The Way Barber Academy
School Catalog



Where all instruction occurs

Published May 2022

The Way Barber Academy

193 S. Bluff St.

Saint George UT, 84770

(435) 703-6885

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www.thewaybarberacademy.com

2022- Present, THE WAY BARBER ACADEMY. Last updated August 2026

Contents of the student catalog can and may be modified as The Way Barber Academy deems necessary in order to maintain an optimal learning environment, continue to provide specialized techniques, maintain a professional and friendly environment for students, clients, and all other areas as The Way Barber Academy finds necessary.

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WELCOME TO THE WAY BARBER ACADEMY

Welcome to THE WAY BARBER ACADEMY where all instruction occurs and Barber careers begin. We are so excited you have chosen us to help you make your dreams come true. Here at THE WAY BARBER ACADEMY you will learn traditional hair cutting techniques, classic hairstyles, and today's trending Barbering techniques, and more. Once you have completed your training, you will be able to start your career as a successful professional Barber.

Please keep in mind that all of our training and dedication stated in our Mission Statement, used to train you will mean nothing if you cannot be present, actively engaged, committed and apply yourself to the program. Students are responsible for their efforts, motivation and dedication to their education.

If you accept the challenge of attending THE WAY BARBER ACADEMY as a student to become a professional Barber, you agree to uphold all of the institution's standards and guidelines; including professional work ethics, dress code and positive attitude as outlined in this catalog.

Welcome!

MISSION STATEMENT

THE WAY BARBER ACADEMY'S mission is to offer a high-quality academic learning environment that equips our students with a pre-licensing education that prepares our graduates for entry-level employment as Barbers and Hair Designers. Industry training, knowledge and technical skills necessary to pass the Utah State licensure exam. As an institution we are committed to provide "shop like" atmosphere to equip the students with effective communication skills and customer service skills that meet the needs of the employer's expectations in today's Barber and Beauty professional industry.

HISTORY AND OWNERSHIP

THE WAY BARBER ACADEMY was established in January 2022 by school founder, Emmanuel Agustin (also known as Mr. A) and his wife Zuria Bernal (Mrs. A) as owner. Mr. A has experience in the Barbering Industry as a Barber Shop Owner, Competitor, Instructor and Shop Manager a total of 18+ years of experience. Mr. A has trained and taught in top ranking Beauty and Barber schools in California becoming a Master Educator and a mentor to many of his peers and students. Mr. A has competed in numerous Barber Battles, received 1st place, and gained knowledge and understanding of this ever-growing and competitive industry.

CATALOG INFORMATION

THE WAY BARBER ACADEMY is a private institution located on 193 S. Bluff St. Saint George UT. 84770. Approval for Private Postsecondary Education (Pending) with The National Accrediting Commission of Career Arts and Sciences (NACCAS) pursuant to Utah Education Code. THE WAY BARBER ACADEMY is currently not an accredited institution but is in good standing as Initial Applicant. The current status of accreditation approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private postsecondary educational institutions and does not imply any endorsement or recommendation by the State. THE WAY BARBER ACADEMY 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. THE WAY BARBER ACADEMY catalog shall be updated annually, per the Utah postsecondary Act of 2009. **THE WAYB BARBER ACADEMY is currently not eligible to participate in Federal Title IV student financial aid programs.*

Any questions that you have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the Utah State regulatory agency:

Physical Address: Heber M. Wells Building, 2nd Floor, 160 East 300 South, Salt Lake City, Utah
Mailing Address: Division of Consumer Protection, State of Utah Department of Commerce, P.O Box 146704, Salt Lake City, UT 84114-6704
Website Address: www.dcp.utah.gov
Telephone & Fax #s: (801) 530-6601 & (801) 530-6001

INSTRUCTIONAL LANGUAGE

Instruction is offered in English only. All prospective students that are accepted for enrollment must be proficient in the English language high school level. This Academy does not offer English as a second language (ESL) course. This catalog is written in English.

VISA SERVICES

This institution admits students from other countries but does not provide visa related services.

DESCRIPTION OF FACILITIES

THE WAY BARBER ACADEMY is located on 193 S. bluff street. St. George, Utah 84770. The city of Saint George is in Southern Utah and is considered one of the fastest growing cities in the state of Utah. Our 4,900 sq ft location is a air conditioned, two- story facility. This institution simulates barbershop conditions to help our students "learn by doing" within modern equipment and a variety of supplies that help enhance the student's education.

THE WAY BARBER ACADEMY is a two story facility, top entry floor is our clinic hands on "shop like" instructional classroom. Equipped with 16 Barber chairs, 16 Barber stations, 2 shampoo bowls, 2 steamers, 1 towel warmer, disinfecting area, and a waiting seating area for our client's comfort. This floor also has a Barber supply section for professionals, students and clients purchasing needs and is used as an instructional retail space for the students. Downstairs we have our lecture classroom equipped with 7 desks for two, 14 chairs, 1 white board, 1 TV and WIFI that supports our lectures and practical demonstrations. We also have 1 classroom designated for our invited guests speaker Demonstrations equipped with 1 Barber chair and 1 Barber station. Downstairs we also have 1 restroom for guests and students, 1 refrigerator for students and staff, 2 microwaves, counter, and shelf space for students, 1 washer and 1 dryer, a storage room for staff only and break area.

THE WAY BARBER ACADEMY has a conveniently located Administration office on the top floor where all/any Barber program inquiries, payments, receipts or for any school related services. Also our patrons can receive services during our hours of operations Monday-Friday. Our Barbering program can accommodate up to 16 students each shift for a total of 32 students day and night class.

SCHOOL HOURS & HOLIDAYS

THE WAY BARBER ACADEMY is open for instruction from 8:30 am – 9:00 pm Monday- Friday. The school Administration Office is open from 10:00am- 6:00 pm M-F, program inquiries and enrollment, or you can call to set up an appointment (435) 703-6885. Clinic floor hours: 10:00am until 3:00pm day class, and night class 4:00pm-7:00pm.

All programs Day and Night classes are scheduled to begin every first Monday of every month, unless there's a holiday school will begin the following Monday. Contact administrative staff for all program inquiries and start dates.

THE WAY BARBER ACADEMY is closed on Saturdays and Sundays, 2026-2027 School holidays for the catalog period are: Thanksgiving Holiday in November 26th & 27th, Winter Holidays in December are winter break Dec. 21-January 4th, January 1st, MLK Day January 19th, Presidents Day February 16th, Spring Break March 9th-13th , Easter break April 3rd , May 25th Memorial Day, July 2nd -3rd Independence day, and September 4th -7th Labor Day. A Special holiday may be declared for staff training, emergencies, or other reasons.

PROGRAMS

THE WAY BARBER ACADEMY offers training leading to licensure as a Master Barber (1000 clock hours). And Certificate/Permit training for: Chemical Hair Services 270 clock hours, Haircutting 150 clock hours and Barber 130 clock hours.

SPECIAL ATTENTION: AT TIME OF THE CATALOG UPDATE

Disclaimer: Program terminology may reflect "Barber," "Barbering," "Hair Design," "Hair Designer," or "Master Barber" depending on state updates. All terms refer to the same approved program meeting Utah DOPL requirements. Utah is currently updating its state licensing. Under SB330, the current Hair Design License will be renamed the Master Barber License beginning January 2026. During and throughout this transition, you will see the terms Hair Design, Master Barber, and Barbering terms used in catalog. These all refer to the same single program that leads to licensure that our school offers- a program designed to meet Utah's current Hair Desing License requirement and anticipated Master Barber License requirements once it is finalized. This includes "Certificate," "Permit," "Chemicals," "Barbering," and "Haircutting" training, programs designed to meet Utah's current Certificate course requirements.

- Students enrolled before January 2026 who signed a Barber and Hair Design enrollment agreement will continue under the Barber and Hair Design curriculum and graduation requirements in place at the time of enrollment
- Students enrolling after January 2026 will follow the updated Master Hair Design/Master Barber curriculum, that is currently in place by the Utah Division of Occupational and Professional Licensing (DOPL). And new offered courses available according to new regulations.

Please be advised that all information in this catalog reflects the most current state requirements available at the time of publication. If you have any questions about terminology, requirements, or your specific program, please contact school administration for clarification.

ADMISSIONS POLICY

THE WAY BARBER ACADEMY is accepting students for admissions. All applicants must provide proof of the following requirements:

Must provide a copy of his/her High School Diploma, or GED or their transcript showing a high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law. Foreign High School Diploma will be accepted given that the diploma/transcripts be translated into **English** and performed by an outside agency that is qualified to translate documents into **English** and qualified to confirm the academic equivalence to a **U.S.** High School Diploma, prior to enrollment. If an applicant's high school information appears to be questionable, for example (age and date of graduation are not reasonable, or the documentation doesn't look official, ect.) an official transcript will be requested and evaluated by the school's Director or Administrator, prior to enrolling the student.

1. All applicants must be 16 years of age or older
2. All applicants must provide a valid, government-issued picture ID, such as a Utah Driver's license, other state issued ID, or Passport for proof of age.
3. Ability to Benefit (ABT): THE WAY BARBER ACADEMY is not currently accepting Ability to Benefit exams enrollment at this time.
4. Transfer students: include items 1, 2, 3 and shall provide transcripts from prior instructional institution before enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment will result in not being able to apply those hours that could be accepted toward your enrollment at THE WAY BARBER ACADEMY.
5. Re-enrolling students: see Re-Entry Policy
6. This institution does not award credit for experiential learning.
7. This institution has not entered into an articulation or transfer agreement with any other institution.
8. THE WAY BARBER ACADEMY does not recruit students already attending or admitted to another school offering a similar program of study.

Once above items are complete and presented to school enrollment staff, student is ready to pay application fee ($100 non-refundable) and complete enrollment agreement.

RE-ENTRY (RE-ENROLLMENT) POLICY

A student who withdraws from THE WAY BARBER ACADEMY may re-enter into the same course of study without the loss of credit prior hours; student will be charged the same contract amount as the original enrollment and all previous payments will be credited to the contract, and operations earned during prior enrollment if re-entry occurs within **180** days of last day of attendance. Students who re-enter more than **180** days after withdraw or drop date will have their transcripts evaluated for number of credits and services, they will receive credit for, and such review will be at the sole discretion of the school director. If student is re-entering, and owes outstanding tuition balance, this balance must be paid prior to first day of attendance. Students who re-enter more than **180** days after withdraw or drop date will be charged the current rate of tuition. They will not be given credit for payments made to non-refundable kit, books, and fees. Acceptance of re-entry students is based on availability and past performance. THE WAY BARBER ACADEMY reserves the right to REFUSE re-entry to any student who wishes to re-enter school without reason why. *Student who was terminated for behavior reason are not eligible for re-entry.*

NON-DISCRIMINATION POLICY

THE WAY BARBER ACADEMY does not discriminate based on race, ethnic origin, religion, sex, disability, financial status, age, area of origin or residence.

ORIENTATION

All new students are required to attend an orientation prior or on the first day of class. During the orientation you will be introduced to your campus staff, peers and learn our policies, expectations and student services.

TUITION & FEES ***The Way Barber Academy is not currently eligible to participate in federal Title IV Financial Aid Programs**

Course	Total Clock Hours	Tuition	Application *	Kit/Books/Lab **	Total & Estimated Charges for Entire Program	Completion Of weeks
Master Barber Full-time	**1000**	**$10,000.00**	**$100.00**	**$1,400.00**	**$11,500.00**	**29-35.5**
Master Barber Part-time	**1000**	**$10,000.00**	**$100.00**	**$1,400.00**	**$11,500.00**	**40-46.5**

Course/ Certificate /Permit	Total Clock Hours	Tuition	Application *	Kit/Books/Lab **	Total & Estimated Charges for Entire Program	Completion Of weeks

Chemical Hair Services Full-Time	**270**	**$3,780.00**	**$100.00**	**$1,400.00**	**$5,280.00**	**8-12.5**
Chemical Hair Services Part-Time	**270**	**$3,780.00**	**$100.00**	**$1,400.00**	**$5,280.00**	**11-14.5**

Course/ Certificate/ Permit	Total Clock Hours	Tuition	Application *	Kit/Books/Lab **	Total & Estimated Charges for Entire Program	Completion of weeks
Haircutting Full-Time	**150**	**$2,325.00**	**$100.00**	**$1,400.00**	**$3,825.00**	**4.5-8**
Haircutting Services Part-Time	**150**	**$2,325.00**	**$100.00**	**$1,400.00**	**$3,825.00**	**6-10**

Course/ Certificate /Permit	Total Clock Hours	Tuition	Application *	Kit/Books/Lab **	Total & Estimated Charges for Entire Program	Completion Of weeks
Barbering Full-Time	**130**	**$2,015.00**	**$100.00**	**$1,400.00**	**$3,515.00**	**3.5-7.5**
Barbering Part-Time	**130**	**$2,015.00**	**$100.00**	**$1,400.00**	**$3,515.00**	**5.5-9**

*****Non-Refundable
******Non-Refundable once received by student
Non-Institutional State Exam fees are the responsibility of the student, current fee for practical (English) $105, Theory $105. Re-exam fee same as initial fee. State License application submission fee $60.
Tuition and fees are subject to change without notice.

EXTRA INSTRUCTIONAL (OVERTIME) CHARGES

Students are expected to complete their training (hours & operations) within the maximum time allowed in their THE WAY BARBER ACADEMY Enrollment Agreement. The Enrollment Agreement allows for all school Holidays and allowed absences based on the student contract. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed. The current rate per hour is $10 for the Master Barber 1000 hour program. The current rate for Chemical Services Certificate/Permit 270hrs per hour is $14. The current rate for Haircutting Certificate/Permit 150hrs per hour is $15.50. The current rate for Barbering Certificate/Permit 130hrs per hour is $15.50.

TUITION FOR TRANSFER STUDENTS

The tuition portion of a transfer student fees, *excluding any books, uniforms, or kits* required will be computed on a pro rata basis of the number of the hours they are contracting. A kit from The Way Barber Academy and down payment is required on contracts for fewer than 1000 clock hours. Transfer students are assessed tuition at the current per hour rate. Tuition rate of $10 per hour for the Master Barber program will be charged plus applicable

fees. The current rate for Chemical Services Certificate/Permit 270hrs per hour is $14. The current rate for Haircutting Certificate/Permit 150hrs per hour is $15.50. The current rate for Barbering Certificate/Permit 130hrs per hour is $15.50.

METHODS OF PAYMENT

Acceptable methods of payments are your online portal, Cash, Cashier's Check, Money Order, personal check, credit card (convenience fee to be applied). Payment terms will be determined at the time of student signing of the enrollment agreement. All institutional charges must be paid in full before credits/hours may be released. If it student has defaulted or delinquent/non-payment we may prevent student from attending class until payment is received, therefore student will suffer loss of hours. A late fee will be assessed by your online payment portal, please review payment contract late fees . A $35.00 penalty fee will be charged for any returned check.

***The Way Barber Academy is not currently eligible to participate in federal Title IV Financial Aid Programs**

BANK LOAN

Some banks or credit unions offer an "Education Line of Credit" loan for those who qualify.

THE WAY BARBER ACADEMY PAYMENT PLAN

THE WAY BARBER ACADEMY offers a contracted payment plan for students seeking a reasonable payment plan. An initial down payment of $1,500 is required. The balance will then be divided into payments not to exceed the course length. All institution charges must be paid in full in order to receive credit for hours necessary to apply for a license. If it student has defaulted or delinquent/non-payment we may prevent student from attending class until payment is received, therefore student will suffer loss of hours. *Note: All tuition and fees must be paid in full in order to receive credit for hours necessary to apply for a license. In the event of default before the student's completion date, The Way Barber Academy may at its option and without notice, prevent the student from attending class until the applicable unpaid balance is satisfied.*

LOAN REPAYMENT

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.

SCHEDULE (FULL-TIME)

Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
8:30am-4:30pm	8:30am-4:30pm	8:30am-4:30pm	8:30am-4:30pm	8:30am-4:30pm	**35**
1:00pm-9:00pm	1:00pm-9:00pm	1:00pm-9:00pm	1:00pm-9:00pm	1:00pm-9:00pm	**35**

SCHEDULE (PART-TIME)

Monday	Tuesday	Wednesday	Thursday	Friday	Total hrs
8:30am-1:30pm	8:30am-1:30pm	8:30am-1:30pm	8:30am-1:30pm	8:30am-1:30pm	**25**
4:00pm-9:00pm	4:00pm-9:00pm	4:00pm-9:00pm	4:00pm-9:00pm	4:00pm-9:00pm	**25**

SCHOOL STANDARDS- DAILY CLASS EXPECTATIONS

Students need to ATTEND class at scheduled times with their uniform, name tag, equipment, books, and writing material. Student must arrive on time. Arriving on time will allow time to set up station and be ready to take on the day with a productive attitude. We do not tolerate students who are disruptive, disrespectful, or display abuse to a client, instructor, or any staff; there will be disciplinary action taken. Any student not participating or being disruptive during theory class will be asked to clock out and leave for the remainder of the day.

CLINIC FLOOR EXPECTATIONS

THE WAY BARBER ACADEMY's clinic floor "shop-like" culture represents hard work, professional work ethics, commitment, respect and team work. Therefore, students are required to take all client services assigned to them. Any student refusing to perform any service will be asked to clock out and be subject to disciplinary action. There will be no exchanging of patrons without instructors' permission.

DRESS CODE

THE WAY BARBER ACADEMY students should always dress professionally with careful attention to personal hygiene while at school. Careful attention to grooming, bathing, and even style is a critical element of working in the beauty industry. Master Barber students must wear smock uniform (provided by the institution) and be in proper, neat, clean, pressed uniform during program hours and while in the building. Jeans or pants of choice is allowed. Shorts, cutoff pants, athletic wear, pajamas, and/ or sweatpants are not allowed. Footwear must be completely enclosed, open toe shoes are not permitted. Bandanas, do rags, caps, hats, hair ornamentations are not permitted. Dresses or skirts, Tightfitting (leggings, tights or nylon) or excessively baggy (pants, shirts or sweaters) clothing is not acceptable. Short tops (crop tops), which expose the midriff skin, are not permitted.

PLEASE BE ADVISED- Uniform inspections will be conducted periodically at the discretion of the instructors. Students will be sent home for the day and counted with an absence if found to be in violation of dress regulations. Students are responsible for the maintenance of their smocks which includes washing, drying and purchase of new or backup smocks.

TARDINESS

Day class CLOCK IN time is 8:30am. Lecture class begins at 8:45am. Doors will be locked at 8:45am. Once door is locked student will not be allowed to clock in until 10am. Night class CLOCK IN time is 4:00pm. Night class students will not be allowed to clock in passed 6:00pm. Students must be in approved attire and hair completed before clocking in and all tools and equipment required.

"Early is on time, on time is late, and late is unacceptable"

Students who are habitually tardy(s) and or leaving early(s) will be advised using our progressive Conduct Policy, beginning with a verbal warning, followed by a written warning then suspension after which a student may be terminated for not correcting violations.

EXCUSED AND UNEXCUSED ABSENCES

- If student is absent for 3 or more consecutive days due to illness, sickness or family emergency, student will need to provide valid documentation to prove medical illness, family emergency, etc. to be excused.
- It is the student's responsibility to stay informed of absences, not the instructor

Be advised that all absences affect satisfactory progress. All absences, regardless of reason, are accounted for. In the event a student needs additional time at school, due to excessive absences, illness , vacation, or personal leave of any kind there will be additional charge, see Extra Instructional Charges section.

BREAK

You must be clocked out if you leave campus. Leaving campus without being clocked out may result in disciplinary action. If a break is missed, it may not be combined with another break. More than one break in a four-hour period is not allowed. For example, there should be at least four hours between 15 minute breaks. If additional breaks are taken, you must be clocked-out. Not clocking out for excessive breaks may result in disciplinary action.

LUCH BREAK

Students who are at school 6 hours or more are scheduled to take a 1 hour lunch break. Lunch breaks can NOT be taken during the first or last 60 minutes of a scheduled shift.

TIME CLOCK

THE WAY BARBER ACADEMY has a digital time clock for time keeping records where the students are to "clock-in & clock-out" at the beginning and end of the day and lunch breaks. Our time keeping record is imperative to our institution due to the nature of our hour based program, for this reason it is vital that students follow closely to the clock rules and procedures. Clocking in/out for another student is prohibited, any attempt to tamper with the digital clock system will be considered a serious offense and is subject to disciplinary action. PIN numbers should be kept confidential to oneself. Students are responsible for keeping track of their hours, if a student "accidentally" or "forgot" to clock in/out, it is the student responsibility to notify the instructor for immediate correction.

HOUSING

THE WAY BARBER ACADEMY does not provide housing assistance to its students. THE WAY BARBER ACADEMY does not have dormitory facilities. Local housing costs range from $500.00 to $1000.00 per month for a 1- bedroom, or studio withing a 10-mile radius.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, as professionals in the Barbering field, Barbers must be in good physical health since they will be working in direct contact with customers. This field and related fields require a great deal of standing, walking, pushing, bending and stretching for extended periods of time. A person must consider their physical limitations in terms of making a career choice that involves these extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents, care taker and/or physician) believe that they can fulfill the training demands.

COURSE OUTLINE/PROGRAM DESCRIPTION MASTER BARBER

Name of Program	MASTER BARBER
Program Description	Master Barbering is a 1000-hour course which includes the study and practice of all aspects of the beautification and care of the hair and skin. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, shaving, facials, and chemicals. The program also includes the study of relative subjects such as bacteriology, anatomy, chemistry, health, etc.
Program Mission & Objectives	**THE WAY BARBER ACADEMY's** mission is to offer a high-quality academic learning environment that equips our students with a pre-licensing education that prepares our graduates for entry level employment as Barbers. Industry training, knowledge in the field and the technical skills necessary to pass the Utah State Board examination. As an institution we are committed to provide "shop like" atmosphere to equip the students with effective communication skills and customer service skills that meet the needs of the employer's expectations in today's Barber and Beauty professional industry.
Graduation Requirements	Students are eligible to graduate and receive certificate when they have completed all the requisite clock hours of training at an attendance and academic rate of no less than 70%, pass all required assignments and exams, and practical operations required by the State of Utah for licensure. A final mock practical with a passing score of 70% or higher. And students must make satisfactory arrangements to fulfill all financial obligations to the school before release of hours.
Total Clock Hours	This program is 1000 clock hours in length
Exams/Grading	Students are assigned both written exams and practical evaluations. Academic learning is evaluated during each unit of study, using written exams and practical tests. Students must maintain a cumulative academic grade average of 70% or higher to maintain satisfactory attendance progress. There will be a final mock practical exam with a passing score of 70% or higher.
Model of Instruction	Traditional Classroom and School Barbershop Floor
Textbooks	Milady's Standard Barbering, 7th Edition, 2021 #ISBN-13: 978-1305100558
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed as a Barber by the state of Utah Board of Barbering and Cosmetology and have a minimum 1 years of experience, education, and training. No less than 1 instructor per 30 students at all times.
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.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
Skills and competencies to be acquired by the student	At the completion of this program the student will be able to - Sanitize and disinfect their tools and work environment - Schedule client appointments and accept payments - Market, advertise and network in the industry - Properly use and handle all barbering related tools such as: clippers, trimmers, shavers, scissors, razors, blow driers, combs, brushes and clips, etc.. - Effectively use styling techniques which include, blow drying, flat wrapping, and finger styling - Perform haircutting services using clippers, trimmers, scissors, shavers, razors, and thinning scissors - Apply scalp treatments including the use of steamers and therapeutic massage

	- Performing scalp analysis, preparing the client's hair for shaving techniques, applying after-shave antiseptic, massaging the client's face and applying face products
Instructional Methods	Lecture recitation & classroom participation, demonstrations, Audio-visual aids, and any combination

MASTER BARBER PROGRAM CURRICULUM
The Master Barber curriculum for THE WAY BARBER ACADEMY consists of 1,000 clock hours and approximate hours spent in the following subject areas:

Hours in Subject Area	TOPIC	Hours in Subject Area	TOPIC
5	**1. Orientation consisting of:**	90	**14. Chemical Hair Relaxing & Soft Curl Performance**
	Overview of Barber curriculum Overview of Institution Rules & Regulations		Hair analysis, chemical straightening, including the use of sodium hydroxide and other base solutions
5	**2. History of Barbering**	90	**15. Hair Coloring**
	Styling-Origin of the Barber, modern barber & barbering		Use of semi-permanent, demi-permanent and temporary color. PD and strand tests, safety precautions, formula mixing, tinting, bleaching, etc.….
5	**3. Your Professional Image**	5	**16. Men's Hair pieces**
	Professional ethics, employment development, and other subjects relating to the Barber field		Understanding the design, building, usage of men's hair pieces
5	**4. Bacteriology**	5	**17. Electricity and Light therapy**
	Understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc.…		The nature of electrical, current, principles of operating electrical devices, and various safety precautions used when operating electrical equipment
5	**5. Sterilization, Sanitation, and Safe Work Practices**	5	**18. Chemistry**
	Proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments		Chemistry of the hair, skin, nails, etc. understanding what chemicals used in the field are composed of, toxic and non-toxic chemicals, etc..
5	**6. Implement, Tools, and Equipment**	15	**19. Anatomy & Physiology**
	Understanding of the implements, tools, and equipment used in the field. Cleaning tool, how they work, uses, etc.….		Human Anatomy, human physiology
10	**7. Prosperities & Disorders of the Skin, Scalp & Hair**	2	**20. Job Search**
	Analysis of skin, hair, and scalp manipulations, hair treatment (ex: Deep conditioning, scalp massage, scientific brushing, etc.…)		Professional ethics, basic tax information relating to booth renters, resume development, interview preparation, and job search skills
10	**8. Treatment of Hair and Scalp**	3	**21. Selling in the Barbershop**
	Hair and scalp analysis, scalp manipulations, hair treatment (ex: Deep conditioning, scalp massage, scientific brushing, etc...)		Salesmanship, product commission, referrals
25	**9. Facial Massage and Treatment**	5	**22. Barbershop Management**
	Manual Facials, Cleansing of the skin, scientific manipulations, and analysis of the skin		Effective communication and human relations, client record keeping, decorum, work ethic and expectations
	10. Shaving		**23. Licensing Laws**

145	Shaving and Facial hair design	**10**	Utah State Laws and Regulations
365	**11. Haircutting** Use of scissors, razors (sharper), electrical clipper/trimmers and thinning (tapering) shears for wet and dry cutting	**10**	**24. Preparatory State Board Exams** Preparing for state board exam
40	**12. Hairstyling** Hair analysis, shampooing finger waving, draping, comb outs, straightening, hot curling irons, and blow drying	**45**	**25. Health & Safety** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis
90	**13. Permanent Waving** Hair analysis, acid and alkaline permanent, chemical straightening, including sodium hydroxide and other base solutions	**N/A**	**26. Nails, nail disorder, manicures** Analysis of nails and understanding nail disorders

= 1,000 Total Hours

Note: The curriculum for THE WAY BARBER ACADEMY is subject to change if deemed necessary in order to provide quality education.

COURSE OUTLINE/PROGRAM DESCRIPTION CHEMICAL HAIR SERVICES CERTIFICATE

Name of Program	Chemical Hair Services
Program Description	Chemical Hair Services is a certificate training course of 270-hour which includes the study and practice of all aspects of the beautification and care of the hair. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, haircoloring, chemical relaxing and bleaching. The program also includes the study of relative subjects such as bacteriology, diseases and disorders, chemistry, health, etc.
Program Mission & Objectives	**THE WAY BARBER ACADEMY's** mission is to offer a high-quality academic learning environment that equips our students with a pre-licensing education that prepares our graduates for entry level employment. Industry training, knowledge in the field and the technical skills necessary to pass the Utah State Board examination. As an institution we are committed to provide "shop like" atmosphere to equip the students with effective communication skills and customer service skills that meet the needs of the employer's expectations in today's Barber and Beauty professional industry.
Graduation Requirements	Students are eligible to graduate and receive certificate when they have completed all the requisite clock hours of training at an attendance and academic rate of no less than 70%, pass all required assignments and exams, and practical operations required by the State of Utah for licensure. A final mock practical with a passing score of 70% or higher. And students must make satisfactory arrangements to fulfill all financial obligations to the school before release of hours.
Total Clock Hours	This program is 270 clock hours in length
Exams/Grading	Students are assigned both written exams and practical evaluations. Academic learning is evaluated during each unit of study, using written exams and practical tests. Students must maintain a cumulative academic grade average of 70% or higher to maintain satisfactory attendance progress. There will be a final mock practical exam with a passing score of 70% or higher.
Model of Instruction	Traditional Classroom and School Barbershop Floor
Textbooks	Milady's Standard Barbering, 7th Edition, 2021 #ISBN-13: 978-1305100558
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed as a Barber by the state of Utah Board of Barbering and Cosmetology and have a minimum 1 years of experience, education, and training. No less than 1 instructor per 30 students at all times.
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.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Skills and competencies to be acquired by the student	At the completion of this program the student will be able to - Sanitize and disinfect their tools and work environment - Schedule client appointments and accept payments - Market, advertise and network in the industry - Properly use and handle all chemical services related tools such as: color mixing, color application, draping, sectioning, foiling, perming, combs, brushes and clips, etc.. - Effectively use chemical services techniques which include, sectioning, color theory, product selection, ect - Perform chemical services using tint bowl, applicator bottle, tint brushes, perm rods, ect - Apply color and chemical relaxers including the use of perm rods and styling services - Performing scalp analysis, preparing the client's hair for color, perm solutions, relaxers and bleach
Instructional Methods	Lecture recitation & classroom participation, demonstrations, Audio-visual aids, and any combination

CHEMICAL HAIR SERVICES PROGRAM CURRICULUM

The Chemical Hair Services curriculum for THE WAY BARBER ACADEMY consists of 270 clock hours and approximate hours spent in the following subject areas:

Hours in Subject Area	TOPIC	Hours in Subject Area	TOPIC
.5	**1. Orientation consisting of:**	8	**10. Chemical Hair Relaxing & Soft Curl Performance**
	Overview of Chemical Hair Services curriculum Overview of Institution Rules & Regulations		Hair analysis, chemical straightening, including the use of sodium hydroxide and other base solutions
1	**2. Professional Ethics**	15	**11. Hair Coloring**
	Demonstrate a professional attitude, apply professional image, practice communication skills, conduct client consultation		Use of semi-permanent, demi-permanent and temporary color. PD and strand tests, safety precautions, formula mixing, tinting, bleaching, etc…..
.5	**3. Professional Associations**	10	**12. Bleaching**
	Professional ethics, employment development, and other subjects relating to the field		Understanding product, do's and don'ts, hair texture, chemical breakage, porosity and elasticity
4	**4. Bacteriology**	10	**13. Permanent Waving**
	Understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc….		Hair analysis, acid and alkaline permanent, chemical straightening, including sodium hydroxide and other base solutions
6	**5. Sterilization, Sanitation, and Safe Work Practices**	9	**14. Chemistry**
	Proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments		Chemistry of the hair, skin, nails, etc. understanding what chemicals used in the field are composed of, toxic and non-toxic chemicals, etc..
2	**6. Implement, Tools, and Equipment**	169	**15. Personal, client and shop safety**
	Understanding of the implements, tools, and equipment used in the field. Cleaning tool, how they work, uses, etc…..		Services include: perms, chemical relaxer, bleaching, hair color, draping, client consultation and sanitation
5	**7. Prosperities & Disorders of the Scalp & Hair**	1	**16. Job Search**
	Analysis of skin, hair, and scalp manipulations, hair treatment (ex: Deep conditioning, scalp massage, scientific brushing, etc….)		Professional ethics, basic tax information relating to booth renters, resume development, interview preparation, and job search skills

5	**8. Treatment of Hair and Scalp** Hair and scalp analysis, scalp manipulations, hair treatment (ex: Deep conditioning, scalp massage, scientific brushing, etc...)	**3**	**17. Health & Safety** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis
2	**9. Licensing Laws** Utah State Laws and Regulations	**1**	**18. Preparatory State Board Exams** Preparing for state board exam

= 270 Total Hours

Note: The curriculum for THE WAY BARBER ACADEMY is subject to change if deemed necessary in order to provide quality education.

COURSE OUTLINE/PROGRAM DESCRIPTION HAIRCUTTING

Name of Program	Haircutting
Program Description	Haircutting is a Certificate training course of 150-hour which includes the study and practice of all aspects of the beautification and care of the hair. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, styling, shampooing and clipper use. The program also includes the study of relative subjects such as bacteriology, chemistry, health, etc.
Program Mission & Objectives	**THE WAY BARBER ACADEMY's** mission is to offer a high-quality academic learning environment that equips our students with a pre-licensing education that prepares our graduates for entry level employment. Industry training, knowledge in the field and the technical skills necessary to pass the Utah State Board examination. As an institution we are committed to provide "shop like" atmosphere to equip the students with effective communication skills and customer service skills that meet the needs of the employer's expectations in today's Barber and Beauty professional industry.
Graduation Requirements	Students are eligible to graduate and receive certificate when they have completed all the requisite clock hours of training at an attendance and academic rate of no less than 70%, pass all required assignments and exams, and practical operations required by the State of Utah for licensure. A final mock practical with a passing score of 70% or higher. And students must make satisfactory arrangements to fulfill all financial obligations to the school before release of hours.
Total Clock Hours	This program is 150 clock hours in length
Exams/Grading	Students are assigned both written exams and practical evaluations. Academic learning is evaluated during each unit of study, using written exams and practical tests. Students must maintain a cumulative academic grade average of 70% or higher to maintain satisfactory attendance progress. There will be a final mock practical exam with a passing score of 70% or higher.
Model of Instruction	Traditional Classroom and School Barbershop Floor
Textbooks	Milady's Standard Barbering, 7th Edition, 2021 #ISBN-13: 978-1305100558
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed as a Barber by the state of Utah Board of Barbering and Cosmetology and have a minimum 1 years of experience, education, and training. No less than 1 instructor per 30 students at all times.
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.
State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.

Skills and competencies to be acquired by the student	At the completion of this program the student will be able to - Sanitize and disinfect their tools and work environment - Schedule client appointments and accept payments - Market, advertise and network in the industry - Properly use and handle all haircutting related tools such as: clippers, trimmers, shavers, scissors, razors, blow driers, combs, brushes and clips, etc.. - Effectively use styling techniques which include, blow drying, flat wrapping, and finger styling - Perform haircutting services using clippers, trimmers, scissors, shavers, razors, and thinning scissors - Apply scalp treatments including the use of steamers and therapeutic massage - Performing scalp analysis, preparing the client's hair for haircuts, extensions and styling
Instructional Methods	Lecture recitation & classroom participation, demonstrations, Audio-visual aids, and any combination

HAIRCUTTING PROGRAM CURRICULUM

The Haircutting curriculum for THE WAY BARBER ACADEMY consists of 150 clock hours and approximate hours spent in the following subject areas:

Hours in Subject Area	TOPIC	Hours in Subject Area	TOPIC
.5	**1. Orientation consisting of:**	7	**10. Hairstyling**
	Overview of Chemical Hair Services curriculum Overview of Institution Rules & Regulations		Draping, basic massage of head, neck and shoulders, wet and thermal styling
1.5	**2. Professional Ethics & Associations**	5	**11. Hair Extensions**
	Demonstrate a professional attitude, apply professional image, practice communication skills, conduct client consultation		Tape ins, wefts, k tips, application process, cutting and blending, maintenance and care
.5	**3. History of Haircutting**	2	**12. Hair types & texture**
	Professional ethics, employment development, and other subjects relating to the field		Cut, style, and product knowledge
1	**4. Bacteriology**	3.5	**13. Haircutting**
	Understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc.…		Clipper variations, scissor/shear cutting, razor cutting
6	**5. Sterilization, Sanitation, and Safe Work Practices**	2	**14. Shampooing**
	Proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments		Scalp treatments, product review
1	**6. Implement, Tools, and Equipment**	91.5	**15. Personal, client and shop safety**
	Understanding of the implements, tools, and equipment used in the field. Cleaning tool, how they work, uses, etc.….		Services include: perms, chemical relaxer, bleaching, hair color, draping, client consultation and sanitation
8	**7. Analysis of the Scalp & Hair**	1	**16. Job Search**

	Analysis of skin, hair, and scalp manipulations, hair treatment (ex: Deep conditioning, scalp massage, scientific brushing, etc.…)		Professional ethics, basic tax information relating to booth renters, resume development, interview preparation, and job search skills
10	**8. Diseases and Disorders of Hair and Scalp** Hair and scalp analysis, scalp manipulations, hair treatment (ex: Deep conditioning, scalp massage, scientific brushing, etc...)	**2**	**17. Health & Safety** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis
2	**9. Licensing Laws** Utah State Laws and Regulations	**1**	**18.Preparatory State Board Exams** Preparing for state board exam

= 150 Total Hours

Note: The curriculum for THE WAY BARBER ACADEMY is subject to change if deemed necessary in order to provide quality education

COURSE OUTLINE/PROGRAM DESCRIPTION BARBERING

Name of Program	Barbering
Program Description	Barbering is a Certificate training course of 130-hour which includes the study and practice of all aspects of the beautification and care of the hair and skin. The course provides for both classroom instruction and supervised practice of job related skills such as hairdressing, hair cutting, shaving, and chemicals. The program also includes the study of relative subjects such as bacteriology, diseases and disorders of the hair and scalp, health, etc.
Program Mission & Objectives	**THE WAY BARBER ACADEMY's** mission is to offer a high-quality academic learning environment that equips our students with a pre-licensing education that prepares our graduates for entry level employment. Industry training, knowledge in the field and the technical skills necessary to pass the Utah State Board examination. As an institution we are committed to provide "shop like" atmosphere to equip the students with effective communication skills and customer service skills that meet the needs of the employer's expectations in today's Barber and Beauty professional industry.
Graduation Requirements	Students are eligible to graduate and receive certificate when they have completed all the requisite clock hours of training at an attendance and academic rate of no less than 70%, pass all required assignments and exams, and practical operations required by the State of Utah for licensure. A final mock practical with a passing score of 70% or higher. And students must make satisfactory arrangements to fulfill all financial obligations to the school before release of hours.
Total Clock Hours	This program is 130 clock hours in length
Exams/Grading	Students are assigned both written exams and practical evaluations. Academic learning is evaluated during each unit of study, using written exams and practical tests. Students must maintain a cumulative academic grade average of 70% or higher to maintain satisfactory attendance progress. There will be a final mock practical exam with a passing score of 70% or higher.
Model of Instruction	Traditional Classroom and School Barbershop Floor
Textbooks	Milady's Standard Barbering, 7th Edition, 2021 #ISBN-13: 978-1305100558
Internship/Externship	None
Faculty & Qualifications	All instructors must be currently licensed as a Barber by the state of Utah Board of Barbering and Cosmetology and have a minimum 1 years of experience, education, and training. No less than 1 instructor per 30 students at all times.
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.

State Requirements/Laws and Regulations	The subjects of Laws and Regulations shall include, but is not limited to, the following issues: The Barbering and Cosmetology Act and the Board's Rules and Regulations.
Skills and competencies to be acquired by the student	At the completion of this program the student will be able to - Sanitize and disinfect their tools and work environment - Schedule client appointments and accept payments - Market, advertise and network in the industry - Properly use and handle all barbering related tools such as: clippers, trimmers, shavers, scissors, razors, blow driers, combs, brushes and clips, etc.. - Effectively use styling techniques which include, blow drying, flat wrapping, and finger styling - Perform haircutting services using clippers, trimmers, scissors, shavers, razors, and thinning scissors - Apply scalp treatments including the use of steamers and therapeutic massage - Performing scalp analysis, preparing the client's hair for shaving techniques, applying after-shave antiseptic, massaging the client's face and applying face products
Instructional Methods	Lecture recitation & classroom participation, demonstrations, Audio-visual aids, and any combination

BARBERING PROGRAM CURRICULUM

Barbering curriculum for THE WAY BARBER ACADEMY consists of 130 clock hours and approximate hours spent in the following subject areas:

Hours in Subject Area	TOPIC	Hours in Subject Area	TOPIC
.5	**Orientation consisting of:** Overview of Chemical Hair Services curriculum Overview of Institution Rules & Regulations	2	**First aid** Disinfection methods and procedures, asceptic techniques, blood exposure
.5	**History of Barbering** Styling-Origin of the Barber, modern barber & barbering	4	**Hairstyling** Draping, basic massage of head, neck and shoulders, wet and thermal styling
1.5	**Professional Ethics & Associations** Professional ethics, employment development, and other subjects relating to the field	10	**Haircutting** Clipper variations, scissor/shear cutting, razor cutting
4	**Bacteriology** Understanding of pathogenic and non-pathogenic bacteria, microbes, virus, etc.…	2.5	**Shampooing** Scalp treatments, product review
6	**Sterilization, Sanitation, and Safe Work Practices** Proper procedures to protect the health and safety of the consumer as well as the technician, proper disinfection procedures for equipment used in establishments	1.5	**Wigs** Wigs and hairpieces, cutting, wet styling, fitting, measuring, forming caps

.5	**Implement, Tools, and Equipment** Understanding of the implements, tools, and equipment used in the field. Cleaning tool, how they work, uses, etc…..	80	**Personal, client and shop safety** Services include: perms, chemical relaxer, bleaching, hair color, draping, client consultation and sanitation
5	**Prosperities & Disorders of the Scalp & Hair** Analysis of skin, hair, and scalp manipulations, hair treatment (ex: Deep conditioning, scalp massage, scientific brushing, etc.…)	1	**Job Search** Professional ethics, basic tax information relating to booth renters, resume development, interview preparation, job search skills
5	**Treatment of Hair and Scalp** Hair and scalp analysis, scalp manipulations, hair treatment (ex: Deep conditioning, scalp massage, scientific brushing, etc...)	2	**Health & Safety** Training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases including HIV/AIDS and Hepatitis
2	**Licensing Laws** Utah State Laws and Regulations	2	**Preparatory State Board Exams** Preparing for state board exam

= 130 Total Hours

Note: The curriculum for THE WAY BARBER ACADEMY is subject to change if deemed necessary in order to provide quality education

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

THE WAY BARBER ACADEMY's Satisfactory Academic Progress Policy is consistently applied to ALL students enrolled at the school, regardless of their program or class schedule. It is printed in this catalog to ensure that ALL students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accreditation Commission of Career Arts and Science (NACCAS) and the federal regulations established by the United States Department of Education. THE WAY BARBER ACADEMY's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (Academic Performance) elements that are evaluated on a cumulative basis, as explained in the policy. All evaluations will be completed within seven (7) school business days following the established evaluation periods. Students are presented with the results of the evaluation in a sit-down meeting to go over results. Results will be kept in the students files, students can request a copy of results.

EVALUATION PERIODS, NUMBER OF ACADEMIC WEEKS

The frequency of evaluations ensures that the students have had at least one evaluation by midpoint in the course. The evaluation points are based on actual clocked hour periods as follows:

Program	Course Length	Evaluation Points
MASTER BARBER	**1000hrs**	**450hrs (13wks), 900hrs (26wks)**
CHEMICAL HAIR SERVICES	**270hrs**	**130hrs (4wks)**

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HAIRCUTTING	**150hrs**	**75hrs (3wks)**
BARBERING	**130hrs**	**60hrs (2wks)**

Academic year 900 hrs

PROGRESS STATUS

Students who meet the minimum requirements of attendance and academic progress, are considered to be making Satisfactory Academic Progress until the next scheduled evaluation. Students shall be evaluated for academic and attendance progress at the conclusion of each evaluation period as detailed above. If the student fails to meet Satisfactory Academic Progress requirements by THE WAY BARBER ACADEMY standard, the student will be notified and will be expected to make every effort to meet the requirements by the next evaluation period. Instructors will make every effort to help that student meet the requirements if the student is showing effort.

MAXIMUM TIME FRAME

Students are required to complete the program and/or course within 143% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy.

Course		**Maximum time allowed**	
Name – Hours	**Schedule**	**Weeks**	**Scheduled Hours**
Master Barber – 1000 hrs	35 hrs/week	41 weeks	1430
Master Barber – 1000 hrs	25 hrs/week	57 weeks	1430
Chemical Hair Services- 270hrs	35hrs/week	11 weeks	386
Chemical Hair Services-270hrs	25hrs/week	15 weeks	386
Haircutting – 150 hrs	35hrs/week	6 weeks	215
Haircutting – 150 hrs	25hrs/week	9 weeks	215
Barbering – 130 hrs	35hrs/week	5 weeks	186
Barbering –	25hrs/week	7 weeks	186

130 hrs			

ATTENDANCE PROGRESS

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 70% or higher. 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 70% 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.

All students are required to attend class regularly. Failure to do so may result in failure to meet satisfactory standards and/or termination. All absences other than those covered by an approved leave of absence or official closure/holiday shall be recorded as such and shall be used in the determination of the student's cumulative attendance average and satisfactory progress status.

Students who have outside agency sponsorship may be required by agreement with that agency to maintain a higher standard/measure of satisfactory progress. Only students admitted under such agreement will be affected. Those students will be notified of the requirements therein.

ACADEMIC 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, 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% or higher to maintain satisfactory attendance progress. Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions. A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, or Veteran's Funding, *if applicable*.

GRADING SCALE:

Grading	Letter	Description	Grade Point
90% - 100%	A	EXCELLENT	4.0
80% - 89%	B	Above Average	3.0
70% - 79%	C	Average	2.0
60% - 69%	D	Not Passing	1.0
59% - and below	F	Fail	0.0

SAP WARNING

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

SAP PROBATION

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

SAP APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days of receiving the satisfactory academic progress report by submitting the appeal to the title IV officer on the school's appeal form. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point.

Appeal documents will be reviewed and a decision will be made and reported to the student within 30 calendar days of submittal. The appeal decision will be left to the sole discretion of the School's Director. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

SAP COURSE INCOMPLETE

Course incomplete, course repetitions, and non-credit remedial courses do not apply to the school and have no effect upon satisfactory progress standards at this institution.

SAP ISSUES RELATED TO TRANSFER STUDENTS

THE WAY BARBER ACADEMY does not consider prior performance measures at other schools when considering the initial SAP status for a transfer student except as it pertains to the granting of prior credit. Upon acceptance, the student is deemed to be in SAP compliance until the first available evaluation period, which is based on their current contracted hours. Transfer hours from another institution that are accepted toward the student's educational program are counted as both attempted and completed hours for the purpose of determining when the allowable maximum timeframe has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

*SAP Check Point for transfer students: Mid-point of the contracted hours or the established evaluation periods, whichever comes first.

RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

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

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 are presented with the results of the evaluation in a sit-down meeting to go over results. Results will be kept in the students files, students can request a copy of results.

SAP INTERRRUPTIONS, LEAVE OF ABSENCE, RE-ENTRY

If enrollment is temporarily interrupted for any reason including Leave of Absence, the student will return to school in the same progress status as prior to the interruption. 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.

TRANSFER POLICY (HOURS FROM ANOTHER INSTITUTION)

The transferability of credits or services you can earn are deemed transferable from another institution is determined at the sole discretion of THE WAY BARBER ACADEMY's Administration. You may be required to repeat some or all your coursework or services. Official transcripts of prior credit must be submitted to THE WAY BARBER ACADEMY at the time of application for review by the Director of Education. A maximum of 400 hours will be accepted. THE WAY BARBER ACADEMY may recognize credit for part of an applicant's previous training depending on the theory and/or practical assessments conducted by the Director of Education. Assessment includes but is not limited to completing a written exam with a minimum of 70% passing grade, a mock board exam with a minimum of 70% passing grade, and a practical skill assessment test. Student will be notified of any credit accepted. Some or all of the credits and hours earned/completed at THE WAY BARBER ACADEMY may or may not be accepted by other institutions for various reasons, including differences between accrediting agencies and the licensing divisions.

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. The Way Barber Academy does not award clock hour credits for service in the armed forces, paid or unpaid employment, or other demonstrated competency.

A kit from The Way Barber Academy and down payment is required on contracts for fewer than 1000 clock hours.

VETERANS FUNDING AND SAP

Students receiving Veterans funding *may* not be eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, *if applicable.*

TITLE FUNDING AND SAP

A student who does not achieve Satisfactory Academic Progress's minimum standards and is not on warning *will* no longer eligible for title IV funds.

***The Way Barber Academy is not currently eligible to participate in federal Title IV Financial Aid Programs**

LEAVE OF ABSENCE POLICY (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. THE WAY BARBER ACADEMY will review request for a Leave of Absence (also referred as LOA) for *all* students. A LOA is granted or denied at the sole discretion of the school Director or staff designated in the Director's absence. A LOA request will be granted for no less than 14 calendar days and cannot exceed 90 calendar days in any given 12-month period. Leave of absences will solely be granted for reasons such as medical event, jury summons, death notices and other situations approved by THE WAY BARBER ACADEMY's Director.

The request for a LOA must be accompanied by a written statement as to the reason for the request and include supporting documentation (examples: medical notes, jury summons, death notices). All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. THE WAY BARBER ACADEMY may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A leave of absence will extend the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence. There will be NO additional charges while student is on an approved LOA. A written LOA request must include all of the following items:

- Student must follow the Institution's policy in requesting the LOA
- Student must request the LOA in advance unless unforeseen circumstances prevent the student from doing so.
- This request must be in writing
- The request must include the student's reason for LOA
- The request must include the student's signature
- LOA will not exceed 90 calendar days in any given 12-month period.
- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement, must be signed by all parties, or initialed by all parties if made to the original enrollment agreement.
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return without notification by the expiration of an approved LOA.
- The student's withdrawn date for the purpose of calculating a refund will be the student's last date of attendance or the date that the student notifies the school that they will not be returning, whichever is earlier.
- A student granted a LOA in accordance with our institution's policy is not considered withdrawn and no refund calculation is required at the time of leave

Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

MAKE-UP WORK & MAKE-UP HOURS

Students can make-up missed class hours at the end of their scheduled class day with Director Approval. In addition, students may make-up hours by participating in school-sponsored events or other extra- curricular activities at which an THE WAY BARBER ACADEMY instructor is present.

All assignments are due on scheduled or assigned days. Students who were absent for theory, whether excused or unexcused must make up all assignments, homework, and/or missed tests prior to graduation. Failure to make up a missed test and assignments will result in a "O" (zero) grade when calculating the academic progress evaluation period grade point average.

STANDARD CONDUCT POLICY

Due to the nature of the barbering program, which requires that students interact with and provide services to members of the public, all students are required to always conduct themselves in a professional manner. Students should be aware that their actions may be observed by members of the public. Students should ensure that their actions reflect positively on themselves and on the district. THE WAY BARBER ACADEMY strives to have a progressive Conduct Policy, beginning with a verbal warning, followed by a written warning, then suspension after which a student may be terminated for not correcting violations. Students are advised that unprofessional

and/or inappropriate conduct constitute ground for removal from the barbering program and/ or minimum of students being sent home for the day and counted with absence.
Below may be deemed violations of the conduct policy:

- Not respecting or following the directions of school staff
- Not participating in class or applying effort in the school's Clinic floor
- Time spent during class hours doing anything other than assignments given to student by their instructors
- Teasing, name calling or using profanity towards peers, staff, clients or visitors
- Leaving campus early without notifying staff in advance
- Smoking is prohibited on the property, outside the property or the parking lot of THE WAY BARBER ACADEMY
- Cell phone/text messaging usage is prohibited during class time. All cell phones and other electronic devices must be in silent mode and/or vibrate while in the building. Checking or answering phone calls shall be held until after theory, servicing a client, observing a demonstration or participating in any instructor activities
- Theft or damage of property of THE WAY BARBER ACADEMY, instructors, staff members, visitors or students
- Assault and battery, abuse, or any threat of force or violence directed toward any academy member, staff, or visitor
- Appears under the influence or has the odor of drugs (legal or illegal)
- Having a personal service without permission
- Any public display of physical affection between students, or students and patrons is deemed unprofessional and is to be avoided
- Students who are not working with a client are responsible for applying their efforts toward practical and theory assignments; otherwise, that student will be clocked out and sent home for the day
- Students may not, under any circumstances, bring their children to school and collect hours for that day
- Not following school's dress code
- Not following School Rules & Regulations (given at orientation)
- Defaulting or delinquent/non-payment may prevent student from attending class until payment is received, therefore student will suffer loss of hours

TERMINATION CONDUCT DISMISSAL POLICIES

The following acts *may* result in immediate termination from THE WAY BARBER ACADEMY. Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution.

- Refusing a client
- Intoxication, Use, possession, sale or distribution of drugs/alcohol
- Improper dress
- Malicious gossip
- Leaving school without permission
- Repeatedly missing class, theory, or tests
- Cheating, copying, or the offering or receiving of unauthorized assistance in examinations, tests, quizzes, or projects. The use of cell phones and taking pictures of any exam or during an exam
- Tampering with time keeping records, time clock or time card
- Stealing from students, staff, or the school
- Bullying- verbal, physically, and social media at any time
- Interference with any instructor or administrator in connection with carrying out their duties
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact towards staff, students or visitors

- A student may be terminated for noncompliance with Conduct Policy, this student enrollment contract, of 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; and theft or any illegal act.

Disciplinary Policies- Students must understand that any infraction of the Standard of Conduct Policy, Satisfactory Progress Policy or Enrollment Agreement, could result in any of the following disciplinary actions:

Automatic Suspension- A student will be out on an automatic one-day suspension with no warning given for the following infractions: Refusing a client, leaving school grounds without permission while being clocked in, not being readily available, or using profanities.

Warning- Upon first offense, a written warning will be given

Suspension- Students who have not corrected a progress of disciplinary policy problem may be suspended for a period of one day. A second offense would result in a two-day suspension, and a third offense in a one-week suspension. In the case of a fourth offense, the student can be terminated. All suspension will count as absences and will result in loss of hours and are to be made up by the student.

Dismissal-Termination- Enrollment may be terminated at the discretion of school administration for any reason deemed necessary to maintain the positive educational environment and general objectives of the institution, see Termination Conduct dismissal policy for complete list.

DRUG ABUSE PREVENTION PROGRAM

Staff and the students THE WAY BARBER ACADEMY are prohibited from the unlawful manufacture, distribution, possession, or use of illicit drugs or alcohol. This prohibition applies while on the property of the school or participation in any institutional activity. Students and staff who violate this policy will be subject to disciplinary action up to and including termination from school or employment. THE WAY BARBER ACADEMY makes the following information available to its students, staff, and instructors. Any individual associated with THE WAY BARBER ACADEMY who is seeking information, counseling, or assistance concerning Drug Abuse Prevention may call or visit the following agency:

Lion's Gate Recovery Addiction Treatment
260 W. St. George Blvd, Saint George (866) 471-9476

GRIEVANCE PROCEDURE

A student, teacher, or other interested party who pose a concern may submit a written Solution/Challenge Form to the director with the allegation fully outlined. The form must be entirely completed. We do not accept grievances without a name written on it. Within fifteen (15) business days of a complaint, a school representative will arrange to meet with the complainant to try to resolve the issue. Solutions, comments, and/or challenges will be addressed on an individual basis only. Solution/Challenge forms concerning students will be kept in the student's file. If the problem cannot be resolved with the representative, it will be referred to arbitration.

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 main campus:

THE WAY BARBER ACADEMY
193 S. BLUFF ST.
SAINT GEORGE UT, 8470

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. Students can expect to receive a written response within 10 business days.

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (801) 530-6601 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.dcp.utah.gov

STUDENT SERVICES AND COUNSELING

This institution does provide student counseling designed to help students achieve their fullest personal development and make the best use of all of THE WAY BARBER ACADEMY educational resources. We offer guidance and advice beginning with your first admissions interview. The Faculty and Administrative staff will continue to be available for guidance throughout your enrollment at THE WAY BARBER ACADEMY. Various situations outside of school, such as transportation, your job, or childcare, may arise that could jeopardize your ability to complete your studies. Faculty and staff want to know about these situations so they can help you stay on track toward your goals.

CAREER DEVELOPMENT AND JOB PLACEMENT RESOURCES

THE WAY BARBER ACADEMY believes that Barbering is an ever-growing and abundant industry to establish a career. We believe Barbering is a Career, and the possibilities are endless. All it requires is your commitment and consistency and you will see how much you will grow. Keep in mind that upon graduating THE WAY BARBER ACADEMY as you continue to grow, additional training may required.

THE WAY BARBER ACADEMY assists students in their career development, such as in-school workshops on resume writing, interviewing skills and customer service skills as well as building a client base, retention and a job posting board. **The institution does not guarantee employment**. The assistance provided by THE WAY BARBER ACADEMY may be in the form of a letter of recommendation or a phone call to a prospective employer. Please note that in order to comply with various Federal, State, and Local oversight agencies, THE WAY BARBER ACADEMY is required to call employers that employ our graduates in order to verify placement.

PERFORMANCE STATISTICS

THE WAY BARBER ACADEMY maintained the following performance statistics for the year of 2024

Barber program **Graduation Rate**:	100%
Barber program, for those who sat for both exams, received a **License**:	100%
Barber program **Job Placement Rate**:	85%

*Data is provided from the NACCAS 2023 Annual Report Outcome Rates

STUDENT LIBRARY

THE WAY BARBER ACADEMY supplies all students with a bundle of Milady's Barbering Textbook, Milady Workbook, and Milady Study guide for students to study while on campus or at home. We offer training aids and audiovisual materials to support the instructional process which can be found in our main office. All materials are to be kept on school premises. Any other arrangement needed will only be approved by the school director. Use of school computers for internet study assignment and on-line testing review for all programs will be done with teachers' approval only.

ELIGIBILITY REQUIREMENTS FOR LICENSURE OR CERTIFICATE

The Utah 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. Exams are administered by Provexam.com fees for Licensure tests are $105 for the Theory (written) and $105 practical (English). Fees for Certificate/Permit tests are $105. Once required tests are passed, the license or certificate/permit application can be found on the website of the Utah Department of Consumer Affairs. The Board of Barbering and Cosmetology requires a completed application and payment of $60. Students are required

to apply to the Utah Department of Consumer Affairs for their licensure or certificate/permit. The following are the eligibility requirements:

- Complete the required hours from a Utah Board approved school(s) and attach the proof of training document(s)
- Social Security Number or ITIN number
- Be at least 17 years of age
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure, or aggravating circumstances, as defined in Utah Admin code R156-1-102(2), mitigating Admin code R156-1-120(15)

Master Barber program: completed 1000hrs in a Board approved school
Chemical Hair Services: completed 270hrs in a Board approved school
Haircutting: completed 150hrs in a Board approved school
Barbering: completed 130hrs in a Board approved school

State Board Office Location Utah Division of Occupational and Professional Licensing 160 East 300 South Salt Lake City, UT 84114 State Board Office Phone You can reach the office by calling the Utah State Board of Cosmetology phone number 801-530-6628 or 866-275-3675. Internet Web site www.dopl.utah.gov

INSTITUTIONAL REFUND POLICY AND PROCEDURE

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. Any monies due the applicant or students shall be refunded withing 45 calendar days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid, except a non-refundable application fee of $100.
2. 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 application fee of $100, regardless of whether or not the student has actually started classes.
3. 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 application fee of $100.
4. A student notifies the institution of their withdrawal in writing.
5. After being issued and received by student; the cost of equipment, books, and supplies are non-refundable. Kit items are not returnable.
6. A student on an approved leave of absence notifies the school that they will not be returning. The date of withdraw shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
7. A student expelled by the school. (unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.) If a student does not notify the school that they are withdrawing, and has not attended for 30 days, a formal termination shall go into effect.
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 said notification is delivered to the school administrator or owner in person.
    - For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of Scheduled Hours	% of Tuition School will receive/retain
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

*The percentages are based on tuition alone. Books, tools (kit), late fees, registration fees, and re-entry fees will be added to tuition charges.

- 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 days of determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the students immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
  - Provide a pro rata refund within 45 days of notice to the student; OR
  - Resume teaching the course and/or program within 30 days of notice to the student; OR
  - Participate in a Teach-Out Agreement; OR
  - Provide a full refund of all monies paid, less the non-refundable application fee.
- If a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall provide:
  - A full refund of all monies paid within 45 days of notice of course and/or program cancellation OR
  - Completion of the course/program
- If a school closes permanently and ceases to offer instruction after students have enrolled and instruction has begun, the school must make arrangements for students. The school has at its option:
  - A pro rata refund of tuition to the student OR
  - Participate in a Teach Out Agreement

- If a student drops or unofficial withdraw and re-enters The Way Barber Academy will charge a re-entry (application fee) of ($100.00). This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at The Way Barber Academy (eg: extra kit materials, books, products, ect.) will be calculated separately at the time of withdrawal and are non-refundable. All fees are identified in this enrollment agreement and in the student catalog.

RETURN OF TITLE IV (FEDERAL FINANCIAL AID)

Federal regulations require the return of a portion of Federal Financial aid "unearned" by students who withdraw from classes, do not return from leave of absence, or are terminated by the school. This is referenced as a return to title IV calculation. The calculation of Title IV funds earned by the student has no relationship to the student's tuition and fees that may be owed to the school. The school uses the last day of attendance or 14 days after not returning from a LOA to determine scheduled hours/date of determination in the Return to Title IV calculation. Any refunds to the USDE will be made within 45 days of the date of determination. In a case where financial aid funds are applied to a student's account after his/her last day of attendance, and funds are due to the student, a check will be mailed to the student within 30 days unless the student makes arrangements with the school to pick up the check. Arrangements must be made by the last day of attendance.

If the hours scheduled to be completed by the student on his or her last date of attendance are less than 50 percent of the course hours in the payment period, a portion of aid awarded to the student is considered unearned and must be returned to its source. Financial aid refunds will first be applied to loans and then the Pell Grant.
If the student received a check for living expense funds, the student may also be required to make a refund under the Return to Title IV regulations. Grant Aid only needs to be returned if it is more than 50% of the Grant disbursed for the payment period. Loan refunds by the student are paid according to the promissory note. Please be advised that this is only the Return to Title IV calculation. Once the school determines the amount of Title IV aide that the school may retain, the institution will then calculate the institutional refund policy.

Please see SAP –Warning / Probation for loss of financial aid as a result to poor SAP.
***The Way Barber Academy is not currently eligible to participate in federal Title IV Financial Aid Programs**

OFFICIAL WITHDRAW PROCESS

If a student wishes to withdraw from school, they must notify the school administration department. The notification may be in writing only. The date the notification is received is the date of determination. The administration department must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance and will be considered dropped from the program.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period. If the amount that you 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 withdraw date. See refunds sections. 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.

ACCREDIDATION

THE WAY BARBER ACADEMY is currently not accredited, but is in good standing as Initial Applicant with The National Accrediting Commission of Career Arts and Sciences (NACCAS) 3015 Colvin Street Alexandria , VA 22314 (703) 600-7600. THE WAY BARBER ACADEMY is licensed to operate by the State of Utah Department of Commerce, Heber M. Wells Building 160 E. 300 S, P.O. Box 146741, Salt Lake City, UT 84114, www.dopl.utah.gov (801) 530-6628
***The Way Barber Academy is not currently eligible to participate in federal Title IV Financial Aid Programs**

BANKRUPCY HISTORY

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

RIGHT TO PRIVACY AND RECORDS

Students and parents of dependent minors have the right to inspect and review the student education records according to the rules of FERPA. All student records will be kept confidential and released only upon written authorization of the student with the following exceptions:

- Student records may be released to law enforcement agencies following proper legal procedures.
- Student records may be accessed and or released to appropriate parties connected to financial aid or accrediting agencies.
- Student records may be released to a collection agency should use of a said agency be deemed necessary for collection of funds owed to the school.
- Other schools to which a student is transferring.
- Specified officials for audit or evaluation purposes.
- Appropriate officials in cases of health and safety emergencies, and State and local authorities, within a juvenile justice system, pursuant to specific State law.
- Records and accounts must be made available for review by authorized representative of the government notwithstanding any other provision of law.
- VA or it's agents shall have access to the records of VA beneficiaries and non-VA students without written consent

STUDENTS RIGHT AS OUTLINED BY FERPA

Students may:

- Inspect and review any education records pertaining to the student
- Request an amendment to his/her records
- Request a hearing (if the request for the amendment is denied) to challenge the contents of the education records on the grounds that the records are inaccurate, misleading, or violate the rights of the student.

For more details as outlined by FERPA, please read FERPA policy below or visit:
www.ed/gov/policy/gen/guide/fpco/ferpa/ps-officials.html
No portion of the file may be removed or reproduced without permission of the owner of the school, as all materials and records contained therein are the property of The Way Barber Academy.

NOTIFICATIONS OF RIGHTS UNDER FERPA

The Family Educational Rights and Privacy Act (FERPA) affords eligible students certain rights with respect to their education records. (An "eligible student" under FERPA is a student who is 18 years of age or older or who attends a postsecondary institution at any age.) These rights include:

- The right to inspect and review the student's education records within 45 days after the day THE WAY BARBER ACADEMY ("School" or "Institution") receives a request for access. A student should submit to the
  School Administrator a written request that identifies the record(s) the student wishes to inspect. The School Administrator will make arrangements for access and notify the student of the time and place where the records may be inspected.
- The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.
- A student who wishes to ask THE WAY BARBER ACADEMY to amend a record should write the School Administrator, clearly identify the part of the record the student wants changed, and specify why it should be changed.

- If the School decides not to amend the record as requested, the School will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
- The right to provide written consent before the School discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- THE WAY BARBER ACADEMY discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official typically includes a person employed by the School in an administrative, supervisory, academic, research, or support staff position; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the School who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the School.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

DIRECTORY INFORMATION

FERPA requires that the School, with certain exceptions, obtain student written consent prior to the disclosure of personally identifiable information from education records. However, the School may disclose appropriately designated "directory information" without written or authorized electronic consent, unless you have advised the School to the contrary in accordance with School procedures. THE WAY BARBER ACADEMY has the following information as directory information:

- Student's name
- Address
- Telephone number
- Email address
- Date and place of birth
- Program of study
- Dates of attendance
- Enrollment status

Requests to have directory information about you withheld should be submitted in writing to the School Administrator.

See the list below of the disclosures that postsecondary institutions may make without consent.

- FERPA permits the disclosure of PII from students' education records, without consent of the student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, § 99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the

record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student —

- To other school officials, including teachers, within the School whom the School has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the School has outsourced institutional services or functions, provided that the conditions listed in § 99. 31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the school's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, oradminister predictive tests; (b) administer student aid programs; or (c) improve instruction. (§ 99. 31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99. 31(a)(10))
- Information the School has designated as "directory information" under § 99.37. (§ 99.31(a)(11))
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of § 99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§ 99.31(a)(13))
- To the general public, the final results of a disciplinary proceeding, subject to the requirements of § 99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§ 99.31(a)(14))
- To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

DISABLED VISITORS/WHEELCHAIR ACCESS

THE WAY BARBER ACADEMY has access for disabled people to enter the institution's facility.

PARKING

THE WAY BARBER ACADEMY reserves the front area for patrons only. Students and staff can park on the opposite side of patron area. There is also parking available on the 200 S. side, right side of the building along side the street.

TEXTBOOKS, EQUIPMENT & SUPPLIES

Textbooks, workbooks and a kit will be issued at the beginning of the class. Each Student will be issued a complete kit of equipment with a carrying case. The kit contains the equipment necessary for satisfactory completion of the course. Students are expected to maintain the kit by replacing lost or broken articles. THE WAY BARBER ACADEMY is not responsible for a students equipment, either lost or stolen.

RECORDS RETENTION AND ACADEMIC TRANSCRIPTS

Records must remain onsite for 6 years and transcripts ae kept permanently in compliance with Utah CEC 94900 and National Accrediting Commission of Career Arts and Science (NACCAS). Students who need a proof of Training or a transcript may contact the school office and request the form desired. Transcripts are not provided to students who have ledger balances. The school may charge a $10.00 transcript fee for transcript requests.

FACULTY & STAFF

The faculty of THE WAY BARBER ACADEMY is hired based on their expertise in their particular field of Barbering and wellness. Our faculty members are highly skilled educators in hair, and skin. They are dedicated in providing you with the skill-set necessary for you to become successful while helping you to understand the importance of theory and practical training as you explore the many facets as a student of Barbering.

ADMINISTRATION STAFF

EMMANUEL AGUSTIN- Director
ZURIA BERNAL- Admissions/Director Assistant/Owner
EMMANUEL AGUSTIN- Academic Chief/Operating Officer

FACULTY

EMMANUEL AGUSTIN- Master Barber Instructor
ZURIA BERNAL- Cosmetology Instructor
BRAULIO HUIZAR- Master Barber Instructor
JOSHUA ANDERSON- Barber Instructor
BANDON ACEVEDO- Barber Instructor

FACULTY QUALIFICATIONS

EMMANUEL AGUSTIN- Mr. A has 18yrs+ of experience as a Barber, 5 yrs as a Shop Owner and 10+ yrs as a Licensed Instructor. Lic#12480614-1116

ZURIA BERNAL- Mrs. A has 19yrs+ of experience as a Cosmetologist, 5 yrs as a Shop Owner and 5 yrs in Education and Instructing. Lic#13180871-1105

BRAULIO HUIZAR- Mr. B has 5+ yrs of experience as Barber, received Instructor training at THE WAY BARBER ACADEMY. Lic#11599404-1116

JOSHUA ANDERSON- Coach has 2+ yrs of experience as a Barber, received Instructor training at THE WAY BARBER ACADEMY. Lic#14063081-1116

BRANDON ACEVEDO- Mr. C has 3+ yrs of experience as a Barber, received Instructor training at THE WAY BARBER ACADEMY. Lic#9016595-1116

I hereby certify that I have received a copy of The Way Barber Academy Student Handbook prior to enrollment and have reviewed its contents. I understand all policies stated herein and agree to comply with the Standards of Conduct, Rules and Regulations, and policies of the school. I also understand that all rules and policies are subject to change at the discretion of the school.

***The Way Barber Academy is not currently eligible to participate in federal Title IV Financial Aid Programs**

_____ _____

Student Signature Date

_____

Print Student Name

This page is to be filed at the school with the student's records.