



# AZ Barber Academy LLC

Tempe Village, Suite 1425-04

W Southern Ave

Tempe, Arizona 85282

757.637.5097

Effective from July 1<sup>st</sup> 2024

Director: Hillary Alegre

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## Welcome

Welcome to **AZ Barber Academy**. We would like to thank you for trusting us to help you begin your chosen career.

You are now launching into a field experience that could provide you with excellent opportunities for a successful future and career in one of the oldest professions.

At **AZ Barber Academy**, we provide the best training needed to pass the Arizona State Barber Board examination. We emphasize on how to be successful in the marketplace and to succeed in all your professional goals. This means hard work, dedication, independent studying, self-accountability, and preparation on your part. You will practice shop management, business concepts, entrepreneurship skills, and the psychology of personal success.

Our goal is to help you discover your dream career and help give you an ability to transform your life through dedicated training. The degree of your success will depend on your effort during the entire course of your schooling.

**AZ Barber Academy** finds it an honor and a privilege to provide you with a strong foundation of education that will assist you with reaching your career goals!

Respectfully,

Hillary Alegre

*Hillary Alegre*

## Mission Statement

Our passion in life is to inspire, be inspired, and educate to the highest performance standard with excellent educational knowledge, and hands-on training within the programs offered: Barber, Barber Instructor, Barber/Cosmetologist Crossover and Apprentice Programs in order to prepare our students for their Arizona State License in the Barbering Industry.

## Facilities and Equipment

**AZ Barber Academy** is located at Tempe Village, Suite 1425-04, W Southern Ave, Tempe AZ, 85282, where all instruction occurs. The college facilities consist a Classroom, featuring visual equipment, an office, 2 bathrooms, 11 barber chairs and 12 tool cabinets, 2 shampoo bowls, 5 sinks, 13 mirrors, and 6 lockers. The college is equipped to enroll 20 students per program.

## Programs / Program Schedules

**AZ Barber Academy** is currently offering:

**Barbering** (1,200 hours)

Fulltime: 8am – 5pm Monday-Friday 1-hour lunch / Part-time: 8am – 12pm Monday - Friday

**Barber/Cosmetologist Crossover Program** (200 hours)

Fulltime: 8am – 5pm Monday-Friday 1-hour lunch / Part-time: 8am – 12pm Monday - Friday

**Barber Instructor** (400 hours)

Fulltime / Part-time TBA with school Director. Hours must be completed within six (6) months

**Online or in-house Apprentice written Program** (250 hours)

Fulltime: 8am – 9:30 Monday – Friday

## Tuition and Fees

**Barbering: Registration\* \$100.00**

**Tuition \$14,000.00 Plus one of the following options:**

**Tool Kit 1\*\* \$922.00** All Tools required with basic cordless clippers to pass the State Board Exam

**Tool Kit 2\*\* \$1,014.00** All Tools required with upgraded clippers to pass the State Board Exam

**Tool Kit 3\*\* \$1,139.00** All Tools required with a choice of clippers to pass the State Board Exam

**Crossover: Registration\* \$100.00**

**Tuition \$2,400.00 Plus one of the following options:**

**Tool Kit 1\*\* \$440.00** All Tools required with basic cordless clippers to pass the State Board Exam

**Tool Kit 2\*\* \$540.00** All Tools required with upgraded clippers to pass the State Board Exam

**Tool Kit 3\*\* \$640.00** All Tools required with a choice of clippers to pass the State Board Exam

**Instructor: Registration\*\$100.00**

**Tuition \$4,200.00** Includes Textbook

**Apprentice: Registration\*\$100.00**

**Tuition \$1,500.00**

\*Nonrefundable \* \*Nonrefundable after 7 days of signing Enrollment Agreement

**Arizona state licensing fee** for the barber and barber instructor program is the responsibility of the student and currently costs \$177.

### **Instructional Language**

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States.

### **Academy Application Policy**

**AZ Barber Academy** is accepting students for admission once the following criteria have been met:

- Must be 18 years of age or older.
- Applicant must provide a valid, current, government-issued picture ID, such as an Arizona Driver's license, Arizona ID Card, other state issued ID, or Passport.
- Provide their Social Security number or TIN.
- Submit application form and a non-refundable application fee of **\$100.00**.
- Schedule and attend an interview at the school by emailing [azbarerhillary@gmail.com](mailto:azbarerhillary@gmail.com) or by calling the school 757.637.5097, prior to enrollment.
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED and.

\*\*\* *Evaluation of the validity of a High School Diploma*: Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school

diplomas if the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. The school may require further documentation in the form of a certified copy of the final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma) and translate them into English.

**AZ Barber Academy** Policy to confirm high school diploma authenticity:

- In addition to checking online for further information about the school issuing the diploma and its accreditation, the AZ Barber Academy may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools.
- AZ Barber Academy maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills, some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online does not guarantee that a high school is legitimate. AZ Barber Academy makes every reasonable effort to verify the validity of questionable high school diplomas.

PLEASE NOTE: *Student self-certification is not considered sufficient proof of validity.*

**Enrolment Requirements:**

- Computer access with Windows OS, Adobe Reader, webcam, microphone, and anti-virus protection
  - **Must have their own laptop with the above abilities to do written lessons on.**
- **Barber Instructor students:** must provide a valid **Arizona** state Barbering license prior to enrollment.
- **Cosmetologist Crossover students:** must provide a valid **Arizona** State Cosmetology license, prior to enrollment.
- **Apprenticeship Students:** Must have a registered with both AZ Barber Academy and the AZ Apprenticeship Program barbershop willing to take on an apprentice.
- **Transfer students only:** Transfer students shall provide transcripts from previous instructional institution prior to enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment, will result in not being able to apply those hours that could be accepted toward your enrollment at AZ Barber Academy.

\*\*\*Please note: AZ Barber Academy does not currently accept Ability to Benefit (ATB) exams for enrollment.

\*\*\*This institution has not entered an articulation or transfer agreement with any other institution.

Once the above items are verified by the school's enrollment staff, student shall pay a \$100.00 non-refundable registration fee and complete the enrollment agreement. Student must bring 2 passport sized photos together with the enrollment agreement.

### **Transfer Hours (from another College)**

The transferability of credits or services you earned at another institution which are deemed transferable are at the sole discretion of AZ Barber Academy's administration. You may be required to add to or purchase a tool kit at your own expense and repeat some or all of your coursework or services. All transfer hours must be determined prior to the enrollment and be included in your enrollment agreement. The tuition portion of a transfer student's fees, excluding any books or kits required, will be computed on a pro rata basis of the number of hours they are contracting of the current tuition rate. The academy will determine at its sole discretion if a transfer student needs to purchase new books and a tool kit on a case-by-case basis.

### **Re-enrollment Policy**

A student who withdraws from AZ Barber Academy may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment, if reentry occurs within 180 days of the last day of attendance. A student who was terminated for behavior reasons may not be eligible for re-entry. Students who re-enter more than 180 days after the last day of attendance will have their transcripts evaluated for the number of credits and services and will receive credit based on the school Director's sole discretion. Student must pay a non-refundable \$50.00 re-enrollment fee.

### **Non-Discrimination Policy**

AZ Barber Academy admission, training, and graduation policies preclude discrimination based on race, creed, color, religion, age sex, or ethnic origin. The school does not recruit students already attending or admitted to another school offering similar programs of study.

### **Notice of Admissions Acceptance, Denied Applicants & Wait List**

Students will be notified of their acceptance by phone, email, or in person within 14 days of their admission's interview. In the event of a wait list for enrollment, students will be enrolled on a first come first serve basis from the time all admissions requirements have been met.

### **School Hours of Operation**

AZ Barber Academy's hours of operation are 8:00 AM - 5:00 PM Monday through Friday.

Hours for clients and model services are 10 AM – 4 PM Monday through Friday



## Administrations Hours

AZ Barber Academy has administrative staff on site Monday through Friday 10:00am to 5:00pm for inquiries about enrollments. Enrollments are by appointment only. To schedule an appointment, call the school 757.637.5097 or email [azbarberhillary@gmail.com](mailto:azbarberhillary@gmail.com)

## Program Start Dates

Start dates in 2024 are the first Monday of the month. Check with admin [info.azbarberacademy@gmail.com](mailto:info.azbarberacademy@gmail.com) for additional start dates. Contact school 757.637.5097 or email [azbarberhillary@gmail.com](mailto:azbarberhillary@gmail.com)

## Holidays and Closures

AZ Barber Academy will be closed on most Federal holidays. A special holiday may be declared for staff training, COVID-19 closures, weather emergencies or other reasons; in the event of a special closure students will be notified in person, via email, ~~social media~~, phone or text.

## Educational Cards

AZ Barber Academy will obtain an educational card from the Board of Barbers and the student agrees to:

1. Display the card at the student workstation, and
2. Return the card to the school upon completion of the course or upon withdrawal from the course for any reason.

## Extra Instructional Charges

Students are expected to complete their training within the time specified in the enrollment agreement. If a student requires additional training beyond the scope of the course and or beyond the contract end date, the institution will assess a 15.00/hour/fee. All unused monies received for extra-instruction prior to the completion of a student contract are refunded if the student terminates prior to graduation.

## Tardy Policy / Leave Early Policy

Each student is required to sign in upon arrival to class and sign out, if leaving early. Students arriving more than **10 minutes after** the class start time (8am), **may** not be allowed to attend school that day and are welcome to return on time, the following school day. Students are asked to stay until the end of their scheduled day. If you need to leave early due to a medical appointment, family emergency or any other serious reason, please discuss it with the Director in advance.

## **Excused and Unexcused Absences**

At AZ Barber Academy, there is no contract extension for any absence (whether excused or unexcused), but the academy appreciates an advanced notice of absence when possible, for scheduling purposes. In an event a student is absent for **10** consecutive work days, for any reason, said student(s) will be withdrawn from the program and may re-enroll per the terms of the re-enrollment policy. Students may refer to the Leave of Absence Policy in the event of a need for an extended absence.

**PLEASE REFER TO THE INSTITUTIONAL REFUND POLICY FOR TUITION REFUND IN CASES OF WITHDRAWAL AND CANCELLATION (p. 18)**

## **Make Up Work**

If a student fails or misses classroom theory, they are required to make it up in their own time after the theory lesson. If a written or a practical exam/quiz is missed, student will be given 2 opportunities to make up that exam/quiz, and an appointment with an instructor is required. Students are reminded that they are required to have a score of 80% (qualitative) from each of their written and practical exams at the SAP evaluation point to be deemed making Satisfactory Academic Progress.

## **Exams & Grading System**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and several practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a grade average of 80% to maintain passing academic progress. A student's grade point average is determined by an average grade of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, if applicable.

### **Grading System**

Students are graded by using a grading system of 0 to 100 points. The grading point system is then converted into alphabetical letters. Students are evaluated regularly on the practical and theoretical work. Students must maintain a "C+" average to maintain satisfactory academic status. Students must have good coordination and show an aptitude for barbering, as well as possess the ability to learn various phases of barbering. The system detailed below is the grading system utilized at this academy.

90% - 100% A Excellent

80% - 89% B Very Good

75% - 79% C Almost Passing for the Academy

0% - 74% D Not Passing

## Course Descriptions

**Barbering:** The curriculum for students enrolled in the Barbering course consists of 1200 clock hours of practical operations and technical instruction. Instruction will cover the art and science of barbering from techniques in hair, skin care and shaving, to business skills and health and safety practices. This course of study satisfies the requirements of the Arizona Revised Statutes 32-325.

To graduate from the AZ Barber Academy and receive a diploma of graduation from the school, students must have completed the requisite clock hours and paid all tuition and fees in full. There is a final mock exam consisting of a practical and a written test, a score of 75% or higher is required to graduate. Students must also pass examinations in all phases of barbering with a 75% or higher score before graduating per the Arizona HB 2029. All financial obligations to the school must be completed prior to graduation.

For a student to be deemed making a satisfactory attendance progress (quantitative), they must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if a student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student and verified by the school), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if a student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and 133% the length of the course.

Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention as well as professional ethics, and barber shop management.

Learning material will be provided by online Pivot Point and Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558. All instruction is provided by licensed Barber Instructors in the State of Arizona. Instructional methods will include Online and/or in person demonstrations, lectures, videos & classroom participation discussions, questions and answers, interactive lectures, individualized instructions, student and classroom presentations, labs and student salon.

**250 Theory Hours** Include the study of barbering, hygiene, bacteriology, histology of the hair, skin, muscles and nerves, structure of the head, face and neck, elementary chemistry relating to sterilization and antiseptics and diseases of the skin, hair and glands. Module also includes Professional Ethics, state laws relating to Barbering in the state of Arizona, professional development and Shop Management.

**950 Practical Hours** Include the study and practice of massaging and manipulating muscles of the scalp, face and neck, hair cutting, shaving and chemical work relating to permanent waves and hair straightening, coloring and bleaching, as noted in the chart below:

600 Hours	Haircutting
50	Hairstyling
50	Chemical Application (colors, perms, etc)
20	Shaving, Honing and Stropping
80	Massages facials and Shampooing
50	Skin and disease of the scalp
50	Sanitization & Sterilization
50	Professional Ethical, Shop Management and law.
<b>950 Hours</b>	

**Barber/Cosmetologist Crossover Program:** The curriculum is designed for students who currently hold an Arizona Cosmetologist license and wish to add a Barbering license to their credentials. This program consists of 200 clock hours of practical operations and technical instruction that will cover the art and science of Barbering from techniques in hair, skin care, and shaving, to business skills and health and safety practices. This course of study satisfies the requirements of Arizona Revised Statutes 32-325.

To graduate from AZ Barber Academy and receive a diploma of graduation from the school, students must have completed the requisite clock hours and have paid all tuition and fees in full. There is a final mock exam, consisting of a practical and a written test, a score of 75% or higher is required to graduate. Students must also pass examinations in all phases of barbering

with a 75% or higher before graduating per Arizona HB 2029. All financial obligations to the school must be complete prior to graduation.

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 75%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 75% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame of one and 133% the length of the course.

The course has 25 hours of Theory (classroom hours) devoted to the study of fundamentals of barbering, state laws relating to Barbering in the state of Arizona to pass the Arizona state Barbering exam and 175 hours of practice (practical hours) including massage and manipulating muscles and scalp, gents Haircutting face and neck, shaving and beard treatments and trimming, as noted in the chart below:

20	Shaving, Honing and Stropping
80	Massages facials and Shampooing
75	Hair Cutting
<b>175 Practical Hours</b>	

**Student Barber Instructor:** Upon successful completion of this 350 clock hour course students will qualify to apply for a license to be a barber instructor in the state of Arizona.

Students will learn successful classroom management techniques, lesson planning, and gain other instructional tools commonly used in the classroom and school clinic floor, when training student barbers. Instructional Methods will be demonstrations, lectures and classroom participation. Student will learn successful classroom management techniques, lesson planning, and gain other instructional tools commonly used in the classroom and school clinic floor, when training student barbers. Students will have **no less than 80 Theory Hours** of classroom instruction prior to working on the school clinic floor under the supervision of a licensed instructor.

**80 Theory Hours.** During this module students will learn the theories behind classroom management and teaching methodology.

**270 Practical Hours** During this module, under the supervision of a licensed instructor, instructor students will instruct Barbering students in the art of Barbering for 270 hours.

**Apprenticeship Program:** Learning material will be provided by Pivot Point and or Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558. All instruction is provided by licensed Barber Instructors in the State of Arizona. Instructional methods will include online and/or in person demonstrations, lectures, videos & classroom participation discussions, questions and answers, interactive lectures, individualized instruction as well as student and classroom presentations.

**250 Theory Hours** Includes the study of barbering, hygiene, bacteriology, histology of the hair, skin, muscles and nerves, structure of the head, face and neck, elementary chemistry relating to sterilization and antiseptics and diseases of the skin, hair and glands. Module also includes Professional Ethics, state laws relating to Barbering in the state of Arizona, professional development and Shop Management.

### **Dress Code and Professional Image**

Failure to comply with the following AZ Barber Academy's dress code may result in being sent home to change and may subject the student to the school's conduct policy. Students are reminded that they will have to clock out and in again if sent home to change and will lose their hours.

- Students are issued an apron or barber jacket. It must be kept, clean, pressed, and always fastened. If ripped or destroyed, the student must purchase a replacement;
- Apron must be worn over all clothes, at all times while in school;
- Armpits & Chests must be always covered;
- Slips must be worn over sheer fabrics;
- Shoes may be any color but must be closed toed. A work type shoe is recommended due to the long periods of standing required in the occupation;
- Denim jeans, khaki pants, or skirts below the knees are permissible.

The following items are not allowed:

- No shorts, miniskirts, tank tops, low cut blouses, visible lingerie or men's undershirts;
- No sweats or excessively ripped jeans;
- No yoga, sweatpants, or pajamas;
- No sheer clothing (see-through fabrics) without the correct modest skin covering fabrics;
- No clothing that promotes unprofessional or gang related behavior;
- No bare mid-drifts;
- No slippers, house shoes, flip flops or bare feet;
- No bandannas or any head coverings (unless Special Accommodations are made);
- No hats or sunglasses indoors.

\*\*\*Please note:

- I-Pads, MP3 players, laptops and all other personal listening devices are not allowed to be used by students during school hours.
- No headphones, EarPods or similar devices unless Special Accommodations have been made in writing for educational purposes and special needs only.

## **Conduct Policy and Conduct Probation**

AZ Barber Academy requires that all students always conduct themselves in a courteous & professional manner. Refusal to conduct themselves in an orderly and considerate manner, complying with all the rules and regulations of the school, will be subject to the institution's conduct policy. ABA has a **progressive Conduct Policy**, beginning with a verbal warning, followed by a written warning, then conduct probation terminated for not correcting violations.

1. The following may be deemed violations of the conduct policy:

- Refusing to perform client services;
- Failure to follow Academy dress code;
- Failure to have tools and equipment ready for class and/or clinic every day;
- Selling any products, crafts, or any other items on school premises.
- Taking photographs without permission from the school director, instructors, and all individuals being photographed;
- Being disrespectful to instructors and other students;
- Interrupting classroom or clinic floor for any a reason.
- Damaging school property;
- Making distracting noises, such as whistling;
- Failure to follow Personal Services Policy (No personal grooming is allowed at school, examples: personal grooming such as makeup, nails, trimming facial hair, line ups, shaves, may not be done at school unless performed by a barber student).
- Violating smoking policy;
- Eating on campus, other than in break room;
- Failing to complete assignments;
- Forgery, alteration or misuse of records or documents;
- Physical or verbal abuse of others or any threat of force;
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored even;
- Possession or use of explosives or weapons;
- Failure to comply with directions of college officials acting in performance of their duties;

- Disorderly, lewd, indecent, obscene or offensive conduct on school campus;
- Obstruction or disruption of the educational process;
- Failure to follow the directions of school staff;
- Leaving campus early without notifying staff in advance;
- Leaving Campus early without prior approval.

2. Phone and Cell phone use:

- Only emergency phone calls will be accepted on business telephones. Students are allowed to receive or make emergency/personal phone calls in the classroom only

3. Headphones are not to be worn at any time unless special accommodations have been made in writing for educational purposes and special needs only.

4. Smoking is not allowed in the college building. Student and staff must smoke in designated areas.

### **Terminations for Cause:**

The following acts may result in immediate termination from AZ Barber Academy:

- Missing school for 10 consecutive business days;
- Intoxication on campus;
- Cheating on clock hours;
- Cheating on number of assignments completed;
- Stealing;
- Use, possession, sale, being under the influence of or distribution of drugs, tobacco or alcohol;
- Interference with any instructor or administrator in connection with carrying out their duties;
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects;
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact.

### **Grievance Policy and Student Complaints**

Students with complaints or grievances against the institution, have a right to present concerns for resolution. The AZ Barber Academy grievance process consists of two steps, the informal and formal grievance. All concerns must be addressed via the informal process before moving to a formal grievance process. The institution adheres to the following procedure for resolving complaints/grievances.

#### **Informal Grievance**



Many complaints/concerns can be resolved through open communication with a faculty member or administrator. If a student has a complaint, they should first discuss their concern with a faculty member or administrator. If a resolution is not achieved at this level, the student should then make an appointment to meet with the appropriate program administrator. The informal grievance process should be initiated within thirty (30) calendar days of the time the student knew or should have known that there were grounds for the complaint or grievance. The student shall exhaust the informal grievance process before filing a formal grievance.

## **Formal Grievance**

If the informal grievance is not resolved to the student's satisfaction at the informal stage, a formal written grievance may be submitted to a school administrator or staff member. The formal grievance must be made within ten (10) calendar days of initiating the informal process. The form for submitting a written grievance will be provided by the program administrator. A grievance committee will convene to review the grievance and any supporting documentation. This may also include additional investigation and also interviews with those individuals associated with the complaint. The committee will make a recommendation to the Director within fifteen (15) calendar days of when the formal grievance was submitted. The Director will render a final decision, in writing, to the student within ten (10) calendar days.

- A complaint or grievance may be withdrawn at any time. Once withdrawn, the process cannot be reopened if the resubmission is longer than the thirty (30) calendar days from the date of the occurrence of the alleged incident.
- Retaliatory or intimidating acts against any student who has made a complaint, or against a student who has testified, assisted, or participated in any manner in an investigation relating to a complaint or grievance, are specifically prohibited and constitute grounds for a separate complaint.
- Student work will not be reassessed or re-evaluated. Only documented clerical or procedural errors will alter the grade.
- When District officials have reasonable belief or an investigation reveals that a reported incident may constitute an unlawful act, law enforcement authorities will be informed. If a student is still dissatisfied with the outcome of the grievance process, he/she can contact one of the following agencies:

Arizona Barbering & Cosmetology Board 1740 W Adams St. Suite #4400 Phoenix, AZ 85007  
Phone: (602) 542-4498.

Adult Student- Commission of the Council on Occupational Education (COE). Complaints can be mailed, or completed online. The online form is at: <https://council.org/>. Written complaints with the supporting documentation can be mailed to: Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350.

## **Job Placement Assistance (Employment Assistance)**

AZ Barber Academy will assist of finding and securing employment for its students and graduates (in the field of Barbering), but job placement is not guaranteed. This service is extended to all students graduating from AZ Barber Academy.

## **Career Opportunities in the Barbering Field**

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification are: Barbers #39-501; this applies to the Barbering and Barber/Cosmetologist Crossover program. Barber Instructor program is classified a CIP code ##12.0413.

## **Arizona State Licensure Requirements**

Applicants for Arizona state licensing exam(s) must meet all the following requirements to sit for their **Barbering exam**:

- Proof that the applicant is at least 16 years old.
- Proof that the applicant has at least two years of high school education or its equivalent. Acceptable proof includes an official transcript from the high school attended or a copy of a high school diploma or GED.
- Documentation specified under A.R.S. § 41-1080(A) that the applicant's presence in the U.S. is authorized under federal law.
- Provide a US passport sized photo for identification.
- Complete the application form and pay all requisite fees.

Applicants for Arizona state licensing exam(s) for **Barber Instructor** must meet all the following requirements:

- Proof that the applicant is at least 19 years old.
- Proof that the applicant has a high school diploma or its equivalent.
- Proof that the applicant has practiced barbering for at least two years. The proof shall contain the notarized signature of the barber or barbers where the work was performed.
- Documentation specified under A.R.S. § 41-1080(A) that the applicant's presence in the U.S. is authorized under federal law.
- Provide a US passport sized photo for identification.
- Provide Current Arizona barber license number.
- Complete the application form and pay all requisite fees.

## Institutional Refund Policy

AZ Barber Academy institutional refund policy applies to all regularly enrolled students who terminate for any reason by either party, including student decisions, course cancellation or school closure. ABA must offer its students the full course of instruction required pursuant to Arizona HB 2029, or the full amount of the tuition paid by the student shall be refunded. The **policy complies with the mandated policy.**

### Cancellation or withdrawal shall occur on the earlier of the following dates:

- When the application is rejected by the school for lack of qualifications.
  - Students rejected by the school are entitled to a refund of all monies paid, less the \$100 application fee.
- When the contract is cancelled by the student in writing within 3 business days of signing it (regardless of if the student has started training).
  - The cancellation date will be determined by the postmark on the written notice, or the date the information is delivered to the school in person.
  - Student is entitled to a full refund of all monies paid, less the \$100 application fee.
- When the contract is cancelled after 3 business days from signing, but prior to starting class.
  - Student is entitled to a full refund of all monies paid, less the \$100 application fee.
- Student is terminated for cause by the school for violating school policies as listed under the Terminations for Cause section above.
- Student is withdrawn due to missing 10 consecutive business days of school.
- Student is approved for a Leave of Absence and notifies the school of the leave.
  - The date of withdrawal shall be the earlier of the scheduled date of the return, or the date the student notifies the school they will not be returning.

### Refund Table

<b>Percentage length completed to total length of program, semester, term or billing period, per enrollment agreement.</b>	<b>Amount of total tuition owed to the school.</b>
<b>0.01 % to 4.9 %</b>	<b>20%</b>
<b>5% to 9.9 %</b>	<b>30%</b>
<b>10% to 14.9 %</b>	<b>40%</b>
<b>15% to 24.9 %</b>	<b>45%</b>
<b>25% to 49.9 %</b>	<b>70%</b>
<b>50% and over</b>	<b>100%</b>

## **Federal Financial Aid**

The Federal Pell Grant and Federal Direct Loans are an important source of aid for students. The amount of the award depends upon the determination of the student's eligibility based on the U.S. Department of Education guidelines. Pell grants do not have to be repaid.

- Financial need is based on an analysis of information provided by the student on a Free Application for Federal Student Aid (FAFSA) form.

## **Who qualifies for Federal Financial Aid**

To be considered eligible for and receive Title IV aid, a student must meet the following specific requirements:

- Be a U.S. citizen or eligible non-citizen.
- Be a "regular student" – that is, enrolled in an eligible program that leads to a degree, certificate, or a degree-with- transfer program.
- Not be enrolled simultaneously in elementary or secondary school.
- Have a valid Social Security number.
- Be registered with Selective Service, if required.
- Sign a Statement of Educational Purpose certifying that federal student financial aid will only be used to pay educational costs.
- Not be in default on a Title IV loan; or if in default, have made satisfactory repayment arrangements with the loan holder.
- Not have obtained loan amounts that exceed annual or aggregate loan limits made under any Title IV loan program.
- Not have been convicted of an offense involving the possession or sale of illegal drugs that occurred while the student was enrolled and receiving Title IV aid.
- Have completed repayment of funds to either Department of Education or the holder of a loan, if applicable.
- Not have been convicted of, or plead nolo contendere or guilty to, a crime involving fraud in obtaining Title IV aid.
- Not be liable for an overpayment of a Title IV grant.

## **Return of Title IV (for Federal Student Aid)**

The law specifies how a school must determine the amount of Title IV program assistance that a student earns if he/she withdraws from school. Title IV programs that are covered by this law are: Federal Pell Grants, Direct Student Loans, PLUS Loans, and Federal Supplemental Educational Opportunity Grants (FSEOGs).

All R2T4 calculations are completed within 30 days from the Date of Determination (DOD) and all refunds back to the US Department of Education are returned within 45 days from the DOD. Any credit balances currently on the students account, will be disbursed within 14 days of withdrawal.

Order of Returns:

- Federal Direct Unsubsidized loans.
- Federal Direct Subsidized loans.
- Federal Direct Parent Loan for Undergraduate Students (PLUS).
- Federal Pell Grant.

When a student withdraws during the payment period, the amount of Title IV program assistance that he/she has earned up to that point is determined by a specific formula. If the student (or the school or parent on student's behalf) received less assistance than the amount that the student earned, the student may be able to receive those additional funds. If the student received more assistance than he/she earned, the excess funds must be returned by the school and/or the student. The amount of assistance that the student has earned is determined on a pro-rata basis. For example, if the student completed 30% of the scheduled hours in their payment period, the student earns 30% of the assistance he/she was originally scheduled to receive. Once the student has completed more than 60% of the scheduled hours in his/her payment period, the student earns all the assistance that he/she was scheduled to receive for that period.

If the student did not receive all the funds that he/she earned, the student may be due a post-withdrawal disbursement. If the post-withdrawal disbursement includes loan funds, the academy must get the student's permission before it can disburse them. The student may choose to decline some or all of the loan funds so that he/she doesn't incur additional debt. The academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school). If the student is eligible for any post-withdrawal disbursements, they will be notified in writing of that eligibility within 30 days. All post-withdrawal funds are credited to the students account first and any resulting credit balance will be disbursed within 14 days of the credit being created.

The school needs student's permission to use the post-withdrawal grant disbursement for all school charges over and above Tuition and Fees.

There are some Title IV funds that the student was scheduled to receive that cannot be disbursed to him/her upon his or her withdrawal due to other eligibility requirements. For example, if the student is a first-time borrower for student loans and has not completed 30 days of school that student would not be eligible for any student loan disbursements.

**If a student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:**

- 1) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan.
- 2) The student may not be eligible for any other federal student financial aid at another institution or other government assistance until the loan is repaid.

### **Licensing and Approvals**

AZ Barber Academy is approved and licensed to operate by:

Arizona Barbering & Cosmetology Board 1740 W Adams St Suite #4400 Phoenix, AZ 85007  
Phone: (602) 542-4498 Fax: (602) 542-3096

## AZ Barber Academy (ABA)

### Pre-Enrollment Agreement, Disclosures and Acknowledgements

\_\_\_\_\_ I have received and read the **School Catalog** (in print or electronically), and I understand that I can get an additional copy printed at the school. I have read, understand and agree the following policies:

\_\_\_\_\_ **State Licensing Requirements:** I understand the state of Arizona Licensing requirements as put forth in the school's catalog.

\_\_\_\_\_ **Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.

\_\_\_\_\_ **Industry Prerequisites:** I understand industry prerequisites for employment in the profession including but not limited to physically demanding postures and other considerations covered in the school's catalog.

\_\_\_\_\_ I agree to abide by the **Drug and Alcohol Policy** and understand **Clery Act** disclosures.

\_\_\_\_\_ I understand and agree to abide by the **Dress Code Policy** and the **Tardy/Leave Early** Policy.

\_\_\_\_\_ **Course Outline:** I understand my required **Course Outline** (Barber, Barbering Instructor, Apprenticeship or Barber/Cosmetologist Crossover Program) set forth in the catalog.

\_\_\_\_\_ I have read and understand the **Terminations Policy**.

\_\_\_\_\_ I have read and understand the **Grievance Policy and Student Complaints**.

\_\_\_\_\_ I have read and understand the **Institutional Refund Policy**.

\_\_\_\_\_ I have read and understand the **Federal Financial Aid options**.

**Student Name (Print):** \_\_\_\_\_

**Student Name (Sign):** \_\_\_\_\_

**Date:**        /        / 20