

BARBER ACADEMY, LLC

STUDENT HANDBOOK, POLICIES & DISCLOSURES

As of April 4, 2023



DBA BARBER ACADEMY OF FOREST PARK
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About The Barber Academy, LLC

OWNERSHIP

Cincinnati business-woman Yan Qiu Benzing (Leah) is the owner of Barber Academy, LLC. Former barbershop owner and restaurateur owner, Leah currently owns two massage parlors in the Cincinnati area.

As the owner and CEO, she oversees the operations, finances, and strategic growth and direction for the school.

STAFF

The Barber Academy, LLC employs licensed barber instructors. The Barber Academy, LLC also complies with all regulatory requirements as to the minimum teacher-to-student ratio as prescribed by the Ohio Cosmetology and Barber Board.

Yan Qiu Benzing - Owner

Lance Ross - Lead Instructor

Tyrell Packer - Night Instructor

Stephanie Zonin - Administration

LICENSURE

The Barber Academy, LLC, dba as The Barber Academy of Forest Park, is licensed by the Ohio Board of Cosmetology and Barber Board, in Columbus, Ohio. Licenses, certifications, and other information about the school may be reviewed at the front desk.

HISTORY

Barber Academy LLC opened for its first class October 18, 2022. The institution was established to provide the Forest Park area with a quality education in the field of barbering.

OUR MISSION

At its core, the mission of The Barber Academy is to provide high quality vocational education and training so that students may obtain the licensure to work within barber industry. Moreover, we strive for excellence in the industry and seek to provide an environment and platform in which students who have greater ambitions as shop owners can also realize their dreams. To accomplish our mission, we will adhere to certain performance objectives:

- Provide highly qualified faculty who share our mission.
- Maintain small class sizes to ensure that all students have an optimal learning environment.
- Administer and adhere to fair and equitable admission policies.
- Provide courses that prepare students both in theory and in practice to become master barbers.
- Offer academic advising and counseling.
- Provide equipment and instructional space to meet professional requirements for health and safety.

CATALOG UPDATE POLICY

The policy of this institution is to update the official school catalog annually, in October of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

ADMISSION

Explore the opportunities at The Barber Academy, LLC by visiting the school, talking with faculty and staff.

Students seeking to enroll in the barber school shall:

- Complete admission application.
- Provide a copy of 8 years Education or high school diploma / G.E.D./college transcripts to The Barber Academy, LLC.
- Provide a certified copy of birth certificate and be at least age 15.
- Provide valid government issued ID.
- Pay a \$50 registration fee.
- Submit an Ohio State Cosmetology and Barber Board application and \$40.00 Application Fee.

FINANCIAL OPTIONS

PAYMENT OPTIONS

1. Student may pay for the full tuition amount when the Enrollment Agreement is signed via check, money order or credit card.
2. Student may set up monthly payments, less down payment and upfront fees, beginning the first Tuesday of each month while attending the Barber Academy.
3. Student may apply for outside payment options.
4. Down payment is \$800, book fee is \$500 and toolkit and jacket are \$800. Prices may change annually in October.

EXCEEDING YOUR CONTACTED TIME

Your enrollment contract is written to cover a specific time period. You must complete the course within this time frame. If you do not graduate within the time frame agreed upon in your contract, you will be charged additional daily training fees of \$9 per hour. These fees are charged regardless of your absences or attendance. You will be charged these fees until you reach the number of hours required to graduate.

REFUND POLICY

1. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
2. An applicant is not accepted by the school shall be entitled to a refund of all monies paid, except the non-refundable application fee of \$50.
3. A student (or legal guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded except a non-refundable registration fee of \$50 regardless of whether or not the student has actually started classes.
4. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school except a non-refundable registration fee of \$50.
5. A student notifies the institution of his/her withdrawal in writing.
6. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal will be the last date of attendance.
7. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
8. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the

written notification or the date notification is delivered to the school administrator or owner in person.

9. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of Enrollment Time to Total Time of Course*	Amount of Tuition School Shall Retain
.01% - 4.9%	20%
5% -9.9%	30%
10% - 14.9%	40%
15% - 24.9%	45%
25% - 49.9%	70%
50% and over	100%
<p>*The percentage of clock hours that have elapsed is calculated by dividing the scheduled enrollment time by the course or program length, then multiplying by one hundred. *The ending date for refund computation purposes is the last date of physical attendance (clock in) by the student. *Total tuition is the amount stated on the enrollment agreement attributed to the program in which the student is enrolled. *Program length is a period in clock hours as specified in the enrollment agreement. *Enrollment time means the total scheduled days for clock hours that have elapsed between the first day of class and the ending date.</p>	

10. All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 calendar days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. If the course is canceled subsequent to a student's enrollment, and before instruction in the course/program has begun, the school will either provide:
- a full refund of all monies paid OR
 - completion of the course/program.
12. If the school cancels a course/program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall provide:
- a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR
 - provide completion of the course OR
 - provide a full refund of all monies paid
13. If permanently closed and ceases to offer instruction after a student has enrolled and instruction has begun, the school will provide:
- a pro rata refund of tuition to the student
14. Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. All fees are identified in the catalog and in this enrollment agreement.

HOW TO COMMUNICATE A CANCELLATION OR WITHDRAWAL

Cancellation or withdrawal will be in the form of a written, electronic, telephone and/or in person notification to the administration. The official notification of cancellation date will be determined by the postmark or received date on the written or electronic notification by the student. If notification is received by telephone, the official notification of cancellation date will be determined by the date the telephone conversation occurred. If notification is received personally in office, the official notification of cancellation date will be determined by the date of the appearance of the student.

An unofficial withdraw/termination would result from a student being absent 14 consecutive calendar days or failure to return on the documented leave of absence return date. In such case the school will provide written notification of termination to the student's contract enrollment agreement. The official notification of termination date will be the date that is stated on the written notice. The date of the last day of attendance will be determined from the student's last clock in – out date as recorded by the school's attendance record.

SCHOOL CALENDAR

School is in session Tuesday - Friday 9:00am - 09:00pm,
Saturday 10:00am - 8:00pm
New classes begin each Tuesday (based on demand)

Thanksgiving Day
Friday and Saturday following
Thanksgiving Christmas Eve
Christmas Day
Day after Christmas
New Year's Eve
New Year's Day
Independence Day

Breaks and additional days off are published and posted in advance. Students may call the school at 513-996-0066 or utilize group chat to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as inclement weather.

CLASS INFORMATION

1800 HOUR COURSE INFORMATION

Schedule: Full-Time – 7 hrs /day 5 days = 35 hours/wk. x 52 weeks

Part-Time – 5 hrs/day 5 days = 25 hours/wk. x 72 weeks

Students must attend a minimum of five (5) hours per day, maximum of 10 hours per day

Tuition	\$14,500
Registration Fee	\$50
Toolkit / jacket (Optional to purchase) Must have a toolkit by second week of classes if purchased outside school)	\$800
Book, Workbook and Exam Book (non-refundable and non-returnable after issued)	\$500
Student State License	\$40
Total Cost (Tuition and fees may increase annually)	\$15890

Ohio State Cosmetology and Barber Board Licensure Requirements:

Training in the Barber course is offered to individuals who are at least 16 years of age. In order to work as a Barber in the State of Ohio, an individual must possess a Barber License. To obtain such a license, an individual must take a written and practical examination, conducted by the State of Ohio after completing the required 1800 clock hours of barber training.

Course Description - The course teaches barbering with special emphasis on practical training. We blend theory with practice in our course to ensure the student is able to pass the state exam as well as be a skillful barber. The theoretical training is consists of lecture and demonstration. Practical training takes place in our separate clinic area which offers barber services to the public.

Course Goals - In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials, color, perm rod placement, relaxer and advanced design techniques with entry level professional barbering abilities. Upon completion of the course, the graduate should possess the required knowledge and skills to pass the state board examination and gain entry level employment in the barbering profession.

Course Format – This course is taught in English using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading: Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect: 94% - 100% = A (Excellent) 86% - 93% = B = (Above Average) 75% - 85% = C (Average/Satisfactory) 0% - 74% = F (Unsatisfactory/ Failing) All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as pass or fail.

BARBER ACADEMY, LLC 1800 HOUR SYLLABUS

INSTRUCTION	THEORY	PRACTICE	CLINIC	TOTAL
Life Skills	5	0	0	5
Student Handbook	4	0	0	4
Elementary Chemistry - Sterilization; Antiseptic; Health; Sanitation, & Infection Control	15	10	20	45
Hygiene; Bacteriology	15	0	5	20
Structure of the Head, Face, and Neck	10	10		20
Diseases of the Skin, Hair & Glands	10			10
History of Barbering	15			15
State Rules and Regulations	10			10
Business of Barbering; Advertising; Public Relations; and Human Relations	5		5	10
Barber Ethics & Working Behind The Chair	15		20	35
Human Trafficking	1			1
Career and Employment Techniques	5	10		15
Facial Treatments (rolling cream- rest facial-packs-bleach-clay)	15	30	30	75
Shampoo Treatments (plain shampoo and tonic – hot oil shampoo	5	20	30	55

Hair Coloring (tinting) and Bleaching	10	15	15	40
Facial Shaving & Beard Trimming	10	20	35	65
Hair cutting I (Tapers)	10	30	360	400
Hair cutting II (Styles/Trend Cuts)	10	40	445	495
Hair cutting III (Styling)	10	30	200	240
Chemical Straightening & Relaxing	10	5	10	25
Permanent Waving	10	5	10	25
Hairpieces	5	5	5	15
Tools and Implements	5	5		10
Scalp Treatments	5	10	20	35
Shop Duties	5	10	50	65
Review and Exams	40	5	20	65
Totals	260	260	1280	1800

BARBER ACADEMY, LLC Barber 1800-Hour Curriculum Subject Area	Total Hours	Distance Learning Hours
1. Theoretical Study – At Least 100 Hours Required <ul style="list-style-type: none"> • Scientific Fundamentals of Barbering • Hygiene and Bacteriology • History of the Hair, Skin and Nerves • Structure of the Head, Face and Neck (Anatomy and Physiology) • Elementary Chemistry relating to barbering sterilization and Antiseptic • Diseases of the Skin, Hair and Glands • Barber History • Law Pertaining to Barbering • Salesmanship, Advertising, Public Relations and Human Relations • Barber Ethics and Shop Management • Human Trafficking Education (1-Hour) 	260	
2. Scientific Barbering Practice – At Least 200 Hours Required <ul style="list-style-type: none"> • Facial Treatments (Rolling cream, Rest Facial, Packs, Bleach, Clay) • Shampoo Treatments (Plain Shampoo & Tonic, Hot Oil Shampoo) • Tinting • Bleaching • Facial Shaving • Hair cutting I (Tapers); Hair cutting II (Style/Trend Cuts); Hair cutting III (Styling) • Straightening and Relaxing • Permanent Waving • Hairpieces • Barber Implements 	260	

3. General Barber Practice – At Least 1200 Hours Required <ul style="list-style-type: none"> • Facial Treatments • Shampoo Treatments • Tinting; Bleaching • Facial • Shaving • Hair cutting I (Tapers); Hair cutting II (Style/Trend Cuts); Hair cutting III (Styling) • Hair Relaxing • Permanent Waving • Shop Duties • Shop Management • Hairpieces 	1280	N/A
Total Program Hours	1800	0

COSMETOLOGY CROSS-OVER 1000 HOUR

Full-Time 7 hrs/day; 35 hr/wk; 29 weeks. Part-time 5 hrs/day; 25 hr/wk; 40 weeks

Students must attend a minimum of five (5) hours per day, maximum of 10 hours per day

Tuition	\$6100
Registration Fee	\$50
Book, Workbook and Exam Book (non-refundable and non-returnable after issued)	\$500
Student State License	\$40
Total Cost (Tuition and fees may increase annually)	\$6690

Ohio State Cosmetology and Barber Board Licensure Requirements: Only those who are at least 17 years of age and have a current Cosmetology license may take this course. To work as a Barber in the State of Ohio, one must possess a Barber License.

Course Description: The course is for previously licensed Cosmetologists. Theoretical training is conducted in a classroom setting consisting of lecture and instructor demonstration. Practical training takes place in our clinic area which offers all Barber services to the general public.

Course Goals: The course goal is for the graduate should have the required knowledge and skills to pass the Ohio Board examination and gain entry level employment in the barbering profession – and to be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format: This course is taught in English using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading: Theory and in practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect: 94% - 100% = A (Excellent) 86% - 93% = B = (Above Average) 75% - 85% = C (Average/Satisfactory) 0% - 74% = F (Unsatisfactory/ Failing) All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as pass or fail.

BARBER ACADEMY, LLC CROSS-OVER 1000 HOUR SYLLABUS

INSTRUCTION	THEORY	PRACTICE	CLINIC	TOTAL
Fundamentals of Barbering	2	0	0	2
Student Handbook	2	0	0	2
Hygiene; Bacteriology	2	0	0	2
Histology of the head, skin and nerves	5	0	0	5
Structure of the Head, Face, and Neck	5	5	0	10
Elementary chemistry relating to barbering sterilization and antiseptic	3	5		8
Diseases of the Skin, Hair & Glands	3	0	0	3
History of Barbering	2			2
State Rules and Regulations	2			2
Business of Barbering; Advertising; Public Relations; and Human Relations	4		0	4
Barber Ethics & Working Behind the Chair	4		0	4
Human Trafficking	1			1
Facial Treatments (rolling cream- rest facial- packs-bleach-clay)	1	15	20	36
Shampoo Treatments (plain shampoo and tonic – hot oil shampoo	2	10	30	42
Hair Coloring (tinting) and Bleaching	1	10	10	21
Facial Shaving & Beard Trimming	5	10	20	35
Haircutting I (Tapers)	5	15	255	275
Haircutting II (Styles/Trend Cuts)	5	15	290	310
Haircutting III (Styling)	5	10	100	115
Permanent Waving	1	5	5	11
Hairpieces	1	5	5	11
Tools and Implements	1	5	0	21
Scalp Treatments	1	5	15	21
Shop Duties	1	5	25	31
Review and Exams	5	5	20	30
TOTALS:	70	130	800	1000

BARBER ACADEMY, LLC Barber 1000-Hour Curriculum Subject Area	Total Hours	Distance Learning Hours
1. Theoretical Study – At Least 35 Hours Required <ul style="list-style-type: none"> • Scientific Fundamentals of Barbering • Hygiene and Bacteriology • History of the Hair, Skin and Nerves • Structure of the Head, Face and Neck (Anatomy and Physiology) • Elementary Chemistry relating to barbering sterilization and Antiseptic • Diseases of the Skin, Hair and Glands • Barber History • Law Pertaining to Barbering • Salesmanship, Advertising, Public Relations and Human Relations • Barber Ethics and Shop Management • Human Trafficking Education (1-Hour) 	70	0
2. Scientific Barbering Practice – At Least 100 Hours Required <ul style="list-style-type: none"> • Facial Treatments (Rolling cream, Rest Facial, Packs, Bleach, Clay) • Shampoo Treatments (Plain Shampoo & Tonic, Hot Oil Shampoo) • Tinting • Bleaching • Facial Shaving • Hair cutting I (Tapers); Hair cutting II (Style/Trend Cuts); Hair cutting III (Styling) • Straightening and Relaxing • Permanent Waving • Hairpieces • Barber Implements 	130	0
3. General Barber Practice – At Least 800 Hours Required <ul style="list-style-type: none"> • Facial Treatments • Shampoo Treatments • Tinting; Bleaching • Facial Shaving • Hair cutting I (Tapers); Hair cutting II (Style/Trend Cuts); Hair cutting III (Styling) • Hair Straightening and Relaxing • Permanent Waving • Shop Duties • Shop Management • Hairpieces 	800	N/A
Total Program Hours	1000	0

BARBER TEACHER - 500 CLOCK HOURS

Schedules: Full-Time 7 hr/day; 35 hr/wk; 15 weeks. Part-time 5 hr/day; 25 hr/wk; 20 weeks

Tuition	\$2800
Registration Fee	\$50
Student Kit, jacket and books (non-refundable and non-returnable after issued)	\$300
Assistant Student Instructor State License	\$188.50
Total Cost (Tuition and fees may increase annually)	\$3338.50

Ohio State Cosmetology and Barber Board Licensure Requirements:

To become a Barber Teacher students must:

- ✓ Hold a valid Ohio barber license.
- ✓ Must have completed 500 clock hours of Barber Teacher training in a licensed Barber School
- ✓ Be at least 18 years of age.

Course Description: The course is designed to teach licensed barbers to be barber teachers. Theoretical training is conducted in a classroom setting consisting of lecture and instructor demonstration. Practical training takes place in our clinic area which offers barbering services to the general public.

Course Goals: Graduates should have the required knowledge and skills to pass the Ohio Board examination and gain entry level employment as a barber-teacher. Additionally, the student shall be able to teach students to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format: The course follows the same format as barber training in that it is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading: Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect: 94% - 100% = A (Excellent) 86% - 93% = B = (Above Average) 75% - 85% = C (Average/Satisfactory) 0% - 74% = F (Unsatisfactory/ Failing).

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as pass or fail.

BARBER TEACHER - 500 CLOCK HOURS

Subject Area	Assigned Hours
Laws & Rules <ul style="list-style-type: none"> • Ohio Revised Code Statutes – O.R.C. 4709 • Ohio Administrative Rules- O.A.C. 4713 • License and Permit Policy and Procedures • Inspection and Enforcement Policy and Procedures 50 	50

Curriculum Development <ul style="list-style-type: none"> • Lesson Planning • Presentation Skills • Educational Aids • Use of Technology • Distance Learning • Grading Assessment 	300
Learning Styles <ul style="list-style-type: none"> • Learning Moralities • Special Learning Needs • Learner Accommodations 	50
Classroom Management Structuring the Learning Environment Communication Skills Professional Ethics Conflict Management	100
TOTALS:	500

BARBER TEACHER 500 HOUR SYLLABUS

INSTRUCTION	THEORY	PRACTICE	TOTAL
Lesson Planning	15		15
Development of a Barber Course	15		15
Principles of Teaching	20		20
Teaching Aids	10		10
Self-Evaluation	10		10
Classroom Problems	15		15
Assisting with Students		250	250
License / Permit Procedures and State Laws		50	50
Personality and Professional Conduct	20		20
Student Learning Principles	20		20
Basic Teaching Methods	10		10
Testing	10		10
Learner Accommodations	10		10
Classroom Management	20		20
Theory Class (Assisting Teacher, Observing, Teaching)		25	25
Total	175	325	500

SAMPLE SCHEDULE

Morning Class (Must sign in by 10:30am)		Evening Class (Must sign in by 4:30pm)	
Clinic Floor	9am - 11:00am	Clinic Floor	4:00pm - 5:00pm
Theory	11:00am - noon	Theory /Practical	5:00pm - 6:00pm
Clinic Floor and Lunch	Noon - 1pm	Clinic Floor	6:00pm - 9:00pm
Practical	1pm - 2pm		
Clinic Floor	2:00pm - 7:00pm		

Full-Time Students are scheduled for 35 hr/wk. Saturdays are mandatory.

Part-Time Students are scheduled for 25 hr/wk Saturdays are mandatory.

EXAMS

Assessment of learning is through tests/exams. Exams will cover materials from the textbook, notes, handouts, discussions, and demonstrations. Quizzes and in-class assignments, pop quizzes and other short assignments may be given.

GRADING

A (Excellent) 94%-100%
 B (Above Average) 86%-93%
 C (Average Satisfactory) 75%-85% F
 (Unsatisfactory) 0-74%

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect: 94% - 100% = A (Excellent) 86% - 93% = B = (Above Average) 75% - 85% = C (Average/Satisfactory) 0% - 74% = F (Unsatisfactory/ Failing). All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 75% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as pass or fail.

POLICIES & OTHER INFORMATION

ABSENCES/LATES - As a courtesy, if you will be absent or late, it is your responsibility to call or text the school to inform us. No student may enter a class that has already been started until the first break. Excessive absences are subject to dismissal from the program.

All absences might jeopardize the student's ability to complete the course during the term stated in the Enrollment Agreement. Absences of three (3) consecutive or four (4) non-consecutive days per month are considered excessive. In the event that a student has 10 consecutive school day absences and has not notified the school, student may be automatically terminated and the termination date will be the last day of actual attendance.

ADVISING - The Barber Academy, LLC provides academic advice to all students. The faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community.

ANTI-DISCRIMINATION POLICY - The Barber Academy, LLC does not discriminate in any way in its admission, instruction and graduation policies or on the basis of age, sex, race, age, color, ethnic origin, sexual orientation, gender identity, religion or handicap. The school offers equal opportunities in all activities of recruitment, employment, promotions, transfers and termination.

ATTENDANCE - The course of student training and total number of hours are established by the State of Ohio. Each student

is required to attend school daily, Monday through Saturday, during the course term and during the hours stated in the student's Enrollment Agreement with no exceptions unless otherwise permitted in writing by the Administration, or with written excused absence. Student, under special circumstances, may arrange a revised school attendance schedule with approval from the Administration and amend the Enrollment Agreement to show the days and hours of attendance.

Each student, when entering or leaving the school, must clock in and out and must also clock in and out for lunch periods. Full-time students are permitted a thirty (30) minute lunch period and one (15) fifteen minute break Tuesday through Saturday. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the school premises at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing.

CAMPUS SECURITY - The Barber Academy, LLC is committed to providing safety to all of its students, faculty, and staff. If a crime happens to the student or the student's property or if there is an emergency occurring on campus, report the incident to an educator, director or owner immediately. That individual will assist the student or guest in reporting the crime to the local police.

CELL PHONE USAGE – Our staff will not take any personal calls for students except emergency calls. All personal calls should be made during lunch and/or breaks. All cell phones must be turned off or set to silent and stored away while in class.

CHEATING - No cheating. This may include, but is not limited to, plagiarism, or other forms of academic dishonesty such as acquisition without permission of tests or other material and/or distribution of these materials. Such behavior may result in the loss of grade and/or suspension.

CLEANING DUTY LIST - Cleaning duties should be done to eliminate down time and before the end of each class shift.

CLOCK IN POLICY - Per the Ohio State Cosmetology and Barber Board, students are required to document their hours via a timekeeping system and report them to the state board on a monthly basis. Therefore all students will:

- ✓ Clock only themselves in and out each day.
- ✓ Clock out/in for 30-minute lunch breaks.

Students are only allowed credit for the times they have clocked in/out on the time clock. Hours are calculated on the completed quarter hour intervals. Please report any errors to your to the administration.

CLOCKED OUT - The Barber Academy, LLC instructors and staff members reserve the right to dismiss students for the day for the following reasons:

1. Insubordination
2. Using profane language
3. Unprofessional behavior toward client, classmate, instructor, or staff member
4. Refusing client services
5. Refusing to perform sanitation duties
6. Possessing or using alcohol or illegal drugs
7. Improper attire
8. Lounging/sleeping in class or shop floor
9. Not actively engaged in the learning process

DISCLOSURES - Please refer to the Ohio State Cosmetology and Barber Board; Barber Statutes and Rules; Ohio Revised Code, 4709.13 Disciplinary Actions, for reasons why the Board may refuse to issue, renew, suspend, or revoke any barber

license and therefore prevent an individual from employment

Student must graduate within 2.5 years of their class start date, including any leave of absences, or will be terminated from the institution. It is the strict policy of The Barber Academy, LLC that we do not recruit students already attending or admitted to another school offering similar programs of study.

DISCIPLINE AND CORRECTIVE ACTION RULES AND REGULATIONS FOR CONDUCT - Students are expected to conduct themselves in a professional manner befitting the industry. Rules for conduct are contained in the Student Handbook, and are presented during student orientation. High standards of integrity and character are expected. A student will be asked to leave if their conduct is unbecoming or in discord with any rules of the school. Students must treat each other, the staff, and the customers with respect. A friendly atmosphere makes for more pleasant surroundings; therefore, profanity, rudeness, gossip, and trouble-making will not be tolerated.

CORRECTIVE ACTION CONSEQUENCES **1.** Verbal Warning. Verbal warnings are first time offenders of minor infractions. Two verbal warnings warrant a written warning. **2.** Written Warning. A corrective action form accompanies written warnings. The student will be made aware of the infraction and ways to correct deficiency will be discussed and implemented. **3.** Probation. Probation is given after the second written warning. Probation last for thirty days. In this time the student must implement corrective action, if the infraction occurs while on probation, the student is put on suspension. **4.** Suspension. Suspension is the last resort. This time is designated for the student to either seek outside help for continuing problem or to allow enough time for the student to contemplate and change recurring behavior. **5.** Termination. Termination is the result of three warnings that have resulted in probation or suspension. Serious offenses such as stealing shall result in immediate termination.

DOWN TIME - When not scheduled with a client, the school expects each student to contribute to the school operations in cleaning, organizing and helping with any other school duty that may be assigned by the instructor. When not doing shop chores, each student shall be actively engaged. If not actively engaged, student will be asked to clock out for the remainder of the day.

HOW TO UTILIZE DOWN TIME The school expects students to use their time effectively. The school regards socializing or lounging in the student break room as a waste of school time. The following list should assist you in filling all your “down time”. **1.** Clean and organize school. **3.** Market yourself and invite clients in for a service. **4.** Partner with a fellow student and perform a practical. **5.** Listen to motivational videos or watch barbering videos **6.** Help another student with the instructor’s direction. **7.** Read books or magazines in the school library. The more effectively you use your time the more productive you will feel. Consider productivity your next step to success.

DRESS CODE POLICY - Remember the barbering industry, like other fashion related industries, set current trends. The Barber Academy, LLC has established a standard dress code for all students to maintain a professional atmosphere. Students not in stated dress code may be asked to leave school to change, which will also result in a loss of hours.

The dress code includes:

- All clothing worn must be worn in a professional manner
- School smocks must be worn at all times.
- No sweatpants.
- No saggy pants. If you need a belt use one.
- No open-toed shoes. Wear sensible shoes as chemicals and bleach are used.
- No cleavage or midriff.

- No excessive jewelry
- No shorts worn above the knee
- Hats may be worn on Saturday only

DRUG FREE WORKPLACE AND INSTITUTION - The Barber Academy, LLC has zero tolerance for drugs and alcohol. No student, educator, or employee may be on the institution premises under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

DRUG ABUSE POLICY – We have a Zero Tolerance Program for the unlawful possession, use or distribution of illicit drugs and alcohol by students and staff on our property or as part of any of our activities. The school will immediately contact law enforcement officials to report these activities.

EMERGENCY EVACUATION PLAN - There are two main exits from the building: one in the rear and two in the front. In case of emergency/fire, calmly leave the building through the closest exit.

In case of a tornado, proceed to the classroom area.

Fire extinguishers are located near the rear exit of the school and in the front office.

EMPLOYMENT/BUSINESS OPPORTUNITIES - The Barber Academy, LLC will host a bulletin board for students with information on job opportunities and business opportunities as barbers. The Barber Academy, LLC cannot guarantee employment to a student upon graduation and licensure.

EQUIPMENT AND PERSONAL ITEMS - We are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Lockers are available. Students are expected to have books and equipment ready for class and/or clinic every day.

FACILITY & EQUIPMENT - The Barber Academy, LLC facilities include a reception area and clinic floor with individual barber stations; a classroom, practical area, locker room, a lunch area and storage areas as required by the state of Ohio Cosmetology and Barber Board.

FINANCIAL AID AND DISCLOSURES

The school does not participate in either State or Federal financial aid programs, 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 institution does provide financial aid directly to its students. Students may participate in the form of a monthly payment plan. Students may extend their monthly account payment plan over 18 months however they will incur a 6% interest. All financial arrangements must be made before the beginning of classes.

They will be encouraged to make specific arrangements with the institute in order to remove their delinquency and remain in good financial standing

FOREIGN DIPLOMAS - Must have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.

GRADUATION REQUIREMENTS - A student must satisfy the following requirements: Complete all tests with a 75% or better; complete all practical assessments; complete entire workbook; complete a final 100 question exam; complete a mock state

board practical exam; complete all contracted hours based on their program; pay any tuition and fees owed the Barber Academy. Upon satisfactory completion of all of the above, a diploma and certification of hours will be awarded. Once the certification of hours is received, the student may apply for the state board licensing exam at elicensure.Ohio.gov. Graduates can begin work in the industry upon receiving their license.

GRIEVANCE PROCEDURE - Grievance procedures are provided for students, faculty, or consumer who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade. Complainants are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the complainant may set an appointment to see the school owner. All communications regarding the complaint must be in writing and all meetings and communications will be documented. The grievance policy is as follows:

1. Complaints against the school, students, or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally in person the complainant shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days with a resolution.
3. If the complaint cannot be resolved after exhausting the institution's grievance procedure, the complainant may contact the school's regulatory agency.
4. You may file a complaint regarding safety, sanitation, and/or licensing issues by calling the **Ohio State Cosmetology and Barber Board's** Toll-Free number at 1-800-686-5780 or <https://cos.ohio.gov/COMPLAINTS>.

Ohio State Cosmetology and Barber Board
614-466-3834
1929 Gateway Cir
Grove City, OH 43123

INCOMPLETES AND STUDY INTERRUPTIONS – Students whose study is interrupted due to unforeseen circumstances will return to the same status at last attendance. Hours elapsed during a leave of absence will extend the student's contract period 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. If a student is considering pursuit of a second program, they must graduate or withdraw from the current program. If a student decides to switch a program, the current SAP will start over with the new program.

LEAVE OF ABSENCE – A student may be granted a leave of absence for medical or personal reasons. Students are to request a leave of absence in writing detailing the reason and the LOA must be approved or unapproved in writing by school administration. The maximum time allowed for LOA is 180 calendar days. If the student does not return after the LOA it will be considered an unofficial withdrawal and the student will be withdrawn from the school.

LOCKERS – The Barber Academy provides lockers, with combination or keys, to those students and for other employees on a space available basis. These lockers are for temporary storage of your clothes and tools and should not be used to store perishable foods. The school cannot be responsible for any personal property left in the lockers. In the interest of safety, the school also reserves the right to inspect these lockers at any time.

MAKE-UP POLICY – It is the responsibility of the student to make up any work that was missed during the absence or lateness. Please contact the instructor for this information.

MAXIMUM TIME FRAME - The maximum time (which does not exceed 143% of the course length) allowed for students to

complete each course at satisfactory academic progress is stated below:

COURSE MAXIMUM TIME ALLOWED WEEKS SCHEDULED HOURS

COURSE	MAX WEEKS	SCHEDULED WORK HOURS
Barber (Full time, 35 hrs/wk) - 1800 Hours	74 Weeks	2574
Barber (Part time, 25 hrs/wk) 1800 Hours	103 Weeks	2574
Cosmetology Crossover (Full time, 35 hrs/wk) 1000 Hours	41 Weeks	1430
Cosmetology Crossover (Part time, 25 hrs/wk) 1000 Hours	58 Weeks	1430
Barber Teacher (Full time, 35 hrs/wk) – 500 Hours	21 Weeks	715
Barber Teacher (Part-time, 35 hrs/wk) – 500 Hours	29 Weeks	715

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled hours. Students who exceed the maximum time frame shall be terminated from the program and may re enroll at the sole discretion of the institution on a cash-pay basis consistent with the re-enrollment provisions of the admissions policy.

All courses offered by the institution are clock hour programs and all students attend on a continuous basis. Therefore, we do not offer term or credit hour based programs. Enrollment is based on one period of continuous enrollment which counts towards satisfactory academic progress and maximum time-frame.

MUSIC - School music shall be kept at a comfortable listening level and only music that is conducive to the atmosphere shall be played.

OHIO STATE COSMETOLOGY AND BARBER BOARD INSPECTION - The Barber Academy, LLC is subject to unannounced inspections by the State Board Inspector. All rules and regulations provided by the State Board shall be followed at all times.

ORIENTATION – Orientation happens the first day of school or another day as announced prior to course beginning.

OSHA REQUIREMENTS - In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in barbering training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS).

PARKING - Students are to park in the rear section of the parking lot near the school allowing for clients to park close to the school.

INSPECTION OF STATION DRAWERS AND LOCKER - In the interest of safety and concern, all barber stations and drawers and lockers may be searched if needed. The school will make every attempt to have the individual student present when area is searched. Two staff members must be present when a search is issued.

PERSONAL SERVICES - The clinic floor instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client.

PERFORMANCE STATISTICS – Upon our first graduates, we will track our performance annually regarding our graduation, licensure and employment rates.

PROGRAM DISCLOSURE AND CONSUMER INFORMATION can be found on our website at www.barberacademy.info or a hard copy is available in the Administrator’s Office.

REENTRY STUDENTS - Students may reenroll after 6 months (180 days) period from their last date of attendance, show a zero prior balance, sign a new enrollment agreement and pay the current rate of tuition for the hours remaining in the program.

SAFEGUARDING PERSONALLY IDENTIFIABLE INFORMATION – The Barber Academy, LLC will safeguard students’ personally identifiable information such as and all information provided by the student or otherwise obtained by staff with the highest level of security.

SANITATION DUTIES - Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked. Failure to complete sanitation duties shall result in disciplinary action.

SATISFACTORY ACADEMIC PROGRESS POLICY - The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school regardless of form of payment. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Program Name	Clock Hours	Actual Hrs/Scheduled Weeks	Academic Year Length in Hours
Barber (Full-Time)	1800	450hrs/ 13wks; 900hrs/ 26wks; 1350hrs/39wks	900
Barber (Part-Time)	1800	450hrs/ 18wks; 900hrs/ 36wks; 1350hrs/54wks	900
Cosmetology Crossover (Full-Time)	1000	450hrs/ 13wks; 900hrs/ 26wks	1000
Cosmetology Crossover (Part-Time)	1000	450hrs/ 18wks; 900hrs/ 36wks	1000
Barber Teacher (Full-Time)	500	250 hours/ 8 weeks	500
Barber Teacher (Part-Time)	500	250 hours/ 10 weeks	500

ATTENDANCE PROGRESS EVALUATIONS - Students must attend a minimum of 75% 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 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 allowed.

ACADEMIC PROGRESS EVALUATIONS - Students must achieve a minimum of 75% GPA in order to be considered maintaining satisfactory academic progress. 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. 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. Students must pass a final written and practical exam for the applicable course prior to graduation. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale: 94% - 100% = A (Excellent) 86% - 93% = B = (Above Average)

75% - 85% = C (Average/Satisfactory) 0% - 74% = F (Unsatisfactory/ Failing),

ACADEMIC PROGRESS REPORT - Students will receive an Academic Progress Report at the time of evaluation.

SEXUAL HARRASSMENT - The Barber Academy, LLC is committed in all areas to providing a work environment that is free from harassment. Harassment based upon an individual's sex, race, ethnicity, national origin, age, religion or any other legally protected characteristics will not be tolerated. 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. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy. Complaints of sexual harassment should be directed to your instructor or another member of the staff. All complaints should be submitted in writing at which time appropriate actions shall be taken. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

SCHOOL APPEARANCE AND ATMOSPHERE - The schools appearance and atmosphere are important in the client's first impression of our team and are important in our effectiveness in serving the client by allowing them to feel comfortable. Since our school is extremely busy, it is fairly easy for it to become untidy. The school expects every student to use their down time to maintain our good public image.

SMOKING - This is a non-smoking facility. All smoking shall be done outside the building in a designated area away from walkways and doors. Discarded cigarettes must be disposed of in a trash container. Smoking is only allowed during break times and or lunch.

STUDENT INFORMATION RELEASE POLICY - FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT – FERPA - Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc. The Barber Academy, LLC complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records.

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

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and State and local authorities, within a juvenile justice system, pursuant to specific State law.

STUDENTS WITH DISABILITIES – Enrolled students will receive reasonable accommodations to help make your enrollment a great experience. Please inform us of your needs prior to class starting so that we may develop a plan make these accommodations. Our facilities are handicap accessible.

STUDENT EXPECTATIONS-All students are expected to:

2. Attend school regularly and arrive on time.
3. Clock in and out every day and at lunchtime.
4. Be in the stated dress code.
5. Behave in a professional manner at all times.
6. Keep their work area clean and sanitary and clean up after themselves.
7. Perform sanitation duties daily and have them checked and signed.
8. Be prepared to perform any service and have the necessary equipment.
9. Participate in the learning process.
10. Bring your passion and craft each day.

STUDENT RECORDS AND TRANSCRIPTS - Academic records are safely retained at the institution under lock and key. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed the school. Student records are maintained for a minimum of seven (7) years. All students shall maintain a current name, address, and phone number with the school. Please inform the school office of any changes immediately.

STUDENT TOOLKIT POLICY - Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. The institution reserves the right to distribute the student kit in intervals. The kit items may be changed at the discretion of the institution.

TERMINATION POLICY - Students may be terminated from the program for non-compliance with the following: school policies, the enrollment contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; non-payment of fees; theft or any illegal act; failure to graduate from the barber program within 2.5 years (including LOAs).

THEFT OR VANDALISM – You shall not steal or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

TRANSFER STUDENTS - To transfer hours from another barber school, a student must first obtain transfer request from the Ohio State Cosmetology and Barber Board. Any transfer hours must be received prior to a student beginning at the Barber Academy, LLC. Study and transfer hours are evaluated by both the Ohio State Cosmetology and Barber Board and the school. Transfer students are only charged for the amount of hours in the program less the transfer hours that have been accepted.

VAPING - This is a non-vaping facility. All vaping shall be done outside the building in a designated area away from walkways and doors. Vaping is only allowed during break times and or lunch break.