



ALL IN THE WRIST BARBER ACADEMY

CATALOG

July 1, 2022-June 30, 2023

*202 North DuPont Boulevard
Smyrna, DE 19977
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NACCAS Accredited since February 2021
Title IV Approved

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EDUCATING, DEVELOPING, ADVANCING



ACHIEVING

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About The Academy

MISSION STATEMENT

Our mission is to provide quality post-secondary educational training that will prepare students to pass the Delaware State Board of Cosmetology and Barbering Licensing exam and gain entry- level employment in the field of Barbering.

SCHOOL GOALS

It is our goal to:

- 1) Produce highly skilled, knowledgeable and Service oriented professionals who upon completion, will have met the requirements of the State of Delaware Board of Cosmetology and Barbering in order to sit for the examination for licensure ultimately gaining employment within the fields of barbering.
- 2) Assist each student in achieving his or her own professional aspirations in the barbering industry.
- 3) Respond to the requests of business, industry and other agencies for specific training needs and education programs.
- 4) Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities and equipment.

Copyright Infringement Policies

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- Prison sentence
- Fines or both

School Code Of Ethics

To maintain a high level of effective education by constantly seeking to improve our techniques and our instructor's techniques through training seminars and workshops. To abide by the rules and regulations of the United States Department of Education, the State of Delaware Barber Board and all licensing Boards. To always maintain good relationships with patrons and to extend to them due respect. To advertise truthfully and honestly at all times. To always represent ourselves to prospective students and current students in a truthful and honest manner avoiding false and misleading statements. And above all, to produce students who will be an asset to the community, and our most respected and revered profession in barbering.

Training Facility

All In The Wrist Barber Academy's training facility is located at 202 N. DuPont Boulevard in Smyrna Delaware and centrally located on Route 13 in Smyrna, Delaware in Kent County, with ample parking for students, staff and clients. It is conveniently several feet from the State of Delaware Bus Routes 301 and 120, with restaurants and shopping in the area. This training facility is approximately 2800 square feet, consisting of the following: 1 clinic/practical area containing, fully equipped workstations, shampoo bowls, sit under dryers and Hand washing sinks, administrative office, 1 classroom, student lockers, waiting area, reception area, 2 rest rooms and a break room.

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School Administrative Operating Hours

Administrative Staff Available Monday- Friday 8:30 a.m. – 4:30 p.m.

Accreditation, Approvals and Licensing

All In The Wrist Barber Academy must make available to prospective and enrolled students:

- Names of associations, agencies, or governmental bodies that accredit, approve, or license the school and its programs
- Procedures for obtaining or reviewing documents describing accreditation, approval, or licensing.

All In The Wrist Barber Academy is Accredited with the National Association of Career Arts and Sciences, 3015 Colvin St., Alexandria, VA 22314, (703)600-7600; Licensed by the State of Delaware Board of Cosmetology and Barbering, Cannon Building Suite 203, 861 Silver lake Boulevard, Dover DE 19904, (302) 744-4500; Delaware Department of Education Private Business & Trade Schools, 35 Commerce Way, Ste. 1 Dover, DE 19904, (302) 857-3313 and Licensed locally by the city of Smyrna and the county of Kent for Occupational licensing. Approved as a training vendor through the Department of Labor Division of Vocational Rehabilitation and Employment and Training, 655 S. Bay Road, Suite 2H, Dover Delaware 19702, (302) 739-5478.

Administrative Staff and Faculty

Fabian B. Livingston, Owner and Master Barber Instructor; owner of All In The Wrist Barber Shops in Smyrna and Milford Delaware; over 18 years of barbering experience with over 15 years in ownership, Licensed apprenticeship sponsor, Licensed Master Barber for 21 years, Licensed as an Instructor in 2016.

Gia M. Livingston, Owner and School Director; Customer Service driven with over 15 years of Front Desk/Office Management for the healthcare industry; including 6 years with the Department of Veterans Affairs as a Medical Support Assistant.

Howard Myers, Substitute Instructor; Claymont Barber shop, Claymont Delaware; Master Barber and Instructor licensed through the PA, DE and MD Bureau of Professional and Occupational Affairs for over 20 years. Concentrated expertise in State Board Preparation.

ADMISSIONS REQUIREMENTS**Master Barber Program (1500 Clock Hours)**

Admission to All In The Wrist Barber Academy is on a selective basis. All must meet the following criteria:

- **EDUCATION:** Have a valid High School diploma or its equivalent (i.e., GED), or a high school transcript clearly showing completion/graduation. In the event of a foreign diploma is presented, the applicant must have evidence that verification of the 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. If the student is homeschooled, the applicant must provide a state-issued credential for secondary school completion if homeschooled AND
- **PROOF OF AGE (at least 16 required):** Provide any state or federal issued document showing date of birth. Examples include, but are not limited to, driver's license, military ID, passport, birth certificate, etc.
- If unable to provide High school documentation, then Proof of attainment of an Associate's Degree or higher by providing a copy of a college transcript Showing college completion or college degree etc.,

NOTE: All in the Wrist Barber Academy does NOT admit students on the basis of his or her ability to benefit (ATB) from training.

Shaving 101 (35 Clock Hours)

- Same requirements as Master Barber Program as noted above.
- **In addition,** must possess a current Cosmetologist/Cosmetologist Instructor's license

*Shaving 101 is for those individuals who wish for your Cosmetology/Cosmetologist Instructor license to reflect that you are qualified to teach Barbering,

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Additional Admissions Information

- **NON-DISCRIMINATION POLICY:** All In The Wrist Barber Academy is an Equal Opportunity Employer and Educator and does not discriminate against persons due to age, race, religion, color, creed, sex, sexual orientation, disability or ethnic origin.
- All courses and instruction are in ENGLISH only.

*In determining whether to grant or deny admission, All In The Wrist Barber Academy may consider information about the applicant's prior post-secondary education experiences, employment record and any criminal record. An applicant may be asked to provide and sign authorizations allowing the academy to obtain information from other educational institutions, employers and law enforcement agencies. Any prior criminal offenses will be evaluated with respect to time, circumstances, seriousness and relationship to the programs. If an applicant with a criminal record is admitted to All In The Wrist Barber Academy, there is no guarantee that the criminal record will not be an impediment to the applicant's ability to obtain employment/licensure and pursue a successful career. All In The Wrist Barber Academy reserves the right to deny admission to any applicant, on the basis of background - record or conflicting statements during the admission or orientation process.

Equal Opportunity

All In The Wrist Barber Academy is committed to providing equal opportunity, educational opportunity, and equal access to services, programs, and activities for persons with disabilities. Reasonable accommodations will be provided to qualified individuals with disabilities upon request to enable performance of the essential functions needed for training. Academic adjustments or auxiliary aids will be provided to qualified students with disabilities when necessary to ensure equality of opportunity to complete academic requirements. The academy's programs and activities will be accessible to all individuals, including both physical access and access to electronic media, such as software and Web-based applications.

Reasonable Accommodations

All In The Wrist Barber Academy is committed to providing equal employment opportunity, educational opportunity, and equal access to services, programs, and activities for persons with disabilities. Reasonable accommodations will be provided to qualified employees with disabilities to enable performance of the essential functions of the positions for which they are applying and in which they are employed. Academic adjustments or auxiliary aids will be provided to qualified students with disabilities when necessary to ensure equality of opportunity to complete academic requirements. The university's programs and activities will be accessible to all individuals, including both physical access and access to electronic media, such as software and Web-based applications.

The Academy will not:

- Treat any employee, student, or applicant adversely due to a disability, record of a disability, perceived disability, or because of a relationship with an individual who has a disability
- Inquire if an applicant for employment or educational program has a disability except as required by federal laws and regulations; however, in the application process, the university may invite applicants who require accommodations to disclose the need for such accommodations on a confidential basis
- Use any qualification standards or selection criteria that would have the effect of screening out individuals with disabilities, unless the standards or criteria are directly related to and necessary for the job or academic program
- Release information regarding disability-related requests except as necessary to process the request; medical information will be collected and maintained in accordance with the Reasonable Accommodation Procedure
- Applicants for admission may not be asked if they have a disability. If applicant interviews are conducted, interviewers may not ask questions or make comments related to an applicant's disability. Interviewers may describe the requirements of the academic program, including practicum or internship requirements, and may ask applicants how they would fulfill these requirements. Individuals who request accommodations in the application process should be referred to the director.
- Interviews, testing, and/or other steps in the application process that require an applicant's presence on campus should be held in locations that are accessible to individuals with mobility impairments. If interviews are scheduled in a location that is not accessible to an applicant with a disability, the interview will be relocated in order to be accessible to the applicant.

- As with employees, students with disabilities are entitled to privacy with respect to their disabilities. Instructors should not question students about a disability or possible disability and may not request medical documentation from students. Instructors should not attempt to diagnose students whom they teach or advise, even when an instructor is professionally qualified to do so. An instructor may ask a student who is evidencing problems, in general terms, whether measures could be taken to assist the student; the student may be referred to AR on a confidential basis.
- A student may make a request for an academic adjustment or auxiliary aid directly to a course instructor, department/school, or director. If the instructor and student agree upon an academic adjustment or auxiliary aid, the instructor may provide this without referral to the director. Otherwise, when a student discloses the need for an academic adjustment or auxiliary aid, the instructor, department, or school will refer the student to the director. The student's request may be a direct request for an academic adjustment or auxiliary aid or may be an indirect request*. In the event that an instructor receives a request from a third party, the instructor will refer the student to the director.
- Students who contact the director to request academic adjustments or auxiliary aids may be required to submit medical or psychological documentation as necessary to substantiate the need for the academic adjustment or auxiliary aid. This documentation will be kept confidential. The director will issue a memorandum addressed to affected members of the faculty or staff which outlines the academic adjustments and/or auxiliary aids that are recommended after a comprehensive review of the accommodation request and pertinent documentation. The academic adjustment and/or auxiliary aid that is recommended could be the one requested by the student, or an alternative that will effectively permit the student's full participation in the course. It is the student's responsibility to provide the memorandum to instructors and to arrange to meet with instructors regarding implementation of the recommendations. An instructor should contact the director for consultation whenever there is a question or concern about a recommended academic adjustment or auxiliary aid, particularly if the instructor believes that a recommended academic adjustment or auxiliary aid:
 - Would pose an undue financial or administrative burden
 - Would fundamentally alter the nature or purpose of the course, assignment, or test
 - Is inconsistent with essential academic requirements
 - Would reduce or alter academic requirements
 - Would substantially alter the method in which the course is taught or service is provided, or
 - Would pose a direct threat to the health and safety of the student or others

If, after consulting with the director, the instructor or academy staff continues to disagree, the instructor may consult with EDI or academic authorities, but an instructor or staff member may not unilaterally deny a requested academic adjustment or auxiliary aid recommended in writing.

- Whenever possible, an academic adjustment will provide an educational experience that is comparable to that of the rest of the class. Students who require extended time on examinations should be provided with the same examination as their classmates, unless it can be established that a make-up examination or exercise is of the same degree of difficulty, form, and scope as the examination or exercise provided to the students' classmates. A different examination should only be administered in situations where:
 - The student requires a different form of test or examination as an academic adjustment, and this will not fundamentally alter the nature or purpose of the test or examination and/or
 - A scheduling conflict precludes the possibility that the student can take the examination or test at the same time as other students in the class, and the instructor is concerned about test security
- Students who are performing work in clinical settings are entitled to reasonable accommodations, as necessary, to perform the essential duties of the clinical site. In the event that a student requires accommodations at a clinical site, the student should notify their course instructor, who should assist the student in engaging in the interactive process with the clinical site.
- Students must provide timely notice of the need for an academic adjustment or auxiliary aid. Absent emergency circumstances, instructors do not need to honor last-minute requests for accommodation. Instructors should consider disability-related emergencies in the same manner as any other emergency situation that would impact a student's ability to take an examination or otherwise complete course assignments.
- Complaints, disagreements or other issues concerning the provision or denial of academic adjustments and/or auxiliary aids should be brought to the attention of the director. A student who has been denied an academic

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adjustment and/or auxiliary aid may appeal the decision to the director in accordance with the Complaints procedures in this Policy.

* Examples of indirect requests include a statement to the instructor that the student is having difficulty in the class due to a disability or possible disabling condition, or other statements that give notice to the instructor that a referral to the director is appropriate.

The Public and Academy Community

- The academy will make public performances and services to the public accessible for individuals with disabilities.
- If an individual requires sign-language translation, interpretation, or similar services, the individual should make necessary and appropriate arrangements with the director in a timely manner.
- The academy will ensure that all Web-based internet and intranet information and applications are accessible to individuals with disabilities.

Complaints

Individuals who believe that there is a violation of this policy; who disagree with a determination regarding a request for an accommodation, academic adjustment, or auxiliary aid; or who believe they have been treated in a discriminatory manner, should contact the director. Discrimination complaints will be investigated in accordance with the procedure contained in the Academy's *Harassment Policy*. An individual who files a complaint or participates in an investigation will be protected against retaliation. Complaints will be kept confidential to the extent possible. Individuals with questions or requests concerning reasonable accommodations, academic adjustments, or auxiliary aids should contact the academy's Director.

Individuals also have the right to file a charge of discrimination with appropriate state or federal enforcement agencies, subject to applicable time limitations. It is not necessary to pursue the academy's complaint procedures before filing an external complaint.

State and federal enforcement agencies include:

Dr. Patricia Keeton
 Delaware Department of Education
 Private Business & Trade Schools
 35 Commerce Way, Suite #1
 Dover DE 19904
 Phone: (302) 857-3313
 Email: patricia.keeton@doe.k12.de.us

Wanda Holifield
 Delaware Workforce Development Board
 Local Level One Stop Operator Equal Opportunity Officer
 Fox Valley Office Building, 3rd Floor
 4425 N. Market Street, Wilmington DE 19802
 Email: Wanda.Holifield@delaware.gov
 Phone: (302)761-8160

Re-Entry Policy Students wishing to be re-admitted after a withdrawal will need to consult with, and must have approval by the school Administrator prior to re-admission. Students accepted for re-enrollment will not be charged an additional application fee if restarting within 180 days of their last date of attendance. Students will return at the same status at which he or she left.

Transfer Policy: The same documentation required to demonstrate proof of education and proof of age as described under ADMISSIONS REQUIREMENTS on page 5 of the school catalog, as well as previous official post- secondary transcript. *Note: Transfer Hours accepted by the school are applied to the total number of hours required to complete the program and are considered both attempted and completed hours for the purpose of determining when the maximum time frame has been exhausted. (Note: Only transfer clock hours that pertain to the current curriculum per requirements will be accepted.)

ACCEPTANCE OR NON-ACCEPTANCE INTO PROGRAM: Once received, the application and documents will be reviewed and a determination of enrollment will be made. Once the applicant is accepted or not accepted, a letter will be mailed to the home informing of the outcome.

**Note: All applicants must go through the entire pre-enrollment and enrollment application process.

Americans with Disabilities Act

The School does not discriminate in admission or access to our program on the basis of age, race, color, sex, disability, sexual orientation, religion, ethnic or national origin. If you would like to request academic adjustment or auxiliary aids, please contact the School's Director. You may request academic adjustments or auxiliary aids at any time. The Director is responsible for coordinating compliance with Section 504 of the Rehabilitation Act of 1973 and Title III of the Americans with Disabilities Act of 1990. Applicants who are persons with disabilities, as defined in paragraph 104.3(j) of the regulation under Section 504 of the Rehabilitation Act of 1973, may apply for admittance into the program. The School will work with the applicant or student to determine whether reasonable accommodations can be effective and/or are available. Any qualified individual with a disability requesting an accommodation or auxiliary aid or service should follow this procedure:

- 1) Notify the School Administrator in writing of the type of accommodation needed, date needed, documentation of the nature and extent of the disability, and of the need for the accommodation or auxiliary aid. The request should be made at least four weeks in advance of the date needed. You may contact the School Administrator by telephone at: 302-659- 1027
 - 2) The Director will respond within two weeks of receiving the request.
 - 3) If you would like to appeal the decision regarding your request, please contact Fabian Livingston, via email at fabe2408@gmail.com.
- Appeals must be submitted within one week of the date of the Executive Director's response

Calendar of School Holidays

All in The Wrist Barber Academy is open Monday through Friday with Saturday and Sunday (make-up days). We are closed on the following legal holidays:

Martin Luther King, Jr. Day	Independence Day (July 4 th)	Juneteenth Observance Day
Christmas Day	Thanksgiving Day and the Friday after	President's Observance Day
Memorial Day	New Year's Day	
Labor Day	Veterans Observance Day	

*Additional days off may be given at the discretion of the Director for Cultural Observances *

2023 Program Start and End Dates:**Master Barber Program**

Full Time		Part Time
Start	End	End
January 23, 2023	January 19, 2024	July 12, 2024
February 27, 2023	February 23, 2024	August 16, 2024
May 15, 2023	May 10, 2024	November 1, 2024
June 26, 2023	June 21, 2024	December 13, 2024
July 24, 2023	July 19, 2023	January 10, 2025
September 11, 2023	September 11, 2024	February 28, 2025
October 23, 2023	October 18, 2024	April 11, 2025

Part Time Evening

TBD (call academy for more information)

Shaving 101

Start	End
April 10, 2023	April 20, 2023
September 18, 2023	September 28, 2023

Program Daily Class Schedule**Master Barber Program 1500 clock hours**

- Full Time -Monday- Friday 9:00 a.m. – 3:30 p.m. Thirty (30) clock hours per week for approximately 50 weeks. To be completed in not less than 32 weeks.
- Part Time- Monday-Friday 9am-1pm (20) clock hours per week for approximately 75 weeks. One Half hour lunch break*
(2) 15 minute breaks* (included in clock hours earned)

Shaving 101 - 35 clock hours

(4) clock hours per day for 9 days

Monday- Friday 9:00 a.m. to 1:00p.m. (1) 15 minute break

Monday-Thursday 9:00am to 1:00pm (1) 15 minute break

TUITION AND FINANCIAL INFORMATION

*Tuition Effective 1/1/2023

Master Barber Program – 1500 clock hours

Tuition -----	\$13,780.00
Application/Enrollment Fee -----	\$100.00
Books -----	\$280.00
Tools/Kit 1-----	\$350.00 *
Tools/Kit 2-----	\$183.00
TOTAL -----	\$14,693.00

Shaving 101 - 35 clock hours

Tuition-----	\$500.00
Application/Enrollment fee -----	\$100.00
Books/Tools/Kit-----	Included
TOTAL -----	\$600.00

******Tool/Kit 1 fee is due at the time of enrollment for all Cash students only******

Students will also need to purchase on their own (if they do not already have) closed-toe shoes (sneakers are acceptable), notebook, pens and pencils. There may also be necessary supplies that a student may need to purchase during their training program that are not included. If the student's attendance extends beyond the contracted ending date, the student is required to pay an Over-Contract fee of **\$11.60** per hour for extra-instruction.

Financial Assistance

The academy offers affordable payment plans/0% tuition financing and are available on a weekly, bi-weekly and monthly basis. The academy currently is approved for Title IV federal funding.

Tuition Payment Plan

The Student agrees to pay the tuition to All In The Wrist Barber Academy in accordance with the terms of the Payment Agreement that is in conjunction with the enrollment agreement. Students can make scheduled payments directly to the school and can set up a payment plan to ensure that the school is paid in full by the time he/she completes the program. Students who do not make regular, on-time payments are subject to termination at the sole discretion of the Director. A financial agreement will be detailed on the individual enrollment agreement. Students may choose to pay tuition and/or associated fees by:

- Cash
- Credit Card
- Money Order
- Check

NOTE: Students who do not make regular, on-time payments are subject to termination at the sole discretion of the Director.

NOTE: All In The Wrist Barber Academy is approved to receive funds from Federal Student Aid in the form of PELL Grants and Loans, the Department of Labor, Division of Vocational Rehabilitation and Employment and Training and the Department of Veterans Affairs. Students are notified prior to application submission to ensure proper procedures are followed to receive funds prior to enrollment.

NOTE: Veteran students will not be charged any late fees and will not be denied access to the school and any of the school facilities due to late V.A payment(s).

Monies Owed at the Time of Withdrawal

All monies, if applicable are due prior to withdrawal. If the entire amount due cannot be paid on demand, the student must discuss this immediately with the administration to establish a payment plan. All payment plans must be approved by the administration to be considered valid or acceptable.

Collection of Unpaid Balance & Legal Fees

All In The Wrist Barber Academy will reflect ethical business practices involving the collection of unpaid balances. All delinquent accounts will be turned over to a collection agency after a period of 30 days. A student who fails to make necessary payment arrangements to cover an unpaid balance will incur both collection and legal fees, as incurred by All In The Wrist Barber Academy, in the process of collection of unpaid balances of tuition, fees and/or payments. All correspondence regarding the cancellation and settlement from the academy itself, banks, collection agencies, lawyers, or any other third party representing the academy will acknowledge the academy's withdrawal and settlement policy. If promissory notes or contracts for tuition (if applicable) are sold or discounted to third parties, the third party must comply with the cancellation and settlement policy of the academy.

Cancellation & Refund Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid less the non-refundable application fee in the amount of \$100.
2. A student (or legal guardian) cancels his/her enrollment in writing and demands his/her money back in writing, within three business days of signing the enrollment agreement regardless of whether the student has actually started training. In this case all monies collected by the school shall be refunded, except a non-refundable application fee of \$100.00.
3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In this case he/she shall be entitled to a refund of all monies paid to the school less the application fee of \$100.00.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 10 school days.)
6. In type 2, 3, or 4 official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
7. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on **scheduled** hours:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF COURSE	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
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%

8. The refund is calculated based on scheduled hours as of the student's last date of attendance.
9. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially.
10. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
11. This refund policy applies to tuition and fees charged in the enrollment agreement. All fees are identified in the catalog and in the enrollment agreement.
12. If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:
 - a. Provide a full refund of all monies paid; OR
 - b. Provide completion of the course.

13. If a course is canceled and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:
 - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted
 - by the receiving school OR
 - b. Provide completion of the course OR
 - c. Participate in a Teach-Out Agreement OR
 - d. Provide a full refund of all monies paid.

14. If the school is permanently closed and no longer offering instruction after a student has enrolled, and instruction has begun, the school has at its option:
 - a. Provide a pro rata refund; or
 - b. Participate in a Teach Out Agreement.

The Financial Aid Director and/or other staff of the Financial Aid Office are available to assist students with questions during normal business hours of 9:00 a.m. to 4:00 p.m. (ET), Monday through Friday. Exceptions to the above referenced hours are that those hours of availability will not necessarily apply on authorized holidays, or other scheduled days of closure at All In The Wrist Barber Academy (e.g., seasonal or holiday breaks, etc.), or in event of emergency situations (e.g., school closure due to natural disasters or weather events such as blizzards, tornadoes, etc.). In cases of exception to the standard hours, notice will be provided to students via All In The Wrist Barber Academy Web site and/or e-mail notifications or other authorized electronic means (e.g., text messaging), etc. Note that the Financial Aid Office can answer more specific questions about individual situations once the student begins the financial aid application process. The Financial Aid Office can be contacted via email at Ritaferguson.aitwfaa@gmail.com, aitwbarberacademy@gmail.com or phone 302-659-1027.

All In The Wrist Barber Academy is required to return federal financial aid funds for students who are withdrawn from school before completing the semester. In order to receive 100% of federal financial aid the student must complete 60% of the semester. The Return of Title IV calculation is a federally mandated formula to determine how much federal funding was “earned” up to the time of withdrawal. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point in time during the payment period. If a student did not start or begin attending All In The Wrist Barber Academy, the R2T4 formula does not apply.

A pro rata schedule is used to determine the amount of Title IV assistance funding the student has earned at the time of withdrawal. (Sample return of Title IV calculations are available from the Financial Aid Administrator.)

Official Withdrawal: A student must contact the Executive Director in writing to withdraw.

Unofficial Withdrawal:

Any student that does not provide notice of leaving is considered an unofficial withdrawal. The student’s last date of attendance or participation in an academic activity will be used to calculate the Return of Title IV funds. When a student withdraws from All In The Wrist Barber Academy, the Financial Aid Administrator will review the official date of withdrawal and compare the total number of calendar days in a payment period or period of enrollment (denominator) and the number of calendar days completed in that period (numerator).

To determine the amount of aid earned up to the time of withdrawal, the Financial Aid Administrator will determine the percentage of the semester attended. The

percentage used to determine the return of federal student aid funds is equal to the number of calendar days remaining in the semester divided by the number of calendar days in the semester. Scheduled breaks of more than five consecutive days are excluded. The resulting percentage is then used along with school costs and total federal funds received (funds that were disbursed directly to the student account and possibly refunded to the student) or that the student was eligible to receive, to determine the amount of aid that the student is allowed to keep.

Once the calculation of the return of Title IV funds (R2T4) is completed, the amount (if any) of unearned funds is returned to the U.S. Department of Education. Students who have federal funds returned and owe money to All In The Wrist Barber Academy are notified by email and a financial hold is placed on the

student's account. For any federal student funds owed, the student must repay in accordance with the terms of repayment.

Order of Return of Title IV Funds: Ineligible aid must be returned within 45 days following the withdraw date or the date the school learned the student failed to earn a passing grade. All In The Wrist Barber Academy is required to return aid not earned in the following order, up to the net amount disbursed from each course:

- Unsubsidized Direct Loan
- Subsidized Direct Loan
- Direct PLUS Loan (Parent)
- Federal Pell Grant
- FSEOG
- Teach Grant

All In The Wrist Barber Academy must return the lesser of the following:

- The amount of federal student aid program funds that the student does not earn.
- The amount of institutional costs that the student incurred for the payment period (or period of enrollment multiplied by the percentage of funds that was not earned).

Post-Withdrawal Disbursements

A student may be eligible for a post-withdrawal disbursement if, prior to withdrawing, the student earned more federal financial aid than was disbursed. If a student is eligible for a post-withdrawal disbursement for Title IV funds, it will be processed for the student and a refund will be issued within 14 days of the credit balance.

All In The Wrist Barber Academy may automatically use all or a portion of the post-withdrawal disbursement of grant funds for tuition. However, the school needs the student's permission to use the post withdrawal grant disbursement for all other charges. If the student does not give his/her permission, the student will be offered the funds. However, it may be in the student's best interest to allow All In The Wrist Barber Academy to keep the funds to reduce the student's debt.

Accepting the disbursement of grant funds will reduce the remaining amount of grant funds available to the student should the student continue his/her education later.

Credit Balances

Title IV Credit Balance is reconciled within 14 calendar days of the creation of the credit through one of the following:

- Holding funding until end of academic year if an authorization has been received
- Payment by EFT (direct deposit into student's bank account) if an authorization has been received
- Payment by check to student if prior two bullets do not apply if a non-Title IV Credit balance exists, reconciliation will be completed based on the last method of Payment received which created the credit within 14 days

Responsibilities of a Loan Borrower

Enhanced Initial and Exit Counseling

• In addition to meeting the requirements in 34 CFR 685.304, ALL IN THE WRIST BARBER ACADEMY will provide the following information to student borrowers during initial and exit counseling:

Repaying the loan.

- Estimated balance of the borrower's loan(s) when the borrower completes the program.
- Interest rate on the borrower's loan(s).
- The name, address, and telephone number for the borrower's lender and/or loan servicer.
- Estimated average amount of the borrower's required monthly payments on the loan's balance.
- (During exit counseling, the borrower is provided a sample loan repayment schedule based on the borrower's total loan indebtedness.)
- Estimated monthly income that the borrower can reasonably expect to receive in his or her first year of employment based on the education received at the school.
- Estimated date of the borrower's first scheduled payment.
- Personal financial management and Title IV loans
- Dissatisfaction with, or non-receipt of, the educational services being offered by the school does not excuse borrowers from repayment of their FFEL or Direct Loans.
- Borrowers must inform their lenders/loan servicers immediately of any change of name, address, telephone number, or Social Security number.
- If a borrower is unable to make a scheduled payment, he or she should contact the lender before the payment's due date to discuss his or her other repayment options.

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•*Delinquency and Default*

All In The Wrist Barber Academy will provide a description of the charges imposed for the failure of a borrower to pay all or part of a scheduled payment when it's due. Details on the consequences of a borrower's failure to repay a loan, include:

- A damaged credit rating for at least 7 years,
- Loss of generous repayment schedule and deferment options,
- Possible seizure of Federal and State income tax refunds due,
- Exposure to civil suit,
- Referral of the account to a collection agency,
- Liability for collection costs and attorney's fees,
- Garnishment of wages, and
- Loss of eligibility for further Federal Title IV student assistance.

All In The Wrist Barber Academy's Duties to Borrowers

All In The Wrist Barber Academy is dedicated to keeping in touch with borrowers', as a result we:

- Will frequently review borrowers' in-school status to ensure that it recognizes instances in which borrowers withdraw without notice.
- Will contact borrowers during their grace period to remind them of the importance of the repayment obligation and of the consequences of default.
- Will track borrowers' delinquency status by obtaining reports from NSLDS and servicers.
- Will keep records updated regarding borrowers' addresses, telephone numbers, employers, and employers' addresses.
- if necessary, uses activities such as skip tracing and sending letters "Forwarding and Address Correction Requested" to maintain contact with borrowers who have moved.
- uses social media to stay in touch with borrowers. encourage students to keep their employment information current.

Information about Delinquency and Default

- All In The Wrist Barber Academy will provide a description of the charges imposed for the failure of a borrower to pay all or part of a scheduled payment when it's due.
- details on the consequences of a borrower's failure to repay a loan, including:
 - A damaged credit rating for at least 7 years,
 - Loss of generous repayment schedule and deferment options,
 - Possible seizure of Federal and State income tax refunds due,
 - Exposure to civil suit,
 - Referral of the account to a collection agency,
 - Liability for collection costs and attorney's fees,
 - Garnishment of wages, and
 - Loss of eligibility for further Federal Title IV student assistance.

Entrance and Exit Counseling

StudentLoans.gov. Specific methods for general entrance and exit loan advising will include use of ED's Federal Student Aid StudentLoans.gov site. Students are directed to visit this site to complete:

§ "Entrance Counseling" - Prior to obtaining their first loan disbursement. At this point, borrowers are again informed of the various loan types, loan terms, and repayment options, as well as the need to complete Exit Counseling upon leaving school, or if they drop below half-time enrollment status.

§ "Exit Counseling" - At the completion of their educational program (or, at withdrawal, or when otherwise dropping below half-time status, if applicable), the students who have borrowed student loans are again directed to the StudentLoans.gov site to complete this requirement.

Satisfactory Academic Progress Policy (SAP)

The Satisfactory Academic Progress (SAP) Policy at All In The Wrist Barber Academy applies to all students. Further it applies to all coursework attempted during all enrollment terms SAP is evaluated at specific designated evaluation periods based on program length. The SAP Policy includes both qualitative and quantitative measures as follows:

SAP Warning

The first time a student fails to meet SAP, he or she will be put on SAP Warning and notified of this and reminded of all SAP

Policy guidelines in writing.

- a. This policy is provided to applicant prior to enrollment.
- b. The policy applies consistently to every student enrolled in a NACCAS-approved program and scheduled for a particular category of attendance (part-time/full-time).
- c. Students who meet the minimum requirements for attendance and academic performance are considered to be maintaining satisfactory academic progress until the next scheduled evaluation.
- d. Students that withdraw and re-enroll will return under the same SAP status as when they left, regardless of how long he/she had been out of school.
- e. The maximum time frame at a 70% attendance rate is 143% of the contracted course length. If a student goes over the Maximum time frame allowed, he/she can continue in the program only if paying as a “cash paying out of pocket” student.
- f. Course incompletes, repetitions and noncredit remedial courses are not applicable and have no effect on SAP standards.
- g. Transfer hours from another institution that are accepted towards the student’s educational program are counted as attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations are based on actual contracted hours at the institution.
- h. SAP evaluations periods are based on scheduled contracted clock hours at the academy. The academy does not currently participate in a Leave of Absence Policy so each student is encouraged to stay committed and to resolve early any academic or attendance issues. For Veterans, if minimum attendance and grade requirements are not met, school must report to the VA as a termination
- i. SAP reviews are conducted by the academy for each attending student at each scheduled evaluation period and will be reported to each student in writing.
- j. It is the responsibility of each student to maintain the academic standards, which are defined as the following: minimum 70% cumulative attendance average(quantitative) and a minimum cumulative GPA of 70%(qualitative),
- k. **SAP Evaluation Periods**

COURSE	Evaluation #1	Evaluation #2	Evaluation #3	ACADEMIC YEAR
Master Barber Program (1500 Clock hours)	450 scheduled hours	900 scheduled hours	1200 scheduled hours	900 CLOCK HOURS
Shaving 101 (35 Clock hours)	17.5 scheduled hours	N/A	N/A	900 CLOCK HOURS

NOTE: The evaluations have been designed so that the first evaluation occurs no later than the midpoint of the academic year or the course, whichever occurs sooner.

NOTE: Veterans Education Benefits will be withdrawn to veteran students who do not meet the school’s Satisfactory Academic Progress. The VA will only cover the stated clock hours for the programs and will not pay for make-up hours and/or extended hours.

I. GRADING

Students are graded on theory and practical work. Laboratory work on the clinic is noted as acceptable (passing) or unacceptable but does not factor into the overall GPA. The following grading scale is used:

<u>Grading Scale:</u>	
90-100	Excellent
80-89	Above Average
70-79	Average/passing/Satisfactory
0-69	Unsatisfactory

All students receive a numeric grade in theory and a numeric grade on practical evaluations. All practical evaluations (tests) derive a grade based on written steps. The number of steps correct divided by the number of steps possible, gets the percentage grade. All theory and practical tests must be 70% or higher to be considered acceptable. Grades will be recorded on a permanent record card/sheet. Students receive progress reports in the form of their SAP evaluations. An overall grade point average, derived from both theory testing and practical work assignments, of 70% is required in order to meet academic progress and graduation requirements. The students are only eligible to retake a test one time. Failure by the student to take a test will result in a score of 0%, which will negatively affect the students overall grade point average.

m. Warning

Students who fail 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 actions required to attain satisfactory academic progress by the next evaluation period and any impact to the student's eligibility for financial aid, if applicable. **(Please note that the school is not eligible for Title IV funds as of this writing)**. At the end of the Warning period (next evaluation period) the student's progress will be re-evaluated. If the student is meeting minimum requirements, he/she will be removed from Warning status. If at the end of the warning, the student has still not met both the attendance and academic requirements, he or she may be allowed to continue at the school, but there will be a loss of Title IV¹ eligibility, if applicable.
Report of termination to the VA for VA benefits.

n. Students who do not achieve the minimum standards are no longer eligible for Title IV, HEA program funds, if applicable, unless the student is on warning. **(Please note that the school is in pending status for Title IV funds as of this writing)**. Report of termination to the VA for VA benefits.

o. Re-establishment of Satisfactory Academic Progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements.

Advising Services

Advising sessions for all students are held in concurrence with evaluation periods. Students are advised in writing whether they are making satisfactory or unsatisfactory progress. The academy will record each student's daily attendance and record of academic achievement at least at every evaluation period. The academy maintains permanent records for as long as the academy exists. Should other matters occur outside the evaluation periods, an additional advising session may be warranted. Individual career advising sessions are done prior to graduation in the attempt to provide assistance with career placement.

¹ The academy is pending for Title IV funds

Graduation requirements

In order to graduate and receive a certificate of completion from the program enrolled in, each student must meet the following requirements:

- Complete the contracted hours;
- Achieve an Overall minimum GPA of 70%
- Meet all financial obligations or be set up with a payment plan to satisfy balance.

After Graduation:

Upon completion of all course requirements, successful completion of the State Board of Barbering Examination is required to obtain a license to practice. Practice for this exam is included in the curriculum.

Note: Criminal convictions may prohibit a student from being licensed in their chosen field and may limit the chances of becoming employed.

Job Placement

Barber Academy will assist graduates in finding suitable employment by posting area employment opportunities, using contacts in the community and teaching Job Readiness classes, but placement is not guaranteed

Attendance

The instructor maintains an attendance roster in order to track student attendance daily. Each student is required to sign in and out of the instructor's roster. Students must maintain a 70% cumulative attendance rate. Regular class attendance for all scheduled hours is vital to academic success. Lateness to class, as well as departure from class is strongly discouraged as they can be both disruptive to the learning environment of others and will affect a student's attendance record. If a student is more than 10 minutes late for class, he/she will not be allowed to interrupt and attend theory. They would need to wait outside until a break. Excused absences will be allowed if accompanied by a note or if arranged in advance (i.e., issue with a child, etc.) while an unexcused absence would be anything that is not discussed in advance with administration or not accompanied by documentation. Please note that after 10 consecutive school days of absences without word from the student, it is an automatic termination.

Make-Up Hours/Extra Hours

A student who has missed a class or a test may make up those hours and/or test(s) as needed. Arrangements must be made with the instructor. Please note that failure to make up exams will result in a grade of 0%. Whenever possible, students are encouraged to make arrangements to complete any projected missed assignments/tests prior to absence.

Leave of Absence Policy and Procedures

A student may request and be granted a leave of absence if, in the judgment of the school, there are circumstances justifying a temporary break in the student's program. The leave of absence may not exceed 180 calendar days during the length of the program. Written requests must be made to the Executive Director. The leave of absence must state the specific reason(s) for the leave and the expected date of return from the leave, and it must be signed and dated by the student. If, because of emergency, the student is unable to make the request in person, the student or close relative may call the Executive Director to request the leave and explain the nature of the emergency. However, when the student or relative is able, he/she must provide a written request for the leave of absence. The leave of absence will be approved by the Executive Director if the reason is deemed sufficient and if there is a reasonable expectation that the student will return. A leave of absence will **extend** the student's contract period and maximum time frame by the same number of days in the leave of absence.

A student who fails to return from a leave of absence will be withdrawn from the academy on the date the student was expected to return from the leave. The student may re-enroll, after being withdrawn; in the academy according to the school's re-entry admissions requirements referred to in the academy's catalog.

School Closure Policy

If the school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school will make arrangements for students. In the case of closure at All In The Wrist Barber Academy, a refund of tuition is made according to the Refund Policy, (Please review). A list of all students who were enrolled at the time of the school's closure, including the amount of the pro-rate refund calculation will be submitted to the appropriate agencies.

Withdrawal Policy

A student can voluntarily withdraw from the school. Students who plan to withdraw from the school are strongly urged to meet with the Director to complete their official exit, although this is not required. Students who voluntarily withdraw may re-enter the same program only if the Director approves, and if 30 days has elapsed. All days in active status prior to the withdrawal count in the calculation of maximum program length (see the discussion under "Satisfactory Academic Progress" in a previous section). A withdrawal refund calculation will be performed, and the student will be charged according to the last date of attendance as recorded by the instructor. If a student withdraws before completing the course he/she is currently

taking, a grade of “W” will be recorded for that course. If the student later re-enters the program from which he/she withdrew, the student will be permitted to retake the course he/she began prior to the withdrawal.

Termination

Termination may occur in the following cases (but is not limited to):

1. Violation of Drug & Alcohol Policy,
2. Student Conduct Violations,
3. Unfulfilled Financial Obligations,
4. If after 10 consecutive school days (exclusive of school holidays), all attempts to contact the student fail, the student will be terminated from school.

Terminated students will be notified in writing and a withdrawal calculation will be performed.

Transcript Policy

The transcript will reflect the grades for each course and a cumulative grade point average for the program. Students who have fulfilled their financial obligations to the school will be provided with an original copy of the official transcript, free of charge. Official transcripts will not be provided on behalf of any student who has not fulfilled all financial obligations to the school unless a payment plan has been put in place for repayment and then the Director has the discretion to apply an Official or Non-Official transcript.

Maximum Class Size

No class will exceed the maximum student/teacher ratio of 25:1.

STUDENT SUPPORT SERVICES

Student Life and Career Services

Students have accessible to them the following services:

- Career Placement and Assistance:
Career guidance is available at the academy and is staffed with a student services coordinator who currently serves as the academy's Director.
- Student Life Counseling
Life counseling is available at the academy by appointment and will help students with issues at home, work or school.
- Mentorship
Mentorship is available to each student in need of a one on one brother/sister to help guide each student in making positive decision in their career and life

Grievance/Complaint Procedure Policy

Grievance/Complaint Procedure Policy

1. A Student, teacher or interested party may file a complaint against the School; however, the complaint should be in writing to the Director and should outline the allegations or nature of the complaint.
2. The School's Director will meet with the complainant within 7 calendar days of receipt of the written complaint. If after careful evaluation, the problem cannot be solved through discussion, the complaint will be referred to the School's Advisory Board.
3. The Director will respond within 7 (additional) calendar days of receipt of the complaint and review the allegations. If more information from the complainant is needed, a letter will be submitted outlining the additional information required. If no further information is needed, a decision will be rendered and a letter will be sent to the complainant within fifteen (15) calendar days, stating the steps taken to correct the problem, or information to show that the allegations were not warranted or based on fact.
4. After the student have gone through the school's stated procedures for complaints and grievances and the student is still not satisfied, they may contact the Delaware Department of Education and file a formal complaint.

The contact information is: Delaware Department of Education, Attention Patricia Keeton, Private Business & Trade Schools, 35 Commerce Way, Ste. 1 Dover, DE 19904 (302) 857-3313 Patricia.keeton@doe.k12.de.us

SCHOOL RULES AND REGULATIONS

Student Conduct

Students are expected to follow school regulations and to help maintain a professional learning environment through orderly, ethical, and courteous behavior. Students are required to wear a school issued uniform. Any violation of regulations and/or disruptive behavior will be referred to the School Director. The Director may recommend that the offender be warned and could be dismissed from the school. Continuing behavior problems will be referred to an advisory board for a final determination.

The following infractions are examples that would subject a student to dismissal:

- All types of dishonesty, including cheating, plagiarism; knowingly furnishing false information to the

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- school or about the school; forgery, alteration, or use of school documents with intent to defraud;
- The intentional disruption of teaching, administration, disciplinary proceedings, public meetings, and programs or other school activities;
- Physical abuse of any person on school premises or at school-sponsored or school-supervised functions;
- The theft or damage of school property or the property of a school community member on school premises
- The failure to comply with directions of school officials acting in the performance of their duties;
- Violation of the law on school premises in a way that affects the school community's proper pursuit of educational objectives. This includes, but is not limited to, the use of alcoholic beverages and/or dangerous controlled substances on school premises.

Cheating is defined as any intentional attempt by a student to misrepresent academic achievement.

Cheating includes, but is not limited to, the following activities:

- Possessing unauthorized information during a test or evaluation procedure or using such information to answer questions.
- Copying information from another student during a test or examination.
- Communicating in any way with another student during a test or examination.
- Deliberately giving another student information during a test or using information provided by another student during a test to answer any question.
- Submitting work on which there has been collaboration with or which was prepared by another individual, unless previously authorized by the instructor.
- Any deceptive practice by which the student attempts to receive a passing grade on a course.

A student caught cheating on a test or assignment will be given a grade of zero on that test or assignment. Any student caught cheating a second time may be terminated from All In The Wrist Barber Academy.

Kit Policy

Kit #1 items will be distributed on the first day of class. Kit #2 items will be distributed once the course for those items begin. Each student is required to be responsible for his/her own items in their kits. Replacement of lost, stolen or misplaced items will be the responsibility of the individual student.

***See Page 22 of Master Barber Supplies for Kit contents**

Dress Code

Each student is required to wear their uniform jacket during class sessions which consist of the following:

- All In The Wrist Barber Academy Jacket/Smock
- Closed toe shoes or sneakers

Students are NOT to wear hats in the facility. Casual appropriate clothing can be worn under the Jacket/Smock. There will be no exceptions to the dress code. Any student not dressed appropriately will be sent home for the day and will be considered absent. Students sent home must leave the premises immediately.

Locker Policy

Each student will choose his/her own available locker and provide a key or combination lock for it in which a record will be kept on file. Any type of internal decoration of the locker is allowable if the decorations are tasteful and non-permanent. No external decorations are permitted. The academy is not responsible for lost or stolen articles. **KEEP ALL VALUABLE LOCKED.** All In The Wrist Barber Academy reserves the right to remove and inspect a student locker at any time.

Children on the premises

Children under the age of 16 may not be permitted on the premises at any time during school hours. This policy is put in place to safeguard any child against potential hazards such as exposure to chemicals or sharp tools as well as maintaining a professional learning environment for other students. Exceptions can be made when clinical services or events are held at the facility. During these times, each child should be under direct parental supervision. If in any given situation a child is on location, the student will be dismissed from class and will not be allowed hours for the day. If the student cannot find daycare for their child, the student should contact the school at (302) 659-1027 or (302) 482-5492.

Designated smoking areas

Smoking is ONLY permitted in the designated smoking area which is located in the rear of the building. The designated area is subjected to change from management at any time. Smoking in front of the school is not permitted at any time during school hours and is only permissible during designated break times.

Drug and Alcohol Policy

All In The Wrist Barber Academy policies and federal and state laws pertaining to drugs and alcohol are outlined below. Also included is information pertaining to health risks associated with the use of drugs and alcohol and information on the facility and community resources for counseling and treatment. The Academy encourages members of the entire community to familiarize themselves with all of this information.

- Federal and state regulations require that students be informed of All In The Wrist Barber Academy's policy and accompanying disciplinary sanctions regarding alcohol and other drugs; the applicable legal sanctions under local, state, or Federal law for the unlawful possession or distribution of illegal or illicit drugs and alcohol; the health risks associated with the use of illegal or illicit drugs and the abuse of alcohol; and the counseling and treatment programs offered to students through the College. Drug and alcohol abuse materials must contain (34 CFR 86.100):
- Information on preventing drug and alcohol abuse;
- Standards of conduct that clearly prohibit, at a minimum, the unlawful

distribution of drugs and alcohol by students and employees on the school premises as part of the school's activities.

- A description of the sanctions under local, state, and federal law for unlawful possession, use, or distribution of illicit drugs and alcohol.
- A clear statement that the school will impose sanctions on students and employees for violations of the standards of conduct (consistent with local, state, and federal law) and a description of these sanctions, up to and including expulsion, termination of employment.

Drug-Free Workplace Policy

All in The Wrist Barber Academy takes seriously the need to enforce rules and laws prohibiting the illicit use of drugs and alcohol at the training facility and at events. In accordance with the Drug-Free Workplace Act of 1988, the Drug-Free Schools and Communities Act Amendments of 1989, All In The Wrist Barber Academy has adopted this anti-drug and alcohol abuse policy for its employees and students. The School prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in or on All in The Wrist Barber Academy owned or controlled property. The School prohibits employees and students from being under the influence of illegal drugs on School owned or controlled property. Any faculty member, staff member, or student who is found to be in violation of this policy will be subject to appropriate disciplinary action pursuant to School policies and consistent with local, state, and federal laws. Such disciplinary action may include counseling, a verbal or written warning, and termination of employment or enrollment. Any staff member or student must report any criminal conviction related to possession or use of a controlled substance in the workplace to the Director, whichever is appropriate, within five calendar days of conviction. The term "conviction" means a finding of guilt or imposition of sentence or both by any judicial body charged with responsibility to determine violations of state or federal criminal drug statutes. Compliance with the drug-free workplace policy (as described in this paragraph), and with the reporting requirement in the case of employees engaged in federally supported activities, is a condition of employment at All In The Wrist Barber Academy. Any employee found in possession of illegal drugs or paraphernalia is subject to termination of employment.

Board Rule 11.1 & 18.0-Disclosure to Students (Delaware)

According to Title 24 Professional Regulation, 5100 Board of Cosmetology and Barbering, available publicly at:

<http://regulations.delaware.gov/AdminCode/title24/5100.shtml>, section 13.1:

- 13.1 Prior to admitting a student, a school shall obtain and review the school applicant's high school transcript. The school shall also provide the applicant with a copy of Board Rule 18.0 and advise the applicant that a criminal history may be a bar to licensure. The school shall maintain written acknowledgement from the student that Rule 18.0 has been received and said written acknowledgement shall be maintained in the applicant's file. Below, please find Board Rule 18.0
- 18.0 Crimes Substantially Related to the Practice of Cosmetology, Barbering, electrology and Nail Technology
- 18.1 Conviction of any of the following crimes, or of the attempt to commit or of a conspiracy to commit or conceal or of solicitation to commit any of the following crimes, is deemed to be substantially related to the practice of cosmetology, barbering, electrology and nail technology in the State of Delaware without regard to the place of conviction:

18.0 Crimes Substantially Related to the Practice of Cosmetology, Barbering, Electrology And Nail Technology

18.1 Conviction of any of the following crimes, or of the attempt to commit or of a conspiracy to commit or conceal or of solicitation to commit any of the following crimes, is deemed to be substantially related to the practice of cosmetology, barbering, electrology and nail technology in the State of Delaware without regard to the place of conviction:

- 18.1.1 Reckless endangering in the first degree. 11 Del.C. §604.
- 18.1.2 Abuse of a pregnant female in the second degree. 11 Del.C. §605.
- 18.1.3 Abuse of a pregnant female in the first degree. 11 Del.C. §606.
- 18.1.4 Assault in the second degree. 11 Del.C. §612.
- 18.1.5 Assault in the first degree. 11 Del.C. §613.
- 18.1.6 Assault by abuse or neglect. 11 Del.C. §615.
- 18.1.7 Murder by abuse or neglect in the second degree. 11 Del.C. §616.
- 18.1.8 Murder by abuse or neglect in the first degree. 11 Del.C. §634.
- 18.1.9 Murder in the second degree. 11 Del.C. §635.
- 18.1.10 Murder in the first degree. 11 Del.C. §636.
- 18.1.11 Unlawful sexual contact in the first degree. 11 Del.C. §769.
- 18.1.12 Rape in the fourth degree. 11 Del.C. §770.
- 18.1.13 Rape in the third degree. 11 Del.C. §771.
- 18.1.14 Rape in the first degree. 11 Del.C. §773.
- 18.1.15 Sexual extortion. 11 Del.C. §776.
- 18.1.16 Sex offender unlawful sexual conduct against a child. 11 Del.C. §777A.
- 18.1.17 Sexual abuse of a child by a person in a position of trust, authority or supervision in the first degree. 11 Del.C. §778.
- 18.1.18 Sexual abuse of a child by a person in a position of trust, authority or supervision in the second degree. 11 Del.C. §778A.
- 18.1.19 Female genital mutilation. 11 Del.C. §780.
- 18.1.20 Kidnapping in the second degree. 11 Del.C. §783.
- 18.1.21 Kidnapping in the first degree. 11 Del.C. §783A.
- 18.1.22 Arson in the second degree. 11 Del.C. §802.
- 18.1.23 Arson in the first degree. 11 Del.C. §803.
- 18.1.24 Identity theft. 11 Del.C. §854.
- 18.1.25 Forgery. 11 Del.C. §861.
- 18.1.26 Unlawful use of credit card; felony. 11 Del.C. §903.

- 18.1.27 Reencoder and scanning devices. 11 **Del.C.** §903A.
- 18.1.28 Dealing in children. 11 **Del.C.** §1100.
- 18.1.29 Endangering the welfare of a child. 11 **Del.C.** §1102.
- 18.1.30 Sexual exploitation of a child. 11 **Del.C.** §1108.
- 18.1.31 Unlawfully dealing in child pornography. 11 **Del.C.** §1109.

18.2 Crimes substantially related to the practice of cosmetology, barbering, electrology and nail technology shall be deemed to include any crimes under any federal law, state law, or valid town, city or county ordinance, that are substantially similar to the crimes identified in this Section.

- 2 **DE Reg.** 1378 (02/01/99)
- 3 **DE Reg.** 1197 (03/01/00)
- 4 **DE Reg.** 329 (08/01/00)
- 5 **DE Reg.** 1260 (12/01/01)
- 8 **DE Reg.** 1460 (04/01/05)
- 15 **DE Reg.** 224 (08/01/11)
- 20 **DE Reg.** 916 (05/01/17)

Non-Discrimination and Anti-Harassment Policy

All activities of All In The Wrist Barber Academy are conducted without regard to race, religion, age, creed, color, sex, physical challenge, veteran status, marital status, sexual preference, ethnic origin or national origin. The academy backs the Department of Education's Title IX statute in that no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.

All In The Wrist Barber Academy is dedicated to diversity, inclusion, respect, and civility and to the highest standards of personal development and performance. We place the highest value on friendship, scholarship, integrity, and responsibility. We are committed to honoring the individual in our community, where members respect and celebrate the diversity of our students, families, faculty, administration, and staff. Our policies and procedures have been established for safety, to support our learning and teaching environment, and to maintain the highest standards of behavior. Whether or not discrimination or harassment exists depends on circumstances or facts surrounding an incident. For this reason, it is not possible to provide a complete list of conduct that constitutes discrimination or harassment. The following are examples of conduct that may be prohibited by this policy: unwelcome requests for a physical, dating, or personal relationship; offensive jokes, remarks, epithets, or taunts related to a protected characteristic; speech, or action, or the display of material that is demeaning, degrading, threatening, or shows hostility to an individual or group because of a protected characteristic mentioned above; and unwelcome physical contact, demands for sexual favors in exchange for favorable or preferential treatment. If you believe you have been harassed or discriminated against, take one or more of the following actions as soon as possible:

- Tell the offending person or people that you want the offending speech or actions stopped. Do not apologize. Speak directly. Give a clear message about how you feel.
- If you do not feel comfortable confronting the person or people alone, take a friend along.
- Tell the School Director.

Note: you may find it helpful to write down the details of the event to help you remember them.

- You should not be afraid to make a complaint or report what you honestly consider to be discrimination or harassment because of fear of reprisal or getting another person in trouble. Retaliation or threats of retaliation against anyone who makes a complaint of discrimination or harassment, or against anyone who participates in an investigation of any such complaint, is a violation of All In The Wrist Barber Academy policy and may be further cause for disciplinary action.
- If any member of the faculty, administration, or staff receives a report or suspects an incident of harassment or discrimination, she or he is obligated to report it promptly. The School Director will talk separately with the individual(s) involved in the incident and will keep the

matter as confidential as possible, consistent with All In The Wrist Barber Academy's need to investigate. All In The Wrist Barber Academy encourages informal discussions. Steps taken after a complaint has been made will vary depending on the circumstances. All efforts will be made to resolve the situation promptly.

Inclement Weather Policy

When there is a serious "weather emergency," which causes retail businesses and government offices to close, All In The Wrist Barber Academy will normally cancel or delay classes. A decision to have a late opening or early closing will be made by the Director. See the website for updates:
www.aitbarberacademy.com

Change of Contact Information

Students who have a change of name and/or home address or phone number during the contracted program are responsible for reporting this change to the School Administrator within two weeks of the change.

Program Changes/Catalog Disclaimer

Students should be aware that some Program information in the catalog may change at the discretion of the Director.

Family Education Right to Privacy Act (FERPA)

The policy of All In The Wrist Barber Academy is to maintain the confidentiality of information entrusted to it by Students, prospective students or parent/guardian(s) of a dependent minor child. An Authorization for Release of Information is not required by students, prospective students, or parents/guardian(s) of dependent minor children wishing to review their own records or for legal or accreditation purposes. A student or parent/guardian of dependent minor students may review the student's record by contacting the School Administrator to make an appointment. The Director can be present during the review to provide supervision and interpretation. A student shall be permitted to review his/her record on file with the School seven (7) days after the School has received the student's written request to review his/her records in accordance with the manner set forth in this Catalog or any supplement to this Catalog. The students or parent/guardian(s) of a dependent minor child may seek to amend education records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights. All In The Wrist Barber Academy will make a determination on the student's request for amendment within 30 days of the request. If All In The Wrist Barber Academy agrees that the information is inaccurate, misleading or otherwise in violation of the privacy rights of the student, All In The Wrist Barber Academy will amend the record accordingly and inform the student or parent/guardian(s) of a dependent minor child in writing that the record was amended. If All In The Wrist Barber Academy decides not to amend the record, the student or parent/guardian(s) of a dependent minor child has a right to a hearing with 30 days of the denial. All In The Wrist Barber Academy will notify the student or parent/guardian(s) of a dependent minor child of the time, date and place of the hearing. The decision of the hearing will be sent to the parent or eligible Student in writing and will be based solely on the evidence presented in the hearing. If the decision not to amend the record is determined, the student or parent/guardian(s) of a dependent minor child has the right to place a statement in the student's file contesting the information in the record. School staff members and administrators who the school deems to have a "legitimate educational interest" have access to students' information as required to perform duties that are specific to their position. FERPA permits All In The Wrist Barber Academy to disclose, upon request, directory information (Student's name, address, telephone number, date and place of birth, field of study, dates of attendance and degrees/awards received) without the student's consent unless the student has otherwise directed All In The Wrist Barber Academy in writing.

MASTER BARBER PROGRAM – 1500 CLOCK HOURS**Goals and Objectives:**

The primary objective of All In The Wrist Barber Academy is to provide each student with adequate and appropriate training and preparation for licensing examinations and prepare the students with the knowledge and skills for job placement in the field of barbering.

Upon completion of the Master Barber Program the student will be able to and have extensive knowledge of the following:

- ✓ Analyze hair and scalp problems and administering corrective treatments
- ✓ Have a thorough knowledge of anatomy, hair structure, and chemistry, safety and sanitation
- ✓ Administer chemical and physical techniques for different hair styles
- ✓ Cut and style any texture of hair
- ✓ Administer a professional shampoo
- ✓ Administer hair coloring including cutting with a Begine dye application
- ✓ Administer a full men's hair replacement in addition to other hair replacement techniques
- ✓ How to own and operate his/her own barber business with long-term success

Program Beginnings and Endings:

The program operates continuously, beginning the first school day/evening (monthly) and continuing until curriculum and school requirements have been satisfactorily completed and 1500 hours have been achieved. See School Calendar for schedule of School Holidays.

Instructional Methods:

Methods of lecture, demonstration, drill, role-play; discussion, handouts - assignment sheets - job sheets, audio/visual aids, student participation, question and answer, and textbook/workbook will be utilized.

Learning Kit and Materials

Milady--Textbook
Milady Workbook Handouts
State Board Exam Practice Book

Kit #1

Barber tool case
Talc
Clipper Cleaning Brush
Cool Care Spray
Spray bottle
Straight Razor
Hair Brush(s)
Mirror
Chemical Bowl
Neck Strips

Clipper Oil
Academy Student Jacket
Cape Clips (2)
Styling Cloth
All Purpose Styling Comb(s)
(3)Mannequin Head and Stand
Neck Relief Powder
Neck Duster
Chemical Application Brush

Kit #2

Master Clippers
Outliner Trimmers
Attachment Guards

Teaching Strategy:

Students will receive instruction that relates to the Barbering Industry through comprehensive lesson plans that are presented by means of interactive lecture, demonstration, and student participation. Audiovisual aids, projects, activities, and other related learning methods are incorporated throughout the course of study. Student treatment room equipment, implements, and products are comparable to those used in the industry.

Student Activity:

Requires note taking, video observation, role play, discussion, homework and reading assignments. Students will have hands-on practice sessions and performance of laboratory services.

Occupational Objectives:

Once the student has completed the program and passed the Delaware State Board of Cosmetology and Barbering examination for licensure, he/she will be qualified to obtain employment within the barbering field as a barber.

Training Levels

Each student will be on a specific level of training ranging from 1st level to 4th level. Each level will demonstrate the students' level of learning and ability to perform certain tasks/services. The instructor decides when a student can advance to the next level.

Level 1 =textbook and practice work.

Level 2 =textbook, theory workbook and graded practical work; no floor services.

Level 3 =textbook, theory state board exam review book, graded practicals and floor services.

Level 4 =floor services, review of theory and practical state boards.

The approximate hours spent in each phase of study are as follows:

SUBJECT	THEORY	PRACTICAL	HOURS
ORIENTATION	2		2
HISTORY OF BARBERING	5		5
YOUR PROFESSIONAL IMAGE	12	10	22
BACTERIOLOGY	30		30
STERILIZATION/SANITATION	16	35	51
IMPLEMENTS/TOOLS/EQUIPMENT	16	35	51
PROPERTIES/DISORDERS OF THE SKIN	15	33	48
HAIR AND SCALP (TREATMENT)	7	40	47
FACIAL MASSAGE/TREATMENT	8	49	57
SHAVING	10	83	93
HAIRCUTTING	15	405	420
HAIRSTYLING	6	115	121
MUSTACHE/BEARD DESIGN	10	55	65
PERMANENT WAVE	7	50	57
CHEMICAL RELAXING/SOFT	5	55	60
HAIR COLORING	16	45	61
MEN'S HAIRPIECES	5	30	35
MANICURING	20	40	60
ELECTRICITY/LIGHT THERAPY	7		7
CHEMISTRY	23	20	43
ANATOMY & PHYSIOLOGY	35	10	45
CAREER PLACEMENT	10		10
MANAGEMENT	10		10
ENTREPRENEURSHIP			
LICENSING/STATE BOARD	30	70	100
TOTALS	320	1180	1500

SHAVING 101 35 CLOCK HOURS

Program Hours of Study:

Each phase of study is timed in clock hours as to importance and state requirements.

Program objectives: Upon completion of the Shaving 101 program, students will be able to:

- ✓ Discuss sanitation and safety precautions associated with straight razor shaving.
- ✓ Demonstrate the ability to perform straight razor positions and cutting strokes.
- ✓ Identify the 14 shaving areas of the face.
- ✓ Demonstrate a facial shave.
- ✓ Demonstrate a neck shave.
- ✓ Demonstrate a mustache and beard trim.

Program Goals:

The primary objective of All In the Wrist Barber Academy’s Shaving Training Program is to prepare each student with the knowledge and skills to properly handle a razor, groom and style the beard while practicing sanitation and safety precautions to create an exciting and relaxing service for clients.

Program beginning and endings:

The program operates continuously, beginning the first school day (monthly) and continuing until curriculum and school requirements have been satisfactorily completed and 35 clock hours of training has been achieved. See School Calendar for schedule of School Holidays.

Program purpose:

For the student to acquire a broad knowledge of both the science and the art of shaving and the ability to use that knowledge as a foundation for success in the profession of barbering. The program purpose is also to prepare each licensed student to teach the art of barbering to others.

Instructional Methods:

Methods of lecture, demonstration, role play, discussion, handouts- assignment sheets, audio-visual aids, student participation, I PAD/workbook will be utilized.

Teaching Strategy:

The use of the chalkboard, audio/visual aids, live program participants. Relating new material in a manner to which the student may understand clearly, giving special attention to those requiring it at all times. Explaining words, terms, techniques, implements and equipment with clarity. Requiring that students take notes during demonstrations and Power Point presentations.

Student Activity: Requires note taking, role play, discussion, homework and reading assignments. Students in the classroom will assist other students in the performance of practical services.

Occupational Objectives:

Once the student has completed the program he/she will be qualified to administer services and teach shaving in the field of barbering.

The appropriate hours spent in training are as follow along with program topics:

Course	Theory	Practical	Total Hours
Orientation/Introduction to Shaving	2	5	7
Understanding the fundamentals of Shaving	2	5	7
Understanding facial hair design	2	5	7
Reviewing Shaving related infection control and Safety Procedures	2	5	7
Process of Shaving	2	5	7
TOTALS	10	25	35

MATERIALS, IMPLEMENTS, AND EQUIPMENT

Barber chair with headrest

Sink

Steam towel cabinet

Sharps container

Covered trash can

Covered container for soiled towels

cover Haircutting cape

Terry cloth towels

Straight razor and blades

Shaving cream or gel

Toner or astringent

Moisturizing cream

Comb and brush

Headrest

Paper towels

ALL IN THE WRIST BARBER ACADEMY

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WHERE CAREERS ARE MADE!

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POLICY**

