



EDIFY BARBER ACADEMY OF RICHMOND

2024 – 2025 CATALOG



EDIFY BARBER ACADEMY OF RICHMOND (EBAR)
11569 W Broad St, Henrico, VA 23233

Contents

DIRECTOR’S MESSAGE.....	2
ABOUT US	3
EDIFY BARBER ACADEMY OF RICHMOND (EBAR) OBJECTIVES	3
CURRICULUM.....	3
EDIFY BARBER ACADEMY OF RICHMOND CALENDAR.....	9
ACADEMIC PROGRESS	9
ATTENDANCE POLICY	10
FINANCIAL PLAN	11
INTERRUPTION IN TRAINING	12
STUDENT’S RIGHT	13
STUDENT’S RESPONSIBILITY	13
CONDUCT & APPEARANCE	13
RULES & REGULATIONS	14
OPERATIONS	15
GRIEVANCE COMPLAINT/GRIEVANCE	16
TRANSFERABILITY OF COURSES	17
ACADEMIC COURSE WORK SCHEDULE FOR 2024-2025	17
CAREER ADVISING AND PLACEMENT SERVICES	18
POLICY ON FACULTY ACCESSIBILITY	19
LIBRARY RESOURCES AVAILABLE TO STUDENTS.....	20
INTERNSHIP / EXTERNSHIP / PRODUCTION WORK POLICY	20

DIRECTOR'S MESSAGE

DEAR FUTURE BARBER:

Welcome to the bright new world of freedom. Freedom of growth, creativity, pride and accomplishment. Here at Edify Barber Academy of Richmond, we realize that with freedom comes great responsibility. Barbers are responsible for quality haircuts that provide confidence, and fill photo albums with memorable moments and special events. Yes, your future is bright, yes your freedom is great, and yes you will be more than capable of handling your responsibility. Welcome to Edify Barber Academy of Richmond, where quality barbering begins with well-educated instructors and ends with confident capable professionals.

History of the School

The history of Edify Barber Academy in Richmond, Virginia, revolves around the charismatic Master Barber, Emmanuel Gayot. My career has been a remarkable journey filled with inspiration, dedication, and passion for the craft of barbering. I began cutting hair at the age of 14 in Brooklyn. After honing my skills and developing a unique connection with my clients, I set up shop in Virginia in 2003, where I now operate Edify Cuts and Shave Parlor in Henrico. My slogan, "Businessman Who Happens to Be Barbers," this illustrates my entrepreneurial spirit combined with a deep love for this industry. My success is not just about cutting hair; it's about the relationships I form through cuts and conversations, friendships that last a lifetime.

In 2007, my wife and I opened Edify Barber Academy in Richmond. My influence has been so sincere that I have the opportunity to transform many of my customers into barbers themselves. People like Christian Eason and Tyson Moore have credited me as the reason they got into barbering, describing it as the "best thing that ever happened to them." My expertise and commitment to the industry were recognized in November 2022 when the Commonwealth of Virginia appointed me to the State Board for Barbers and Cosmetology. This appointment offered me a new opportunity to advocate for others in the profession and contribute to molding laws for the betterment of both practitioners and consumers. I recently accepted a teaching opportunity (high school students) as the Head Barber Instructor at Chesterfield Technical Center at Hull Street.

In summary, Edify Barber Academy of Richmond's history is intertwined with my inspiring journey. From my early beginnings in Brooklyn to becoming a Master Barber and Educator, has not only built a successful business but also fostered a community of barbers, enriching lives, and leaving a lasting impact on the industry in Virginia.

ABOUT US

MISSION STATEMENT:

To provide knowledge that will enlighten both potential Barber/Stylist and the clients they serve through the edifying of skill, compassion, and professional etiquette.

FACILITIES:

Our school is located at:

11569 W. Broad St. Henrico Virginia, 23233

State Council of Higher Education for Virginia has certified the school to operate in Virginia

Edify Barber Academy of Richmond has 1500 square feet of floor space with classroom and practical lab.

The lab area has:

- 10 styling stations with regulation chairs
- 10 shampoo sinks
- 5 student computer stations

EDIFY BARBER ACADEMY OF RICHMOND (EBAR) OBJECTIVES

- To educate students in the art & science of Barbering
- To prepare students for an entry level position in the field of Barbering
- To be the preferred source of education for prospective Barbers
- To encourage students to advance beyond the basic curriculum requirements
- To support unlicensed hair cutters in becoming compliant
- To encourage health and safety in the everyday practice of the barber industry

CURRICULUM

We have designed a barber program that offers the proper blend of theoretical instruction, classroom practice and live services provided to the public. The curriculum is well balanced and is conducted in an environment that is conducive to learning taught by highly qualified staff. Students must successfully complete 1100 clock hours, all tests, practical/clinical requirements, and tuition/fee payments. When a student's obligations are fulfilled, the student will receive a Certificate of Completion.

CLOCK HOURS

Edify Barber Academy of Richmond, and the State of Virginia requires a minimum of 1100 clock hours to permit a student to perform his/her skills and knowledge before the State Board of Barbers

for licensure. A clock hour is sixty (60) minutes with a minimum of fifty-five (55) minutes of instruction.

SCIENCE OF BARBERING: 300 HOURS

Module Description:

This comprehensive module is designed to provide students with an in-depth understanding of the foundational principles and advanced techniques in the art of barbering. Students will explore a wide range of topics crucial for developing both their technical skills and professional image in the barbering industry. The curriculum includes:

- **History of Barbering:** An exploration of the evolution of barbering, tracing its rich history from ancient practices to modern-day techniques.
- **Your Professional Image:** Guidance on cultivating a professional appearance and demeanor to enhance client trust and satisfaction.
- **Bacteriology, Sterilization, and Sanitation:** Detailed instruction on maintaining a clean and safe work environment, including the principles of bacteriology and the latest sterilization and sanitation practices.
- **Safe Work Practices:** Strategies and protocols to ensure safety in the workplace, minimizing risks for both the barber and the client.
- **Implements, Tools, and Equipment:** An overview of essential barbering tools and equipment, including their proper use, maintenance, and care.
- **Properties and Disorders of the Skin, Scalp, and Hair:** In-depth study of the anatomy and physiology of the skin, scalp, and hair, along with common disorders and their treatments.
- **Treatment of Hair and Scalp:** Techniques for effective hair and scalp treatments to promote health and vitality.
- **Facial Massage and Treatments:** Instruction on various facial massage techniques and treatments to enhance client relaxation and skincare.
- **Shaving:** Mastery of traditional and modern shaving techniques, ensuring a close and comfortable shave for clients.

This module aims to equip students with the knowledge and skills needed to excel in the barbering profession, ensuring they are well-prepared to meet the demands of the industry and build a successful career.

PROFESSIONAL BARBERING 400 HOURS

Module Description:

This module is designed for aspiring and professional barbers who aim to master the art of hair cutting while simultaneously building a loyal clientele. The curriculum focuses on the development of technical cutting skills and effective client management strategies. Key components of the course include:

- **Hair Cutting:**
 - **Fundamentals of Hair Cutting:** An introduction to the basic principles, techniques, and tools of hair cutting, suitable for various hair types and styles.
 - **Advanced Cutting Techniques:** Hands-on training in advanced hair cutting methods, including layering, texturizing, and precision cutting, to create contemporary and classic styles.
 - **Personalized Cutting Approaches:** Techniques for tailoring haircuts to suit individual client preferences, facial features, and lifestyle.
 - **Trend Analysis:** Keeping up with current trends in hair cutting and styling to offer clients the latest looks.
- **Building Clientele:**
 - **Customer Service Excellence:** Developing exceptional customer service skills to ensure a positive and memorable client experience.
 - **Client Communication:** Effective communication techniques to understand client needs, provide consultations, and offer professional advice.
 - **Marketing and Branding:** Strategies for promoting your services, including social media marketing, branding, and networking to attract new clients.
 - **Client Retention:** Methods for maintaining and strengthening client relationships, encouraging repeat visits, and generating word-of-mouth referrals.
 - **Business Growth:** Insights into managing appointments, setting competitive pricing, and providing value-added services to boost business growth.

This module is designed to provide a comprehensive education in both the artistic and business aspects of barbering, ensuring students have the skills necessary to excel in hair cutting and to build and sustain a thriving client base.

Advance Barbering Services 200 HOURS

Module Description:

This advanced module is tailored for barbers and stylists seeking to refine their expertise in men's grooming while effectively building a loyal clientele. The curriculum covers a broad spectrum of skills essential for providing comprehensive grooming services. Key components of the course include:

- **Hairstyling:**
 - **Classic and Contemporary Styles:** Mastery of both traditional and modern hairstyling techniques to cater to diverse client preferences.
 - **Styling Products and Tools:** In-depth knowledge of various hairstyling products and tools, and their appropriate use to achieve desired results.
 - **Finishing Techniques:** Techniques for finishing touches that enhance the overall hairstyle and ensure client satisfaction.
- **Mustache & Beard Design:**
 - **Shaping and Styling:** Detailed instruction on shaping and styling mustaches and beards to complement facial features and personal style.
 - **Maintenance Tips:** Providing clients with maintenance tips and product recommendations to keep their facial hair looking its best.
- **Coloring Men's Hair:**
 - **Color Theory:** Understanding color theory and its application in men's hair coloring.
 - **Techniques and Application:** Hands-on practice with various coloring techniques, including highlights, lowlights, and full coverage.
 - **Safe Practices:** Ensuring safe and effective color application to prevent damage and achieve optimal results.
- **Hairpieces:**
 - **Selection and Fitting:** Guidance on selecting the right hairpieces for clients and ensuring a proper fit.
 - **Attachment Methods:** Training in various attachment methods to ensure secure and natural-looking results.
 - **Maintenance and Care:** Instructions on the care and maintenance of hairpieces to ensure longevity and client satisfaction.
- **Building Clientele:**
 - **Customer Service Excellence:** Developing top-notch customer service skills to enhance client experiences and satisfaction.

- **Effective Communication:** Techniques for effective client communication, from consultations to follow-ups.
- **Marketing and Branding:** Strategies for marketing and branding your services, leveraging social media and other platforms to attract new clients.
- **Client Retention:** Methods for building strong client relationships, encouraging repeat business, and fostering client loyalty.
- **Business Growth:** Insights into managing appointments, pricing strategies, and providing value-added services to grow your business.

This module aims to equip students with the advanced skills and knowledge required for men's grooming, ensuring they can offer a wide range of services while successfully building and maintaining a robust client base.

BUSINESS of BARBERING 200 HOURS

Course Description:

This module is designed for barbers seeking to enhance their technical expertise and business acumen. Covering a wide range of specialized topics, this course prepares students for both the practical and entrepreneurial aspects of the barbering profession. Key components of the course include:

- **Electricity & Light Therapy:**
 - **Fundamentals of Electricity:** Understanding the principles of electricity and its safe application in barbering.
 - **Light Therapy Techniques:** Exploring the uses and benefits of light therapy for skin and hair treatments.
- **Chemistry:**
 - **Chemical Composition:** Study of the chemical composition of hair and skin products.
 - **Safe Handling:** Safe handling and application of chemical products used in treatments and services.
- **Anatomy & Physiology:**
 - **Human Anatomy:** In-depth study of human anatomy relevant to barbering, including skin, hair, and scalp.
 - **Physiological Functions:** Understanding how physiological functions impact hair and skin health.
- **Job Search:**

- **Resume Building:** Crafting a professional resume that highlights skills and experiences.
- **Interview Techniques:** Preparing for job interviews with tips and mock interview practice.
- **Selling in Barbershop:**
 - **Sales Techniques:** Effective sales techniques to promote products and services within the barbershop.
 - **Customer Interaction:** Enhancing customer interaction to increase sales and client satisfaction.
- **Barbershop Management:**
 - **Operational Management:** Managing day-to-day operations of a barbershop, including scheduling and inventory.
 - **Financial Management:** Basic financial management skills, including budgeting and accounting.
- **Licensing Laws:**
 - **Regulatory Requirements:** Understanding state and local licensing laws and regulations.
 - **Compliance:** Ensuring compliance with all legal requirements to operate a barbershop.
- **Building Clientele:**
 - **Customer Service Excellence:** Providing exceptional customer service to build a loyal client base.
 - **Marketing Strategies:** Developing effective marketing strategies to attract and retain clients.
 - **Client Retention:** Techniques for maintaining strong client relationships and encouraging repeat business.

This module equips students with a comprehensive understanding of advanced barbering techniques and essential business skills, preparing them for successful careers in the barbering industry.

MINIMUM REQUIREMENTS FOR ADMISSION AND ACCEPTANCE:

- High school diploma or GED equivalent
- Completed application form
- Payment of application fee

EDIFY BARBER ACADEMY OF RICHMOND CALENDAR

CLOSED HOLIDAYS:

- NEW YEARS EVE & DAY
- MEMORIAL DAY
- LABOR DAY
- CHRISTMAS EVE & DAY
- MARTIN LUTHER KING DAY
- JULY 4th
- THANKSGIVING & DAY AFTER
- PRESIDENTS DAY
- GOOD FRIDAY
- VETERANS DAY
- COLUMBUS DAY
- DECEMBER 23rd-JAN.2nd
- The MONDAY-FRIDAY after EASTER

The school may cancel classes because of weather emergencies; notice of such closings may be broadcast over local radio and television and/or provided via school voice mail not later than 6am. We will also text emergency school closings to your mobile phone. The school will not be responsible for charges incurred by the student's cell phone provider.

CALENDAR SESSION START DATES:

Edify Barber Academy of Richmond has open enrollment for your convenience. So, you can start at your leisure.

CLASS SCHEDULE:

Edify Barber Academy of Richmond shall be open for classes:

- Monday 12pm-8pm
- Tuesday thru Friday 10am-7pm
- Saturday 8:30-6pm

Students must carry a minimum of 30 hours a week and complete the program in 10 months.

ACADEMIC PROGRESS

Written examinations are given daily or weekly during the theory portion of the curriculum. A grade of 70% and above is passing. Those students who fail any segment of theory must retake the exam within a two-week period and achieve a passing grade. Students are promoted in the clinic area according to their practical ability, conduct, grades, attendance, and professional attitude.

GRADING SYSTEM:

A student's academic progress is as follows:

- A 90-100%. 4.0 Excellent
- B 80-89% 3.0 Good
- C 70-79% 2.0 Average
- D 60-69% 1.0 Poor
- F 0-59% 0.0 Fail

The final grade for a course reflects a measurement of performance in achieving the necessary objectives of that course.

EXAM MAKE-UP POLICY:

- Retake initial exam within two weeks
- If second failure, student must retake exam within one week of most recent attempt
- If, student fails after a third attempt, the student will be suspended for 3 days. This period should be used for study and the exam must be taken upon returning from suspension, without benefit of hours
- Once exam is passed, the higher "passing" grade will be shown on the student's transcript

Class work and/or quizzes that are missed may be scheduled for make-up at the discretion of the instructor.

***Note: Students in the accelerated program are required to pay an Examination Retake Fee. ***

ATTENDANCE POLICY

A student is considered tardy if he/she arrives at any time subsequent to his/her schedule. If student arrives for class within 10 minutes of their scheduled time, they will be allowed to enter class, but will need to make up the missing time or they will not be given credit for time missed. Three unexcused tardiness shall equal one absence. A student may be sent home for reporting 15 minutes late, and would be considered absent for that day.

Overstaying the 45 minute lunch period is also considered tardy and the same procedures and penalties apply. The maximum time to come to class late with an excuse is 30 minutes. Students must attend at least 80% of their total scheduled classes. If student falls below 80% in a one month period, he/she will be placed on one month probation, in that time the student will be required to make up any lost time in addition to required time. At the end of the probation period, a review will be done to determine if student has met the probation requirements. If requirements have not been met, student will be suspended for 3 days. In the event that a student is absent from class for 3

consecutive days, they will be dropped from the school roster. (Does not apply to the fore mentioned 3-day suspension)

Withdrawal from a class is allowed without penalty when a student drops the class during the first three weeks. After the first three weeks, any student drop will be given an “F” for that class. Any student receiving a grade of incomplete for not completing course work must make arrangements to make up the required work within one week of the last scheduled day of class. Failure to do so will result in a failing grade for that course.

A medical leave of absence will be granted if the student obtains a written verifiable statement from a doctor. Prior to leave, the school must have a written leave request signed by the student and medical leave may not exceed 180 calendar days. A regular leave of absence is “time off” requested by the student for personal reasons. The school must have a written leave request signed by the student and a specific date of return must be established before student’s departure. Regular leave may not exceed 30 days.

Students are allowed one leave of absence per 10-month period. Students must return on the following day that leave has ended, or they will be dropped from the roster.

FINANCIAL PLAN

REFUND POLICY:

The non-attendance of a student does not decrease the expense of the school. If an accepted student does not enter classes, or an applicant is not accepted by the school, or student cancels within 3 business days after signing an enrollment agreement, all monies paid are refunded minus the application fee.

Cancellations made after the third business day, but prior to 50% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours- rounded up to the nearest 10%. Cancellations after completing 50% of the program will result in no refund. * Eligible Veterans are charged pro rata based on the length of the completed portion of the program, to the total length of the program.

- Cancellation must be made in person or by certified mail.
- Termination Date for refund computation purposes is the last date of actual attendance by student unless an earlier written notice is received.
- Refunds will be made within 30 days of termination or receipt of cancellation notice.
- A student can be dismissed at the discretion of the Director, for insufficient progress, nonpayment of costs, or failure to comply with the rules.

TRADITIONAL FEES:

- Registration Fee \$100
- Kit \$1,500
- Tuition \$16,000
- TOTAL \$17,500
- Deposit* \$1,600 (Registration Fee, Kit and 10% of tuition)

The Deposit holds your seat in class and is nonrefundable

Tuition excludes textbooks, kit, lab fees & smock. For tuition assistance, please contact Edify Barber Academy of Richmond to discuss your specific needs the school reserves the right to modify fees upon sufficient notice.

INTERRUPTION IN TRAINING

A student that has cancelled or has been terminated and desires to re-enter the program must follow the required admission procedures. Student must have an interview with the Director and show cause why he/ she should be reinstated. The decision of the Director is final.

DISMISSAL

Edify Barber Academy of Richmond reserves the right to terminate a student's enrollment for, but not limited to, excessive absences, destruction or theft of property, failure to maintain required academic progress, cheating, consumption or possession of alcoholic beverages or illegal drugs, and/or failure to follow school rules and policies. Furthermore, a student may be terminated for inability to meet required financial obligations or behavior inconsistent with professional standards, which may prove to be disruptive to academic progress.

WITHDRAWAL

As a clock hour institution our curriculum is based on a student's continuous progression through each module of the program. Students who withdraw from the school before completing his/her course are requested to submit a written notice of withdrawal to School Director immediately. It will be necessary to have an exit meeting with the Director to resolve all academic and financial matters. A student may not withdraw from an individual module without removing him or herself from the entire program. The effective date of withdrawal will be the last date of class attendance.

THE SCHOOL RESERVES THE RIGHT TO WITHHOLD GRADES, TRANSCRIPTS, GRADUATION SERVICES, AND OTHER SERVICES FOR FAILURE TO MEET FINANCIAL OBLIGATIONS.

RE-ENTRY

Re-instatement can occur only after the student requests to be readmitted, and after a conference with the school Director has taken place. Should the student's re-entry request be approved, the

student's skill level will be re-evaluated, and the student placed at the promotional level corresponding to their performance. A re-entry fee of \$175 is required and financial arrangements for any outstanding tuition charges must be predetermined. Re-entry fee is not charged upon return from a pre-approved medical or personal leave of absence.

STUDENT'S RIGHT

- Examine academic & business office files in the presence of a school official
- Request a copy of transcript for \$30 if tuition account is current. Please allow 7 business days for your request to be processed.
- Request certified copies of transcript be mailed to requested address for \$30, provided account is current. Please allow 7 business days for your request to be processed.
- Be treated with respect, tact, honesty, maturity, and patience.
- Receive course and schedule advice from a faculty member.
- Request and receive academic guidance from faculty on matters related to study skills and academic success.
- Know their academic grade point average and progress toward graduation at any time.
- Know the objectives and grading

STUDENT'S RESPONSIBILITY

- Attend class regularly
- Complete all assignments
- Know and follow all school policies
- Meet financial obligations promptly
- Notify school of change in address or phone number
- Notify Instructor or Director of matters affecting classroom performance or attendance
- Notify Instructor or Director of any unresolved grievance
- Handle difficult situations with maturity, tact and patience
- Treat school, its equipment and personnel with respect & courtesy
- Know emergency procedures & participate in safety drills

CONDUCT & APPEARANCE

Each student agrees to conduct his or herself in an acceptable manner and appearance at all times while attending school or any school related function. BARBERS are to wear assigned smocks at all times while on school property, along with solid colored bottoms and rubber sole shoes for safety. To respect the allergies of your fellow learners, please refrain from wearing perfume, cologne or

other scented products. BARBERS cannot enter school property having consumed alcohol or illegal drugs of any kind. Furthermore, illegal drugs are not allowed on school property at any time. If an instructor feels a student is not properly dressed, he/she has the right to dismiss that student from class to return home and re-dress appropriately for school. If an instructor feels a student is impaired, he/she has the right to dismiss that student for the day and an incident report must be filed with the Director. A student will not be given credit for time missed for these reasons. If you have any concerns regarding the dress code, please forward them to the school Director in writing.

INAPPROPRIATE DRESS INCLUDES, BUT NOT LIMITED TO:

1. Caps or hoods for men at indoor activities, unless religious dress
2. Midriiffs or halters, mesh or netted shirts or cut-off tee shirts
3. Skirts and dresses that stop more than 2 inches above the knee.
4. Leggings, stretch pants, biker shorts or capris.
5. Bare feet or bare legs
6. Clothing with derogatory, offensive and/or lewd messages either in words or pictures
7. No heels higher than 2 inches
8. NO HOOP EARRINGS (post earrings only)

RULES & REGULATIONS

1. The instructor must check all services. It is the student's responsibility to request an instructor for this purpose.
2. At no time will the student refuse a client. To do so will mean immediate suspension from the school. Refusal of service will be allowed when the instructor finds it necessary.
3. The school reserves the right to suspend and/or terminate any student who gossips, uses vulgar or profane language, causes discord, engages in horseplay or violates our drug/alcohol policy.
4. Students are to be courteous, pleasant and show respect to client, instructor, staff and the school at all times. Being discourteous and/or disrespectful is grounds for suspension.
5. Friends, children and visitors are not allowed on the clinic floor or in the classroom, unless an instructor has given special permission.
6. Common practices of sanitation and sterilization should be performed at all times.
7. Students not adhering to the schools dress code policy could lead to disciplinary action.
8. Students are responsible for their time. No student is to tamper with another student's time card. Students are to clock in when entering and clock out when leaving the building. Credit is given for applied time only.
9. Students are to notify the school when they are going to be late or absent from school. Students who are 15 minutes late to class are not allowed to enter. Traditional students are not allowed more than three tardiness or absences per month. Accelerated students are only allowed one absence in 12 weeks. Students who are late or miss more than the allotted

time will be placed on probation for a maximum period of thirty days. The exception will be when the student can show just cause, such as a doctor's note.

10. Smoking is ONLY allowed outside behind the building.
11. Students are assigned daily chores. These chores are to be completed prior to the student departing for the day.
12. The school reserves the right to interrupt a student's training when he/she is behind on tuition payments.
13. Students are subject to an inspection of their kit and locker at any time the school deems necessary.
14. The school reserves the right to terminate a student for non-attendance.
15. Students are held responsible for his/her tools and must have their working tools in school at all times.
16. Before dismissal, all classrooms and work areas must be cleaned to the satisfaction of the instructor.
17. Students must have an instructor's permission before leaving the school building during class hours.
18. Every student will be responsible for cleaning his/her work area and any other area that has been assigned to him/her by the instructor.
19. Excessive noise on the clinic floor or in the classroom is prohibited.
20. Congregating in the front or back of the building is prohibited.
21. The school reserves the right to add or change any rules and regulations whenever the school deems necessary.

OPERATIONS

INDEMNIFICATION

The student releases and holds harmless the institution, its employees, its agents, and its representatives from and against all liabilities, damages, and other expenses which may be imposed upon, incurred by, or asserted against it or them by reason of bodily injury or property damage, which may be suffered by the student from any cause while enrolled in the school.

STUDENT DISCIPLINARY ACTION

Failure to meet standards of conduct acceptable to the school may result in disciplinary action. The following procedures will be instituted when disciplinary action against a student is being considered.

- The student will be informed of the charges in writing and in conference with the school Director. The student will be advised of the date, time, location and procedures of the meeting in which the charges will be presented.
- The Director has the right to suspend a student immediately until the hearing process can be completed.

- A student who is dismissed may apply for re-admission. The school Director will consider his/her application.

GRIEVANCE COMPLAINT/GRIEVANCE

If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints considered by the Commission must be in written form, with permission from the complainant for the Commission to forward a copy of the complaint to the school for a response. The complainant will be kept informed as to the status of the complaint as well as the final resolution by the Commission.

COMPARABLE PROGRAM INFORMATION

Information as it relates to tuition and program length can be obtained by contacting:

- Accrediting Commission of Career Schools and Colleges of Technology 2101 Wilson Blvd. Suite 302 Arlington Virginia 22201 (703) 247-4212 or (703) 247-4533-Fax

PROGRAM COMPLAINTS

A student with a complaint on matters relating to the school's instructional program is encouraged to speak with their instructor at the earliest possible time. If not satisfied, student should submit a written complaint to the Program Coordinator. If not satisfied, students can submit a written request to meet with the Director. A student will not be subject to unfair actions as a result initiating a complaint proceeding

ADMINISTRATIVE DECISIONS

The school reserves the right to make any necessary changes in the regulations, tuition, or fees upon proper notification of the appropriate regulatory agencies. Any course may be canceled if registration does not justify continuation of the class. The school has published procedures for resolving all complaints from prospective, current, or former students. If such procedures do not adequately rectify any student's concerns, they may elect to contact:

- Virginia Board of Barbers/Cosmetology Dept. of Professional & Occupational Regulations 3600 West Broad Street Richmond VA, 23230-4917

The Edify Barber Academy of Richmond is dedicated to cultivating highly skilled, professional barbers who are equipped to meet the diverse needs of the modern grooming industry. Our proposed offerings, including comprehensive barbering courses, hands-on training, and business management workshops, are meticulously designed to align with our stated purpose. These programs ensure that our students not only master the technical skills required for exceptional barbering but also gain the entrepreneurial acumen necessary to thrive in a competitive marketplace. By integrating rigorous practical training with essential business education, we are committed to producing graduates who embody excellence, innovation, and professionalism in the field of barbering. This holistic approach affirms our mission to elevate the standards of barbering education and contribute to the professional growth of our students, ultimately enhancing the community we serve.

TRANSFERABILITY OF COURSES

The transferability of courses from Edify Barber Academy of Richmond to other institutions is subject to the acceptance policies of the receiving school. While our courses are designed to meet high educational standards, students should verify with the institution they wish to transfer credits to, as acceptance of transfer credits varies by school and program. It is recommended that students consult with the admissions office of the prospective institution to determine the eligibility and applicability of their completed coursework for transfer.

The transferability of diplomas or certificates completed at Edify Barber Academy of Richmond to other institutions is not guaranteed and depends on the specific policies of the receiving school. While our programs are designed to meet industry standards and provide comprehensive training, each institution has its own criteria for recognizing and accepting diplomas and certificates. Students are encouraged to directly contact the admissions office of the prospective institution to determine if their completed credentials from Edify Barber Academy will be recognized or accepted for credit or advanced standing.

ACADEMIC COURSE WORK SCHEDULE FOR 2024-2025

Program Duration: 10 months

Total Clock Hours: 1100 hours

Minimum Weekly Hours: 30 hours

Class Schedule:

- **Monday:** 12:00 PM - 8:00 PM (8 hours)
- **Tuesday:** 10:00 AM - 7:00 PM (9 hours)
- **Wednesday:** 10:00 AM - 7:00 PM (9 hours)
- **Thursday:** 10:00 AM - 7:00 PM (9 hours)
- **Friday:** 10:00 AM - 7:00 PM (9 hours)
- **Saturday:** 8:30 AM - 6:00 PM (9.5 hours)

Weekly Total: 53.5 hours

Module Breakdown

Module 1: Science of Barbering

Total Hours: 300 hours **Duration:** Approximately 6 weeks

Module 2: Professional Barbering

Total Hours: 400 hours **Duration:** Approximately 8 weeks

Module 3: Advanced Barbering Services

Total Hours: 200 hours **Duration:** Approximately 4 weeks

Module 4: Business of Barbering

Total Hours: 200 hours **Duration:** Approximately 4 weeks

Monthly Breakdown

Months 1-2:

- **Science of Barbering:** 300 hours (6 weeks at 53.5 hours/week)

Months 2-4:

- **Professional Barbering:** 400 hours (8 weeks at 53.5 hours/week)

Months 5-6:

- **Advanced Barbering Services:** 200 hours (4 weeks at 53.5 hours/week)

Months 7-8:

- **Business of Barbering:** 200 hours (4 weeks at 53.5 hours/week)

Note: The schedule is designed to accommodate open enrollment, ensuring that students can start the program at various times throughout the year and still meet the required 1100 clock hours within the 10-month timeframe. Students should maintain a minimum of 30 hours per week to ensure timely completion of the program.

CAREER ADVISING AND PLACEMENT SERVICES

Edify Barber Academy of Richmond is committed to supporting our students in their transition from education to employment. We offer comprehensive career advising and placement services designed to assist students in achieving their professional goals.

Career Advising Services:

- **Individual Career Counseling:** One-on-one sessions with experienced career advisors to help students identify career paths, set goals, and develop job search strategies.
- **Resume and Cover Letter Workshops:** Regular workshops to assist students in creating effective resumes and cover letters that highlight their skills and experiences.
- **Interview Preparation:** Mock interview sessions and coaching to improve students' interview skills and confidence.

Placement Services:

- **Job Placement Assistance:** Dedicated placement advisors work with students to identify job opportunities and connect them with potential employers.
- **Employer Partnerships:** Collaboration with local barbershops, salons, and industry organizations to provide students with job leads and internship opportunities.

Our career advising and placement services are designed to provide students with the resources and support they need to successfully enter and thrive in the barbering industry. Through personalized guidance and robust industry connections, we strive to help our graduates achieve their career aspirations.

POLICY ON FACULTY ACCESSIBILITY

At Edify Barber Academy of Richmond, we are committed to ensuring that instructional faculty are accessible to students for academic and course advising outside of regularly scheduled class hours. This policy applies to all branches and throughout the duration of each course.

Faculty Office Hours:

- **Scheduled Office Hours:** Each faculty member will maintain a minimum of two hours per week of scheduled office hours specifically for student consultations. These hours will be clearly posted on the course syllabus, outside the faculty member's office, and on the academy's online portal.
- **Appointment-Based Meetings:** In addition to scheduled office hours, faculty members are available for appointments at mutually convenient times. Students can request appointments via email or the online scheduling system.

Communication Channels:

- **Email and Messaging:** Faculty members will respond to student emails and messages within 48 hours during the weekdays.
- **Virtual Meetings:** Faculty are also available for virtual meetings through video conferencing platforms, ensuring accessibility for students who may have scheduling conflicts or are unable to meet in person.

Advising Periods:

- **Mid-Semester Check-Ins:** Faculty will offer additional advising sessions mid-semester to discuss academic progress and address any concerns.

This policy ensures that students have ample opportunities to seek guidance and support from their instructors, fostering an environment conducive to academic success and personal growth.

LIBRARY RESOURCES AVAILABLE TO STUDENTS

Edify Barber Academy of Richmond provides an array of library resources designed to support the academic and professional growth of our students in compliance with 8VAC40-31-160 (M). These resources are accessible to all students and include the following:

Physical Library Collection:

- **Books and Textbooks:** A comprehensive collection of books and textbooks covering all aspects of barbering, including theory, techniques, history, and business practices.
- **Periodicals and Journals:** Current and archived issues of industry-related periodicals and journals that keep students informed about the latest trends, research, and developments in the field of barbering.
- **Reference Materials:** Encyclopedias, dictionaries, and other reference materials pertinent to barbering and cosmetology.

Digital Library Resources:

- **E-Books and Online Textbooks:** Access to a wide range of e-books and digital textbooks that students can access anytime, anywhere.
- **Video Tutorials:** A curated collection of instructional videos and tutorials demonstrating various barbering techniques and procedures.

Technology and Study Spaces:

- **Computer Stations:** Multiple computer stations equipped with internet access and software relevant to barbering and business studies.
- **Study Stations:** Quiet study stations available for individual study or group work, which can be reserved in advance.
- **Printing and Scanning Services:** On-site printing and scanning services available to support students' research and coursework needs.

These extensive library resources ensure that students at Edify Barber Academy of Richmond have the necessary tools and support to succeed academically and professionally.

INTERNSHIP / EXTERNSHIP / PRODUCTION WORK POLICY

Edify Barber Academy of Richmond currently does not offer internships, externships, or production work opportunities as part of our program.

We inform our students that while practical hands-on training is an integral part of our curriculum, it is conducted entirely within the academy's facilities under the direct supervision of our qualified instructional staff. This ensures that students gain essential skills and experience in a controlled, educational environment.

Should future opportunities for internships, externships, or production work become available, students will be promptly informed, and all necessary details and policies will be communicated clearly to ensure compliance with state regulations.

For any questions or further information, students are encouraged to contact the administration office.