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MISSION

Pristine Barber Academy's mission is to provide high quality instruction in theory and practical skills that will prepare students for the California State Board of Barbering License Test. Our staff believes in professional and structured education within a safe positive learning environment. Our staff will provide the tools for graduates to succeed in the Barber Industry as a licensed California Barber.

FINANCIAL STABILITY – BANKRUPTCY HISTORY

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor 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.

FACILITIES

The facility, located at 205 N Broadway Santa Maria, CA 93454, and equipment comply with all federal, state, and local ordinances and regulations including those concerning fire safety, building safety and the Board of Barbering and Cosmetology. Facility is approximately 2,500 square feet of commercial space.

EQUIPMENT

We provide first-rate equipment and tools that meet the minimum equipment requirements for a school of barbering pursuant to Title 16, California Code of Regulations (CCR) section 940(b).

The school has a large work area, 10 barber stations, 3 shampoo bowls, 30 seat classroom, 1 office, disinfecting room, and 1 office. Equipment and Materials used in classroom are Milady 6th Edition Barbering Textbook and instructional videos.

On the practical floor we will utilize Pomade, Shave Gel, Lucaside Disinfectant, Electric Curling Irons, Afro Picks, End Papers, After Shave Lotion, All Purpose, Combs, Hair Clips, Handheld Hairdryers, Large Tooth Handle Combs, Applicator Brushes, Mannequins & Stands, Barber Towels, Mixing Bowls, Perm Rods, Shampoo Capes, Shaving Cream, Hot Towel Machines and Hot Steam Towels.

CATALOG INFORMATION

School catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. Pristine Barber Academy's catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).5

HOURS OF OPERATION

Instructional Hours: Monday – Friday: 9:00AM-8:00PM

Saturday: 9:00AM-4:00PM (Hours may vary)

Administrative Hours: Tuesday & Thursday: 8:30AM-5PM

INSTRUCTIONAL LOCATION

205 N Broadway
Santa Maria, CA 93454

LANGUAGE OF INSTRUCTION

Classes and training will be in English.

VISA RELATED SERVICES

This institution does not admit students from other countries, so no visa related services are offered.

LANGUAGE PROFICIENCY

The following apply to students for whom English is not their primary language: For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

ENGLISH AS A SECOND LANGUAGE INSTRUCTION

This institution does not provide ESL instruction.

ACCREDITATION STATUS

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

PROGRAM START DATES

Classes start on Mondays every 2 weeks.

ORIENTATION

Orientation is held on the first day of class and is a requirement for all students to attend. At orientation students will review institutional policy and procedures, clock in and out procedures.

OBSERVED HOLIDAYS

Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day After Thanksgiving

Christmas Eve
Christmas Day
New Years Eve
New Year's Day

*Breaks and additional days off are published well in advance via a memo or bulletin.

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.

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, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897

COMPLAINTS

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

OFFICE OF STUDENT ASSISTANCE AND RELIEF

"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 reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov."

REVIEW DOCUMENTS

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.

FINANCIAL AID

The school does not participate in either State or Federal financial aid programs, Title IV, Title 38 programs, SJDB vouchers, workforce innovation and opportunity act funds nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs. The school does allow students to make monthly payments to attend school.

LOAN REPAYMENT

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.

IN-HOUSE FINANCING

Financial assistance available through payment plans, interest free. Payment plans will be discussed at time of registration.

ADMISSIONS POLICY

- Is not less than 17 years of age.
- Has completed the 10th grade in the public schools of this state or its equivalent.
- A valid, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
- The student must have the ability to read and write English at the level of a Graduate of a US High School as demonstrate by the possession of such High School Diploma, GED or its equivalent.

*Transfer students only: Transfer students shall provide transcripts from prior instructional institution prior to 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 our Academy.

*Crossover Barber Students only: Provide a copy of current Cosmetology License.

The Academy reserves the right to refuse admission to any applicant who does not meet the Academy's established criteria for admission.

The Academy has not entered into an articulation or transfer agreement with any other college or university.

This institution does not award credit for prior experiential learning or completion of CLEP.

Ability to Benefit Exam (ATB): Pristine Barber Academy does not currently accept ATB exams for enrollment, at this time.

TRANSFER POLICY

The transferability of credits or services you've earned from another institution are determined at the sole discretion of Pristine Barber Academy. All transfer hours must be determined prior to enrollment and included in your enrollment agreement.

“NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION”

"The transferability of credits you earn at Pristine Barber Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in Barbering or Barber Crossover is also at the complete discretion of the institution to which you may seek to transfer. If the credits that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make 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 Pristine Barber Academy to determine if your credits will transfer."

RE-ENROLLMENT POLICY

A student who withdraws or is withdrawn from the Academy may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will reenter at the same Satisfactory Academic Progress status as when they left if re-entry occurs within 90 days of last day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re-enter more than 90 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the Academy. A new registration fee, of \$200, will be paid at time of re-enrollment.

STATEMENT OF NONDISCRIMINATION

The academy is committed to providing equal opportunities to all applicants in all programs, and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation or enrollment of students or employees based on race, color, religion, religious beliefs, national (ethnic) origin, sex, sexual orientation, perceived gender, or gender identity, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

LEAVE OF ABSENCE

Students may take a leave of absence anytime during the barber course. Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to:

Pristine Barber Academy 205 N Broadway Santa Maria, CA 93454

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required. Students returning from an approved LOA will retain all credit of clock hours and work projects prior to the LOA.

STUDENT GRIEVANCE PROCEDURES – STUDENT RIGHTS

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the school director:

Pristine Barber Academy 205 N Broadway Santa Maria, CA 93454

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

STUDENT SERVICES

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere 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.

STUDENT HOUSING

This institution has no responsibility to find or assist a student in funding housing. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available. Monthly rent for a one bedroom unit is approximately \$1,000 a month. (www.apartments.com)

SEXUAL HARASSMENT

This academy is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

STUDENT CONDUCT

Students are expected to always behave professionally and respectfully. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately.

DISMISSAL POLICY

Pristine Barber Academy Students has a progressive Policy, beginning with a verbal warning, followed by a written warning, followed by a termination.

DRESS CODE

The academy wants all students to mainly dress comfortably but also semi-professional. Students should also maintain an acceptable level of bodily hygiene to ensure that interactions with other students and clients remain positive and pleasant.

- Barber smocks must be worn while on school property.
- Close toed shoes must be worn at all times. Open toed shoes are not allowed.
- No inappropriate graphics on shirts
- No revealing clothing
- No gang affiliated attire

ACCESS TO STUDENT RECORDS

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file. The student will be granted supervised access to their records within 7 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.

RECORDS RETENTION AND ACADEMIC TRANSCRIPTS

Records will remain onsite for 5 years and transcripts will be kept permanently. Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. One transcript is provided to students upon graduation. An additional transcript is available to students upon written request and notification of permission for a fee of \$10.00.

CAREER OPPORTUNITIES AND OCCUPATIONS

At Pristine Barber Academy local shop owners/managers are invited into the school to inform students of available positions; advice is given upon request of the student for potential employment. The school

provides training in professional image, resume writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on, communication skills, continuing education, and building a clientele. A barber license provides many employment opportunities. Possibilities include hairstylist, barber stylist, texture specialist, specialist, educator, platform artist, shop manager or shop owner. Compensation will vary based on the type of shop, the location, and the number of hours worked. Job Placement is not guaranteed by the institution.

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 attach the Proof of Training Document(s).
- Is not subject to denial pursuant to Section 480 (referenced below)
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Pass the state of California written barbering exam with a score of 70% or higher.

INDUSTRY PREREQUISITES

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

WITHDRAW PROCEDURES

To cancel the contract for the school, mail or deliver a signed and dated copy of the cancellation notice, or any other written notice: Pristine Barber Academy LLC, 205 N Broadway Santa Maria, CA 93454.

REMEMBER THAT YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

REFUND POLICY

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. This Policy complies with California's state mandated policy.

1. Pristine Barber Academy shall refund 100% of the amount paid for institutional charges, less 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 attended hours.
5. Kits purchased are final sale.
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.
8. As prescribed by California Code § 94919 (b): a notice of cancellation shall be in writing, and that a withdrawal may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance

The refund to be paid to a student for a program of instruction subject to this article shall be calculated as follows:

- The amount owed by the student for purposes of calculating a refund is derived by total hourly charge for instruction multiplied by the total hours attended by the student.
- Total hourly charge is derived by taking total institutional charge divided by the number of program hours (Example: for 1000hr course = \$13.075 per hour refundable if the student has completed 60 percent or less).
- The refund would be any amount in excess of the figure derived above and any non-refundable fees.
- The refund amount shall be adjusted as provided for equipment, if applicable.

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

You may cancel this contract for school, without any penalty or obligation, by the date stated below. If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 30 days following the schools receipt of your cancellation notice.

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.

PROGRAMS OFFERED

BARBERING- 1000 TOTAL CLOCK HOURS (23 TO 50 WEEKS)

PROGRAM DESCRIPTION

The Barbering Program consists of English only lessons addressing the practice of barbering. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training offers barber services to the public. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.

PROGRAM MISSION & OBJECTIVES

Our mission is to provide high quality training that will prepare students to pass the California State Board of Barbering License test. Upon successful completion, graduates are ready to pass the required state test and be licensed as barbers in the State of California. The academy will also enrich students with the fundamentals, professionalism and excellent business ethics need to succeed in the Barber Industry.

GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Diploma at time of graduation:

- Complete 1,000 hours of instruction.
- Pass a final comprehensive written of 75%.
- To receive a proof of training required to take the California licensing exam, students must also have all requisite payments to school and have a zero-ledger balance.

The academy assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/ Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.

TOTAL CLOCK HOURS

1,000 Clock Hours

EXAMS

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 70% to maintain satisfactory academic progress. A final Practical Exam will be given and student must score a 75% or higher to pass and graduate.

UNITS OF INSTRUCTION
The course includes 1000 hours of instruction, which includes:
• 100 Hours - 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. This module includes 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 - 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.
• 200 Hours - 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.
• 200 Hours - Hairstyling Services: 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.
• 200 Hours - 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.
• 100 Hours - Professional Development & Business Management: The student will receive instruction in the following: basic tax information relating to independent contractors, employees, and employers. Money management, starting a business, marketing/ social media marketing and branding.
• 100 Hours- Exam preparation

SKILLS AND COMPETENCIES TO BE ACQUIRED BY THE STUDENT

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 brushes, 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.
- Perform the following haircut styles: Taper, Fade, Bald Fades, Faded Mohawks, Buzz and Razor Shave.
- 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 antiseptic following facial services, massaging the client's face, rolling cream massages.
- Perform Men's grooming services such as: beard and mustache trim, other facial hair trim, scalp treatments scalp & facial massage, shampooing.

- **Other Skills Taught:** networking skills, client interaction, interviewing/job placement skills, and client record keeping.

DISTANCE EDUCATION

None at this time.

MODE OF INSTRUCTION

Lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

TEXTBOOKS

Milady's Standard Barbering, 6th Edition #ISBN 978-1-3051-0055-8

INTERNSHIP/EXTERNSHIP

None at this time

FACULTY & QUALIFICATIONS

One instructor is required to teach this educational program. The instructor must be currently licensed as a barber by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.

EMPLOYMENT ASSISTANCE/PROFESSIONAL DEVELOPMENT

Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention. Job Placement is not guaranteed by the institution.

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 39-5011 - Barbers Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

*All customers requesting service(s) assigned by instructors must be taken. Students cannot refuse any haircuts given to them by instructors.

BARBER CROSSOVER- 200 TOTAL CLOCK HOURS (5 TO 10 WEEKS)

PROGRAM DESCRIPTION

The Barber Crossover Program consists of technical and practical instruction in preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face and rolling cream massages.

PROGRAM MISSION & OBJECTIVES

Our mission is to provide high quality training that will prepare students to pass the California State Board of Barbering License test. Upon successful completion, graduates are ready to pass the required state test and be licensed as barbers in the State of California. The academy will also enrich students with the fundamentals, professionalism and excellent business ethics need to succeed in the Barber Industry.

GRADUATION REQUIREMENTS

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Diploma at time of graduation:

- Complete 200 hours of instruction.
- Pass a final comprehensive written of 75%.
- To receive a proof of training required to take the California licensing exam, students must also have all requisite payments to school and have a zero-ledger balance.

The academy assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/ Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.

TOTAL CLOCK HOURS

200 Clock Hours

EXAMS

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 70% to maintain satisfactory academic progress. A final Practical Exam will be given and student must score a 75% or higher to pass and graduate.

UNITS OF INSTRUCTION

The program consists of 200 hours:
• 40 Technical Hours
• 160 Practical Hours

SKILLS AND COMPETENCIES TO BE ACQUIRED BY THE STUDENT

At the completion of the program the student will have acquired the following skills (but are not limited to):

- Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc.
- Perform haircutting services using clippers, trimmers, scissors, razors, and thinning shears.
- Perform the following haircut styles: Taper, Fade, Bald Fades, Faded Mohawks, Buzz and Razor Shave.
- Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.
- Perform Men's grooming services such as: beard and mustache trim, other facial hair trim, scalp treatments scalp & facial massage, shampooing.

DISTANCE EDUCATION

None at this time.

MODE OF INSTRUCTION

Lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

TEXTBOOKS

Milady's Standard Barbering, 6th Edition #ISBN 978-1-3051-0055-8

INTERNSHIP/EXTERNSHIP

None at this time

FACULTY & QUALIFICATIONS

One instructor is required to teach this educational program. The instructor must be currently licensed as a barber by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.

EMPLOYMENT ASSISTANCE/PROFESSIONAL DEVELOPMENT

Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention. Job Placement is not guaranteed by the institution.

The program, nature, and level of occupation for which training is provided, as defined by Standard Occupational Classification (SOC) code, is as follows:

SOC CODE: 39-5011 - Barbers Provide barbering services, such as cutting, trimming, shampooing, and styling hair, trimming beards, or giving shaves.

LIBRARIES AND OTHER LEARNING RESOURCES

No physical library is maintained by this institution. The e-textbook materials, classroom slideshows and instructional videos are sufficient to support the curriculum and instruction required by the Barbering and Cosmetology Board of California. Students have access to learning resource materials during normal business hours of operation via school computer. The computer is located in the classroom. Staff members are also available to provide research assistance.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Academy's Satisfactory Academic Progress is consistently applied to all students enrolled at the academy, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. It 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- 1000 Clock hours | 450 actual hours & 13 weeks | 900 actual hours & 25 weeks

Barber Crossover- 200 clock hours | 100 actual hours & 3 weeks

*The institution operates all programs according to a schedule of 900 hours & 25 weeks of instruction.

*For students with transfer hours accepted, SAP evaluation periods are based on actual contracted hours at the institution. Evaluations will occur no later than the mid-point of the program or period, whichever occurs sooner.

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 one-half (1 1/2) 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 70% to maintain satisfactory academic 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.

GRADING SYSTEM

Students are graded by using a grading system of 0 to 100 points. Students are evaluated regularly on the practical and theoretical work. The system below is the grading system utilized in the institution.

90% - 100% Excellent

80% - 89% Very Good

70% - 79% Satisfactory

69% and Below Failing

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. Pristine Barber Academy does not allow for the status of probation.

RE-ESTABLISHMENT OF PROGRESS

Students not meeting Satisfactory Academic Progress standards will need to meet cumulative attendance of 75% and an academic cumulative grade 70% of by the next evaluation period to be reestablish academic progress.

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).

ACCESS TO SATISFACTORY ACADEMIC PROGRESS REPORTS

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

EXCUSED AND UNEXCUSED ABSENCES

An absence is an absence at Pristine Barber Academy, there is no contract extension for an excused absence, but the school does appreciate you contacting us. In the event any student is absent 7 consecutive calendar days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy. Students may also use the Leave of Absence Policy in the event of a need for an extended absence (beyond 14 days).

LATE ARRIVAL (TARDY POLICY) AND LEAVING EARLY POLICY

Students arriving more than 15 minutes after their scheduled start time will be unable to clock in that day. Students who are late may be subject to the school's conduct policy. All students are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance, for scheduling of staffing and client services purposes. Students who are excessively late or leave early on a regular basis may be subject to the school's conduct policy.

MAKE UP WORK (ASSIGNMENTS, EXAMS & HOURS)

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 to make arrangements to complete the assignments that were missed. Make-ups must be completed no later than 30 calendar days from the scheduled date of the missed class, assignment, or test. There will only be one make-up test allowed per subject. Students who achieve less than 70% on an exam may be allowed to retake the exam to achieve a higher score. Only 1 retest per exam is permitted.

MAXIMUM TIME FRAME

Students are required to complete the program and/or course within 150% 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.

Program	Program Hours	Weeks Full Time	Weeks Part Time	Scheduled Hours
Barbering	1,000	37.5	75	1,500
Barber Crossover	200	7.5	15	300

PROGRAM SCHEDULES

Program	Monday	Tuesday	Wednesday	Thursday	Friday
Barbering Full Time 30-40 hrs/week	9am-8pm	9am-8pm	9am-8pm	9am-8pm	9am-8pm
Barbering Part Time 20-30 hrs/week	9am-8pm	9am-8pm	9am-8pm	9am-8pm	9am-8pm

***Part time schedule will be discussed during registration.**

CLOCK IN AND CLOCK OUT PROCEDURES

The student's hours are documented via a biometric clock in/out system. Students shall comply with the following clock in clock out procedure:

- Students shall clock only themselves in and out every day.
- Students are given credit only for the time shown as signed in.
- If a mistake is made, inform the instructor immediately for corrections.
- Hours are calculated on the basis of completed minutes.
- Students are expected to arrive on time.
- Lunch is thirty (30) minutes for full time students. Students do not receive hours for lunch.

TUITION AND FEES

Program Name	Tuition	Registration Fee**	STRF***	Book/Kit*	Total Fees
Barbering (1,000 hrs)	\$13,075	\$100	\$30.00	\$1,500	\$14,705
Barber Crossover (200 hrs)	\$4,675	\$100	\$10.00	\$1,000	\$6,535

*Kit sale is final.

**Non-refundable after cancellation period. Cancellation period is the first day of class session.

***Student Tuition Recovery Fund (STRF) fee is \$2.50 per \$1,000 in the State of California paid to the BPPE. Other: Re-entry fee is \$200.

Non-Institutional Fees: California state exam fee if \$125.00 paid by the student outside these fees.

Extra Tuition will be charged for those students who exceed the term of their contract. Additional tuition is charged at a rate of \$10.00 per hour.

Barbering

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$14,705.00

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$14,830.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$4,000

Barber Crossover

TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE: \$6,535

ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$6,660

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT: \$1,500

TUITION FOR TRANSFER STUDENTS

The tuition portion of a transfer student's fees, excluding any books, uniforms, or kits required will be computed on a pro rata basis of the number of hours they are contracting of the current tuition rate.

LATE FEES

Payment of tuition as listed on the Student Installment Contract is due and payable on the arranged date on the financial contract. Payments not made within three (3) business days of the scheduled due date will be subject to a late charge of \$20.00 per month. If no payment is received five (5) business days after payment is due, the student will be removed from class and not be allowed to attend school until all payments are current. The student will subsequently be withdrawn.

METHODS OF PAYMENT

Acceptable methods of payments are cash, money order, cashier's check or personal checks.

FACULTY**Victor Miranda President/Instructor/COO/CAO**

Victor Miranda, co-owner of Pristine Barber Academy as well as a full-time Instructor, is a graduate of San Jose Barber College. He has been working full time as a CA licensed barber for more than 8 years and has over 20 years of experience. He is a Barber Shop owner in Castroville, CA, which he has owned for 8 years.

Andrea Miranda Vice President/Director/CEO

Andrea Miranda, co-owner of Pristine Barber Academy as well as school director graduated from San Jose State University with a B.S. in Hospitality, Tourism and Event Management Minor in Business. She also attended Cabrillo College and earned an A.S. in Business. She is the co-owner, alongside Victor M., of barbershop Pristine Barber Lounge in Castroville, CA.