

Final Touch Barber Academy

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 Volume 1

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**Catalog**

Final Touch Barber Academy reserves the right to make changes to this catalog at any time that effects the school’s policy and rules. All students and staff should read all content to fully understand policies.

**Ownership, History**

Final Touch Barber Academy is owned by Ronald and Trisha Curtis. The school is located at 925 Spring Garden St. Philadelphia PA 19123. Final Touch Barber Academy (FTBA) is licensed by the Pennsylvania Department of State, Bureau of Professional and Occupational Affairs, located at P.O. Box 2649, in Harrisburg, PA 17105. The phone number is (717) 783-3402.

Ronald Curtis owner and founder of Final Touch Barber Academy is also a barber and owner of Final Touch Barber Shop. He has been in the business for over 25 years. During those 25 years he has met many people looking for a job or an opportunity to work with him but did not have a license. After doing a small survey of his own he decided he wanted to open a school to help develop talented working individuals into talented licensed barbers. The goal of Final Touch Barber Academy is to create flexible affordable programs that will provide individuals a post-secondary license in the art of barbering.

Licenses and certifications can be viewed at the school during regular business hours. Please contact the school director during normal business hours to schedule an appointment to review certification documents and/or to obtain consumer information regarding the institution.

**Mission Statement**

The mission of Final Touch Beauty Academy, LLC (FTBA, LLC) is threefold: 1) To provide an educational opportunity in the professional fields of Barbering and Cosmetology. 2) To provide the Philadelphia and the surrounding counties with a state approved, vocational aligned Barbering Program. The (FTBA, LLC) seeks to provide a place of learning for those seeking a skilled, trade profession as an alternative to traditional paths of higher learning. The costs of higher learning programs are increasing exponentially, thus, causing insurmountable debt on students. The (FTBA, LLC) mission is to provide an affordable educational opportunity, to lessen any financial burden on its students and our society. 3) The Final Touch Barber Academy, LLC, mission is to interact and partner with diverse community-based organizations and find ways to provide educational opportunities for those in need. This inclusivity means partnering with “second chance” initiatives and criminal justice programs seeking an educational opportunity for their client base.

**General Objectives**

The mission statement was developed as a vision for development of the school and the concrete goals and outcome that would represent the achievement of our vision. The Mission was meant to be measurable but also inspirational showcasing the schools core values and beliefs.

The school's mission will be accomplished through the following performance objectives:

* Employ a faculty qualified by preparation, education or experience to carry out the educational objectives of the institution.
* Projective a positive attitude, a sense of personal integrity and self-confidence.
* Practice effective communication skills, visual poise and proper grooming
* Respect the need to deliver worthy service for value received in an employer-employee relationship
* Perform the basic manipulative skills in the areas of hair care, skin care and shaving
* Perform the basic analytical skills to determine appropriate hair care, skin care, and shaving services to achieve the best total look for each client
* Apply academic and practical learning and related information to ensure sound judgments, decisions, and procedures.

**Number of students allowed**

Final Touch Barber Academy is designed to hold up to 20 students during the day and up to an additional 20 students for those interested in night classes. There are 2 teachers per 20 students.

**Admissions**

**Enrollment Requirements**

Final Touch Barber Academy does not discriminate in its employment, admission, instruction, or graduation policies based on gender, age, race, color, religion, or ethnic origin.

An applicant must have a meeting with the Owner to evaluate and discuss career information. After explaining the satisfactory academic policy, student goals, and requirements, a tour of the establishment will be given to the applicant. Following the meeting, the applicant will provide the school with the required credentials and a completed application. Before the applicants start date, they will sign an enrollment agreement and submit a down payment of $2000.00 for the course (this payment will count towards tuition). There is a $50 nonrefundable application fee.

FTBA requires that each student enrolling in the Barber, Barber Instructor and Barber Crossover programs must meet the following admissions requirements.

Complete an enrollment agreement;

Proof of at least 16 years of age (one of the following);

Submit a copy of a Birth Certificate, valid Driver's License or state ID;

Submit a copy of a valid Social Security Card.

Copy of a high school diploma or GED

Copy of a state issued credential for secondary school completion if home-schooled.

Barber Instructor Students must provide valid State Barber License

Copy of an academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree.

• Students who wish to re-enter after withdrawing must meet all of the above requirements; pay all prior debts owed to the school; pay a $100 re-entry fee. Students who re-enroll after 180 days from date of withdrawal must sign a new enrollment agreement at the current rate of tuition at time of re-enrollment; Students may be charged for an additional kit of equipment on a case by case basis dependent upon the condition of the original kit purchased.

• Students who withdraw voluntarily from the school will be allowed to re-enroll one time.

Students who are terminated from the program for disciplinary reasons will not be allowed to re-enroll in the school.

Students who are terminated for excess absence or 14 days of consecutive absence will be allowed to re-enroll one time in the school after 180 days from the students last day of absence.

Students enrolling in the 695 clock hour Barber-Crossover program must meet all of the above requirements as well as submit a copy of a current Pennsylvania Cosmetology li- cense.

Students seeking to transfer hours from another institution will be reviewed and accepted in the following manner: Up to 50% of transfer hours will be accepted from institutions who are accredited by an organization that is recognized by the Department of Education. Hours obtained at a non-accredited institution will not be accepted.

All qualified students with disabilities are welcome at Final Touch Barber Academy in accordance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA) of 1990 and the ADA Amendments Act of 2008, the institution is committed to pro- viding equal access to all programs and facilities.

The Academy does not offer a specialized program for students with disabilities. All students, including those with disabilities, are responsible to meet the requirements as outlined in the institution's program curriculum. Students with disabilities seeking admission should be aware that all programs require a high level of dexterity and coordination.

**Class Schedule & Attendance**

The school schedules are as follows: 9:00am-3:00pm Monday-Friday. Full-time students are required to attend 30.0 hours weekly. Part-time students are required to attend 18 hours weekly, depending on the chosen schedule.

2019 Class Start Dates

Final Touch Barber Academy has open enrollment all year round. Classes start daily.

**Time Accounting Policy**

The student's hours are documented via finger scanner and are reported to the Pennsylvania State Board of Barber Examiners on a quarterly basis Students shall comply with the following procedure:

1. All students must sign in using cell phone and again upon leaving for the day, in order to receive appropriate daily hours. If a student fails to punch in or out they will lose all hours for that day.

2. If a student wishes to make up lost time, they may stay up to 8 hours per day. All overtime must be approved and recorded in the logbook by owner

3. Students are expected to arrive on time. Ten (10) minutes considered tardy.

4. Lunch is twenty-five (25) minutes.

**Absence, Early Out, & Tardiness Policy**

Students should call the school at (215) 353-1535 at the beginning of the scheduled day to inform the director if they will be late or absent and/or are expected to return.

To prevent disruption of class, students arriving late to class will not be permitted attendance for the duration of that period (students arriving 10 minutes or later after class stars are considered late). Students arriving 10 minutes late will not be able to participate in class, therefore must clock in after their assigned theory class is complete. Further lateness, during the same month, will result in the following unless approved by campus ad- ministration:

▶ 1st unexcused tardy/early out will result in a verbal warning. ▶ 2nd tardy/early out will result in a written warning.

▶ 3rd tardy/early out will result in a one-day suspension.

• Request for days off are to be given to the director in writing and must be approved.

Each student will be allowed 10 personal/sick days (60 hours) for the scheduled duration of their program.

Students in violation of the personal/sick day policy are subject to disciplinary action up to and including dismissal from school.

Absences or Tardiness that exceed the personal/sick time must be made up to ensure compliance with SAP and school policies.

Excessive absences or tardiness may result in extra costs to the student and/or dismissal from the program.

Personal days are not to be used on consecutive Friday

• Any time missed; including suspensions, personal days off, early punch outs and late arrivals will count towards the student's absent hours.

• Any exception to this policy is at the discretion of the Administration.

 **Leave of Absence Policy**

A Leave of Absence (LOA) may be granted for the following reasons: death of a relative, an injury or illness of the student (medical), incarceration, or any other allowable special or mitigating circumstance determined by the director. All Leave of Absences must be requested by the student in advance in writing and must specify the reason for the Leave of Absence and include the student's signature. The Leave of Absence must be approved by the school in order for it to be official.

• A student must apply in advance for a LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to the institution, the student would not have been able to request the LOA in advance.

• An emergency Leave of Absence, without prior written request, may be granted provided the student completes the Leave of Absence form and returns it to the school via mail, email, or in person within reasonable resolution of the emergency.

The Leave of Absence together with any additional leave of absence must not exceed a total of 180 days in any 12-month period.

There must be a reasonable expectation that the student will return from the LOA.

A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time;

A leave of absence extends the students contract end date and maximum time frame by the same number of days taken in the leave. Changes to the contract period enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

Students on a leave do not accrue absent time and maintain the hours earned at the time of the leave. All kit and personal items must be removed from the premises. If the student does not re- turn on the specified date, and has not notified the institution, the student's enrollment will be terminated.

The institution will not access additional institutional charges as a result of the Leave of Absence. Monthly tuition payments must still be satisfied during a Leave of Absence. If a student does not return to the institution at the expiration of an approved Leave of Absence (or student takes an unapproved Leave of Absence) the students withdrawal date is the date the student began the Leave of Absence, the withdrawal date for the purpose of calculating a refund is always the student last date of attendance.

**Make-up Work Policy**

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return in order to make arrangements to complete the assignments that were missed.

**Outcome Rates (Rates Currently Unknown)**

The school tracks its annual performance with respect to student completion rate, graduate li- cense rate, and graduate employment rate. As per NACCAS Annual Report 2016, Modern Male Barber Academy boasts the following statistics:

Completion: —% Licensure: —% Employment: —%

**Graduation Requirements**

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Diploma:

Successful completion of all phases of study, required tests, practical assignments; Pass a final comprehensive written and practical exam;

Complete the program of study according to the State requirements;

Complete required exit paperwork;

Make satisfactory payment arrangements for all debts owed to the school

Upon completion of the course of study and all graduation requirements, a Diploma for applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and complete an application for the state licensing exam. The application will be forwarded to the State by the school. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

\*All fees for licensure and testing are the responsibility of the student and are not covered in tuition fees.

**Career Opportunities and Occupations**

Job placement or employment is not guaranteed. Final Touch Barber Academy offers assistance in job placement. A bulletin board is available for job postings; shop owners/man- agers are invited into the school to inform students of available positions; a file kept in the office of shops in the area; advice is given upon request of the student for potential employment. The school provides training in professional image, resume’ writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on self-esteem, communication skills, continuing education, and building a clientele. A barber license provides many employment opportunities. Possibilities include hairstylist, barber stylist, texture specialist, specialist, educator, platform artist, shop manager or shop owner. Compensation will vary based on the type of shop, the location, and the number of hours worked.

**State Licensing Requirements**

In order to begin training in the Barber course, and individual must be at least 16 years of age. In order to work as a Barber in the state of Pennsylvania, an individual must possess a Barber Li- cense. As per Pennsylvania State Board of Barber Examiners. Barber Act 589 of 1931, Section 3 to obtain a barber license:

A. Each applicant shall:

1. Be at least sixteen years of age.

2. Must have completed the eighth grade or its equivalent.

3. Have completed a barber study and training period of at least 1250 hours in not less than 9 months under the supervision of a licensed instructor.

4. Pass an examination given under the direction of the board.

5. Pay the prescribed fees.

B. Section 3.2. A licensed cosmetologist who wishes to become a licensed barber shall:

1. Have successfully completed a 1250 clock hour cosmetology training course or shall possess a current cosmetology license.

2. Have completed a barber study and training program of at least 695 clock hours.

3. Pass an examination given under the direction of the board.

4. Pay the prescribed fees.

Disclosure: Please see the Pennsylvania State Board of Barber Examiners, Barber Act 689 of 1931, Section 9, for information that may prevent an individual from obtaining or maintaining li- censure and therefore employment as a licensed professional in this State.

Criminal Background Disclosure: I understand that all Licensing boards within the Bureau have the authority, under the Criminal History Record Information Act (18pa. C.S.A. paragraph 9124), to deny a license or discipline a license based on a felony conviction. The Board may also deny a license based on misdemeanor conviction, if that misdemeanor relates to the profession. Just be- cause there exist grounds for provisional denial, does NOT mean applicant will be denied

**Curriculum - Course Outlines**

**Barber Program - 1250 Clock Hours**

Education Objective: Pennsylvania Barber License Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a class- room setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90%- 100% = A

80%- 89% = B

701⁄2- 79% = C

0% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Schedule. Every student shall be instructed in accordance with the following schedule:

Approximate Subject Hours

Honing and stropping 25 Shaving and various uses of the straight razor 240 Haircutting, hairstyling and hairpieces 535 Shampoo and scalp massages 25 Hair coloring 25 Massaging 25 Hair waving or curling (perms), straightening 25

Scalp and skin disease 50 State barber law and rules and regulations 50 Physiology 50 Sterilization and sanitation 50 Hygiene 25 Bacteriology 25 Electricity (ultraviolet, high frequency, infrared, curling irons) 25 Professional ethics and barbershop demeanor 25 Manager-barber instructions, instruments, shop management, examination orientation and preparation for related 50

Total minimum hours of credit required 1250

**Barber Crossover Program - 695 Clock Hours (Licensed Cosmetologists)**

Education Objective: Pennsylvania Barber License Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a class- room setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90%-100%= A

80%-89% = B

70%-79% = C

0% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - I00 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Upon application to the Board, the cosmetologist will be given 555 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1,250 hour training requirement.

Approximate Subject Hours

State barber laws, rules and regulation 50 Haircutting, hairstyling and hairpieces 330 Shaving and various uses of the straight razor 240 Honing and stropping 50 Manager-barber instructions, instruments, shop management, orientation and preparation for related examination 25 Total hours of credit 695

**Barber Instructor Program-1250 Clock Hours (Licensed Barber Instructor)**

Education Objective: Pennsylvania Barber Instructor License

Course Description:

The Barber Instructor trainer is designed to prepare licensed barbers to teach the art of barbering to students. Participants will be prepared to take and pass the Pennsylvania State Board of Instructor Licensing exam.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners Barber Teacher examination and gain entry level employment in the barber teaching profession. In addition to theoretical knowledge, the Barber Instructor shall be able to teach all barbering services including regular haircuts, style hair- cuts, shaves, facials and advanced design techniques to prepare students with entry level professional barbering abilities.

Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90%- 100% = A

80%- 89% = B

70%-79% =C

0% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of O - 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Schedule. Every student shall be instructed in accordance with the following schedule:

Approximate Subject Hours

Honing and stropping 25 Shaving and various uses of the straight razor 240 Haircutting, hairstyling and hairpieces 535 Shampoo and scalp massages 25 Hair coloring 25 Massaging 25 Hair waving or curling (perms), straightening 25

Scalp and skin disease 50 State barber law and rules and regulations 50 Physiology 50 Sterilization and sanitation 50 Hygiene 25 Bacteriology 25 Electricity (ultraviolet, high frequency, infrared, curling irons) 25 Professional ethics and barbershop demeanor 25 Manager-barber instructions, instruments, shop management, examination orientation and preparation for related 50

Total minimum hours of credit required 1250

Barber Crossover Program - 695 Clock Hours (Licensed Cosmetologists)

Education Objective: Pennsylvania Barber License Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a class- room setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

90%-100%= A

80%-89% = B

70%-79% = C

0% - 69% = F (Unsatisfactory/Failing)

All theory, practical and examination grades are given as numerical with a scale of 0 - I00 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Upon application to the Board, the cosmetologist will be given 555 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1,250 hour training requirement.

Approximate Subject Hours

State barber laws, rules and regulation 50 Haircutting, hairstyling and hairpieces 330 Shaving and various uses of the straight razor 240 Honing and stropping 50 Manager-barber instructions, instruments, shop management, orientation and preparation for related examination 25 Total hours of credit 695

Barber Instructor Program-1250 Clock Hours (Licensed Barber Instructor)

Education Objective: Pennsylvania Barber Instructor License

Course Description:

The Barber Instructor trainer is designed to prepare licensed barbers to teach the art of barbering to students. Participants will be prepared to take and pass the Pennsylvania State Board of Instructor Licensing exam.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the Pennsylvania State Board of Barber Examiners Barber Teacher examination and gain entry level employment in the barber teaching profession. In addition to theoretical knowledge, the Barber Instructor shall be able to teach all barbering services including regular haircuts, style hair- cuts, shaves, facials and advanced design techniques to prepare students with entry level professional barbering abilities.

Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing

Approximate Subject Hours

Orientation 5 Educational Instruction 50 Learning Environment/Teaching Strategy 100 Student/instructor Communication 50 Effective Classroom Management 25 Achieving Learner Results 25 Technology in the Classroom/Educational Aids 75 The Educator Relationships 150 Learning Requires Fun 25 Basic Teaching and Learning Methods 50 Basic Learning Styles and Principles 50 Lesson Planning and Development/Program Review 100 The Student Clinic Experience 200 Teaching Success Strategies 50 Team Work 25 Teaching Study and Testing Skills 50 Effective Presentations 45 Student Advising 25 Assessing Process 50 Student Retention Tools 25 Career & Employment Preparation 25 Performance Evaluating 50 Total hours of credit 1250

**Additional Course Information**

Program Outcomes-

Upon completing the courses, the student should be able to:

Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.

Name and describe the structures associated with the hair. List the factors that should be considered in a hair analysis.

Understand the importance of a professional image and how these skills relate to success.

Understand the importance of and comply with the rules for infection control.

Discuss the different types of hair loss, their causes, and options for treatment.

Recognize hair and scalp disorders.

Demonstrate proper shampooing and conditioning procedures.

Recognize disorders or diseases of the scalp and hair.

Understand product knowledge use and safety.

Demonstrate basic haircuts and be able to choose which techniques and tools are required.

Apply the basic haircutting techniques to accomplish more advanced styles.

Demonstrate shaving with a straight razor.

Demonstrate the ability to handle tools and implements properly.

Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures.

Define terms relating to skin disorders and discuss which disorders may be handled in the school/shop and which should be referred to a physician.

Identify and apply business and marketing strategies to be successful in the shop. Describe the various types of shop ownership and operations procedures.

Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.

Understand the laws and regulations set forth by the Pennsylvania State Board of Barber Examiners.

**Classroom Reading Material**

Milady's Standard Professional Barbering Textbook and Student Workbook

Lectures/Discussions

In addition to providing information, lectures/discussions are designed to:

Help organize the reading materials

Highlight important facts

Discuss interpretations and experiences and to provide viewpoints on the materials being studied.

**Demonstrations**

Instructors and students will demonstrate techniques and procedures for performing tasks.

**Exams, Tests, and Quizzes**

Chapter tests and a final exam will be given. Students must achieve a grade of 70% or higher. Quizzes and other assignments may be given.

**Grading System**

Methods of evaluation include practical and written exams, workbooks, quizzes and assignments.

**STUDENT CONDUCT**

**Dress Code**

Final Touch Barber Academy students must maintain a professional appearance at all times. Students not in dress appropriately may be asked to leave school to change, which will also result in a loss of hours.

The dress code is as follows:

No excessive short shorts

School smocks must be worn at all times.

No caps, hats, head wraps, hair nets, or bandanas

**Telephone and Cell Phone Policy**

Personal phone calls will not be taken by the school unless in cases of emergency

All personal phone calls need to be made during breaks and/or lunch. Office phones are not available for personal, non-emergency calls.

During class and clinic time, cell phones need to be turned off or set to "silent" mode and stored away.

**Equipment and Personal Items**

Modern Male Barber Academy and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Lockers are available; however, the student must provide their own lock. Students are expected to have books and equipment ready for class and/or clinic every day.

**Parking**

Students are permitted to park in the parking lot across the street from the building or any available spaces in the front or side of the building.

**Smoking**

This is a non-smoking facility. All smoking shall be done outside the building during breaks and lunch.

**Sexual harassment**

It is the policy of this school to maintain an academic and work environment free of sexual harassment for students and staff. Sexual harassment is contrary to the standards of the school. It diminishes individual dignity and impedes educational opportunities. Sexual harassment is a barrier to fulfilling the school’s mission and will not be tolerated. Sexual harassment can be a very serious matter having far reaching effects on the lives and careers of individuals. Intentionally making false accusations can have a similar impart. Thus, the charge of sexual harassment is not to be taken lightly by the school. If a student believes he or she has been a subject of sexual harassment, they should immediately inform the Director. Anyone who intentionally files a false complaint under this policy is subject to discipline.

**Alcohol and Drugs**

No possession or use of drugs, including alcohol, on the school premises, before or during scheduled school time.

**Student Kit Policy**

Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. Student Kit will be disbursed at 900 actual hours for students in the Barber Program. Barber Crossover students will receive their kit at 348. Barber Instructor program will receive books and software at the start of the program. The kit items may be changed at the discretion of the school.

**Unlawful Discrimination or Harassment**

No student shall engage in discrimination or harassment of another student, instructor, or staff member of this school. This shall include discrimination or harassment based on sex, gender, race, age, color, religion, disability, and ethnic origin. This includes verbal, physical, or other con- duct. Persons violating this policy shall face student discipline and/or suspension or termination from the program.

**Cheating**

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, acquisition without permission of school tests or other materials and/or distribution of these materials. Such behavior may result in the loss of a grade and/or Suspension

**Theft/Vandalism**

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

**Conduct**

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member.

**Termination Policy**

Students may be terminated from the program for non-compliance with the following: school policies, the enrollment contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; non-payment of fees, and theft or any illegal act.

**Withdrawal Requirements**

Students who officially withdraw from enrollment prior to course completion must:

Provide a written notice to the school. Complete all required exit paperwork and satisfy all debts owed to the school.

Upon payment of all debts owed to the school and a $10.00 transcript fee, a certified Final Tran- script of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released.

**School Equipment**

Cases of damage done to school equipment due to negligence or malicious intent will be re- viewed by the director. Students will be required to pay for all damages according to the assessment and discretion of the director.

**Personal Services**

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client.

**Sanitation Duties**

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked.

**Scheduled Closings for Holidays**

Martin Luther King Day

Presidents Day

Easter Friday

Memorial Day

Juneteenth

Independence Day

Labor Day

Thanksgiving Day

Thanksgiving Holiday

Christmas Day Observance

New Year’s Day

**School Closing Announcements Due to Inclement Weather**

In the event of inclement weather, students are advised to call school hotline at 215-232-1152 for up to date announcements.

**Career Considerations**

The school wants to ensure that students interested in pursuing a career in Barbering consider all aspects of such a decision. Persons who want to become professionals in this field must:

• Have finger dexterity and a sense of form and artistry

Enjoy dealing with the public and be able to follow a client's direction

Keep abreast of the latest barber techniques and technological innovations

Work long hours while building a personal clientele in order to earn the desired income Make a strong commitment to the educational process and complete the course of study Learn the skills necessary to operate a personal business

**Safety and Physical Requirements**

The work can be arduous and physically demanding because of long hours standing over a stylist's chair.

There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.

The practice of safety and infection control is essential for effective and successful performance within the industry.

**Emergency Evacuation Plan**

There are four main exits from the building; two at the front of the building and two in the rear of the building.

• In case of emergency/fire, calmly leave the building through the closest exit.

A fire extinguisher is located near the front exit of the classroom building.

**Housing**

Final Touch Barber Academy does not provide housing. However, if you need assistance or suggestions for housing please see the school director.

**Advising and Student Services**

The school owner and director of education are available any time for students during the student’s training program and will offer academic advisement. Students who are in need in academic support can meet with the instructor where they will set up a plan to achieve academic success. The school also offers students assistance with job searching, and mock interview if student has an interview in place. Students have the opportunity to attend field trips to other barbershops to strengthen professional development. The school also participates in traveling to nursing homes and/or mental health faculties to offer free haircuts

**Student Records and Transcripts**

Academic records are safely retained at the school under lock and key. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation and fulfillment of debt owed the school. Additional transcripts are available to students upon written request and notification of permission for a fee of $10.00. Student records will be provided only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of five (5) years. All students shall maintain a current name, ad- dress, and phone number with the school. Inform the school office of any changes immediately.

**Student Information and Release Policy**

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any patty without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

**Family Educational Rights and Privacy Act - FERPA**

Final Touch Barber Academy complies with the Family Educational Rights and Privacy Act of I 974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records.

**Grievance Procedure**

Grievance procedures are provided for students who believe that they have been unlawfully dis- criminated against, unfairly treated, or harassed in any way. Academic grievances relates to a complaint about a course, program of study, or grade.

If at any time during the enrollment at Final Touch Barber Academy, students become dissatisfied with any part of the training program, they may file a formal complaint. All complaints will be kept in school files. All students should use the following complaint procedure:

1. The student should submit in writing the complaint within 15 days of the date in which the grievance occurred. The complaint should be submitted to the school’s owner.

2. The Owner will review the complaint and a meeting will be given to the student to establish a resolution.

3. If the complaint cannot be resolved at the school level, the proper agencies will notified.

If the plaintiff is dissatisfied with the owner’s response and chooses to pursue the matter further, they can file a formal complaint against the school with and/or the State Board of Private Licensed Schools, Department of Education. The contact information for these agencies can be found below: NACCAS National Accrediting Commission of Career Arts & Sciences [3015 Colvin Street Alexandria, VA 22314](https://www.google.com/maps?q=3015+Colvin+Street+Alexandria,+VA+22314&entry=gmail&source=g) 703-600-7600 [www.naccas.org](http://naccas.org/) Bureau of Professional and Occupational Affairs, PA Department of State P.O. Box 2649 Harrisburg, PA 17105 P: 717-787-8503 [http://www.dos.state.pa.us](http://www.dos.pa.gov/Pages/default.aspx)

4. To file a complaint with the Commonwealth of Pennsylvania Department of State, fill out an Online Statement of Complaint at: [http://www.doscomplaintform.state.pa.us/](https://www.pals.pa.gov/#/page/filecomplaint)

**Drug Free Workplace and School**

Final Touch Barber Academy has a zero tolerance for drugs and alcohol. No student, educator, or employee may be on the institution premises or affiliate clinic under the influence of any sub- stance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

**Satisfactory Academic Progress Policy**

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

Barber

Barber Instructor Barber Crossover

450, 900 and 1075 actual clocked hours 450, 900 and 1075 actual clocked hours 348 actual clocked hours

\*Transfer Students - Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by mid- point of the course or academic year, whichever occurs sooner.

**FINANCIAL AID ELIGIBILITY & SATISFACTORY ACADEMIC PROGRESS**

Students must maintain a minimum of 70% Attendance and 70% Academic Progress in order to achieve SAP. Any student who has not met these requirements at the time of SAP evaluation will be notified by the school administrator and will receive a financial aid warning. The student may maintain Title IV eligibility until the next evaluation period. If satisfactory performance is not achieved by the next evaluation period, the student will lose Title IV eligibility, and will be responsible for any costs incurred for tuition and/or fees for the payment period in which eligibility is lost. Students can have Title IV eligibility reinstated if SAP is achieved by the next evaluation period. The school does not offer a SAP appeal process.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 70% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. 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 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 70% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

The maximum time frame a student must complete the program is 125% the normal course length. Students who do not achieve satisfactory progress at their scheduled graduation date have additional time in weeks (125%) to complete graduation requirements. Normal completion length in hours is 1250 and 695 for crossover students. Students who do not complete the program in the maximum time frame will be terminated from the school without a certificate.

|  |  |  |
| --- | --- | --- |
| **Normal Completion Time** | **Maximum Time Frame** |  |
| Full Time - 34.72 hours/wk: 36 weeks | Full Time - 45 weeks |  |
| Part Time - 19.53 hours/wk: 64 weeks | Part Time - 80 weeks |  |
| **Crossover Students Maximum time Frame** | **Maximum Time Frame** |  |
| Full Time - 34.75 hours/wk: 20 weeks | Full Time - 25 weeks |  |
| Part Time - 19.85 hours/wk: 35 weeks | Part Time - 44 weeks |  |

COURSE MAXIMUM TIME ALLOWED SCHEDULED HOURS

The maximum time allowed for transfer students who need less than the full course requirements will be determined based on 70% of the scheduled hours.

A student will be terminated when it becomes mathematically impossible for him/her to complete his/her program within the maximum time frame allowed.

**ACADEMIC PROGRESS EVALUATIONS**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written and practical grade average of 70% in order to meet Satisfactory Academic Progress. Students must make up failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

90%- 100% = A

80%- 89% = B

70%- 79%=C

0% - 69% = F (Unsatisfactory/Failing)

**DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS**

Students meeting the minimum requirements of a 70% for academics and 70% for attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding\* interrupted, as applicable, unless the student is on warning.

**WARNING**

When a student fails to meet academic and/or attendance progress at the end of the evaluation period, they will be placed on Financial Aid Warning status but still be considered making satisfactory academic progress and eligible for Title IV funds. A student placed on Financial Aid Warning status will meet with the director to implement a plan to achieve satisfactory progress. If the student does not meet satisfactory academic and/or attendance progress by the next scheduled evaluation period, he/she will be terminated from the program.

**RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

Students may re-establish satisfactory academic progress and Title IV aid\*, as applicable, by meeting minimum attendance and academic requirements at the next scheduled evaluation. Stu- dents wishing to return after termination for not meeting SAP requirements will be considered and decided at institutions discretion.

**INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS**

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

**NONCREDIT AND REMEDIAL COURSES**

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

**TRANSFER HOURS**

Transfer hours from another institution will be accepted towards the student’s education and are counted as both attempted and completed hours for determining when the allowable maximum time-frame will be exhausted. SAP evaluations are based on actual contracted hours.

**Tuition/Fees and Program Start Dates/Times**

Program start dates for new students begin daily. Students must have all forms completed before the start date.

**Schedules**

Full time 9:00am-3:00pm Monday- Friday

Night time 4:00pm-8:30pm Monday-Friday

**Barber Program**

Registration Fee: Kit & Books: Tuition:

Total $15,000

**Barber Crossover Program**

Registration Fee: Kit & Books: Tuition:

Total $5,000

**Barber Instructor Program**

Registration Fee: Kit & Books: Tuition:

Total $11,500

**State Board Prep**

$100 per Class

**Payment Methods: We accept cash, money order, cashier's check, credit cards, and personal checks.**

**Scholarships**

Final Touch Barber Academy offers scholarships to potential students on a promotional basis. Scholarship information can be found on the school website.

**Extra Instructional Charges**

Barber Program

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of $20 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged $20 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

Barber Crossover

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of $20 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged $20 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

Barber Instructor

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of $20 per hour, or any part thereof, payable in advance until graduation. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will be charged $20 per hour. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

**FACULTY AND ADMINISTRATION**

Ronald Curtis Owner/CEO/Teacher

Trisha Curtis Owner/COO/Administrator

Howard Meyers Director of Education/Teacher

Gregory King Financial Consultant

Dontay Stevenson Financial

Ron Curtis hired a staff made up of highly qualified barber professionals who each have years of experience in the industry as licensed barbers and instructors. We use the combined knowledge of all our teachers with the latest tools and equipment to help our students successfully complete their education and training.

**REFUND POLICY - NOTICE OF CANCELLATION**

For applicants who cancel enrollment or students who withdraw from enrollment a fair and rightful 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 40 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 minus the application fee

2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.

3. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $50.

4. A student notifies the institution of his/her withdrawal in writing.

5. A student on an approved leave of absence notifies the school that he/she will not be returning

The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.

6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)

7. In type 2, 3, 4 or 5, 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.

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:

**PERCENT OF SCHEDULED TIME ENROLLED TOTAL TUITION SCHOOL SHALL**

**TO TOTAL COURSE/PROGRAM RECEIVE/RETAIN**

0.01% to 04.9% 20%

5% to 09.9% 30%

10% to 14.9% 40%

15% to 24.9% 45%

25% to 49.9% 70%

50% and over 100%

• AII refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 40 days of a determination that a student has withdrawn, whether officially or unofficially. 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.

• The requirements for Title IV program funds when you withdraw are separate from any refund policy your school may have. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Your school may also charge you for any Title IV pro- gram funds that the school was required to return. Your school can provide you with the requirements and procedures for officially withdrawing from school.

**School Cancellation**

1. If at any time the school cancels the program following a students’ enrollment but before instruction in the program, the school will issue full refunds of payments received.

2. If the school cancels a program and stops offering instruction after students enroll and instruction has begun, the school will provide a pro-rata refund for students transferring to another school based on the hours accepted by the receiving school.

3. If the school closes permanently and stops all instruction after students enroll and instruction has begun, the school will provide a pro-rata refund.