to all transfer students. Riggins Urban Barber College does not give credit nor hours for experiential learning.

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

RE-ENTRY POLICY FOR FINANCIAL AID STUDENTS:

When a student has applied and receives Federal Student Aid based upon a FAFSA, that eligibility remains for 180 days from the date of last attendance. If a student applies for re-entry after 180 days of last day of attendance, the student will need to complete a new FAFSA to determine Federal Student Aid eligibility.

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

The transferability of credits you earn at Riggins Urban Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Riggins Urban Barber College LLC to determine if your certificate will transfer.

ENGLISH AS A SECOND LANGUAGE: This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language. 10th grade completion of United States High School is the minimum standard for English language completion is Riggins Urban College's language proficiency. For those who have not completed high school in the United States, their high school or college transcript must show English language completion for a minimum of three school years or passage of the Combined English Language Skills Assessment (CELSA) with a score of 94.

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

TEXTBOOKS, KITS & SUPPLIES: Textbooks & Kits will be issued at the beginning of the freshman class. All needed school supplies and equipment will be maintained in the freshman classroom. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. The college is not responsible for a student's equipment, either lost or stolen. Students must learn to be responsible for the tools of their trade.

CALENDAR/HOLIDAYS: The academic calendar for this institution is 900 clock hours and 30 weeks. The College is closed on Sundays & Mondays, and the following holidays: ML King Day, President's Day, Juneteenth, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve Day, Christmas Day, New Year's Eve Day & New Year's Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES: Classes begin weekly: Every Tuesday. The 1500 Barber Course program is a 52-week program (based on 30 hours of instruction each week with additional time for holiday breaks). The Barber and Cosmetology are 34-week programs (based on 30 hours of instruction each week).

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

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

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

STUDENT SERVICES

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

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

DISCLOSURE OF EDUCATION RECORDS: Student records for all students are kept at the College for six years. Transcripts and certificates earned are kept permanently. Students and parents/guardians of dependent minors may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. Students are not entitled to inspect the financial records of their parents. Written consent is required from the student (or his/her parent/guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions and governmental agencies so authorized by law.

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

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

PROOF OF TRAINING & TRANSCRIPT: The first official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or transcript fee of \$25.00 for two copies. POTs and Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. *Only hours that have been paid will show on the transcript and Proof of Training.*

HOUSING: Our college does not offer any type of housing nor do we offer any type of housing assistance (i.e. housing referral, location assistance or financial housing assistance). Housing in the immediate area is available in one- and two-story walkup and garden apartments. Monthly rent for a one-bedroom unit is approximately \$1000 a month (www.apartmentguide.com).

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

FINANCIAL AID: All students who are scheduled to complete 600 or more clock hours of study with Riggins Urban Barber College are recommended to apply for Federal Student Aid. Using the FAFSA online is fast and easy to apply to determine eligibility of federal aid available. Riggins Urban Barber College's school code is 042916 and should be input as one of the school choices to determine eligible funding to complete the barber program.

If a student obtains a loan to pay for an educational program, the student will have to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

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

The Branch location, located at 1609 Palm Ave., Sam Diego, CA 92154, is a large, air-conditioned, two-story building with 3500 sq. ft. The facility consists of combined lecture and lab rooms and student clinic floor areas. The facility also houses administrative offices for the staff, a media area and a student and faculty kitchen area. The school, the facility it occupies and the equipment it utilizes fully complies with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety and health regulations.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

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

MAXIMUM TIME FRAME

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

COURSE	MAXIMUM TIME ALLOTTED	
	WEEKS	SCHEDULED HOURS
Barber (F/T 30 hrs/wk.) – 1500 Hours	75 weeks	2250
Barber (P/T 20 hrs/wk.) – 1500 Hours	112.5 weeks	2250
Barber and Cosmetology (F/T 30 hrs/wk.) – 1000 Hours	50 weeks	1500
Barber and Cosmetology (P/T 20 hrs/wk.) – 1000 Hours	75 weeks	1500

If a student exceeds his/her Maximum Time Frame, he/she will be dropped from the program. The dropped student can reapply as a cash pay student only.

EVALUATION PERIODS:

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

Barber Course:

450 hours/15 weeks FT/22.5 weeks PT
900 hours/30 weeks FT/45 weeks PT
1200 hours/40 weeks FT/60 weeks PT

Barber & Cosmetology:

450 hours/15 weeks FT/22.5 weeks PT
900 hours/30 weeks FT/45 weeks PT

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

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

ACADEMIC PROGRESS EVALUATIONS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must retake failed or missed tests and incomplete assignments.

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

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

DETERMINATION OF PROGRESS STATUS

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

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

WARNING

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

PROBATION – MUST SUBMIT AN APPEAL TO BE ELIGIBLE

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

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

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

APPEAL PROCEDURE

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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

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

STUDENT CLOCK HOUR POLICY:

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

At the completion of the day, your timecard is prepared from the current weekly timecard. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly timecard. The timecard must be signed by the student and the instructor daily. **Instructors may not sign a student in or out and if a student does not clock in or out at lunch, 30 minutes for lunch will be deducted.** After clocking in you are required to maintain applied effort. Timecards reflect the student's daily record of hours and operations. It is important that all your hours and operations are recorded properly and accurately. The attendance personnel must be able to read your timecard so that the hours and operations are transferred correctly to the roster. The timecards are the property of the school and must remain in the school at all times. Timecards must be retained/stored in their entirety for 6 years by the school.

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

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

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

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

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

Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e. an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event. The College will document the reason why a LOA was given and why it wasn't requested in advance of the leave. The College will determine the start date of the approved LOA, as the first date that the student was unable to attend.

In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences.

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

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

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

NOTICE OF STUDENT RIGHTS

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

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

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

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

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

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

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

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

If a student receives federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal financial aid funds.

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

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

Students receiving Federal Student Aid, a Return to Title IV (R2T4) calculation will be completed to determine if any of the Federal Student Aid must be returned to the Department of Education. If any refunds are due based on the Return of Title IV calculation QL based on the institutional refund policy calculation, any refunds will be made as soon as possible but not later than 45 days from determination of withdrawal date in the order stated in section CFR 34 section 668.22. The order of payment of refunds is:

1. Unsubsidized Loans from FFLEP or Direct Loan
2. Subsidized Loans from FELP or Direct Loan
3. PLUS (Graduate Students) FFELP or Direct Loan
4. PLUS (Parent) FFELP or Direct Loan
5. Pell Grant
6. Academic Competitiveness Grant (ACG)
7. National SMART Grant
8. Federal SEOG
9. Other

This order would apply in accordance to the aid programs available at the institution.

Should the student have a credit balance owed to them, those funds will be returned to the student within 30 days from the date that the credit was created.

Students receiving VA Benefits please see VIB.

SCHOOL RULES AND REGULATIONS

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

14. A minimum of 1/2 hour of sanitation must be completed by each student daily. All kits must be in a sanitized condition at the end of each day.
 15. All students serving the public must be courteous and pleasant. If difficulty arises, please call an instructor. Students must take all appointments assigned to them. Failure to take a patron is grounds for suspension.
 16. No student may leave a patron while performing a service.
 17. Students are not allowed to give services or materials other than what is called for on the service ticket.
 18. Students are responsible for the return of college materials or equipment loaned to them. Students must not borrow equipment from each other. Each student is solely responsible for his/her personal belongings and materials.
 19. Students must not gather around the receptionist desk, congregate in the office, or visit with another student who is busy with a patron. All appointments must be made by the receptionist and no changes are to be made by students.
 20. Students have the privilege at all times to consult the management on personal problems. The college positively reserves the right to suspend or expel a student who gossips, uses vulgar language or causes discord.
 21. The college will not tolerate the use of alcohol or drugs at any time. No student will be admitted to class who is apparently under the influence of alcohol or drugs.
 22. Students must keep a record of hours and services each day as required on the student daily record of applied effort. Weekly timecards will be audited by the college office. Credit will be given for applied effort only; continuously engaged in training and study of Barbering. All work must be checked by an instructor or credit will not be given. Records must be neat and clear.
 23. All students will be expected to maintain an average of 70% in theory and in all practical subjects. Probationary status will result in case of failure to do so.
 24. Only products furnished by the college may be used unless otherwise approved by the instructor.
 25. Students must comply with all instructions, directions, orders, etc., given by personnel relative to school activities. Insubordination will not be tolerated.
 26. Students must comply with college policy and state rules and regulations.
 27. All assignments, tests and homework may be made up, but it is the student's responsibility to discuss missed assignments and tests with her/his instructor when s/he returns from an absence.
 28. Make up hours must be approved prior to extra attendance by the Administration department.
 29. Notify office immediately of any address or telephone change.
 30. Absence of three (3) days or more without notification shall be considered cause for suspension. Any student absent more than fourteen (14) days without notifying the director will be automatically terminated.
- These rules are designed to form excellent work habits and attendance, and to aid in completing your course as soon as possible so that you may become employed as a Barber. Violation of school rules may result in suspension or termination.

TUITION AND FEE SCHEDULE *Students receiving VA Benefits please see VIB.tt*

COURSES	TUITION	REGISTRATION (nonrefundable)	Kit (non-refundable after cancellation period)	Books (non-refundable after cancellation period)	STRF*	TOTAL
Barber Course	\$18,000.00	\$250.00	\$2,100.00	\$800.00	\$0	\$21,150
Barber (1000)	\$12,000.00	\$250.00	\$2,100.00	\$800.00	\$0	\$15,150
Cosmetology	\$12,000.00	\$250.00	\$2,100.00	\$800.00	\$0	\$15,150

Barber Course

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM - \$21,150

Barber 1000

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$15,150

Cosmetology

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$15,150

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

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

NOTE: STRF is **non-refundable**.

76215. Student Tuition Recovery Fund Disclosures

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

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

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

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

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

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

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

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

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

Physical Address – 1747 N Market Blvd., Suite 225
Sacramento, CA 95834

Mailing Address – PO Box 980818
West Sacramento, CA 95798-0818

Phone (888) 370-7589/(916) 574-8900 Fax (916) 263-1897

Website: www.bppe.ca.gov

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

EXTRA INSTRUCTION CHARGES: Students are expected to complete their training by the Completion Date specified on Enrollment Agreement. If a student exceeds the date outlined in the Agreement, an extra instruction charge will be made for the balance of the hours required for the completion of course. An addendum to the enrollment agreement will reflect the hours to complete and rate per hour as follows: \$20.00 per hour or any part thereof. VA Benefits may not fund these additional costs. A determination will be made at the time of your request. Riggins Urban Barber College accepts cash, checks and credit cards for payments.

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

METHODS OF PAYMENT: The Financial Advisor will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged for participation in the payment plans offered. These payment plans are provided as a free service to our enrolled students. Riggins Urban Barber College accepts cash, checks and credit cards for payments.

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

7 days = \$25.00

30 days = \$50.00

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

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

SCHOLARSHIPS: Our College does award institutional scholarships occasionally; notice will be given when scholarships are available.

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

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reaching by calling (888) 370-7589 or by visiting <https://www.osar.bppe.ca.gov/>.

BARBER COURSE SYLLABUS

The curriculum for students enrolled in a barbering course shall consist of fifteen hundred (1500) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. For the purpose of this section, technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination; practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,500-hour course shall include training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. The practical training shall include performance of the following minimum:

<u>Theory Hours</u>	<u>Required Hours</u>
Barber/Cosmo Act & Regulations	40
Barbering Chemistry	10
Health/Safety/Hazardous	45
Theory of Electricity	5
Disinfection & Sanitation	50
Bacteriology, Anatomy & Physiology	15
T-Haircutting	20
Hairstyling, Curling & Blow Drying	65
Shaving	100
Facials	5
Shampooing & Draping	5
Scalp Manipulations	5
Permanent Waving & Chemical Straightening	40
Hair Coloring & Bleaching	60
Barbering Management Training	15
<u>Practical Operations*</u>	<u>Minimum #</u>
Disinfection / Sanitation	10
Haircutting	300
Hairstyling, Curling & Blow Dry	250
Shaving	140
Facials	20
Shampoos	20
Scalp Manipulations	20
Permanent Waving & Chemical Straightening	120
Hair Coloring & Bleaching	50
Additional Training	20

*Operations do not equal hours

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

BARBER PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

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

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

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

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

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

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

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

Barber Syllabus 1000 Clock Hour Program

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

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

100 Hours in Health and Safety

Health and Safety: 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.

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

100 – Hours Technical Instruction

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

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

Disinfection & Sanitation

20 – Hours Technical Instruction

Practical Operations and Hours

80 – Sanitation / Disinfection

250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

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

30 – Hours Technical Instruction

Permanent Waving / Chemical Straightening

Practical Operations and Hours

60 – Permanent Waving /Chemical Hair Straightening

60 – Hours Technical Instruction

Haircoloring// Bleaching

100 – Haircoloring/ Hair Bleaching

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

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

30 – Hours Hairstyling Technical Instruction

Practical Operations and Hours

125- Wet Hairstyling/ Thermal Styling

20 – Hours Haircutting Technical Instruction

125 – Haircutting

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

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

Technical Instruction

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

Practical Operations and Hours

100 - Men's Shave & Beard Care

50 – Men's Facials

TOTAL THEORY HOURS – 360 TOTAL

PRACTICAL HOURS – 740 = 1000 Clock Hours

BARBER PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

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

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

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

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69% - 60% D Not Passing	(GPA 1) 1 POINTS=D – Not Passing
59% - 00 % F Not Passing	(GPA 0) 0 POINTS=F – Not Passing

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

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

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

Cosmetology Syllabus 1000 Clock Hour Program

Business and Professions Code (B&P) Section 7362.5 (a) states: A course in barbering or cosmetology established by a school shall consist of not less than 1,000 hours of practical and technical instruction in the practice of barbering or cosmetology. Pursuant to B&P 7362.5 © the curriculum for a cosmetology course shall, at a minimum, include technical and practical instruction in the following areas:

100 Hours in Health and Safety

Health and Safety: 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.

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

100 – Hours Technical Instruction

20 – Laws and Regulations

20 – Hours Chemistry

30 – Hours Health & Safety/Anatomy

5 – Hours Electricity

25 – Hours Infection Control / Microbiology

100 Hours Technical Instruction and Practical Procedures in Disinfection and Sanitation

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

Disinfection & Sanitation

20 – Hours Technical Instruction

Practical Operations and Hours

80 – Sanitation / Disinfection

250 Hours Technical Instruction and Practical Procedures in Chemical Hair Services

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

30 – Hours Technical Instruction

Permanent Waving / Chemical Straightening

60 – Hours Technical Instruction

Haircoloring// Bleaching

Practical Operations and Hours

85 – Permanent Waving /Chemical Hair Straightening

75 – Haircoloring/ Hair Bleaching

225 Hours Technical Instruction & Practical Training in Hair Dressing Services

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

30 - Hours Hairstyling Technical Instruction

Practical Operations and Hours
Hairstyling/ Thermal Styling

75- Wet

20 - Hours Haircutting Technical Instruction 100 - Haircutting

150 Hours Technical Instruction & Practical Training in Skin Care Services

Skin Care: Including instruction on chemical and manual facials, massaging, stimulating, exfoliating, cleansing, or beautifying the face, scalp, neck, or body by the use of hands, esthetic devices, cosmetic products, antiseptics, lotions, tonics, or creams that do not result in the ablation or destruction of the live tissue.

Technical Instruction

50 – Hours Manual, Chemical, Electrical-
Facials & Facial Makeup

100 – Practical Operations and Hours

Manual, Chemical, Electrical Facials
Facial Makeup

75 Hours Technical Instruction & Practical Training in Hair Removal, & Lash / Brow Beautification

Hair Removal and Lash and Brow Beautification: Including instruction on tinting and perming eyelashes and brows and applying eyelashes to any person and, includes removing superfluous hair from the body of any person by use of depilatories, tweezers, sugaring, non-prescription chemicals, or waxing or by the use of devices and appliances of any kind or description, except by the use of lasers or light waves which are commonly known as rays.

Technical Instruction

25 – Hours Hair Removal/ Lash & Eyebrow Beautification

50 - Practical Operations and Hours

Lash / Eyebrow Beautification

Waxing / Hair Removal

100 hours Technical Instruction & Practical Training in Manicuring, Pedicuring, Artificial Nail Services

Manicure and Pedicure: Including instruction on water and oil manicures, hand and arm massage, foot and ankle massage, nail analysis, and artificial nail services, including but not limited to acrylic liquid and powder brush-on, dip, tips, wraps, and repairs.

Technical Instruction

10 – Hours Manicure / Pedicure

20 – Hours Acrylics Liquid / Powder Nail Brush-on

5- Artificial Nail Tips, Wraps & Repairs

Practical Operations and Hours

20 – Manicure / Pedicure

45 – Acrylic Liquid / Powder Nail

Artificial Nail Tips, Wraps & Repairs

COSMETOLOGY PERFORMANCE OBJECTIVE

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

SKILLS TO BE DEVELOPED

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

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

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

TEACHING METHODS

Students will be taught by instructors using discussion, demonstration, question and answer, cooperative learning, problem solving, interactive lecture, individualized instruction, student and classroom presentations, labs and student salon activities.

GRADING SYSTEM

Students are evaluated in person on a weekly basis on theory, practical and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the students. SAP evaluations take place at 450 and 900 clock hours. The SAP evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

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

REQUIREMENTS FOR SATISFACTORY COMPLETION OF COURSE

Student must complete Theory and Practical Operations required by the Board of Barbering & Cosmetology with a grade average of "C" (70%) or better.

GRADUATION REQUIREMENTS

When a student has completed the required theory hours and practical operations in cosmetology with a GPA of "C" (70%) or better and student's or her graduation. Students are assisted in completing the necessary documents to file for the Cosmetologist Board of Barbering and Cosmetology Licensing Examination.

LICENSING REQUIREMENTS

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

FACULTY/ORGANIZATIONAL CHART

RIGGINS URBAN BARBER COLLEGE LLC

Owner/Director/Chief Executive Officer

Mr. Jerry Riggins

Financial Aid Officer

Fabeina Riggins

Chief Operations Officer

Mr. Jerry Riggins

Chief Academic Officer/Admissions Advisor

Mr. Jerry Riggins

Placement Advisor

Mr. Jerry Riggins

Compliance Administrator

Dr. Adrienne Wright

Owner/Manager

Mrs. Emi Riggins

Instructor: Jerry Riggins, Gail Fennell, Randall Simmons, Charles Jones, Dandre Moore

Receptionist: Naomi Harvey

Financial Aid Administrator: Nicole Rice

INSTRUCTORS QUALIFICATIONS

Mr. Jerry Riggins

Licensed Barber

Bachelor's Degree in Business Management

Associate Degree in Electrical and Mechanical Technology

Mrs. Gail Fennell

Licensed Cosmetology

Mr. Randall Simmons

Licensed Barber

Mr. Charles Jones

Licensed Barber

Mr. Dandre Moore

Licensed Barber

Mr. Jesus Hernandez

Licensed Barber

INSTRUCTOR

15 years

INSTRUCTOR

30 Years

INSTRUCTOR

6 Years

INSTRUCTOR

10 Years

INSTRUCTOR

10 Years

INSTRUCTOR

1 Year

QUESTIONS

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 N Market Blvd., Suite 225, Sacramento California 95834, P.O. Box 980818 West Sacramento, CA 95798-0818, web site address www.bppe.ca.gov, Phone number: (916) 574-8900 / Fax number: (916) 263-1897.

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

Mr. Jerry Riggins, Owner/Director Signature: *Jerry Riggins*

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

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