

# **CHRIS P. BARBER ACADEMY**



## **Student Catalog**

**Volume I.**

**January 2025**

1036 Colleton Drive

Sarasota, FL 34234

(941)359-2887

## Director's Message

Congratulations! We are excited that you have chosen Chris P. Barber Academy as your agent of change for an exciting future. We pledge our continuous support to your occupational objectives, and we are committed to walking the road of success at your side, encouraging your every success, and working with you to overcome every challenge.

We know that you can do it!

Thank You,

***Christian Piris***

School Director

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## **ABOUT US**

### **Mission**

Chris P. Barber Academy is committed to preparing students with the skills necessary to become professional barbers.

### **History**

Chris P. Barber Academy is the brainchild of Christian Piris, who saw the need for having qualified barbers in local barber shops. With the desire to give individuals a fresh start and useful skills, he rallied the support and resources necessary to open the barber school in Sarasota, Florida.

### **Legal Ownership**

Chris P. Barber Academy is a corporation formed under the laws of the State of Florida. Current owner and only officer is Christian Piris.

### **Governing Body**

The name and corporate address of the governing body of Chris P. Barber Academy is:

Chris P. Barber Academy, LLC 1036 Colleton Drive, Sarasota, Florida 34234. The telephone number is (941) 359-2887.

### **Licensing / Approval Agencies**

Chris P. Barber Academy is licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding the institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, Florida 32399-0400, toll-free telephone number (888) 224-6684.

### **Drug-Free Workplace**

Chris P. Barber Academy is a drug-free workplace for staff, faculty, and students.

### **Non-Discrimination Policy**

Chris P. Barber Academy does not discriminate regarding race, color, age, gender, disability, national origin, creed, or religion.

### **Description of School Facilities**

The school facility offers students six hundred square feet of classroom areas outfitted with work equipment, a clinic area for salon services, a reception area, store, and offices. Bathrooms follow the Americans with Disabilities Act Guidelines. The spacious, air-conditioned facility has ample parking available for students, staff, and clients.

### **Learning Resources Services**

Chris P. Barber Academy has a Learning Resource Center where students and faculty can perform research and prepare for classes or homework. It has reference books, dictionary, thesaurus, handbook, and visual materials relating to their field of study. The center is open to students, faculty, and staff during school hours. Information is provided to students regarding public libraries near the school and online resources that provide services free of charge for research.

### **Financial Aid**

Financial aid is not offered at this time.

### **In-House Payment Plans**

Monthly payment plans are available to students. Monthly payments can be made and will be calculated depending on the time the student will take to complete the programs.

**Staff & Faculty**

(Amendments on Faculty & Administration will be added as an addendum to the school catalog as hired.)

Christian Piris, School Director  
Real Vision Barber Academy, Sarasota, Florida

Christian Piris - Licensed Barber (#BB8895671)  
Real Vision Barber Academy, Sarasota, Florida  
Lead Instructor, Barber Styling and Restricted Barber Styling Programs

Edith Piris - Office Manager  
Sarasota High School

**Hours of Operation**

Monday - Friday 9:00am – 5:00pm

**Holidays:**

Chris P. Barber Academy will be closed on Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day.

**Academic Calendar**

New class sessions start on the second Monday of every month when spaces are available. Specific dates for each session are announced in advance. Enrollment for each session is two weeks prior to the beginning of the session. Applications for enrollment are due no later than one week prior to the enrollment process.

<b>Academic Calendar 2024</b>			
<b>Enrollment Period Ends:</b>	<b>Class Session Start Date:</b>	<b>School Closed Dates:</b>	
Monday, January 6, 2025	Monday, January 13, 2024	Wednesday, January 1, 2025	New Year's Day
Monday, February 3, 2025	Monday, February 10, 2025		
Monday, March 3, 2025	Monday, March 10, 2025		
Monday, April 7, 2025	Monday, April 14, 2025		
Monday, May 5, 2025	Monday, May 12, 2025	Monday, May 26, 2025	Memorial Day
Monday, June 2, 2025	Monday, June 9, 2025		
Monday, July 7, 2025	Monday, July 14, 2025	Friday, July 4, 2025	Independence Day
Monday, August 4, 2025	Monday, August 11, 2025		
Monday, September 1, 2025	Monday, September 8, 2025	Monday, September 1, 2025	Labor Day
Monday, October 6, 2025	Monday, October 13, 2025		
Monday, November 3, 2025	Monday, November 10, 2025	Thursday, November 27, 2025	Thanksgiving Day
Monday, December 1, 2025	Monday, December 8, 2025	Thursday, December 25, 2025	Christmas Day

## ADMISSIONS

### Entrance Requirements

Admission is open to any qualified applicant. No qualified person will be excluded from enrollment at the institution based upon race, color, age, gender, disability, national origin, creed and/or religion. Applicants under age 18, must have a parent or legal guardian present at the time of enrollment.

1. Applicants must have a personal interview with an Admissions representative to evaluate the applicant's qualifications and aptitudes to pursue a barber styling career. Applicants must demonstrate a high level of visual, manual dexterity and coordination necessary to complete the program and later engage employment in the barbering industry.
2. Applicants must complete an Application for Admissions and turn it in with all appropriate documents and fees no later than one week before enrollment, which is two weeks before class start date. A parent or legal guardian of an applicant who is under age 18, must also sign the Application for Admissions.
3. Applicants should present evidence of their high school diploma, certification, or GED. Applicants who do not have a diploma, certification, or GED, and are 16 years of age or older, must demonstrate the ability to learn from the program of instruction. Applicants must pass the Wonderlic Basic Skills Test with a minimum verbal score of 200 and a minimum math score of 210, or the Test of Adult Basic Education (TABE) with a minimum grade equivalent of 10th grade in reading and math.
4. Applicants must demonstrate the ability to fulfill the financial obligations of the program of instruction for the duration of their enrollment.
5. The school will keep records of applicants denied admission for at least one year. Prospective students, who were denied admission and would like to view their file, may submit a written request to the Director of Admissions. Access to view the file shall be granted within three working days of request.
6. Enrollment shall take place at least two weeks before to the start class date. Applicants receive a catalog prior to signing an Enrollment Agreement. A parent or legal guardian of an applicant who is 16 years of age must also sign the Agreement.

Important Note: Applicants with criminal backgrounds who apply for programs which require state certification or licensure are advised that they will be required to submit to a criminal background check by the Florida Department of Business and Professional Regulations as part of the licensure application. Presence of criminal convictions on record may be cause to reject an applicant for state licensure.

### Emergency Contacts

The school is not legally or financially responsible for medical care and does not provide the services of a physician. The Fire Department Rescue Service provides first aid emergency health service. At the time of enrollment, each student should provide the name of the individual to contact in an emergency and update such information when it changes during their enrollment period. Students should always carry emergency information, as well as any medical insurance card.

### Transfer of Hours/Credits:

Students who started a program at Chris P. Barber Academy (CPBA) that wants to transfer to another program could receive credit for courses already passed. Tuition will be adjusted accordingly if needed.

Students who wish to transfer to CPBA from another institution must provide an official transcript and meet the same standards and requirements as other students, including admissions. Only what is on the official transcript will be considered. CPBA will accept up to 50% of credits from another institution that have a GPA of 2.0 or greater. Anything below 2.0 GPA will not be transferred. CPBA may deny part or all transfer of credits if the student fails to meet these standards. Chris P. Barber Academy will determine the acceptance of any credits received over one year from the time they wish to enroll.

Students who transfer to another institution will receive their academic transcript providing that all financial obligations have been met. The acceptance of the credits earned is determined by the transferring institution.

### **Re-Entry Policy**

Former students can re-apply for enrollment at CPBA. Acceptance will be determined by Chris P. Barber Academy when the following criteria are met.

#### 30 Days or less after termination:

1. The student must provide a written explanation and/or evidence of changes in his/her situation that would improve their chances of completing the program and complying with school policies and standards.
2. The student must pay in full any tuition and fees due at the time of termination.
3. Approval is entirely at the discretion of the school. Terms of re-entry into the program will be discussed and outlined prior to enrollment.

#### Over 30 days after termination:

1. The student must complete another Application for Admissions and pay the \$50 fee.
2. The student must provide a written explanation and/or evidence of changes in his/her situation that would improve their chances of completing the program and complying with school policies/standards.
3. The student must pay in full any tuition and fees due at the time of termination.
4. The tuition rates current at the time of re-entry will apply to the balance of training hours needed unless mitigating circumstances apply.
5. Approval is entirely at the discretion of the school. Terms of re-entry into the program will be discussed and outlined prior to enrollment.
6. Chris P. Barber Academy will determine the acceptance of any credits received over one year from the time of enrollment.

**NO RE-ENTRY FOR STUDENTS TERMINATED A SECOND TIME AFTER RE-ADMISSION.**

### **Barber Styling Programs**

The programs are designed to supply theory, lab and hands-on practice experiences that provide the skill sets of the Barber. Students will learn state law that governs barbering, sterilization, concepts in color theory, hair design, hair cutting and styling, shaving and trims, and other important aspects of hair and facial care for barbers. See course descriptions for the Barber Styling Program and the Restricted Barber Styling Program below. Programs are offered in English and in Spanish.

**COMPLETING A COURSE OR PROGRAM IN A LANGUAGE OTHER THAN ENGLISH MAY REDUCE EMPLOYABILITY WHERE ENGLISH IS REQUIRED.**

The program objectives are that upon completion, graduates will be prepared to sit for the Florida Barber Licensure Examination, which upon successful completion qualifies them to work as barbers in the state.

### **Program Changes**

Chris P. Barber Academy reserves the right to amend, add, or delete programs, policies, and equipment with prior notice of such changes. Reasonable accommodations and tuition adjustments will be made for students impacted by such changes accordingly.

### **Student Schedules**

Full-time students must attend a minimum of 35 hours a week between 9:00a.m. – 5:00p.m., Monday-Saturday. Part-time students must attend a minimum of 25 hours per week between 9:00a.m. – 5:00p.m., Monday-Saturday. Make up hours are available Saturdays, between 9a.m. – 5p.m.

### **Completion Time**

The completion time of the program depends on the number of hours the student attends weekly. Normally, full-time students take 6.5 months to complete the Barber Styling Program, or 9 months if they attend part-time. To complete



the Restricted Barber Styling Program, full-time students should take 4.5 months, or 6 months if they attend part-time. Students who wish to complete the program or courses sooner than scheduled may attend additional classes or lab time with prior notice to the instructor. A student who has completed all hours in the program they are enrolled in, completed all requirements for examination, and has paid their tuition in full, can be certified by the school to have achieved the minimum competency standards of performance in the skills, services and trade techniques listed in the program.

**The school will charge additional tuition for hours remaining after the projected graduation date on the Enrollment Agreement at the rate of \$10 per hour until completion.**

The maximum time frame for completing the Barber Styling Program is the normal time frame multiplied by 150%. For example, for the full-time normal time frame of 6.5 months, the maximum time for completion is  $6.5 \times 150\% = 9.75$  months.

### **Course Numbering**

The course numbering system uses a six-digit alphanumeric identifier. Because Chris P. Barber Academy is currently a clock hour school, all courses will be considered as first level courses. The course codes are based on the program and related topic. Those are defined as follows: Barber Styling Program BP followed by a number and Restricted Barber Styling Program RBP followed by a number.

### **Course Descriptions for the Barber Styling Program (900 hours):**

**BP101 State Law and Rules** 225 clock hours: Provides a foundational understanding of the laws that apply to beauty professionals in the state of Florida.

**BP102 Safety, Sanitation and Sterilization** (including 2 HIV/AIDS) 270 Clock hours: Presents techniques required in the sanitation of instruments and tools used to provide beauty services. It includes AIDS, its common transmissions, and the realistic precautions that must be observed in order to prevent transmission of this and other blood-borne pathogens in the workplace.

**BP103 Hair Structure and Chemistry** 90 clock hours: Teaches hair structure, hair analysis and treatments to the scalp. Also, it provides knowledge of chemistry needed to appropriately execute barber processes in relation to chemical treatments and their subsequent impact on the hair and scalp.

**BP104 Hair Cutting** 135 clock hours: Includes taper cuts, freehand, shear over comb, and clipper over comb, and style cuts. (to include blow drying.).

**BP105 Shampooing** (includes blow drying) 45 clock hours: Teaches how to analyze hair type and perform product analysis, procedures and techniques, draping for wet and dry chemical services, selecting correct shampoo and conditioners.

**BP106 Chemical Services (Including permanent weaving, coloring, and bleaching, and hair relaxing and curling.)** 90 clock hours: Teaches permanent restructuring, history of permanent waving, chemistry of solutions, pre-perm analysis, rod selection, perming techniques, custom perm design and wrapping. Color theory, classifications of hair color, product analysis, corrective coloring, contemporary techniques, one dimensional multidimensional, foils, bleach, and tone. Permanent restructuring history of permanent relaxing and waving, chemistry of solutions, pre-relaxing analysis, techniques, custom design and wrapping.

**BP107 Shaving, Beard and Mustache Trimming** 45 clock hours: Teaches the skills involved in shaping beards, mustache, and perform shaves, their techniques, skin care and design.

## Course Descriptions for the Restricted Barber Styling Program (600 hours):

**RBP101 State Laws and Rules 75 clock hours:** Provides a foundational understanding of the laws that apply to beauty professionals in the state of Florida.

**RBP102 Safety, Sanitation and Sterilization (including 2 hours HIV/AIDS) 325 clock hours:** Presents techniques required in the sanitation of instruments and tools used to provide beauty services. It includes AIDS, its common transmissions, and the realistic precautions that must be observed in order to prevent transmission of this and other blood-borne pathogens in the workplace.

**RBP103 Hair Structure, Cutting and Cleansing 150 hours:** Teaches hair structure, hair analysis and treatments to the scalp. Also, it provides knowledge of chemistry needed to appropriately execute barber processes in relation to chemical treatments and their subsequent impact on the hair and scalp. Includes taper cuts, freehand, shear over comb, and clipper over comb, and style cuts. (to include blow drying.). Teaches how to analyze hair type and perform product analysis, procedures and techniques, draping for wet and dry chemical services, selecting correct shampoo and conditioners.

**RBP104 Shaving, Beard and Mustache Trimming 50 hours:** Teaches the skills involved in shaping beards, mustache, and perform shaves, their techniques, skin care and design.

## FEES & POLICIES

### Tuition & Fees:

#### Barber Styling Program (900 hours)

Tuition: \$5,000.00

Application Fee: \$50.00

Books: \$275.00

Barber Kit: \$425.00

**Total: \$5,750.00**

#### Restricted Barber Styling Program (600 hours):

Tuition: \$3,500.00

Application: \$50.00

Books: \$275.00

Barber Kit: \$425.00

**Total: \$4,250.00**

At the time of enrollment, the application, books, and kits fees must be paid along with the first monthly installment if it not being paid in full. Monthly installments will be calculated with the student at the time of enrollment and will depend on the hours the student will attend monthly and the time it will take them to complete the program. All prices for the program are printed herein; there are no additional carrying or service charges connected with the program.

**LICENSE EXAM:** The total cost above does not include application for the state licensing exam or any other regulating agency fees. Updated information and application cost and details for the Florida Board of Barber's Barber Examination can be found by visiting [www.myfloridalicense.com](http://www.myfloridalicense.com).

**STUDENTS MUST OBTAIN A FLORIDA BARBERS BOARD'S LICENSE PRIOR SEEKING EMPLOYMENT IN THE FIELD.**

### Payment Schedule

Students have the option of paying the tuition in full upon enrollment or in installments as agreed upon at enrollment. Students receive a copy of the Enrollment Agreement, which states the dates and number of installments. Should the student encounter financial difficulties that hinder his/her ability to make payments, the student must make arrangements with the Administrative Office right away. If a student's account is sent to collections, Chris P. Barber Academy shall be entitled to collection, attorney fees and cost on the account thereof.

### **Cancellation & Refund Policy**

1. Cancellation must be made in person or by Certified Mail.
2. All monies will be refunded if the school does not accept the applicant or if the applicant cancels within three (3) business days after signing the Enrollment Agreement.
3. Cancellation after three (3) business days of signing the Enrollment Agreement and prior to attending class will result in a refund of all monies paid except for the application fee.
4. New and unused textbooks, workbooks, and kits will be refunded when a student cancels within three (3) working days from the student signing an enrollment agreement.
5. Cancellation after attendance has begun, through 40% completion of the program, will result in a Pro Rata refund of the tuition paid computed on the number of hours completed to the total program hours.
6. Cancellation after completing more than 40% of the program will result in no refund.
7. Cancellation of classes or programs by the institution before or after attendance has begun will result in 100% refunds.
8. Refunds will be made within thirty (30) days of termination or receipt of the Cancellation Notice.

## **STUDENT SERVICES**

### **Counseling**

Academic Advisement: Faculty will perform academic advisement as needed. Campus administration may become involved at times in academic advisement sessions when needed.

**Financial Advisement:** The Administrative Office will inform students of all options regarding private funding or payment plans.

### **Housing**

Chris P. Barber Academy does not have housing available for students. Assistance in locating suitable housing facilities will be provided to students who request it.

### **Job Placement**

The school will assist licensed graduates with job placement to the best of its ability but cannot guarantee employment. Job placement is a joint effort between the school and students. Students are expected to follow certain guidelines to maximize positive results. This service is provided free of charge.

### **Student's Rights**

- Students have the right to ask the name of the school's accrediting/licensing agencies.
- Students can expect to know the programs offered at the school and their cost.
- Students can expect no tuition increase after they have signed their Enrollment Agreement.
- Students have the right to know the school's refund policy.
- Students can function in their daily activities without unreasonable concerns for personal safety, and in an environment that is conducive to educational activity.
- Students should expect their records to be maintained confidential, free of unreasonable intrusions into information and/or matters relevant to identity and well-being.
- Students have access to established procedures for respectfully lodging a grievance to Chris P. Barber Academy.
- Students have access to all educational resources and supplemental educational holdings maintained on campus for the professional development of students and the learning process.
- Students have the right to expect timely responses from the school's academic and administrative departments.

If a student wishes to withdraw from the school, he/she must communicate it in writing to the Administrative Office. The intended withdrawal date will be used to calculate any refund. If the student changes his/her mind, he/she

must rescind the official notification in writing. However, if the student stops attending after the rescission, the withdrawal date will be the original date of notice to withdraw.

## **RULES & REGULATIONS**

### **Student's Responsibilities**

- Students are responsible for reviewing and considering all information prior to enrolling.
- Students are responsible for reading, understating, and keeping a copy of all forms they sign.
- Students should understand the school's refund policy.
- Students must timely notify the school of any changes in their name, home address, contact information, attendance status or financial ability to make payments.

### **Dress Code & Personal Appearance**

Students are expected to dress in appropriate professional attire, which includes the barber jacket supplied by the school. Shoes must be low-heeled, closed-toe, rubber-soled.

Students should not wear sleeveless tops, 'see through' or torn clothing, shorts/skirts/dresses shorter than 4" above the knee, bare midriff, exposed undergarments, clothing with offensive writing or images, bandanas, flip flops, or sunglasses in the classroom and lab.

All students are expected to follow good hygiene rules such as bathing/showering and shampooing their own hair to be clean and well-groomed daily. The school reserves the right to send a student home to change if he/she is not complying with the above policy.

### **Standards of Conduct**

Chris P. Barber Academy retains the power to maintain order within the school premises and to exclude those who are disruptive of the educational process. Students should conduct themselves in a manner compatible with the school's function. Generally prohibited conduct that could lead to disciplinary action or termination is as follows:

- Cheating on tests, providing false clock hours or services information.
- Physical assault, sexual assault or conduct which threatens the health or safety of any person on the school's campus.
- Damages to Chris P. Barber Academy-owned or leased property or to property of a student, employee, faculty member or visitor occurring on school-owned or leased property or at the residence of any student, faculty member or employee. Unauthorized entry into, or occupation of, school's facilities, which are locked, closed to student activities, or otherwise restricted as to use.
- Any activity that may be construed as "hazing" (any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student) for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of Chris P. Barber Academy.
- Students are not permitted to congregate in offices, classrooms, hallways, building entrance, stockrooms, reception area and restrooms without being accompanied by a staff member.
- Students are not allowed to leave classroom during class or school premises during class hours without permission from an instructor.
- Students must always follow sanitary guidelines and maintain a clean work area.
- Cell phones and pagers must be on silent mode during class and lab instructions. Headphones devices are not allowed during class or lab work.
- No food or drink is permitted in classroom and workstations while class is in session. Lunch must be eaten at designated areas only during meal break. Individuals using these areas are responsible for leaving the area clean and tidy.
- Any student bringing, dispensing, selling, or using drugs or alcohol in school will be terminated immediately without warning and may be turn over to the local police.
- Students cannot bring firearms to school premises.
- Students and visitors are not permitted soliciting of any kind on school premises or in the vicinity of the school.

- Student's children will not be permitted on school premises during class hours.

**Smoking is not permitted anywhere in the school as per Florida law.**

Chris P. Barber Academy reserves the right to dismiss any student whose personal conduct is deemed unsatisfactory. When a student has a grievance, he/she must communicate the concern in a professional manner following the policy stated on page 17 of this catalog.

**THE ABOVE RULES MUST BE STRICTLY ADHERED TO AND ARE FOR YOUR BENEFIT.**

### **Student Records**

The Administrative Office is the designated custodian of all official student permanent records. All hours, grades, services, and student account are recorded and kept on file. The school recognizes the right to privacy and releases no information without the written permission of the student.

### **Family Rights to Privacy Act**

Chris P. Barber Academy complies with the confidentiality and student accessibility provisions of the Family Right Act of 1974 (P.L. 93-380, Section 438), commonly known as the Buckley Amendment. Confidentiality of student's records is strictly protected. Information on students is not available to anyone without a) Written request/release from the student; b) A court order, or c) Accreditation agency requirements. However, parents of minor students and guardians of "tax dependent" students have the right to inspect and challenge the information contained within the records of a specific student.

## **ACADEMIC STANDARDS**

### **Unit of Credit**

At Chris P. Barber Academy, the Unit of Credit used is a clock hour, which is defined as a period of 60 minutes with a minimum of 50 minutes of instruction in the presence of an instructor.

### **Grading & Grade Point Average**

Students are graded according to the following Grade Point Average (GPA) system, which is used in GPA computation:

Letter Grade	Numeric Grade	Status	GPA Value
A	100 - 90	Outstanding	4.00
B	89 - 80	Very Good	3.00
C	79 - 70	Satisfactory	2.00
D	69 - 60	Unsatisfactory	1.00
F	59 and under	Failed	0.00

### **Standards of Academic Progress**

Students in the program must maintain a **GPA of 2.0** (70%; C grade) or higher, in order to be making satisfactory progress. Students must also complete all the required services or hours for the program they enroll in.

Academic progress records are maintained for each student and reviewed regularly by the Administrative Office. All students' records are available for review, explanations, and clarifications during regular school hours.

## **Repeating Courses**

Students may repeat a failed course twice. Credit is given for the last grade earned when repeating a course. Repeated courses will appear on the student's transcript, but the cumulative GPA will be re-computed to count the last attempt only.

## **Graduation Requirements**

In order to receive a diploma, the student must comply with the following requirements:

1. Pay all monies owed to the school.
2. Complete all clock hours in the program you are enrolled in.
3. Have an overall cumulative GPA of 2.0 (70% average) or greater in all written and practical examinations required by the program.

## **ATTENDANCE**

### **Timekeeping & Rest Periods**

Using a biometric time-stamped machine, students must clock in at the beginning of the school day, during rest/lunch periods, and at the end of the day. Students should take a rest period of at least 30 minutes after five consecutive hours of schoolwork. No student should "work through" their school day without a break or rest period, as this may reflect in their health and performance. All rest periods must be recorded on their timecard.

### **Attendance**

Students are expected to attend according to their agreed upon schedule at enrollment and to arrive on time. Students are expected to inform faculty in advance when he/she may be absent or late. It is the responsibility of the student to make up work missed. Excused absences cannot be more than 10% of the clock hours of a program. Excessive absenteeism may lead to disciplinary action, including termination from the program.

### **Tardiness**

A student arriving 15 minutes after the start of a scheduled instruction is considered late. A student who is late three times will have one absence recorded on their attendance record. Students arriving 30 minutes or later than their scheduled arrival time will not be allowed in the class that day. The instructor will counsel the student concerning tardiness. Habitual tardiness may lead to disciplinary action, including termination from the program.

### **Leave of Absence**

Chris P. Barber Academy requires students to provide a written, signed, and dated request for a Leave of Absence (LOA) prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the school may grant the student's request for a LOA and document its decision in the student's file. The school must collect the written request within 15 days of beginning LOA date. If necessary, the school may grant multiple LOAs if the sum of the leave is no more than 180 days in any 12-month period. Upon the student's return from the LOA, he/she is permitted to continue and complete the program without any penalties. If a student fails to return to the school from a LOA, he/she will be terminated from the program.

### **Make-Up Work**

Students who have been absent from class for any reason, or have been late, are responsible to make up the work missed. Students are required to talk with the instructor and make any necessary arrangements.

### **Appeals Process**

Students may appeal the determination of unsatisfactory progress by submitting a written signed request to the Administration Office no later than 10 working days after the incident. It should contain a detailed explanation of the facts and reason for the appeal. The school Director will review the matter within 15 working days and reply in writing to the student of his final decision on the matter. A successful appeal outcome will correct or reverse the previous decision within 10 working days. No further action will follow unsuccessful appeals.

## **CORRECTIVE ACTION**

### **Warning**

When a student is not meeting the rules and regulations, academic standards, or attendance policy, he/she will receive a written warning by his/her instructor. The instructor will advise the student of the non-compliance issue and proceed to identify corrective action with the student. The Administrative Office may issue warnings for late and non-payments of tuition and fees.

### **Probation**

Students who continue with non-compliance issues after a warning, will be placed on 30 days probation. If during this period there is a repeat non-compliance issue, the student will be suspended as indicated by the School Director.

### **Suspension**

Suspension will occur as the last resort. Non-compliance with financial obligations and continued disruption of classes by a student because of absence, tardiness, behavioral problems, or poor academic performance may lead to suspension. The School Director makes the final determination on a suspension.

### **Termination**

Continued non-compliance after the warning, probation, and suspension options have been exhausted, will lead to termination of a student's enrollment. More serious offenses (e.g., violent actions, drug or alcohol offenses, criminal acts on school premises, etc.) will be exempt from the above formal process, leading to immediate termination.

### **Grievance Procedure**

A student, staff, or faculty member with a grievance should make an effort to resolve the grievance with the individual against whom the grievance is lodged.

If that does not resolve the matter, contact the School Director in writing no later than 10 working days after the incident stating the grievance as well as prior attempts to resolve the matter. A personal appointment will be scheduled within five working days to discuss the issue in a confidential manner. The School Director should issue and communicate his final decision no later than five working days later.

If the result of this level of discussion does not produce a fair resolution, the next step would be to notify:

The Commission for Independent Education  
Florida Department of Education  
325 West Gaines Street, Suite 1414  
Tallahassee, Florida 32399-0400  
Telephone: 1-888-224-6684

### Acknowledgement Receipt

I certify that I have read the entire school catalog and understand its contents. I agree to comply with all requirements contained herein and the general policies of Chris P. Barber Academy.

---

Student's Signature

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Date

---

Legal Guardian (If student is under 18)

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Date