

Barber School 1 School Catalog

2025-2026 Academic Year



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Educating Professionals with Honor and Integrity



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TABLE OF CONTENTS

I.	DESCRIPTION OF THE SCHOOL	4
	<i>Mission Statement</i>	4
	<i>School Objectives</i>	4
	<i>Administration and Staff</i>	4
	<i>School Calendar and Curriculum</i>	4
	<i>Facilities</i>	4
	<i>Certifications</i>	5
II.	SCHOOL APPLICABLE POLICIES	5
	<i>Admission Policy</i>	5-6
	<i>Attendance Policy</i>	7
	<i>Satisfactory Progress Policy</i>	7-11
	<i>Student Records Policy</i>	11-13
	<i>Refund Policy</i>	14-15
	<i>Student Policy and Procedures</i>	16
	<i>Drug Free Policy</i>	17
III.	SERVICES TO STUDENTS	18
	<i>Admission</i>	18
	<i>Orientation</i>	18
	<i>Class Size</i>	18
	<i>Books and Supplies</i>	18
	<i>Student Lockers</i>	18
	<i>Bulletin Board</i>	18
	<i>Counseling</i>	19
	<i>Job Placement/Employment/Assistance Student Records</i>	19
	<i>Student Records</i>	19
IV.	RULES AND REGULATIONS	19
	<i>Class Attendance</i>	19-20
	<i>Tardiness</i>	20
	<i>Make-up Work</i>	20
	<i>Leave of Absence</i>	20-21
	<i>Withdrawal from School</i>	21
	<i>Academics</i>	21
	<i>Dress Code</i>	21-22
	<i>Prohibited Conduct</i>	22
	<i>Sanitation Duties</i>	23
	<i>Student Kits</i>	23
	<i>School Property and Security Inspections</i>	23

	<i>Personal Property</i>	24
	<i>Client Relations</i>	24
	<i>Student Parking</i>	24
	<i>Tuition Payment</i>	24
	<i>Others</i>	24
V.	DISCIPLINARY SANCTIONS	25
VI.	GRADUATION FROM THE SCHOOL	26
	<i>Completion of Course</i>	26
	<i>Graduation Requirements</i>	26
VII.	COURSE OUTLINES	27
	<i>Master Barber</i>	27-28
	<i>Master Barber Instructor</i>	29
	<i>Licensed Cosmetologist to Master Barber</i>	30
VIII.	EXPENSES	31
	<i>School Fees and Charges</i>	32-33
IX.	CONTINGENCY PLAN	33
X.	MEMO FROM THE OWNER	34

I. DESCRIPTION OF THE SCHOOL

Mission Statement

It is **Barber School 1's** mission as qualified professional educators to provide our students with the highest quality of educational methods and performances in preparing our students for careers in the field of Barbering.

School Objectives

Barber School 1's main objective is to deliver proficiency along with pragmatic training as outlined in the Tennessee Barber Law Curriculum. We strive to offer individual hands-on practical classroom training designed to prepare students for taking and passing the state board exam in order to qualify for entry level Employment in the Barbering profession.

Administration and Staff

Lamar Hobson Jr.	Owner/Director and Instructor, Licensed Master Barber Instructor in Tennessee
Elton Holmes	Financial Aid Officer
Kevin Watkins	Assistant Master Barber Instructor
Daphne Brawner	Assistant Master Barber Instructor
Carliyah Greer	Administration Assistance

Class Curriculum

Milady's Standard Textbook of Professional Barbering - 2021

Students are encouraged to apply for enrollment on any day of the school calendar year. Classes begin every Monday.

The school is open for classes as follows:

Morning Classes:	Monday-Thursday 9:00am-5:00pm
Night Classes (optional):	Monday-Thursday 5:00pm-9:00pm
Make-up Date:	Friday 9:00am-5:00pm
Weekend Classes/Make-up Date:	Saturday 8:00am-12:00pm

Barber School 1 recognizes the following holidays and will be closed on these dates: New Year's Day, Martin Luther King Jr. 's Birthday, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Thanksgiving, and Christmas. Barber School 1 is **closed** for summer break and christmas break. In case of mitigating circumstances, the school will be closed whenever Jackson/Madison County Schools are closed.

Facility

Barber School 1 is located in the Jackson, Tennessee Business area; it is beautifully adorned with ample parking for students, staff, and clients. The school itself is a 17,000 square foot space that has a clinic floor with proper equipment such as barbering chairs, hair washing bowls, mirrors, and etc. to provide service to clients. The classroom space is utilized to teach students the concepts of barbering, and the school utilizes a supply room where all hair products are retained.

Certifications

Below are all the certifications that Barber School 1 has earned due to meeting the minimum standards set by boards, departments, agencies, and etc.

Tennessee Board of Cosmetology and Barber Examiners

500 James Robertson Parkway #130, Nashville, TN 37243

(615) 741-2294

National Accrediting Commission of Career Arts and Sciences

3015 Colvin Street, Alexandria, VA 22314

(703) 600-7600

Candidate

II. SCHOOL APPLICABLE POLICIES

ADMISSION POLICY

Non-Discrimination Statement

Barber School 1 offers equal educational opportunity to all persons regardless of race, color, religion, sex, creed, age, ethnic origin, veteran status, or disability and does not discriminate against any of these categories.

Admission Requirements

Applicants desiring to make an application for admission to the school should contact the school directly. Admission requirements are maintained for all programs offered at Barber School 1.

For admission, the applicant must:

- Be 17 years of age or older
- Proof of having a high school diploma, GED, or college degree (Associate's, Bachelor's, Masters, Doctorate).
- Proof of age may be documented by various means including but not limited to a birth certificate, driver's license, social security card, and/or any government-issued identification.

***Note:** Ability-To-Benefit students and foreign students (students who have foreign high school diplomas) are not admitted at Barber School 1.

Transfer Student Enrollment

Enrollment is available for students wishing to transfer to the school after they have withdrawn from other barber schools in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study.

All transfer students must submit a certification of hours before signing the enrollment agreement. Credit for previous training and education in licensed barbering training programs may be granted. The acceptance of transfer hours is at the discretion of the school. The student must meet all regular admission requirements.

All transfer students must be interviewed by the school representative. Students who are transferring more than 750 hours may be required to take an entry test both (theoretical and practical) and be evaluated by an instructor before starting formal learning at Barber School 1.

After the interview and/or evaluation have taken place and the interview evaluation form completed, the school representative/instructor will meet with the School Director to discuss the results. At this time the School Director will determine how many hours the student will need to complete and what schedule of classes will benefit the transfer students.

Transfer student contracts are calculated on an hourly basis. The current school tuition rate and other regular charges will be applied.

Students should be aware that the transfer of clock hours is always the responsibility of the receiving institution. Whether or not clock hours transfer is solely up to the receiving institution. Any student interested in transferring clock hours should check with the receiving institution directly to determine to what extent if any, clock hours can be transferred.

Transferring hours from **Barber School 1** to another institution may be limited. Transfer of credit is controlled by the receiving institution. Accreditation does not guarantee transferability.

RE-ENTRY POLICY

Students, who have withdrawn and wish to reenter school, must contact the school office for approval to reenter. Determination for re-entry will be made on an individual basis. Any hour accumulated, and paid for, will be honored for five (5) years, any remaining hours will be charged at the current tuition rate. In addition, the student will have to pay a \$250.00 re-entry fee and first-month tuition payment. All readmissions are at the discretion of the School Director.

Admission Procedures

Each student is provided before enrollment with a school catalog and written pre-enrollment information in English accurately describing:

- Completion rates for students in the school.
- Pass/Fail rates of school graduates on licensing exams.
- Placement rates of the school/s graduates.
- Compensation a successful graduate may reasonably expect.
- The physical demands of practicing the profession.
- Safety requirements for the profession.
- Tennessee State Record of Barber Examiners' licensing requirements.

The school catalog information and pre-enrollment are readily available on the school website.

Upon admission, the student admitted or the legal guardian of the student who is a dependent minor and the School Director sign an enrollment agreement in English. A copy of the agreement is provided to the student or the legal guardian if the student is a dependent minor. Another copy of the completed enrollment is maintained by the school.

Each **Barber School 1** student must be given a complete orientation to help acquaint them with the school. This orientation is presented on the first day of class.

***Note:** The above admission requirements, policies, and procedures are applied to all the programs offered by the **Barber School 1**.

ATTENDANCE POLICY

An attending schedule is established for each student on the first day of enrollment. The schedule can be changed subject to student's request in writing and approval by the School Director.

Students are expected to attend classes as scheduled. Full time students are expected to garner 25 hours per week and part time students are expected to garner 15 hours per week for all programs.

For the purpose of tracking student attendance, the school utilizes a computerized time clock system. Each student is provided with their timecard. It is the student's sole responsibility to clock in and clock out the day he/she attends classes. In case students miss a clocking on their timecard, they should notify the instructor/administrative personnel immediately of their attendance time. Students must sign a timesheet if the time clock is not operating.

The student agrees to provide the school with excuses for all absences and variations from his/her established schedule. Students must call the school if they are unable to attend class.

Students have 4 (four) free absences; After the 4th absence, they will be placed on probation.

Excessive absences (absence from school for three consecutive days, four absences in one month) without a written excuse will provide sufficient basis for termination. In the event a student is absent from class for 3 (three) consecutive days without a sufficient excuse he/she will be immediately terminated.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Policy is consistently applied to all students within all programs enrolled at the school, whether the student is enrolled part-time or full-time. It is printed in the catalog to ensure that all students receive a copy before the enrollment period. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Students are evaluated for satisfactory academic progress as follows:

Master Barber: 450 hours, 900 hours, 1200 clocked (actual) hours.

Master Barber Instructor: 150 clocked (actual) hours.

Cosmetologist to Master Barber: 150 clocked (actual) hours.

*Transfer Students-midpoint of the contract hours will be established evaluation periods whichever comes first.

ATTENDANCE PROGRESS EVALUATIONS

Barber School 1 students are required to attend a minimum 67% of the hours possible based on the applicable schedule in order to consider maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. This attendance percentages are determined by dividing the total hours accrued by the total number of hours scheduled. In summation at the end of each evaluation, the school will determine if the student has maintained at least 67% cumulative attendance since the beginning of the course, which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system appraise as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards course completion only when rated as satisfactory or better. The computer system will reflect completion of the practical assignments as a 100% rating.

If the performance is not meeting satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills adopted by the school. Students must maintain a cumulative academic average of 70% or above. Students must pass a final written and practical exam prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Evaluation periods are based on actual hours completed. Numerical grades are considered according to the following scale:

90-100 EXCELLENT

80-89 VERY GOOD

70-79 SATISFACTORY

69-0 BELOW STANDARDS-UNSATISFACTORY

MAXIMUM TIME FRAME

A maximum time frame is on all programs offered at Barber School 1. If the maximum time frame is exceeded, the student will be terminated from the program. The student will be able to re-enroll in the program on a cash-pay basis that is consistent with the school's policy. A leave of absence will extend the student's contract period by the same number of days taken in the leave of absence. The maximum time frame will not exceed 149% of the course allowed for students to complete each course at satisfactory academic progress as stated below:

COURSE	MAXIMUM	TIME
	WEEKS	SCHEDULED HOURS
Master Barbering (Full Time, 25 hrs/wk) - 1500 hours	89	2145
Master Barbering (Part Time, 15 hrs/wk) - 1500 hours	149	2145
Master Barbering Instructor (Full Time, 25 hrs/wk) - 300 hours	18	447
Master Barbering Instructor (Part Time, 15 hrs/wk) - 300 hours	30	447
Licensed Cosmetologist to Master Barber (Full Time, 25 hrs/wk) - 300 hours	18	447
Licensed Cosmetologist to Master Barber (Part Time, 15 hrs/wk) - 300 hours	30	447

The maximum time allowed for transfer students who need less than four (4) course requirements or part-time students will be determined based on 67% of the scheduled hours. The academic year is 900 clock hours and the academic weeks in a year is 26 weeks for all programs.

DETERMINATION OF PROGRESS STATUS

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. **Barber School 1** will evaluate students' (academic and attendance) Satisfactory Academic Progress at the conclusion of each evaluation period. Evaluation periods are based on actual hours completed. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students will be given a copy of their satisfactory academic progress evaluations and should they lose their physical copy, they can always obtain another through asking the owner/instructors to see their records. Students will be notified if they are not meeting Satisfactory Academic Progress in the evaluation period.

WARNING

Any student failing to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while during the warning period. The student will be advised in writing on the action required to attain satisfactory academic progress by the next evaluation. Students will not have to make an appeal in the warning period. If at the end of the warning period the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds. There will be no consecutive warning periods.

PROBATION

If the status of probation is placed on a student, the school has evaluated that the student's progress did not meet satisfactory academic progress during the warning period and has followed the ensuing steps to place a student on probation. Students who fail to meet minimum requirements for attendance or academic progress after the warning period must appeal the negative progress determination prior to being placed on probation and prevail. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period may be placed on probation if it is mathematically possible.

If a student cannot meet the Satisfactory Academic Progress Policy standards by the end of the next evaluation period, the student will be placed on an academic plan and must be able to meet requirements set forth in the academic plan within the maximum time frame established for the individual student. 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. Only if all of these are met will the student be put on probation. 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 probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress 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. Students cannot be placed on probation consecutively.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period. A student who does not achieve the minimum standards is no longer eligible for Title IV, HEA

program funds, if applicable, unless the student is on warning or has prevailed upon appeal of determination that has resulted in the status of probation.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract 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.

APPEAL PROCEDURE

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within five calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student; or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form 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 3 calendar days.

The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed and federal financial aid will be reinstated, if applicable.

NONCREDIT, REPETITIONS, AND REMEDIAL COURSES

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

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. Satisfactory Academic Progress evaluations will only be based on actual hours contracted at the institution.

STUDENT RECORDS POLICY

Student Records

The permanent record of a **Barber School 1** student shall consist of:

1. Student Name
2. Social Security Number
3. Address and Phone Number
4. Course Enrolled
5. Grades
6. Hours Earned
7. Transfer Hours
8. Tuition Payment Status

The permanent record of each student is maintained safely in files available in the school's office and in the school's computer software as well.

All student records will be maintained for seven years.

Student Files

The student files comprise of the following documents:

Admission Folder:

1. Application for admission
2. A copy or signed enrollment agreement and any itinerary/additions;
3. A copy of students' proof of age; such as driver's license or state ID or birth certificate.
4. A copy of a high school diploma, transcript, GED, or college degree.
5. Attendance schedule.
6. Emergency contact form.
7. Orientation checklist.
8. Course Outline receipt.
9. Interview form (for transfer students over 750 hours).
10. Release of student information form.
11. Leave of absence request(s).
12. Record of completion/withdrawal.
13. Other student Information as applicable, such as absence excuses, correspondences to/from students.

Academic Folder

1. Theoretical tests
2. Practical grade sheets/tests
3. Attendance records
4. Satisfactory Progress Reports
5. Student payment cards/ledger card
6. Student kit checklist

7. Probation notices
8. Counseling report(s).
9. Refund calculation (if applicable)
10. Graduation Requirements Checklist
11. Certificate of Completion.

The files are secured in a locked metal file cabinet in the Director's office, so they are safe from fire and theft.

Students' Rights Related to Records

1. A record of requests for and disclosures made will be retained with the student's record. The student, Parent, or Guardian of dependent students has the right to inspect those requests.
2. Student, Parent, or Guardian of dependent students have the right to inspect and review information contained in their records.
3. Students, Parent, or Guardian of dependent students have the right to request an amendment to their record if they feel that the record is inaccurate, misleading, or in violation of their rights.
4. Students, Parent, or Guardian of dependent students have the right to prevent disclosure of their records except in the case of situations listed below.

Confidentiality of Student Records (FERPA)

It is the policy of **Barber School 1** to comply with the Family Educational Rights and Privacy Act (FERPA), also known as the "Buckley Amendment," and all provisions and amendments thereto. In so doing, the School will protect the confidentiality of students and former students' records. Student information or records will be released only upon receipt of written authorization from the student or parent or guardian (when applicable) of a dependent minor student, which must be completed for each request. The school reserves the right to disclose student records in the following situations without the consent of the student:

- ***Emergency Situations:*** should a threat to the safety or health of the student or another exist, and it becomes necessary to disclose student information without the consent of the student, needed information will be disclosed to persons who can render assistance.
- ***Pursuant to a subpoena:*** Upon receipt of a lawfully issued subpoena or judicial order; the School shall examine the subpoena or order to verify that it has been executed by an officer of the court or other authorized official. Prior to releasing the student's records, the School will make a reasonable attempt to notify the student of its intent to comply. Oral notifications will be followed by written confirmations that shall be maintained along with a copy of the subpoena and record of the disclosure.
- ***Requests by accrediting agencies:***
Barber School 1 also provides and permits access to student and other school records as required for any accreditation process initiation by the institution or by the National

accrediting Commission of career Arts and Sciences, or in response to a directive of the Commission.

A record of requests for disclosure and disclosures will be retained with the record and may be inspected by the student officials responsible for the records and by auditors. Barber School 1 will comply with student requests to inspect or review their records and will provide an explanation or interpretation of the records. Barber School 1 will comply with student requests for copies of the records. The requests will be honored in a timely manner not to exceed 45 days from the request date.

Each student has the right to request an amendment to his/her record if it is felt that the record is inaccurate, misleading, or in violation of his/her rights. The request must be submitted in writing, with any supporting document, to the Director of Barber School 1. The student will receive a signed copy for the request indicating approval or denial of the request within 45 days of the request date.

REFUND POLICY

1. Any monies due to the applicant or student shall be refunded within 45 (forty-five) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:
 - a. An applicant is not accepted by Barber School 1. This applicant shall be entitled to a refund of all monies paid except the non-refundable application fee.
 - b. A student (or in the case of a student under legal age, his/her parent or guardian) cancels the enrollment and requires his/her money back in writing, within 3 (three) business days of the signing of the enrollment agreement. In this case, all monies collected by Barber School 1 shall be refunded except the non-refundable application fee. This policy applies regardless of whether or not the student has actually started training.
 - c. A student cancels his/her enrollment after 3 (three) business days after signing; but prior to entering classes. In this case he/she shall be entitled to a refund of all monies paid to the school, less for the non-refundable application fee.
 - d. A student notifies the institution of his/her withdrawal.
 - e. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the last date of attendance or...
 - f. A student is expelled from school.

***Note:** In type b, c, d, or e official cancellations or withdrawals, the cancellation or withdrawal date will be determined by the last date of attendance.

2. Any monies due to a student who unofficially withdraws from the school shall be refunded within 45 (forty-five) days of a determination by the school that the student has withdrawn without notifying the school. Unofficial withdrawals for clock hours are determined by the school through monitoring clock hour attendance every 30 calendar

days. The “official withdrawal date” will be determined as 30 days of straight absences after the last date of attendance.

3. All students who enroll in and begin classes, the following schedule of tuition adjustment is authorized:

PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE PROGRAM	TOTAL TUITION BARBER SCHOOL 1 SHALL RECEIVE/RETAIN
0.01% to 4.9%	20%
5% to 9.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

Enrollment time is defined as the hours scheduled to attend between the actual starting date and of the student’s last day of physical attendance in school. Refunds will be calculated based on scheduled hours from the student’s last date of attendance.

4. The moment situations of mitigating circumstances are in evidence, the school, at its own discretion, may provide a refund, which exceeds this refund policy.
5. The cost of the kit, books, uniform, and supplies is not included in the tuition adjustment computations. These items become the property of the school unless already paid for by the student; in which case, they are non-refundable.
6. Students who terminate prior to course completion will be charged a \$100.00 non-refundable application fee and there is no termination fee.
7. The schools will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, \$250.00. Also, if the student is behind on payment before he/she leaves, they must pay one monthly payment along with the termination re-entry fee.
8. If the school is permanently closed and no longer offers instruction after a student has enrolled, the student shall be entitled to a pro rata refund of tuition.
9. If a Title IV financial aid recipient* withdraws prior to course completion, a calculation for return of Title IV funds will be completed and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program, second to subsidized Federal stafford Student Loan Program, third to Federal Pell Grant Program; fourth to other Federal, State, private institutional student financial assistance programs; and ast to the student. After all applicable returns to Title IV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program (**Currently, the school does not participate in Title IV financial aid**).
10. If a program is canceled subsequent to student’s enrollment, and before instruction in the program has begun the school shall; at its option:

- a. Provide a full refund of all monies paid; or
 - b. Provide completion of the course.
11. If the school cancels a program and ceases to offer instruction to students after enrollment and instruction has begun, the school will at its option: provide a full refund of all monies paid, provide completion of the program, or provide a pro rata refund.

STUDENT COMPLAINT/GRIEVANCE POLICY AND PROCEDURE

It is the desire of **Barber School 1** to have a complaint free school. However, occasionally it may arise where a student feels his/her bloom has not received adequate attention or the students feel the instructors have made an improper decision. Both students and staff are urged to make every effort to resolve disputes informally. Informal resolutions are much faster and usually more satisfactory to outcomes than formal resolutions. In the event's resolution of a problem is unsatisfactory, the student shall follow the following procedures for filing a formal complaint.

1. Student Complaint Form

The student must begin the complaint process by completing a student complaint form available at the school administrative office. The students should provide a detailed description of the problem and any necessary history. The student should detail what attempts have been made to resolve the problem and what the outcomes of those attempts were. The student is encouraged to recommend a resolution to the problem in the form. The student is to turn the form into the school director, **Lamar Hobson, Jr.** His contact information is (731) 217-4420 and he is always located at 77 Carriage House Drive Suite J, Jackson, TN 38305 during business hours.

2. Documentation of Date Complaint Received

The school director should put the date the complaint was received on the student complaint form & his/her signature under the date acknowledging both receipt of the complaint and the date. At this time the director should have discussed the complaint with the student to assure a thorough understanding of the problem.

3. Investigation

The school director will have 10 days to investigate the complaint. During this time, the director should discuss the problem that brought about the complaint with staff members and anyone else necessary to reach an understanding of the situation and determine a resolution.

4. Written Report

The director will have five school days from the end of the investigative period to reach a proposed resolution and write a report detailing the results of the investigation are-entrynd the recommended resolution.

5. Student Conference

The director will have five school days after the end of the written report period to have a conference with the student. During this conference the director will tell the student of

the recommended resolution and may explain how the decision was reached, the director will also write the date of the conference on the original complaint form and both student and director will sign indicating the conference was held. The decision of the school director will be final. If the complaint is not settled at the institution level, the student may contact the Tennessee Higher Education Commission, Nashville, TN 37243-0830.

DRUG AND ALCOHOL ABUSE POLICY

Barber School 1 supports and endorses the Federal drug-Free Workplace Act of 1988 and the Drug-Free School and Communities Act amendments of 1989. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance or abuse of alcohol by an employee or student of **Barber School 1** on school property or a part of any Barber School 1 activities is prohibited. Any student or employee of Barber School 1 found to be abusing alcohol or using, possessing, manufacturing, or distributing controlled substances in violation of the law on Barber School 1 property or at Barber School 1 events shall be subject to disciplinary action. For employees, the college will take appropriate personnel action for such infractions, up to and including termination. Students who violate this policy will be subject to sanctions that include suspension and expulsion from Barber School 1.

Health Risks

Abuse of alcohol and drugs is harmful to one's physical, mental, and social well-being. Alcohol and drug users can lose resistance to disease and destroy one's health. The following summarizes the effects of the major categories of drugs.

- **Amphetamines:** physical dependency, heart problems, infections, malnutrition, and death may result from hot continued high doses of amphetamines.
- **Narcotics:** chronic use of narcotics can cause lung damage, convulsions, respiratory paralysis, and death.
- **Depressants:** these drugs such as tranquilizers and alcohol can produce slowed reactions, slowed heart rate, damage to liver and heart, respiratory arrest, convulsions, and accidental overdoses.
- **Hallucinogens:** these drugs may cause psychosis, convulsions, coma, and psychological dependency.

Counseling, Treatment, or Rehabilitation Programs

The administration of **Barber School 1** maintains a list of hospital and community agencies available to assist employees and students seeking alcohol and drug counseling and treatment. Employees and students who have substance dependency problems are strongly encouraged to obtain counseling and treatment. Requests for assistance will be held in complete confidentiality and would be provided on a need-to-know basis only.

Sanctions

A student who violates any provision of this policy shall be subject to appropriate disciplinary action up to and including suspension and or administrative withdrawal from Barber School 1.

Students may re-apply for admission through review, at a later date. A student suspected of the possession, sale, manufacture, use, or distribution of a controlled substance may be expelled and/or prosecuted by law.

Legal Sanctions

Students and employees are reminded that unlawful possession, distribution or use of illicit drugs or alcohol may subject individuals to criminal prosecution.

III. SERVICES TO STUDENTS

Admission

Barber School 1 welcomes all students who meet the school requirements stated in Section II above to be part of the school without regard to their race, religion, sex, creed, color, age, ethnic origin, or disability.

Orientation

All students are given a complete orientation to help acquaint them with **Barber School 1**. For beginning and comprehensive students, this orientation is presented on the first day of the class. The Student Orientation Checklist is to be completed and signed by both the student and the school representative on the date of orientation.

Class Size

Barber School 1 has a policy of no more than 15 (fifteen) students per one instructor early enrollment is encouraged to assure the student has a place in the class the student prefers.

Books and Supplies

Books and supplies are provided to the student on the first week of training at the school subject to the student's full payment of fees and costs of these items. They are the personal belongings of the student and are the student's responsibility. The student is expected to maintain all books and supplies by replacing lost or broken materials so that he or she is always prepared to receive training. The student is responsible for purchasing new materials. All transferring students must have equivalent quality equipment. All kit materials are available from **Barber School 1**. As soon as students accumulate 100 hours, the student kit will be checked by the instructor to make sure the student meets the minimum requirement of the Tennessee State Board of Examiners.

Student Lockers

A locker will be assigned to each student on the first day of school. Even though the student is responsible for his/her own locker, he/she will be required to maintain his or her locker and make sure it is in good repair while enrolled at the **Barber School 1**. If damage occurs, the student will be responsible for all repair costs. Fulfillment of those damages is also a requirement for graduation.

Bulletin Board

The school bulletin board is an important tool to keep everyone informed of official announcements, school memos, notices, and other useful information. Students are responsible

for checking the bulletin board on a daily basis. This bulletin board is located in the customer waiting area.

Counseling

Individual attention is given to each student by the counselor and the instructional staff. Students have access to advising from members of the school's staff, including referral to professional assistance if necessary. The school maintains records of student referrals. The school's goal is to help the student learn as much as possible during the training. Students whose academic and or attendance progress in the course is unsatisfactory are provided with academic counseling with proper personnel if a problem exists that needs attention. During counseling sessions, things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires, and any problems that the student may be having in school.

Job Placement/Employment Assistance

Barber School 1 focuses on preparing students for a career as a Licensed Master Barber and Instructor. We are pleased to provide assistance to our students as they enter the job market. Job opportunities are posted on a Job Placement Bulletin Board. This bulletin board is easily accessible, and all graduates of our school are encouraged to seek help from our staff to assist them in securing a position. A letter of recommendation will be given upon request. Barber School 1 coordinates with surrounding Barber & Beauty Salons for placement of our graduating students. Nevertheless, job placement and employment is not guaranteed.

Student Records

Student Records Policy and Student Rights Related to Records are stated in Section II above. Students are responsible for furnishing complete and accurate information to give the school the opportunity to perform its educational function for the best outcomes. Students are responsible for notifying the school of changes related to name, address, phone number, etc.

IV. RULES AND REGULATIONS

Class Attendance

Students are expected to adhere to the school policy. Any change in a student's attendance schedule must first be approved by the School Director.

Students are expected to contact the school on the day that they will be absent. For extended absences (more than three days), a written excuse must be provided. Excessive absences (absences from school for five consecutive days, excessive intermittent absences) without a written excuse may provide a sufficient basis for suspension/termination. In the event, a student is absent from class for thirty (30) consecutive days without a sufficient excuse he/she will be immediately terminated.

Students with an excused absence will have the opportunity to make up any work missed. Such work can be completed within a period of time, not to exceed the number of days absent from

school. Students will be expected to take the test on the day he/she returns to school if the test was announced prior to the absence.

Students with unexcused absences do not receive the opportunity to make up work or tests. Unexcused absent students will receive a zero on work or tests assigned on an absent day.

The time clock is legal verification of hours. Students are required to clock in upon arrival and clock out upon departure each day. Failure to follow proper clocking procedures may result in loss of hours. In case students miss a clocking on their timecard, they should notify the instructor with her/his initial. Failure to clock in/out twice will be subject to loss of hours for those days. Each student is responsible for clocking his/her own timecard. Any student caught clocking someone else's timecard will be subject to suspension/termination.

Students are given one (1) hour for lunchtime and fifteen (15) minute breaks every day, twice a day. Students can leave the school during their lunchtime. Students who use their lunchtime off the school over the above-specified time frame will be subject to dismissal and/or suspension/termination.

Tardiness

Punctuality is expected. Occasional tardiness (not more than two per week) of five minutes or less will not be counted if it is excused by the school. Three tardies of five minutes or more or tardies of more than a quarter of an hour will be counted as one hour of absence. Students who come late are not allowed to enter the class to avoid class interruption. Habitual tardiness or early departures will not be tolerated. Students exceeding 4 hours of unexcused tardy or early departure per month will receive probation. Continued tardiness while on probation may result in suspension.

Make-up Work

Any student that misses theory test(s) due to absence may at the discretion of the instructor be administered to make up examination(s) covering the missed class(es). Classwork must be made up on Saturdays per the school's schedule. Additionally, if a student makes below a 70 on a theory test, they are required by the school to retake the test.

Leave of Absence Policy

A Leave of Absence Form is available from the Administration Office. All requests and approvals for leaves of absence must be made in writing, be requested in advance, include the student's reason for a leave of absence, be signed by the student, and approved by the Director. Reasons for leave of absences are: vacation, personal, bereavement, or mitigating circumstances. Students must follow the institution's policy in requesting a leave of absence.

The school may grant a leave of absence to a student who did not provide the request prior to the leave of absence due to unforeseen circumstances. The institution will document the reason for its decision, collect the request from the student at a later date, and establish the start date of the

approved leave of absence as the first date the student was unable to attend. Students will not be given any additional charges due to the requested leave of absence.

LOAs should not exceed 180 calendar days in any 12-month period, and this includes previously granted LOAs. If a student's LOA request exceeds 180 calendar days together with previously granted LOAs, the request will not be granted. The student's contract period will be extended by the same number of calendar days taken in the leave of absence and changes to the enrollment agreement will be signed by all parties involved. Students on leave of absence who are not making satisfactory progress before a leave of absence will not be considered making satisfactory progress for a period of one month after returning to school. If the student is unable to return to school within a maximum time frame for a leave of absence, the enrollment will be terminated. A student granted a leave of absence is not considered to have withdrawn and no refund calculation will be required at that time in accordance with Barber School 1's policy.

If a student takes an unapproved leave of absence or does not return by the expiration of an approved leave of absence, the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

Withdrawal from School

Any student who wishes to officially withdraw from the school may do so in person through the school office with a written withdrawal request. Students who officially withdraw from the school will be entitled to a tuition refund if any, in accordance with the school applicable refund policy and to release of their earned hours.

Academics

Students are responsible to complete and turn in their assignments timely.

Cheating on the tests will not be tolerated.

Any student on the clinic floor should be practicing practical or clinic work, otherwise in the classroom doing theory work. Any student who refuses to follow the instructor's instructions on theory and/or practical/clinic assignments will be subject to dismissal/probation and/or suspension/termination.

Students receiving assistance from instructor(s) must give complete attention to instructions. The student must stay with the instructor from the start to the completion.

Any tests that a student failed to take must be made up before papers can be cleared for State Board Examination. It is the student's responsibility to arrange with the instructor(s) for make-up work or tests.

Dress Code

Student's attire must be clean and free from offensive odors and must be worn in good taste.

Avoid clothing that can create a safety hazard, and clothing that may be considered provocative or unsuitable for a school environment.

No low-cut blouses, no T-shirts with offensive printing, no bare legs with skirts, no sleeveless shirts, no mini skirts, no exposed cleavage or midsection are allowed in the classrooms.

All students must wear sneakers, tennis shoes, or professional nursing-shoes. No sandals, open-toe shoes of any kind, heels, clogs, slippers, flip-flops, boots, etc. are permitted.

Barber School 1 uniform and a visible name tag must be worn at all times while on school premises.

Failure in following the above dress code will be subject to dismissal/probation and/or suspension/termination.

Prohibited Conduct

The following conduct is prohibited and will not be tolerated by the school. This list of prohibited conduct is illustrative only; other types of conduct injurious to security, personal safety, and the school's operations also is prohibited.

Students who engage in any of these actions are subject to dismissal/probation and/or suspension/termination at the full discretion of the School Director.

- Theft, misuse, destruction, damage, defacement, or deliberate abuse of school property, materials, supplies, or equipment, or the property of a fellow student.
- Removal or attempted removal of school property from the premises without written permission.
- Possession of firearms, ammunition, or dangerous explosives on school premises.
- Outrageous or indecent conduct on school premises.
- Deliberate or grossly negligent conduct that endangers the safety of the student or another person or causes damage to property.
- Insubordination, direct or indirect, including refusal to follow instructions of instructors and management.
- Intimidation, coercion, threatening, or attempting bodily injury to another student or staff, or fighting on the school premises.
- Participation in, or involvement (other than as a victim) with a serious crime, on or off school, without regard to whether or not the student's conduct results in a criminal conviction.
- Clocking someone else's timecard.
- Tampering with, posting, or removing notices from bulletin boards without authorization.
- Illegal use, sale, or possession of narcotics, drugs, or controlled substances by students, whether on or off school premises.
- Consumption or possession of alcohol on school premises.
- Excessive absenteeism or tardiness, regardless of reason.
- Spreading rumors at the source and discouraging involvement.
- Using profane or obscene language to staff, fellow students, or customers.

- Making uncomplimentary or disrespectful remarks to instructor, staff, fellow students, or customers.

Sanitation Duties

Students will be responsible for sanitizing their own station, mirror, and chair. These tools are to be cleaned each day. Students will be responsible for signing out/in the supply sheets and for returning products back to the dispensary area, replacing lids on all products and reporting all products that are low.

Each student will be assigned various sanitation duties on a week-to-week basis for as long as he/she is in school. These assignments are part of the curriculum and familiarize students with the responsibilities involved in salon management or ownership. Any student who refuses to follow the instructor's instructions on sanitation duties will be subject to dismissal/probation and/or suspension/termination.

Student Kits

Student tool kits are part of the course study. Tool kits may be purchased through the school or individually before or after enrollment. Students that choose to purchase tool kits or extra implements some place other than the school should know that these tools or implements must be of professional quality. All individually purchased tool kits and implements must be approved by school officials.

Students will be responsible for each item in their assigned tool kits. Each student will be held accountable for any missing item upon random inspection and be given a limited time to replace the missing items. All sanitation of implements will be at student's responsibility. Unclaimed kits will be disposed of after thirty days.

Students are required to bring their kits to school every day. Failure in doing so will be subject to dismissal/probation and/or suspension/termination.

School Property and Security Inspections

Lockers, drawers, and other property may be provided for the conveniences of students but remain the sole property of the School. Accordingly, Barber School 1 reserves the right to inspect all School property, as well as any articles found within them, to ensure compliance with its rules and regulations, without notice to the student and/or in the student's absence.

Barber School 1 likewise wishes to discourage theft or unauthorized possession of student's personal property, as well as that of the school and its staff or clients. To facilitate this policy, the school may inspect packages, lunch or toolboxes, purses, and the like upon entering and leaving the premises. Any student who wishes to avoid inspection of any article or materials should not bring such items onto school premises.

Personal Property

Students are responsible for their own personal property. Barber School 1 will not be held responsible for the loss of personal items. Students may use the bottom drawers of the stations for personal items. However, the school reserves the right to inspect those drawers, as well as any articles found within them, to ensure compliance with its rules and regulations, without notice to the student and/or in the student's absence.

Client Relations

Students are responsible to fill out the Customer Sign-in Sheet upon completion of assigned service. Students are expected to be polite, courteous, prompt, and attentive to every client. Any loud talking, uncomplimentary or disrespectful remarks to clients will not be tolerated. When a situation arises where students do not feel comfortable or capable of handling the problem, an instructor or School Director should be notified immediately.

Student Parking

Student parking is in the front of the building. Barber School 1 will not be responsible for any damage or theft concerning student vehicles. All students must carry insurance on their vehicles to use the school parking lot.

Tuition Payment

Weekly or Bi-weekly contract payment must be received by the school office in full on or before the due day of each month. A late payment with a written excuse is allowed, but not later than 30 days after the due date; otherwise, a late payment fee of \$25.00 and currently applicable interest charges will be applied.

Others

- Students are not allowed to drink, eat, or smoke while being in the classroom or practicing clinical floor assignments
- Personal phone calls using school phones are limited to emergency only.
- Use of communication devices (cell phones, pagers, beepers, etc.) are not allowed while in the classroom or clinic floor so as not to interfere with other students.
- Only management-approved music will be allowed. Only instructors and school officials are authorized to play music on the clinical floor with low volume.
- Failing in following the above will be subject to dismissal/probation and/or suspension/termination.

V. DISCIPLINARY SANCTIONS

Upon determination that a student has violated any of the rules, regulations, or disciplinary offenses set forth in these regulations, the following disciplinary sanctions may be imposed, either singularly or in combination, by the School Director.

Definition of Sanction: A threatened penalty for disobeying a law or rule.

Restitution: A student who has committed an offense against property may be required to reimburse the school or other owner for damage to or misappropriation of such property. Any such payment in restitution shall be limited to actual cost of repair or replacement.

Warning: The appropriate school official may notify the student that continuation or repetition of specified conduct may be cause for other disciplinary action.

Dismissal: The student will be dismissed from the class on the day of violation.

Probation: Continued enrollment of a student on probation may be conditioned upon adherence to these regulations. Any student placed on probation will be notified of the terms and length of probation. Probation may include restrictions upon the extracurricular activities of a student. Any conduct in violation of these regulations while on probationary status may result in the imposition of a more serious disciplinary sanction.

Suspension: If a student is suspended, he or she is separated from the school for a stated period of time.

Termination: Termination entails a permanent separation from the school. The imposition of this sanction is a permanent bar to the student's readmission to the school.

The School Director is authorized, in his/her discretion, to subsequently convert any sanction imposed to a lesser sanction, or to rescind any previous sanction, in appropriate cases.

Grounds for Disciplinary Actions

- Full or partial enforcement of the following list will be at the discretion of the school.
- Violation of the rules of conduct.
- Failure to maintain satisfactory academic progress.
- Failure to fulfill all financial obligations.

VI. GRADUATION FROM THE SCHOOL

Completion of Course

Each student will be given a contracted length for completion of the amount of time required for each course at the beginning of training. If the student does not complete the required hours of training by the ending date of the contracted length, he/she will be charged \$10.00 per hour of additional instruction needed to complete the course. However, the student's training time shall not exceed the maximum time frame for course completion as stated in the Satisfactory Progress Policy.

Graduation Requirements

1. All Barber School students must complete 1500 hours or 300 hours of their respective program. All progress academically must be completed with a grade of 70% or higher. The written and practical examinations are to be passed with a 70% grade or higher. Students are responsible and required for makeup tests.
2. All tuition in overall charges must be paid in full.
3. Final state reading exam will be scheduled by the student through the state assigned location. Students are responsible for paying the testing fee at time of scheduling.
4. Students are responsible for paying license fees.
5. Once your 1500 or 300 hours have been reached the Barber School is no longer liable for further education.

VII. COURSE OUTLINES

The objective of the master barber, master barber instructor, and licensed cosmetologist to master barber courses is to present a well-rounded program covering all phases of barbering and barber instruction and preparing the student for a career as a Master Barber or an Instructor in the Barbering industry.

MASTER BARBER (Standard Occupational Classification Code: 39-5011)

The Master Barber program prepares students to take the state board licensing exam and for an entry level career as a Master Barber. Both theoretical and practical applications are taught by the instructional staff and supplemented by special classes. Students are graded on their performance. The highly skilled and experienced professional educators will present the classes with the use of lectures, diagrams, demonstrations, and practical hands-on application.

Opportunities for supervised practical work with the public are provided. Incorporating all of the educational material creates motivation, inspiration, artistry and growth in becoming a respected professional in the barber industry. The fifteen hundred (1,500) hours of training are required of applicants for a certificate of completion as a Master Barber with at least one (1) hour of theory class per day. The hours shall be apportioned as follows:

General 240 hours

History and fundamentals of barbering

Elementary chemistry related to sterilization, sanitation, bacteriology, and hygiene

Barber implements: Shaving

Skin, scalp, and hair

Haircutting, Hairstyling, and Hair Setting

Hairpieces - (sale and service)

Chemical Theory: (permanent waving, hair coloring, bleaching, and straightening)

Manicure and nail care

Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves

Makeup and skin care

Theory of massage and facial treatment

Disorders of the skin, scalp, and hair

Barber law, rules, and regulations

Business management and salesmanship

Preparation for seeking employment

Chemical 360 hours

Permanent Waving

Hair relaxers

Hair coloring, bleaching, and toning

Manicures

Physical 900 hours

Shampooing and rinsers

Hair care and scalp care

Haircutting (male and female)

Shaving (beards and mustaches)

Hairpiece-fitting

Hairstyling

Facials and makeup

Manicures

Students are required to complete a certain number of clinical services (either on patrons or mannequins) to be eligible for graduation. The required number of services shall be apportioned as follows:

Sanitation & Sterilization	50	Chemical Waving (Thio)	20
Shampooing	50	Chemical Waving (Soft Curl)	20
Scalp Manipulations	50	Permanent Wave	25
Haircut-Fade Cut	120	Chemical Relaxer	20
Hair Cut-College Cut	120	Hair Coloring (Virgin)	6
Hair Cut-Regular	70	Hair Lightening (Mock/Retouch)	6
Hair Line	120	Hair Lightening (Virgin)	6
Shaving	90	Hair Coloring (Mock/Retouch)	6
Roller Set	30	Manicuring	5
Hairstyling-Blow Dry	30	Men's Hairpieces	2
Hairstyling-Thermal Iron	4	Eyebrows Arch	20
Mustache & Beard Trim	50	Facial Care/Make-up	30

MASTER BARBER INSTRUCTOR (Standard Occupational Classification Code: 25-1194)

The Master Barber Instructor program prepares licensed barbers for the state board licensing exam and for an entry-level career in instructing at a Barber School. The training encompasses all phases of preparing to become an instructor in a barber school, including lesson planning, lectures, diagrams, demonstrations, and practical application. Incorporating all the educational material creates motivation, inspiration, artistry, and growth in becoming a respected professional instructor in the barber industry. The three hundred (300) hours of required Barber instruction-training course shall be apportioned as follows:

Lesson Planning **100 hours**

Course outlining and development

Lesson planning and motivation

Record keeping

Testing/Grading

General **100 hours**

Book knowledge

Teaching techniques

Visual aid equipment

Classroom management

Student motivation

Product knowledge

State laws

Physical **100 hours**

Permanent waving

Relaxers

Shampooing

Nail care

Facials

Hair coloring/Lightening, Haircutting

Clinic Floor Management

LICENSED COSMETOLOGIST TO MASTER BARBER (Standard Occupational Classification Code: 39-5011)

The Licensed Cosmetologist to Master Barber program prepares licensed cosmetologists to take the State Board exam, become certified as a Master Barber, and qualify for an entry-level career as a Master Barber. The highly skilled and experienced professional educators will present the classes with the use of lectures, diagrams, demonstrations, and practical hands-on application. Opportunities for supervised practical work with the public are provided. Incorporating all of the educational material creates motivation, inspiration, artistry and growth in becoming a respected barber in the barber industry. A minimum of three hundred (300) hours are required by the Tennessee Board of Cosmetology and Barber Examiners to sit for the Master Barber Exam. The three hundred (300) hours of master barber training will be apportioned as follows:

Theory **25 hours**

History of Barbering

Barber Laws and Rules Review

Implements, Honing, and Stropping

Shaving

Men's Haircutting and Tapering

Beard and Mustache Trimming and Design

Hair Color Review

Permanent Waving and Relaxing Review

Manicuring and Nail Care Review

Facial Treatments and Skin Care Review

Anatomy and Physiology Review

Blow-dry Styling Review

Practical **275 hours**

Men's Haircutting and Tapering

Shaving, Mustache and Beard Trimming

Hair Coloring

Permanent Waving and Relaxing

Facial Treatments

Shampooing and Conditioning and Blow-dry Styling

Manicuring

After graduating from the Master Barber/Master Barber Instructor/Licensed Cosmetologist to Master Barber program, students take a state licensing examination. With a master barber license, they can work as barber-stylists in hair and barber salons. They can become hair/barber salon owners or managers. They can also be platform artists at hair shows or do demonstrative/workshops at beauty schools or salons. Master barbers can also become sales representatives for beauty supply firms, and open businesses as beauty or fashion consultants. Master Barber Instructors may become instructors as well as platform artists, managers of sale representatives for beauty supplies firms, and hold seminars for continuing educational training. The Master Barber program can be completed in 10 to 11 months on a full-time schedule and up to 18 months on a part-time basis. The Master Barber Instructor and Licensed Cosmetologist to Master Barber program can be completed in 3 months on a full-time schedule and up to 6 months on a part-time basis.

The grading system for all programs is consistent with Barber School 1's Satisfactory Academic Progress Policy and is below as follows:

90-100 EXCELLENT
80-89 VERY GOOD
70-79 SATISFACTORY
69-0 BELOW STANDARDS-UNSATISFACTORY

VIII. EXPENSES
Barber School 1 Fees and Charges

Master Barber	
Tuition	\$10,000.00
Books* with Kit	\$750.00
Uniform	\$75.00
Application Fee	\$100.00
Total	\$10,925.00

Master Barber Instructor	
Tuition	\$4,500.00
Books* with Kit	\$250.00
Uniform	\$75.00
Application Fee	\$100.00
Total	\$4,925.00

Licensed Cosmetologist to Master Barber	
Tuition	\$1,995.00
Books* with Kit	\$250.00
Uniform	\$75.00
Application Fee	\$100.00
Total	\$2,420.00

Payment Plans and Methods:

Plan I: Pay in full

Plan II: Pay a minimum of \$300.00 monthly.

Plan III: Pay a minimum of \$340.00 monthly.

Plan IV: Pay a minimum of \$380.00 monthly.

Plan V: Pay a minimum of \$420.00 monthly.

Larger down payments can be made in the afternoon to reduce monthly payment options.

Payments can be made by cash, check, credit card, debit card, money order, and through non-federal agency or loan programs.

Currently, **Barber School 1** does not participate with Financial Aid, Title IV, or federal loans.

IX. CONTINGENCY PLAN AND DISCLOSURES

In the case of a catastrophic event, wherein the **Barber School 1** should be forced to close due to fire, flood, etc, the classes will be rerouted to: **Vibe Barber School at 880 Thomas Street Memphis, TN 38107**.

If for any reason, the school is closed for an extended period of time, students are advised and or recommended to attend: **Vibe Barber School at 880 Thomas Street Memphis, TN 38107**. All affected students of the closure will receive a pro rata refund.

Barber School 1 is authorized by the Tennessee Higher Education Commission. This authorization is based on an evaluation of minimum standards concerning the provision of education, ethical business practices, and fiscal responsibility.

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization after exhausting the grievance process at the institution. THEC's address is Tennessee Higher Education Commission, 312 Rosa L. Parks Ave., 9th Floor, Nashville, TN 37243 and its telephone number is 615.741.1346. See

<https://www.tn.gov/thec/bureaus/student-aid-and-compliance/postsecondary-state-authorization/request-for-complaint-review.html>.

GI Bill® is a registered trademark of the Department of Veterans Affairs (VA). Students are required to electronically verify their attendance with the VA. Students seeking to use Chapter 31 or 33 and are eligible/covered can attend and participate in programs until VA funding is received.

X. MEMO FROM THE OWNER

Barbering has been around for decades. It has, and always will, be a necessity and is essential when it comes to life's daily routines. It has become a talent/skill; and yes, even a trade that we all hold dear and love in one way or another. **The Barber School 1** is very proud and humbled to offer you this great opportunity to build/become a 'PowerHouse' of the Barbering Industry. Outstanding rewards, fantastic opportunities, and above all, an amazing career choice is offered at Barber School 1. At Barber School 1, you will gain the skills, knowledge, and ability to grow and keep clientele for years to come. Barber School 1 considered professionalism, integrity, and excellence of its graduates to be our first priority.

We at Barber School 1 will go out of our way to provide qualified instructors and guest speakers of the industry to care, share techniques and skills, and oblige the students in their journey to becoming professional licensed barbers.

Sincerely yours,

Owner/Instructor
Lamar Hobson, Jr.