



ARCHIE'S ACADEMY

School for Barbers

**2029 N Main St.
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Sunset, Utah, 84015**

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(Publication Date: JANUARY 2019)





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MISSION STATEMENT

To educate, help passionate and driven individuals work toward their goals on becoming a professional Licensed Barber with the core values in Achieving Excellence...Accepting Responsibility...Promoting Teamwork...Inspiring Leadership and Sharing Kindness...

GOALS & OBJECTIVES

EDUCATIONAL GOALS:

To provide a facility for those interested in the Barbering Program which will give quality training in all related areas in the barbering field. We make sure that each student receives individual training according to his/her personal needs. We strive to teach the latest and right techniques available. Our goal is to train and prepare each student to hone their skills and to discover their talent and boost their confidence to be able to do what they love and at the same time provide stability on themselves.

OBJECTIVE:

To have knowledgeable and adequate instructors available always and able to assist students when needed.

To provide a strong variety of clientele for practical experience.

To bring in special guest speakers as often as possible to familiarize students with new products and techniques in barbering field.

To visit more Barbershops in the area so that the students can see different environments of barbershops.

FACILITY DESCRIPTION

Archie's Academy is located @2029 N. Main St. Sunset City in Utah. Our 2 Story Facility was designed to provide our students with exceptional educational environment and our clients with a feel of a real classic Old-Fashioned barbershop experience.

TOP LEVEL

The Top Level is dedicated to education and staff office. Here we have a big open room that has 8 stations to accommodate students hands-on needs while in training, the big open room is combined in the same open floor where the theory class is performed, Theory side is also equipped with a 65" TV to provide modern educational experience. We have also computers that allows our students to participate in self-directed learning online testing. In this same floor we have a breakroom for students and our mini retail store stocked with all the supplies that a barber student need. We offer price range to meet the budget needs of our future clients from known companies that offer pomades, gel and beard products. We also provide tools and equipment from companies like Wahl, Andi's and other respectable companies that provide tools for incoming barbers as well as veteran barbers. We are a One stop shop for future Clients and the Barber community.

MAIN LEVEL

Our Main Level is our Student Barbershop, where the experienced students performed services to our clients and offer services like a Hot towel Straight razor shaves and making sure the clients feel the ambiance of a real classic Barbershop.

STAFF AND FACULTY

School Director:

ARCHIE BROWN

Barber Instructors:

ARCHIE BROWN

AMBER PARENT

RYGJEAN EDWARDS (Part Time)

LISA DOW (Part Time)

Finance Director

DRAKE BROWN: Finance Director

STATE COMMISSION AND LICENSE

Division of Occupational & Professional Licensing Heber M. Wells Building,

4th Floor 160 East 300 South

Salt Lake City, Utah 84145

CONTACT NO. 1-801-530-6767

CANDIDATE FOR ACCREDITATION BY:

National Accrediting Commission of Career Arts & Sciences

3015 Colvin Street

Alexandria, VA 22314

CONTACT NO. 1-703-600-7600

BARBERING COURSE CURRICULUM:

BARBEROLOGY 101				PIVOT POINT
Area of Study	Area of Study Title	Lesson Number	Lesson Title	Hours
101B	LIFE SKILLS	101B.1	Healthy Body and Mind	2
		101B.2	Ergonomics	2
		101B.3	Basic Communication	2
		101B.4	Communicate With Confidence	2
		101B.5	Human Relations	2
		101B.6	Resilience	2
102B	SCIENCE	102B.1	Microbiology	2
		102B.2	Infection Control	2
		102B.3	First Aid	2
		102B.4	Building Blocks of the Human Body	2
		102B.5	The Skeletal System	4
		102B.6	The Muscular System	4
		102B.7	The Circulatory System	4
		102B.8	The Nervous System	4
		102B.9	Principles of Electricity	2
		102B.10	Electricity in Barbering	2
		102B.11	Matter	2
		102B.12	pH	2
		102B.13	Hair Care Product Knowledge	2
		102B.14	Hair Theory	2
		102B.15	Hair Care	2
		102B.16	Shampoo and Scalp Massage Theory	2
		102B.17	Shampoo and Condition Guest Experience	2
		102B.18	Shampoo and Condition Workshop	3
		102B.19	Scalp Massage Workshop	3
				48
104B	CLIENT-CENTERED DESIGN	104B.1	Design Connection	4
		104B.2	Client Considerations	3
		104B.3	Connect Service Essential	2
		104B.4	Consult Service Essential	2
		104B.5	Create Service Essential	2
		104B.6	Complete Service Essential	2
				15
105B	FOUNDATIONAL CUTS	105B.1	Cutting Theory	2
		105B.2	Cutting Tools and Essentials	2
		105B.3	Foundational Cutting Skills	2
		105B.4	Foundational Forms Overview	2
		105B.5	Cutting Guest Experience	2
		105B.6	Cutting Service	2
		105B.7	Solid Form	4
		105B.8	Graduated Form	3
		105B.9	Increase-Layered Form	4
		105B.10	Square Form	3
		105B.11	Uniformly Layered Form	3
		105B.12	Uniformly Layered Form, Freehand Cutting	4
				33
PRACTICAL HOURS: 92 HOURS + THEORY HOURS: 108 HOURS TOTAL HOURS BARBEROLOGY 101 ==>				200

BARBEROLOGY 102

**PIVOT
POINT**

Area of Study	Area of Study Title	Lesson Number	Lesson Title	Hours
106B	TAPERED CUTS AND FADES	106B.1	Tapered Cut and Fade Theory	2
		106B.2	Tapered Cut and Fade Tools and Essentials	2
		106B.3	Tapered Cut and Fade Skills	2
		106B.4	Short Combination Form Overview	2
		106B.5	Texturizing Techniques	2
		106B.6	Tapered Cut and Fade Service	2
		106B.7	Graduation/Layers/Low Gradation	4
		106B.8	Square/Medium-High Gradation	4
		106B.9	Uniform/High Gradation	4
		106B.10	Graduation/Layers/Low Fade	4
		106B.11	Freehand/Drop Fade	4
		106B.12	Square Medium-High Fade	4
		106B.13	Flat Top/Medium Fade	4
		106B.14	Flat Top/High Fade	4
		106B.15	Uniform/High Bald Fade	4
		106B.16	Uniform/Low Taper	4
		106B.17	Razor Haircut	4
				56
108B	SHAVING AND BEARD DESIGN	108B.1	Shaving and Beard Design Theory	2
		108B.2	Shaving and Beard Design Tools and Essentials	2
		108B.3	Shaving and Beard Design Skills	3
		108B.4	Shaving and Beard Design Guest Experience	2
		108B.5	Shaving and Beard Design Service	2
		108B.6	Full-Face Shave, Symmetrical Sequence	3
		108B.6V	Full-Face Shave, Alternative Sequence	3
		108B.7	Full-Head Shave	3
		108B.8	Elongated Beard	3
		108B.9	Square Beard	3
		108B.10	Short Beard With Outline	3
		108B.11	Partial Beard	3
		108B.12	Shadow Beard	3
		108B.13	Goatee	3
108B.14	Mustache With Soul Patch	3		
				41
112B	SKIN	112B.1	Skin Theory	2
		112B.2	Skin Diseases and Disorders	2
		112B.3	Skin Care	2
		112B.4	Skin Care Guest Experience	2
		112B.5	Basic Facial	4
		112B.6	Hair Removal Theory	2
		112B.7	Hair Removal Guest Experience	2
		112B.8	Eyebrow Waxing	3
				19
PRACTICAL HOURS: 184 HOURS + THEORY HOURS: 116 HOURS TOTAL HOURS BARBEROLOGY 102 ==>>>				300

BARBEROLOGY 103				PIVOT POINT
107B	STYLE	107B.1	Styling Theory	2
		107B.2	Styling Tools and Essentials	2
		107B.3	Thermal Styling	2
		107B.4	Wet Styling	2
		107B.5	Natural Texture Styling	2
		107B.6	Styling Guest Experience	2
		107B.7	Styling Service	2
		107B.8	Fingerstyling	3
		107B.9	Round Brush Blow Dry	3
		107B.10	Side Part Blow Dry	3
		107B.11	Flat Iron	3
		107B.12	Vent Brush Quiff Blow Dry	3
		107B.13	Coiled Twists	3
		107B.14	Wet Look Molding	3
		107B.15	Circle Wrap	3
		107B.16	Press and Curl	3
		107B.17	On-the-Scalp 3-Strand Braids	3
		107B.18	Single-Strand Coiled Twists	3
		107B.19	Locks	3
109B	HAIR REPLACEMENT	109B.1	Wig Theory	2
		109B.2	Wig Services	2
		109B.3	Hair Replacement Systems	2
		109B.4	Wig and Hair Replacement Essentials	2
				8
103B	BUSINESS	103B.1	Goal Setting	2
		103B.2	Job Search	2
		103B.4	Professional Relationships	2
		103B.5	Know Your Client Market	2
		103B.6	Build Your Clientele	2
		103B.7	The Barbershop Experience	2
		103B.8	Barbershop Ownership	2
		103B.9	Barbershop Operations	2
		103B.10	Retail Products	2
		103B.11	Barbering History	2
PRACTICAL HOURS: 320 HOURS + THEORY HOURS: 80 HOURS TOTAL HOURS BARBEROLOGY 101 ==>				400
FINAL PHASE				PIVOT POINT
FINAL PHASE				70
FINAL PHASE				30
TOTAL HOURS FINAL PHASE ==>				100

* Barber Course Curriculum According to state laws and rules, a barber school shall consist of 1000 hours of instruction in the following topics.

COURSE FORMAT:

Course Format/Instructional Methods are divided into 4 Phases

Phase 1: Barberology 101 (200 Hours)

Phase 2: Barberology 102 (300 Hours)

Phase 3: Barberology 103 (400 Hours)

Phase 4: Final Phase (100 Hours)

which include both theoretical demonstrations and practical instruction using Pivot Point Digital LAB. Methods such as lecture, table discussions, demonstrations, practical applications and assessments are included in sources of instruction. Methods also include associated worksheets/ workbook, computer/online testing and audio/visual materials.

COURSE GOALS:

To instruct students and train in all aspects of Barbering course from beginning to end of each subject.

GRADING PROCEDURES:

Grading is performed on a percentage system ranging from 0% to 100+%. Minimum of 75% CGPA is required

PHYSICAL DEMANDS:

The Barber profession is a safe profession. The physical demands consist of having the ability to stand for long duration and have no allergies to chemicals used.

EMPLOYER EXPECTATIONS:

Employers primarily expect employees to be on time, dressed professional, provide good customer service, and to be technically skilled in chosen profession.

SAFETY REQUIREMENTS:

The safety requirements of a Barber are to read manufactures directions on all chemicals and be aware of electrical hazards.

EMPLOYMENT OPPORTUNITIES:

Barber Shop Owner, Barber, Platform Artist, Barber Instructor, Educator, Etc.

LENGTH OF COURSE:

1000 clock hours (Utah State Requirement)

Overtime is a direct result of absences/ tardiness regardless of excused or unexcused. Student will be allowed 5% of their program length in "Absent Hours" before overtime charges are accrued at \$15.00 per hour.

GRADUATION REQUIREMENTS:

Completion of 1000 clock hours, which is a State of Utah requirement.

Taking approximately 6-12 months to complete depending on specified schedule

Completion of course and all testing maintaining 75% GPA or above

Must have all financial obligation to school met, unless finance arrangements are made.

Must complete final testing with a 90% or above.

ATTAINMENTS:

Diploma - issued upon graduation

State License - issued upon passing National and State Exams and paying fees for such.

TUITION AND FEES:

Application Fee (non-refundable) \$50.00

Tuition----- \$ 7,800.00 (\$7.80 PER HOUR)

THE STARTER ----- \$ 641.00 plus Tax

1. Pivot Point Fundamentals: Barbering Printed Study Guide
2. 5 Mannequins (Erika, Ian, Cole 2 Cameron)
3. 24 Month Lab Seat:
 - Workshop Videos
 - Downloadable eBooks
 - Integrated Lesson Webbooks
 - Learning Connections
 - Interactive Video Lectures
4. Design Decisions Charts
5. Rubrics
6. Exam Ace

*The Student Barber Tools may be Supplied by the School or Purchased independently by the student.

BARBER TOOLS - Ask for Pricing.

DUE AT REGISTRATION:

\$50.00 non-refundable, non-transferable application fee

\$30.00 Lab Fee

\$300.00 down payment

\$ 641.00 Plus Tax – The Starter

PAYMENT OPTIONS:

Payment in full

Monthly payment plan thru TFC

AVAILABLE SCHEDULES:

Classes begin every other Monday of the month providing openings are available

Full Time Monday – **Thursday: 9:00 am - 7:30pm (40 hours a week) 25 weeks**

Part Time Morning Monday – **Thursday: 9:00 am - 2:00 pm (20 hours a week) 50 weeks**

Part Time Evening Monday – **Thursday: 4:00 pm – 8:00 pm (16 hours a week) 63 weeks**

SUPPLIES NEEDED:

Please bring with you the first day of school:

- You do not need to be in dress code-Professional attire for orientation.
- Permanent marker for marking your supplies
- Large 3" 3 ring binder, divider sheets and paper for notes Highlighter, pens, pencils, for taking notes
- Large Ziploc bags for storing your kit supplies
- Catalog that you received at enrollment Admissions documents and final payment arrangements if applicable

Please bring with you the second day of school:

- Arrive in dress code (T-Shirt provided by the School wear Every Tues)
- Apron(optional)
- Band-Aids

Students will be required to bring models to practice on. Instructor will specify dates and times on the first day of attendance.

Student must maintain a minimum average monthly of a "C" or 75%. Upon completion of the required clock hours, student will receive a Certificate of Completion, Verification of Graduation, and Diploma which enables them to take the Utah State Board Exam.

Revenues from services performed by students contribute to the cost of training, thereby reducing the amount students would otherwise pay for training. If an applicant is not accepted by the school, they shall be entitled to a full refund of all monies paid to the school less Registration/Application Fee.

ADMISSION REQUIREMENTS

- Must submit application with \$50.00 non-refundable, non-transferrable application fee
- Must have high school diploma or GED
- Photocopy (not original) of Driver's License or Birth Certificate
- Photograph of yourself
- Photocopy (not original) of Highschool Diploma, Transcript or Equivalent
- Must be at least 16 years of age

*Foreign Diplomas & Transcripts - If you have academic credential from non-U. S intuition, Archie's Academy School for Barbers will need to submit the document to an outside institution for evaluation and translation prior to admittance. A non-refundable \$85.00 will be due to Archie's Academy School for Barbers at the time for the translation fee. The process could take approximately 12 - 30 business days. The foreign diploma and/ or transcript must be equivalent to a U.S. High School diploma.

HIGHSCHOOL STUDENTS:

Highschool students are considered cash-pay and will not be enrolled under a training agreement.

The Applicant must meet the following admission requirements:

- Proof of completion of 10th grade and be 16 years of age.
 - ◆ Copy of High School Transcripts
 - ◆ Copy of Driver's License or Birth Certificate
- Provide permission in writing from the secondary school in which they are enrolled.

ABILITY TO BENEFIT:

Student may enroll 225 hours considering that the Student must demonstrate Satisfactory Academic Progress and Satisfactory completion of 225 Clock Hours, to continue the barbering program.

TRANSFER STUDENT

Students transferring into said school - charges are as follows:

Non-Refundable Application Fee: \$ 50.00

Need to purchase "THE STARTER KIT" Cost: \$ 641.00 plus Tax

Barber Tools can either purchase at the school (Ask for Pricing) or provide their own

Tuition \$ 7.80 per hour enrolled in Barbering course

Transfer students are evaluated to determine credit to be given upon receipt of transcript from former school. Tuition charges are calculated according to students agreed contract regardless of student's actual attendance. Refer to scale in refund policy herein.

For any student who withdraws or is terminated, the school will follow its policies for termination or withdraw as outlined in the school contract with the student.

RE-ENTRANCE

If student is eligible and decides to return 30 days after termination, a re-entrance fee of a \$100.00 will be charged.

STATE EXAMINATION:

Upon course completion and financial obligations are met by the student, student will receive a Certificate of Completion and Verification of Graduation which enables them to take the Utah State Board Exam

LICENSURE REQUIREMENTS:

For a complete list of licensure requirements through the Utah Division of Occupational & Professional Licensing, please visit www.dopl.utah.gov or 801-530-6628

EMPLOYMENT ASSISTANCE:

The school does not guarantee any employment; however, will assist in placement by aiding in resume completion, letter writing, professional appearance guidelines, job referral and follow-up, assisting students in making contacts with barbershops, and by posting job bulletins on website.

FIELD TRIPS/OUT OF SCHOOL ACTIVITIES:

On occasion students participate in field trips/out of school activities. The said school, its proprietors, officers, agents or any of its operators are not responsible for any accidents or damages that arise from such activities.

NO COMPETE CLAUSE:

Said student agrees and understands that all educational instruction and written information obtained in course is for professional use as a technician only. Student agrees and understands that under no circumstances is instructing or employment in any facility considered competition including apprenticeship, other than said school permitted within the state of Utah for a minimum of three (3) years beyond graduation/training date.

FINANCIALS:

Payments made beyond start date will be serviced by TFC Credit Corporation. Please note this is not a loan.

Tuition payments that are past due 60 days or more will be immediately turned over to collections. If this account is turned over to an agency for collection, in addition to the account balance you will also be responsible for: Attorney fees; Court Costs; and Collection Agency fees, commissions and charges up to 50% of the account balance. Which will result in destruction of your credit.

Students can carry a balance beyond graduation @ 12% interest. Payments must be kept current, if an account falls 60 days or more past due, the account will be turned over to collections.

STUDENT TERMINATION/TRANSFER AND LEAVE OF ABSENCE POLICY

If any student or in the case a student is under legal age his/her parent or guardian cancels their enrollment in writing, within three (3) business days of signing school contract prior to starting classes, all monies collected by the school will be refunded. If any person cancels their enrollment after three (3) business days after signing school contract or after starting school all monies collected by the school will be refunded to the scale below less the registration fee of \$50.00

If student transfers/terminates, tuition charges, supply kit and book fees and any miscellaneous fees will be due at time of termination, and all financial obligations met. If fees are not paid, account will be turned over to collections and any supplies left will not be available to you.

Student kit is student's property and student's responsibility. The school is not responsible for any items left by student. Students must take their Barbering Kit home. Transcript of student hours/credits will be released upon written authorization and payment in full.

Refunds/Charges according to Withdrawal and Settlement Policy.

WITHDRAWAL AND SETTLEMENT POLICY

This policy applies to all terminations for any reason, by either party, including student decision, expulsion, course or program cancellation, or school closure.

All refund calculations are performed and made timely.

Applicants not accepted by Archie's Academy School for Barbers will be refunded all monies except the \$50.00 non-refundable application fee.

If a student (or in the case a student is under legal age his/her parent or guardian) cancels his/her enrollment and demands monies paid in writing within three business days of signing enrollment agreement all monies paid by student will be refunded except the \$50.00 non-refundable application fee. Date will be determined by postmark of written notification or date received by school administrator in person. This policy applies whether student has started training or not.

If student cancels his/her enrollment within three business days after signing enrollment agreement, but prior to entering classes he/she is entitled to all monies paid except the \$50.00 non-refundable application fee.

Refunds or charges are incurred once a student begins classes at the schedule below.

% ATTENDANCE V.S. % COURSE LENGTH TOTAL TUITION DUE

PERCENTAGE COMPLETED TO TOTAL LENGTH OF COURSE AND/OR PROGRAM, SEMESTER, TERM OR BILLING PERIOD, PER CONTRACT.	AMOUNT OF TOTAL TUITION OWED TO THE SCHOOL
0.1% - 4.9%	20%
5 % - 9.9%	30%
10 % - 14.9%	40%
15 % - 24.9%	45%
25 % - 49.9%	70%
50 % - and over	100%

Enrollment time is defined by student's actual start date and date of last physical attendance in school (scheduled hours) regardless of actual total hours attended. Course length is defined by student start date and expected completion dated as specified herein. Any monies owed to student (parent/guardian) shall be refunded within 45 days of termination or 30 days from last day of attendance. In the case of a leave of absence, refunds will be given according to date of return. Student will be terminated within 14 days of last physical date of attendance unless prior written arrangements have been made and approved or the student notifies the school in writing.

Any refunds due will be received by student (parent/guardian) within 45 days of formal termination date. Students who are terminated may be eligible for re-entry after 30 days. A \$100.00 re-entrance will be charged.

Formal date of termination is indicated by postmark on written notification or date said information is delivered to school administrator/owner in person.

A student on an approved leave of absence notifies the school that he or 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. Refunds will be sent to student 45 days after formal termination. REFUNDS ARE CALCULATED ACCORDING TO STUDENTS LAST DAY OF PHYSICAL ATTENDANCE, NOT DAY OF FORMAL TERMINATION. CHARGES ARE ALSO CALCULATED ACCORDING TO LAST DATE OF PHYSICAL ATTENDANCE, NOT DATE OF FORMAL TERMINATION.

Any discount or scholarship applied to tuition will be forfeited if student terminates failing to complete said course. Refund/Charges will be calculated according to original tuition and fees.

If the school is permanently closed, no longer offering instruction after the student has enrolled, the student shall be entitled to a prorated refund of tuition. A list of all students who were enrolled at the time of school closure, including the amount of each pro-rata refund will be submitted to the accrediting agency.

If the course is canceled after a students' enrollment, and before instruction in the course has begun, the school shall at its option either;

- A. Provide full refund of all monies paid or
- B. Provide a completion of the course.

Student/guardian is responsible for school debt and agrees to pay unpaid balance on or before course completion unless other written arrangements are made.

In the event account is not paid as agreed, student agrees to pay a collection agency and attorney's fees. The collection agency representing the institution acknowledges the existence of the Withdrawal and Settlement Policy.

In the event of a school closure, students will be notified of any additional charges by direct mail, electronic mail or face to face meeting.

In the event of a school closure and a Teach Out Plan occurs, all student will receive a prorated tuition refund as well as a list of NACCAS Accredited schools which:

- Are within reasonable proximity
- Have the necessary experience, resources and support services needed by the student to lead to successful completion
- Provide an educational program of acceptable quality and recognized such by holding State approval.
- Have a program that is reasonably similar in content, structure and scheduling to the closing institution or program.
- Are stable, can carry out its mission and meet all obligation to existing students.

COURSE INCOMPLETES:

Course incompletes, repetitions and non-credit remedial courses have no effect upon the satisfactory progress standards.

MISCELLANEOUS

The school does not recruit students already attending or admitted to another school offering a similar program of study.

Upon completion, special circumstances may apply to individuals who have been convicted of a crime. A criminal conviction may disqualify an applicant from becoming licensed or may result in ineligibility for licensure for a period of three to seven years from the termination of parole, probation, judicial proceeding or date of incident. More detailed information can be found at:

http://www.dopl.utah.gov/licensing/cosmetology_barbering.html

The student must maintain required grades. See grading procedures.

Students are evaluated and counseled at minimum 50% of course completion

The schools don't offer housing, career counseling or any other special services.

STUDENT CONDUCT

Student is to maintain a positive attitude and professional demeanor.

Student is to not threaten in any manner neither physical harm, verbal, or on social media.

Any threats, legal threats, to any student or staff member or against said school is ground for termination.

All actions are to contribute to a positive environment which leads to the growth and empowerment of each other as well as the company. Any behavior that does not demonstrate such may be subject to disciplinary action including termination.

Any casual or unconstrained conversation or reports about other people, typically involving details that are not confirmed as being true; referred to as gossip.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Every student has the right to inspect and review their admissions, academic, and financial records. The student is to submit a signed and dated written request to the administration office identifying the records they wish to inspect. The school's administration will decide with the student to determine the date and time the records to be inspected. Students must be able to review records within 45 days of request.

Any student who wishes to have any records amended, is to submit a signed and dated written request to the administration office clearly identifying the part of the record the student wants changed and specify purpose of change. The school will decide and notify the student in writing.

FERPA authorizes disclosure without consent to:

- School official who has legitimate education interest
- Contracted party with the school (Attorney, auditor, etc.)
- Parents of dependent minors
- Government agencies
- Certain court orders or subpoenas
- NACCAS (accrediting agency)

The school does not release any information to parties seeking directory information.

The student has the right to file a complaint with the U.S. Department of Education if they feel the school failed to comply with the requirements under FERPA.

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

SATISFACTORY ACADEMIC PROGRESS POLICY

This policy applies to all students enrolled in barbering program at Archie's Academy School for Barbers. This policy is consistently applied to all students regardless of full-time or part-time status.

The school is required to monitor the academic progress of all students. This process is called Satisfactory Academic Progress. (SAP) The SAP policy is enforced in conjunction with all other school policies and procedures.

SAP is monitored each using two factors:

1. Cumulative Grade Point Average (CGPA)

Written: Tests, Assignments, notes, homework, make-up, etc.

Practical: Services performed, demonstrations, workshops, and sanitation

2. Cumulative Attendance Rate (CAR)

DEFINITIONS:

Successful completion of a course of study requires a grade of A, B, or C. (75% or higher) See grading scale:

90% - 100% (A) Excellent

80% - 89% (B) Good - Improving

75% - 79% (C) Fair - Needs Improvement

70% - 74% (D) Poor

0% - 69% (F) Unsatisfactory

MONITORING:

SAP is monitored at each evaluation period based by actual clock hours completed. Students must meet the following minimum requirements at the end of each month:

1. Maintain a CGPA of 75% or higher
2. Maintain a CAR of 75% or higher

EVALUATION PERIODS:

Each student will be evaluated at the periods listed below:

Barbering (1000 Clock Hours) – 225 hours (Ability to Benefit)

Barbering (1000 Clock Hours) - 500 hours/1000 hours

WARNING:

Students who meet the minimum requirements for attendance and academic performance are making satisfactory academic progress until the next evaluation period. Students will be notified in writing that they are meeting the minimum requirements. In addition, students will receive a monthly progress report. Students failing to meet either the CGPA or CAR minimum requirements will be placed on warning until the next evaluation period is reached. Students will be notified in writing that they have been placed on warning. Students must meet both the minimum CGPA and CAR requirements by the end of the next evaluation period.

PROBATION:

Students who fail to meet minimum requirements for CAR or CGPA after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If a student fails to meet the minimum CGPA or CAR requirements for two evaluation periods, Students will be notified in writing that they have been placed on suspension.

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS:

Students may re-establish satisfactory academic progress, by meeting attendance and academic requirements by the end of the probationary period.

MAXIMUM TIME FRAME:

The maximum time a student must complete is 133% of the program length (Barbering 1330 Clock Hours). All students must maintain at least a 75% CGPA and CAR average to be considered making satisfactory academic progress and to complete the program within the maximum time frame. (A leave of absence extends the student's contract period and maximum time frame by the same number of calendar days taken in the leave of absence.)

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. Students who withdraw prior to completion of the course and wish to re-enroll, will re-enter in the same progress status as when they left.

TRANSFER STUDENTS:

Regarding Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for determining when the allowable maximum time frame has been exhausted.

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.

LEAVE OF ABSENCE

A Leave of Absence (LOA) will not involve any additional charges by the institution.

Each student must request a LOA from the school in writing and it must be approved by a school official. The LOA form must be filled out completely with an explanation of why the student is requesting the LOA. In addition, there must be a reasonable expectation that the student will return to school otherwise the LOA will be denied.

If a student fails to return on their scheduled return date, the student will be withdrawn from their program and termination will begin that day.

In rare cases of emergency that would prevent a student from providing a prior written request the information may be phoned in to the administration office and documented by the administration office staff. However, the student is required to come in and complete, sign, and date the LOA form as soon as possible but no later than 30 days after the initial phone request. If a student fails to complete the LOA form within the required 30 days, the student will be withdrawn from the program.

A student's total number of days for all LOA's combined cannot exceed 180 days in any given 12-month period. (The 12-month period will begin on the first day of your first LOA.) A leave of absence may extend contract period and maximum time frame by the same number of days.

ATTENDANCE

Students must notify instructor and front desk coordinator prior to leaving facility.

Student must call and personally notify front desk coordinator of any absence or tardy prior to scheduled arrival time. Failure to do so may be considered a no call/no show which may result in a \$50 fine.

Tardies/Absences 3 calendar days prior will allow student to make-up missed assignments/tests. All missed assignments/tests shall be made up within 5 school days.

Student that misses 2 or more days during the orientation phase may be withdrawn from school until the following class start date.

TARDIES Defined as: arrival after scheduled arrival time/not seated and prepared for class/or leaving prior to scheduled time. Excess may result in disciplinary action.

If arrival is after theory hour has begun, student can still clock in, however, student is responsible catching up in theory topic that is missed. If tardy is going to exceed one hour, approval must be given by manager/student services prior to arrival.

ABSENCES:

Student must maintain 80% attendance each month; excess absences may result in disciplinary action.

ANTI-HARASSMENT AND DISCRIMINATION POLICY

Archie's Academy School for Barbers is committed to providing a work and school environment free of unlawful harassment or discrimination. In furtherance of this commitment, all student and employees are required to take our mandatory Sexual Harassment and Prevention Training. This policy prohibits harassment or discrimination based on race, religion, creed, color, national origin, ancestry, sex (including pregnancy, childbirth or related medical conditions), military or veteran status, physical or mental disability, medical condition, marital status, age, sexual orientation, gender, gender identity or expression, genetic information or any other basis protected by the federal, state or local law.

Anti-harassment policy applies to all persons involved in the operation of this School and prohibits unlawful harassment by any employee of the School, as well as students, customers, vendors or anyone who does business with Archie's Academy School for Barbers. It further extends to prohibit unlawful harassment by or against students. Any employee, student or contract worker who violates this policy will be subject to disciplinary action. To the extent a customer, vendor or other person with whom Archie's Academy School for Barbers does business engages in unlawful harassment or discrimination, School will take appropriate corrective action.

COMPLAINT/GRIEVANCE PROCEDURE

If you believe that you have experienced or witnessed harassment or sexual violence, notify your instructor, manager, Human Resources, School Director as soon as possible after the incident. Do not allow an inappropriate situation to continue by not reporting it, regardless of who is creating the situation. No employees, contract worker, student, vendor or other person who does business with the School is exempt from the prohibitions in this policy. To facilitate the investigation, your complaint should include details of the incident or incidents, names of the individuals involved and names of any witnesses.

All complaints involving a student will be referred to one of the School's Coordinator. The Coordinators are listed below, and they have the responsibility of overseeing all complaints and identifying and addressing any patterns or systemic problems that arise during the review of such complaints.

ARCHIE R. BROWN -School Director (801)710-7212 Email Add: Archiesacademy@outlook.com

AMBER RAE PARENT-Instructor (801)920-1975 Email Add: Artisticcrab@yahoo.com

<u>CLASS START DATES 2019</u>	<u>SCHEDULED SCHOOL HOLIDAYS</u>
JANUARY 14	January- 1,2,3, Martin Luther King Day
FEBRUARY 18	February- Presidents Day
MARCH 18	May- Memorial Day
APRIL 15	July- 3,4,5,24
MAY 13	September-Labor Day
JUNE 10	October-Columbus Day
JULY (NO BASIC CLASS)	November-Veterans Day, Week of Thanksgiving
AUGUST 5	December- Week of Christmas
SEPTEMBER 2	
OCTOBER 2	
NOVEMBER 4	
DECEMBER (NO BASIC CLASS)	

APPLICATION FORM

Date Application Form Received _____ Date Confirmation Sent _____

(above to be completed by College)

NAME : _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

DATE OF BIRTH: _____ SOCIAL SEC.#: _____

EMAIL ADDRESS: _____

TELEPHONE (Home) (_____) _____ (Work) (_____) _____

ARE YOU A HIGHSCHOOL GRADUATE OR EQUIVALENT? YES ____ NO ____

If NO, Highschool students need to provide a written permission from the secondary school prior to enrollment

IF YES, WHAT YEAR DID YOU GRADUATE? _____

NAME OF HIGHSCHOOL: _____

LIST ANY PREVIOUS COLLEGE/PROPRIETARY SCHOOLING ATTENDED AFTER HIGHSCHOOL:

BARBERING COURSE _____ (Please Initial)

DATE OF CLASS YOU WISH TO BEGIN: _____

INDICATE SCHEDULE: Full Time _____ Part Time _____

WERE YOU REFERRED BY ANYONE? _____

I would like to enroll in Archie's Academy School for Barbers. I have enclosed required fees, and a recent photo.

I have read and understand the refund policy of all monies paid.

Please note: A photo copy of your driver's license or birth certificate, photo copy of Highschool Diploma, GED, Transcripts or Equivalent, along with your fees, and recent photo are required at time of registration.

Students Signature _____ Date: _____

MAIL OR DELIVER IN PERSON TO: Archie's Academy
2029 N Main St. Suite 202
Sunset, Utah, 84015

OR EMAIL: Archiesacademy@outlook.com

*Expect a confirmation by Email within 3-7 days of receipt of application

