

Tom C Barber College

1181 El Camino Real Santa Clara, CA 95050

Course Catalog

Catalog of Courses
Period Covered by the Catalog
January 1, 2024 to December 31, 2024

www.tombarbercollege.com

4

6

Institutional Mission and Objectives.....	1
Instructional Location.....	1
Description of the Facilities & Type of Equipment Used for Instruction.....	2
NOTICE CONCERNING TRANSFERABILITY OF CREDITS.....	2
Admissions Policies & Recognition of Credits.....	2
Visa Related Services.....	3
Language Proficiency.....	3
Language of Instruction.....	3
English as a Second Language Instruction.....	3
Accreditation Status.....	3
STRF Disclosure.....	4
Privacy Act.....	5
Student Conduct.....	5
Nondiscrimination Policy.....	5
Academic Freedom.....	5
Sexual Harassment.....	5
Student’s Right to Cancel.....	6
Policies and Procedures Regarding Financial Aid.....	6
Financial Aid Disclosures.....	7
Grades and Standards for Student Achievement - Satisfactory Progress.....	7
Attendance Policy – All Programs.....	9
Academic Probation and Dismissal Policies.....	10
Leaves of Absence.....	10
Student Grievance Procedures – Student Rights.....	10
Student Services.....	11
Placement Services.....	11
Student Housing.....	11
Student Records and Transcripts.....	11
Professions – Requirements for Eligibility for Licensure.....	12
Charges: Tuition & Fees.....	13
Faculty.....	13
Programs.....	14
Barber.....	14
REQUIRED DISCLOSURES.....	17
BARBER KIT.....	18

Institutional Mission and Objectives

10

Tom C Barber College provides quality haircut training with Thanh Chu, salon owner of over 25 years, and his team. Thanh has nearly 30 years of experience working and teaching in the beauty industry and has his AS college degree.

The mission of Tom C Barber College is to train students to be equipped with:

- 1) THE KNOWLEDGE to pass the State Board exam for Barbering and obtain their license, and
- 2) THE SKILLS to strike out on their own as self-reliant artists in the beauty industry

The objectives of our training include the required elements of the barber course such as health and safety, disinfection/sanitation, hair cutting & styling, shaving and trimming of the beard, and chemical hair services, as well as training not explicitly required, such as how to start, grow and manage a small business as a barber.

Instructional Location

5

Instruction is provided at 1181 El Camino Real Santa Clara, CA 95050.

Description of the Facilities & Type of Equipment Used for Instruction

The institution is a 2,200 square foot facility, equipped with 27 hair stations & chairs, 5 shampoo bowls, theory classroom, restrooms, breakroom, and administrative office space. Ample free parking is available for students, staff, and visitors, and the training facilities are equipped with standard peripherals necessary for instruction, such as blackboards, TVs with HDMI hookup, and desks and chairs. All required stations and equipment according to the regulations from the Board of Barbering and Cosmetology (BBC) will be installed and available to students, such as hair work stations, hydraulic chairs, dryers, shampoo chairs and sinks, stoves, mannequins, etc.

A complete list of materials included in each students kit can be found in the last pages of this catalog.

Library Resources

No formal library is needed to meet the instructional needs of the students. General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered.

Our library is comprised of learning resources that consist of Milady's Barbering Textbooks, Hair Color & Technique Books, State Board mock or practice exams, books on Haircutting, Facials, Hairstyles, etc. The library will also consist of Videos, DVD's or CD's that contain lessons and demonstrations for students viewing that concern the barbering profession. The policies and procedures for supplying them to students who will be based on a checkout system with a staff member who will oversee the library material and keep record of what has been checked out, by whom and the date the material is due back to the library. Students will have access to all library materials during school hours. Students who wish to check out material overnight must see a staff member for permission. All materials must be returned by the next school day. Any material considered overdue or late by a student will result in their future privileges for checking out learning material may consist of a four hour time frame before they must be returned to the library.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

Admissions Policies & Recognition of Credits

Criteria for consideration for admission:

The general criteria for admission are:

- Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
- Must present a photographic driver's license or Calif. I.D. and social security card.
- No Ability to Benefit Students will be admitted.

- Student must have graduated from high school, or earned a GED or equivalent.

Recognition of Credit Policies

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution.
- Students transferring from another cosmetology or barbering school will complete our Transfer Student Agreement and provide an official transcript from the previous school. Hours accepted will be calculated according to transfer guidelines published in the BBC regulations. The student will be charged the per hour rate for tuition for any hours remaining. The student will be required to purchase a student kit and a book if needed. Credits for previous training will be given only if certified transcript is presented from a licensed cosmetology school. Credit for out of state training must be submitted to the governing state board of cosmetology before being accepted by the school. All course work hours and tuition will be adjusted accordingly and the proper agency notified. All record of previous education will be maintained in the student's record file. If a student wishes to transfer to another school, he/she must submit a written notice within 10 days prior to departure date. Transfers will not be approved until all financial agreements are current.

19

Visa Related Services

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

Language Proficiency

19

For a student wishing to enroll in a program offered in English but whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student will not be allowed admission to any of the institution's programs delivered in the English language unless student attains a qualifying score of 97 on the CELSA. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, this requirement does not apply to students who have completed coursework, in English, at the college level.

For a student wishing to enroll in a program offered in Vietnamese but whose high school or equivalent coursework was not completed in Vietnamese, and for whom Vietnamese was not a primary language, the student will not be allowed admission to any of the institution's programs delivered in the Vietnamese language unless student attains qualifying scores of 17 (reading exam) and 14 (math exam) on the LPAT-V test. This requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the Vietnamese language. Similarly, this requirement does not apply to students who have completed coursework, in Vietnamese, at the college level.

19

Language of Instruction

Instructions will be given in no language other than English and Vietnamese. Language of instruction is not blended; separate cohorts are taught for each language.

English as a Second Language Instruction

This institution does not provide ESL instruction.

22

Accreditation Status

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

STRF Disclosure

Student Tuition Recovery Fund Disclosures.

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

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

Privacy Act

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

Student Conduct

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

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

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

Nondiscrimination Policy

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

Academic Freedom

Tom C Barber College is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

Tom C Barber College encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

Sexual Harassment

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any

facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

Student's Right to Cancel

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. Cancellation is effective on the date written notice of cancellation is sent to the school administrative office at 1181 El Camino Real Santa Clara, CA 95050, Attention Chief Academic Officer Thanh Chu, or by email to thanhchu01@yahoo.com.

25

Withdrawal

A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. A notice of withdrawal for the current term or from the school shall be in writing and submitted to the school administrative office. Withdrawal is effective on the date written notice of cancellation is sent to the school administrative office at 1181 El Camino Real Santa Clara, CA 95050, Attention Chief Academic Officer Thanh Chu, or by email to thanhchu01@yahoo.com.

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance, in accordance with the Refund Policy below.

Refund Policy

25

The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. For students who have cancelled their enrollment agreement, the institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee. All refunds shall be issued to the student within 45 days of the student's withdrawal or cancellation.

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

The amount owed equals the daily charge for the program (total institutional charge, divided by the number of days or hours in the program), multiplied by the number of days student attended, or was scheduled to attend, prior to withdrawal.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds. This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Policies and Procedures Regarding Financial Aid

27

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

Financial Aid Disclosures

This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees to apply for late payments two or more days delinquent. Students who fall one month behind in their tuition payments are subject to disenrollment for a minimum of 6 months or until previous balance is paid in full and/or student's training may be terminated until the start of the next program at the discretion of the Chief Academic Officer.

Grades and Standards for Student Achievement - Satisfactory Progress

Students are evaluated on a regular basis on theory and practical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade. Evaluation forms are issued to the Cosmetology students at 25%, 50%, 75% and 90% of the course hours scheduled to complete. All other courses consisting of 600 hours or less students are issued evaluation forms at 45% and 90% of the course hours scheduled to complete. This evaluation form reflects the overall Attendance and Academic progress of the student. Students must maintain a "C" (70%) average to maintain satisfactory academic status. The system detailed below is the system utilized in the school.

Academic Grading	Point Grades for Practical Work
100% - 95% A...Superior Performance	(GPA 4) 4 POINTS = A
94% - 85% B...Above Average	(GPA 3) 3 POINTS = B
84% - 75% C.....Average	(GPA 2) 2 POINTS = C
74% - 65% D.....Unsatisfactory	(GPA 1) 1 POINTS = D
64% - 00 % F....Fail	(GPA 0) 0 POINTS = F

Grades for Practical Work

- A - EXCELLENT, No Errors (All steps followed correctly).
- B - 1 to 2 Procedures incorrect, student is making GOOD satisfactory progress.
- C - 3 Procedures incorrect (SATISFACTORY progress).
- D - 4 Procedures incorrect (RETURN Student to manikin head for developing of skills).
- F - All Procedures were done incorrectly (REMOVE student from clinic floor to freshman class).

Student Clock Hour Policy: The Bureau of Barbering and Cosmetology recognizes clock hours that are determined by time-clock punched hours of attendance. As a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. Students are given up to seven (7) minutes to clock in and receive credit for the quarter ($\frac{1}{4}$) hour. This seven minute period applies to the start of the class day. A thirty (30) minute lunch break is taken when a student attends a minimum of a 6 hour class day or more. If you are attending less than a 6 hour class day and desire to take a lunch break (30 minutes), then the half hour must be deducted from your daily total and you must clock in/out on your time card for the lunch break. Once theory classes have been started no one will be allowed to enter the theory classroom.

At the completion of the day, your time card is prepared from the current weekly time card. The daily hours and operations earned are added to the totals in the prior column and final totals transferred to the cumulative column. These cumulative figures are then entered in the prior column on the weekly time card. The time card must be signed by the student and the instructor's daily. Instructors may not sign a student in or out and if a student does not clock in or out at lunch 30 minutes for lunch will be deducted.

Time cards reflect the student's daily record of hours and operations. It is important that all of your hours and operations are recorded properly and accurately. School administrative personnel must be able to read your time card so that the hours and operations are transferred correctly to the roster. The time cards are the property of the school and must remain in the school at all times. Time cards must be retained/stored in their entirety for 5 years by the school.

After clocking in students are required to maintain applied effort, personnel grooming, leaving the building, and reading material not related to your training or activity not related to your training is not tolerated. If any of these infractions occur students will be asked to stop such activity, or to punch out for the remainder of the day. Continued activities of this nature could result in termination.

STANDARDS OF SATISFACTORY PROGRESS

This Institution expects all of the students to maintain Satisfactory Academic Progress (SAP). The institution requires all students attending must be making satisfactory progress as determined in our guidelines.

The student must:

- Maintain a cumulative academic average of "C" (70%) or better at the end of the evaluation period.
- Maintain a cumulative average attendance level of at least two-thirds (2/3), (67%) of the scheduled hours indicated on their enrollment contract at the end of the evaluation period.
- Complete the course within a maximum time frame of one and one-half (1 1/2) time the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course 44 weeks (including grace time for absences, two weeks) he or she must complete within 66 weeks
- Students meeting the minimum requirements at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation.
- The following factors will be measured to determine Academic Progress:
 - Theory test grades and practical work (including mannequin and patron work).

REQUIRED PRACTICAL OPERATIONS

Policy and Regulatory Agencies require student to complete an established number of practical operations for satisfactory skills development and graduation. Operations may be completed on mannequins, models or clients. The requirements listed are minimum operations that each student must successfully complete prior to graduation. Additional operations may be scheduled by the instructor, based on training needs and clientele volume. Practical assignments are evaluated as completed and counted toward course completion only when rated at satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category. This criterion shall be explained to the students and used uniformly when giving practical grades.

If the student has not completed the coursework and earned a grade at the end of the course, the instructor may issue one of the following grades.

I Incomplete If the course has not been completed, the instructor may grant an I on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

W Withdraw The student may withdraw from any course before the end of the term. At the end of the term, the instructor may withdraw the student from the course and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

Attendance Policy – All Programs

The course of student training and total number of hours are established by the State of California. Students are required to attend 100% of the scheduled sessions throughout the entire program. When a student falls below 100% attendance they will be placed on probation for the remainder of the program. The student must complete the course within a maximum time frame of one and one-half (1 ½) times the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course within 44 weeks, he or she must complete within 66 weeks. The student will be notified of their probation status and they will be required to meet with the Chief Academic Officer.

- Each student is required to attend school daily, Monday through Saturday, during the course term and during the hours stated in the student's Enrollment Agreement with no exceptions unless otherwise permitted in writing by the Administration Office, or with written excused absence.
- Student, under special circumstances, may arrange a revised school attendance schedule with approval from the Admissions Office or Chief Academic Officer and amend the Enrollment Agreement to show the days and hours of attendance.
- Each student, when entering or leaving the school, must check in or out on their own time card and must also check in and out for breaks and lunch periods.
- Full-time students are permitted a thirty (30) minute lunch period and one (15) fifteen minute break Monday through Saturday. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the school premises at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing.

Makeup hours: upon signing your enrollment agreement, your tuition covers all fees up to your anticipated graduation date. Students may make-up any missed hours at the discretion of their instructor as long as there is space in the classroom. However, after the scheduled completion date for your program, the school will continue to train students toward completion for an additional 20 hours at no additional cost. Once the student has exhausted the additional 20 hours of training, each additional hour will cost extra. (see fee schedule). Sick days, personal religious holidays, etc., are subjected to this charge. Approved documented medical emergencies, court days, pre-arranged days off, or funerals are not subject to this charge.

ABSENCES

All absences cannot be made up and might jeopardize the student's ability to complete the course during the term stated in the Enrollment Agreement. According to the State Barber/Cosmetology Board, the Cosmetology program requires that minimum hours be completed before a student is eligible for graduation.

Absences may be excused with prior approval of the Admissions Office. Absence for good cause may include, but are not limited to, death in immediate family, illness, or absences previously cleared with the Administration Office. Absence for an extended period of time because of illness will require a written statement from an attending physician before the student will be re-admitted to the school.

Satisfactory attendance must be maintained. Absences of three (3) consecutive or four (4) non-consecutive days per month are considered excessive.

In the event that a student has five (5) consecutive unexcused absences from school and has not notified the school and received permission to be absent, student may be automatically terminated and the termination date will be the last day of actual attendance.

TARDINESS

Students will be deemed tardy if their arrival at the school as indicated on the student's time card exceeds, one (.01) minute after their regularly scheduled time for attendance, e.g. starting time, breaks and lunch period. Students will be docked fifteen (15) minutes from their time if exceeds one (0.1) minute, if exceeds twenty one (.21) minutes half (.5) hour will be docked, etc. Early departures without permission will be treated the same as a tardy. Tardiness and early departures totaling unexcused absences are included in the 10% absenteeism allowance.

Academic Probation and Dismissal Policies

32

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's academic progress will be monitored at the end of each module as the grades are posted. Should the student's pass/fail percentage fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

TOM C BARBER COLLEGE

1181 El Camino Real Santa Clara, CA 95050

After the completion of the current module, the student will have two additional modules to bring his or her pass/fail percentage up to or in excess of the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

Violations of the Harassment or Discrimination Policy of this institution will become part of the student's record. Depending on the severity and/or frequency of the violation(s), the Faculty may take disciplinary action, including administrative withdrawal from the University. A student who has become subject to disciplinary action may submit an appeal to the Chief Academic Officer per the University's Grievances policy.

Leaves of Absence

33

It is the policy of the school to not grant a Leave of Absence to students. The school director may grant a leave of absence after determining that good cause is shown. A student may have no more than two leaves of absence in a 12-month calendar period, and may be on leave of absence no more than 30 calendar days during that 12-month calendar period. School attendance records will clearly define the dates of the student's leave of absence. A written statement of the reason(s) leave of absence was granted, signed by both the student and the school director indicating approval, will be placed in the student's permanent file. A student's enrollment in the program will be terminated if the student fails to return as scheduled from an approved leave of absence.

Student Grievance Procedures – Student Rights

34

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 or a counselor. 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 written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's signature. The student can expect to receive a written response within

ten business days. The COO will verify that the student has made an attempt to resolve the incident or complaint. If the student has followed the above three steps, the COO will call a grievance session and include all of the concerned parties. Each party involved may be asked to present their version of the incident prior to all parties being present. The person against whom the complaint is filed shall receive written notice which shall include the initial report, the factual allegations, a list of witnesses and evidence. Each party involved may be asked to present their version of the incident prior to all parties being present. The COO will then issue a statement to all parties within 48 hours of the grievance meeting conclusion. If the decision is unacceptable to the student, the student must, within 48 hours, send written copies of all documents and a cover letter to the COO explaining why they believe the decision is unacceptable.. The school has the right to suspend the student until the problem is resolved if the student does not follow the proper grievance procedures.

Continued unresolved complaints may be directed to:

Bureau for Private Postsecondary Education

P.O. Box 980818

West Sacramento, CA 95798-0818

Phone: (916) 574-8900

Web site: www.bppe.ca.gov

Student Services

35

This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

Placement Services

36

This institution does not offer job placement assistance to its graduates at this time.

Student Housing

37

This institution has no responsibility to find or assist a student in funding housing.

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. (www.apartmentguide.com)

Student Records and Transcripts

38

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund

information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

Professions – Requirements for Eligibility for Licensure

21

Each Board of Barbering and Cosmetology program offered requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee accompany the completed application. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Barber Program: Completed 1000 hours in a Board approved school.
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Have a valid Social Security number before taking an examination with the California Board of Barbering and Cosmetology.
- The license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from the Barber course described previously and passed the examination with an overall average score of 75%.

Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

23

Program Name	Tuition	Registration Fee	STRF (\$0.00/\$1,000)	Textbooks	Total Program Charges
Barber	\$9,250	\$250	\$0.00	\$0	\$9500.00

Other Fees:

State Board Exam Fee: \$125
 Transcript Fee: \$25 for two copies

Program Name: Barber

	Fees
TOTAL CHARGES FOR THE CURRENT PERIOD OF ATTENDANCE	\$9500.00
ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM	0
TOTAL CHARGES STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT	\$250

Faculty

26

Thanh Chu

Thanh has over 28 years of experience as a barber, and beauty salon owner, and 18 years of experience as a teacher.

Programs

Barber

Description of Program	This program covers all aspects of barbering, including hair styling, chemical hair services, and beard shaving and trimming techniques. Successful completion of this program will make the graduate eligible to take their licensure exam and obtain a Barbering license and pursue employment in the field.
Program Mission and Objectives	<p>The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills gained in this course will prepare students to pass their licensing exam and obtain work as a barber (SOC 39-5011).</p> <ul style="list-style-type: none"> • Acquire knowledge of laws and rules pertaining to health and safety and best practices for infection control and prevention • Demonstrate proper sanitation and sterilization of implements and workspace • Understand general the theory topics of Barbering • Understand and demonstrate the proper use of implements relative to all Barbering services • Acquire the skill for analyzing the hair and skin prior to all services • Use appropriate terminology used in performing all Barbering services • Execute proper and accurate procedures in hair and shaving services such as hair cutting, styling, chemical hair treatments, and shaving • Develop appreciation of good workmanship common to Barbering
Graduation Requirements	When a student has completed the required theory hours and practical operations with a GPA of "C" (70%) or better he or she is awarded a diploma certifying his or her graduation. Students are assisted in completing the necessary documents to file for the appropriate Barbering and Cosmetology Examination.
Program Length in Hours	1000 hours
Final Tests or Exams	A final skills exam is administered
Required Internship or Externship	None Required

Outline of Subject Matter: Barber

Topic	Total Hours, Technical & Practical
Health & Safety	100
Disinfection & Sanitation	150
Chemical Hair Services	250
Hairstyling Services	250
Shaving and Trimming of the Beard	250
Total Hours	1000

Outline of Subject Matter in Technical and Practical Instruction

- **Health & Safety**

- Infection Control & Regulations
- Principles of Infection Prevention Measures
- Chemicals and your Health
- Safety Data Sheets: What you need to know
- Protecting Yourself from Hazardous Chemicals
- Safe Chemical Handling in the Establishment
- Communicable Diseases: Prevent the Spread
- Health and Safety Laws and Agencies
- Solving Health and Safety Problems
- Ergonomics: Fitting the Job to the Person
- Worker's Rights
- Sexual & Physical Assault Awareness

- **Disinfection and Sanitation**

- Protecting the Health & Safety of the Consumer & You
- Proper Hand Washing
- Disinfectants
- Cleaning and Disinfecting nonelectrical tools and implements
- Standard protection precautions
- Personal protective equipment

- **Chemical Hair Services**

- Hair Analysis & Predisposition
- Identify natural hair color and tone
- How chemical services affect the structure of hair
- Techniques for permanent waving
- Soft Curl permanents
- Techniques for chemical hair relaxers/straightening
- Safety precautions for chemical hair relaxing services
- Hair color consultation & strand tests
- Alternative hair coloring techniques: Balayage, Ombre
- Proper mixing and formulation of hair color
- Applying hair color
- Hair color retouches
- Bleaching: How to use lighteners
- Color correction and effective use of dye removers
- Hair coloring safety precautions

- **Hairstyling Services**

- Styling and arranging of various hair lengths and styles
- Pin curls
- Roller curls
- Hair wrapping
- Master comb-out techniques
- Basic blow dry styling techniques
- Thermal hair straightening
- Curling iron techniques

- Safety in thermal hairstyling
- Shampooing principles and techniques
- Basic haircutting techniques
- Principles of wet and dry hair cutting
- Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
- Posture and body position
- **Shaving and Trimming of the Beard**
 - Shaving Safety Considerations
 - Tools and Product Knowledge
 - Station Setup
 - Preparing the client for a shave
 - Effective skin condition assessment
 - Standard shave procedures and techniques
 - Facial without shave (including traditional massage and rolling cream massage techniques)
 - Facial with shave, including application of aftershave antiseptic

Depending on how long it takes a student to complete the practical operations successfully, a student may exceed the total number of hours required in a subject or may not yet meet the total hours required in a subject. If a student does not yet meet the total number of hours required, the school will be responsible for making sure the student completes additional hours to meet the total hour requirement in that subject.

- The minimum combined total clock hours of 1000, include the technical instruction phase and the practical instruction phase for the student to acquire the necessary skills through practical applications developed under the supervision of the school instructors.
 - Technical instruction means instruction by demonstration, lecture, classroom participation, studying textbooks and related material, the writing of outlines, classroom use of audio and visual film, tapes, slides and examination.
 - Practical Operations, means the actual performance by the student of complete services on another person or a mannequin.

REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- 7 • This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post Secondary Education (BPPE). The Bureau's approval means compliance with state standards set forth in CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
- 8 • This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- 9 • As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.
- 28 • 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 moneys not paid from federal student financial aid program funds.
- 13 • Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 North Market, Suite 225 Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, toll free telephone number (888) 370-7589 Fax (916) 263-1897.
- 14 • A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site www.bppe.ca.gov.
- "The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589 or by visiting www.osar.bppe.ca.gov."

BARBER KIT

Barber Kit

- Andis BGRV Clipper & Andis T-Outliner Trimmer
- Includes
- Andis BGRV Variable 5 Speed Clipper (Includes #1 Detachable UltraEdge Blade)
- Andis Master Clipper
- Andis T-Outliner Trimmer
- Andis Nano-Silver Magnetic Attachment Guides #0 - #4
- Andis Nano-Silver Magnetic Attachment Guides #5 - #8
- Andis UltraEdge Surgical Stainless-Steel Trimmer Blade - Leaves hair 1/150 - 0.1mm
- Andis UltraEdge Blade #00000 SS - Leaves hair 1/125" - 0.2mm
- Andis UltraEdge Blade #0000 - Leaves hair 1/100" - 0.25mm
- Andis UltraEdge Blade #000 - Leaves hair 1/50" - 0.5mm
- Andis UltraEdge Blade #0A - Leaves hair 3/64" - 1.2mm
- Andis UltraEdge Blade #1A - Leaves hair 1.8" - 3.2mm
- Andis UltraEdge Blade #1.5 - Leaves hair 5/32" - 4mm
- Andis UltraEdge Blade #2 - Leaves hair 1/4" - 6.3mm
- Andis UltraEdge Blade #3.5 - Leaves hair 3/8" - 9.5mm
- Andis Nano-silver Magnetic Attachment Combs
- Includes
- #0 - 1/16" - 1.5mm
- #1 - 1/8" - 3mm
- #2 - 1/4" - 6mm
- #3 - 3/8" - 10mm
- #4 - 1/2" - 13mm
- #5 - 5/8" - 16mm
- #6 - 3/4" - 19mm
- #7 - 7/8" - 22mm
- #8 - 1" - 25.5mm

[End of Document]