

JACKSON BARBER COLLEGE

4600 Bellfort

Houston, TX 77051

832-804-6046

STUDENT HANDBOOK

2023-2024

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OUR VISION

Our vision is to educate the next generation of Barbers.

MISSION STATEMENT

After almost 65 years of doing business as Jackson Barber Shop, God gave a vision to establish a barber college to provide services for the community and individuals who have been shut out of society as a result of criminal background or economic hardship. We believe that every individual should be given an opportunity to thrive regardless of the challenges of their past. We are passionate about providing our students with the tools they need to graduate and as much experience as they can gain to become difference makers in their own communities. Jackson Barber College is also committed to providing our customers with the best customer service and an atmosphere that inspires hope, fun, and success.

ADMISSION/ENROLLMENT REQUIREMENTS

The following items are required for admission:

- 1) Completed enrollment application
- 2) Valid government issued Identification
- 3) Social security card
- 4) Proof of prerequisite education (currently completion of 7th grade)
- 5) State Permit fee of \$25.00 in the form of a money order

To be eligible for enrollment into JACKSON BARBER COLLEGE, a potential student must show proof of completion of the 7th grade (ex: diploma, GED, or transcripts), provide a valid government issued ID and social security card, and must have reached the minimum age of 16 years old. Prospective students must have \$25.00 permit fee in a money order. There is currently no entrance exam, but students must meet the minimum requirements listed above. We do accept and assist special needs students. Any student needing special accommodations should discuss this with Administration prior to admission to ensure we are able to meet student's needs.

POLICY ON TRANSFER FROM OTHER INSTITUTIONS AND
CREDIT FOR PREVIOUS EDUCATION OR TRAINING

A student may transfer hours of barber training between Texas schools as well as from an out of state school. If transferring from a Texas school, all previously completed hours will already be on file with Texas Department Licensing and Regulation (TDLR). If transferring from an out of state school, student must provide required transcripts and a statement from the previous licensing authority to TDLR for approval.

POLICY ON TRANSFER OF STUDENTS BETWEEN PROGRAMS AT THE SCHOOL

Transfer between programs is not allowed. A student who enters the Class A Barber class is very unlikely to already hold a Cosmetology license (which is required for the other program, Cosmetology to Barber Crossover). Likewise, a student who holds a Cosmetology license would only need to enter the 300-hour Cosmetology to Barber Crossover Program and would not enter the full Class A Barber course.

CLASS A BARBER PROGRAM

1000 clock hours

- 1) Orientation to Barbering
- 2) Life Skills
- 3) Professional Image
- 4) Infection Control
- 5) Implements, Tools & Equipment
- 6) Basics of Chemistry
- 7) Basics of Electricity
- 8) Properties and Disorders of the Skin
- 9) Anatomy & Physiology
- 10) Treatment of the Hair and Scalp
- 11) Men's Facials
- 12) Men's Hair Replacement
- 13) Shaving & Facial Hair
- 14) Working Behind the Chair
- 15) Chemical Texture Services
- 16) Hair Coloring
- 17) Preparation for Licensing
- 18) Women's Hair Cutting & Styling
- 19) Skin Structure, Disorders, & Diseases
- 20) The Business of Barbering

COSMETOLOGY TO BARBER CROSSOVER PROGRAM

300 clock hours

- 1) History of Barbering
- 2) Barber Laws and Ruses Review
- 3) Implements, Honing, and Stropping
- 4) Shaving
- 5) Men's Haircutting and tapering
- 6) Beard and Mustache Trimming and Design
- 7) Hair Color Review
- 8) Permanent Waving and Relaxing Review
- 9) Manicuring and Nail Care Review
- 10) Facial Treatments and Skin Care Review
- 11) Anatomy and physiology Review
- 12) Blow-dry Styling Review
- 13) Shampooing and Conditioning Review

BOOKS USED

Standard Barbering 6th Edition published by Milady

CLASS SCHEDULE

FULL TIME Tuesday -Saturday 9:00 A.M. to 4:30 P.M.

(1 Hour Lunch Break)

PART TIME Tuesday – Saturday *See Instructor/Administrator

(1 Hur Lunch Break)

All students must attend class for the schedule daily hours. Full time students must accumulate a total of 120 clock hours per month and part time students must accumulate 80 clock hours per month.

PROGRAM COMPLETION REQUIREMENTS

A student, upon enrollment in JACKSON BARBER COLLEGE (part-time/full-time), understands that the course will be complete in no less than 9 months. Students must attend classes for the scheduled daily hours. Full-time students are to accumulate 120 hours a month and 80 hours a month must be accumulated by part-time students. Program can only be completed in 9 months if all tuition and fees are paid in full in the 9-month period. To graduate and receive a

certificate of completion, students must pass a comprehensive written and practical exit examination with a grade of 75% or better before taking the Texas State Board Exam.

THE CURRENT FACULTY/STAFF CONSISTS OF

Alvin Jackson	Owner/Director
Michael Latson	Instructor P/T
Crystal Bridges	Instructor P/T
Lisa Latson	Instructor P/T
DeAnne Jackson Angus	Chief Administrator

ALVIN JACKSON

Accomplished Business Owner

MICHAEL LATSON

Licensed Barber Instructor with 23 years of experience

Instructs Class A Barber and Cosmetology to Barber Crossover theory and practical application

CRYSTAL BRIDGES

Licensed Class A Barber

Instructs Class A Barber and Cosmetology to Barber Crossover theory and practical application

LISA LATSON

Licensed Class A Barber Instructor with 25 years of experience

Instructs Class A Barber and Cosmetology to Barber Crossover theory and practical application as a back up/fill in instructor

DeANNE JACKSON ANGUS

Bachelor's degree in Business Finance from CSULB

FACILITIES AND EQUIPMENT

Construction was completed on the present facility in September of 2019, and classes began winter of 2020. The 3000 square foot building is accessible to persons with disabilities and consists of a classroom, breakroom, laundry room, an office, a dispensary closet, and a practical floor for barbering with 20 barber chairs and stations. There are 8 state of the art televisions mounted and an integrated sound system for music, a closed-circuit camera system with 2 monitors, a cash register with credit card processing, and a snack vending machine for students and customers.

RULES & REGULATIONS FOR CONDUCT

Students should:

Wear clean smocks!

Dress neatly

Adhere to the dress code!

Display a good attitude; people skills and good customer service practices are expected of every student at the institution.

Use Electrical devices ONLY between clients and classes OFF the practical floor and in the student break area.

Not be in possession, use, or distribution of illicit drugs and alcohol. This will not be tolerated. Anyone violating this will potentially be prosecuted by local authorities and can result in imprisonment.

TUITION FEES & OTHER COSTS

CLASS A BARBER

Tuition	\$4500
Tools	\$840
Books	\$250
Enrollment	\$100
Permit Fee	<u>\$25</u>

Total Cost \$5715

COSMETOLOGY TO BARBER CROSSOVER

Tuition	\$1350
Tools	\$840
Books	\$250
Enrollment	\$100
Permit	<u>\$25</u>

Total Cost \$2565

OPPORTUNITIES AND REQUIREMENTS FOR FINANCIAL AID

JACKSON BARBER COLLEGE is in the process of accreditation and acceptance to be able to accept Pell Grants, Student Loans, VA. Education Benefit, and DARS grant from the Texas Department of Assistive and Rehabilitation Services.

ACCREDITATION AND APPROVALS

Effective June 2, 2022, JACKSON BARBER COLLEGE became a candidate for accreditation by the commission of the Council on Education and is entitled to the recognition and privileges resulting therefrom.

CANCELLATION AND REFFUND POLICIES

A full refund will be made to any student who cancels the enrollment contract within 72 hours (until midnight of the third day excluding Saturdays, Sundays, and legal holidays) after the enrollment contract is signed. A full refund will also be made to any student who cancels enrollment within the students first three scheduled class days, except that the school may retain not more than \$100 in any administrative fees charged, as well as items of extra expense that are necessary for the portion of the program attended and stated separately on the enrollment agreement.

Refund Policy

1. Refund computations will be based on scheduled course time of classes through the last documented day of an academically related activity. Leaves of absence, suspensions and school holidays will not count as part of the scheduled class attendance.
2. The effective date of termination for refund purposes will be the earliest of the following:
 - a) The date of termination, if the student is terminated by the school.
 - b) The date of receipt of written notice from the student: or
 - c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance and if after expiration of the 72-hour cancellation privilege the student does not enter school, not more than \$100 of any administrative fees charged shall be retained by the school for the entire program.
4. If a student enters the program and withdraws or is otherwise terminated, the school may retain not more than \$100 of administrative fees charged for the entire program. The minimum refund of the remaining tuition and fees will be the pro rata portion of tuition, fees, and other charges that the number of hours remaining in the portion of the course or program or which the student has been charged after the effective date of termination bears to the total number of hours in the portion of the course or program for which the student has been charged, except that a student may not collect a refund if the student has completed 75 percent or more of the total number of hours in the portion of the program for which the student has been charged on the effective date of termination. (More simply, the refund is based on the precise number of course time hours the student has paid for, but not yet used, at the point of termination, up to the 75% completion mark, after which no refund is due.)

5. Refunds for items of extra expense to the student, such as books, tools, or other supplies are to be handled separately from refund of tuition and other academic fees. The student will not be required to purchase instructional supplies, books and tools until such time as these materials are required. Once these materials are purchased, no refund will be made. For full refunds, the school can withhold costs for these types of items from the refund as long as they were necessary for the portion of the program attended and separately stated in the enrollment agreement. Any such items not required for the portion of the program attended must be included in the refund.

6. A student who withdraws for a reason unrelated to the student's academic status after the 75% completion mark and requests a grade at the time of withdrawal shall be given a grade of incomplete and permitted to re-enroll in the course or program during the 12-month period following the date the student withdrew without payment of additional tuition for that portion of the course or program.

7. A full refund of all tuition and fees is due and refundable in each of the following cases:

a) An enrollee is not accepted by the school.

b) If the course of instruction is discontinued by the school and this prevents the student from completing the course; or

c) If the student's enrollment was procured as a result of any misrepresentations by the advertising, promotional materials of the school, or representations by the owner or representatives of the school.

A full or partial refund may also be due in other circumstances of program deficiencies or violations of requirements for career schools and colleges.

Refunds, when due, are made WITHIN 45 DAYS, without requiring a request from the student.

STATE REQUIREMENTS FOR LICENSURE

Texas Law:

Restricts the issuance of occupational license based on a license applicant's criminal history and

Authorizes TDLR in some cases to consider a person convicted, even though the person was only on probation or community supervision without a conviction.

This serves as notice that as an applicant/enrollee in an educational or training program that prepares individuals for issuance of an occupational license, you have been provided with notice by Jackson Barber College of the following:

If you have been convicted or placed on probation, you might not be eligible for issuance of an occupational license issued by TDLR after you complete this educational or training program.

TDLR's criminal history guidelines are available at www.tdlr.texas.gov/crimconvict.htm and include restriction guidelines TDLR uses to determine eligibility, and

You have the right to request a criminal history evaluation letter from TDLR, which is explained in more detail at the website above.

CAREER PATHS FOR EMPLOYMENT WITH LICENSURE

Booth Rental Barber

Barber Shop Owner

Barber Shop Manager

Barber Supply Store Owner

Mobile Barber

State Board Inspector

Barber School Instructor

Barber School Owner

Jackson Barber College maintains a policy to offer placement assistance to all students that graduate from any program that is offered here at the school. Students will be counseled about the industry, program requirements, and potential career paths available by the Administrator.

GRADING SYSTEM

Success in the Barber program is made up of a combination of attendance, grades, and student conduct. A student's poor performance could cause them to be placed on probation and could cause dismissal from school.

A 90-100%

B 80-89%

C 70-79%

D 60-69%

F 50% and below

Students are tested and evaluated on a weekly basis. Hours and evaluations are compiled into monthly progress reports and shared with students and added to their file. For satisfactory performance, a student must achieve the following:

Adhere to a minimum of 70% attendance rate

Maintain a minimum grade ping average of 75% or greater

Maintain satisfactory conduct as relates to school rules and regulations

ACADEMIC SCHOOL CALENDAR

Jackson Barber College offers classes the entire year.

New enrollment is on every Tuesday

Holidays Observed:

January New Year's Day

May Memorial Day

July Independence Day

Sept. Labor Day

Nov. Thanksgiving Break

Dec. Christmas Break

ATTENDANCE POLICY

Students must attend at least 80% of their scheduled hours to be considered passing. If a student is absent for 14 consecutive school days, they must fill out a leave of absence form or be dropped from the program. For VA students, they must not be absent more than 5 consecutive school days before they will need a leave of absence or be dropped from the program.

LEAVE OF ABSENCE

A leave of absence must not exceed 6 months or 180 days. The leave of absence must be in writing, must state the reason for the leave and it must state the date the student is to return to school. A leave of absence will not be counted as time elapsed when calculating refunds.

STREET ADDRESS OF MAIN CAMPUS

JACKSON BARBER COLLEGE

4600 Bellfort Ave.

Houston, TX 77051

832-804-6046

GRIEVANCE POLICY

A student who has a grievance concerning any of the schools' rules, regulations, policies, procedures, grading system, or any other matter concerning the school may file a written request for a review with the school director. A written reply will be provided to the student within 7 business days by the director or designated staff person. If the matter cannot be resolved at the school level to the satisfaction of the student, the student may forward a copy of the grievance to the Texas Department of Licensing and Regulation or to the Council on Occupational Education at the addresses below.

Texas Department of Licensing and Regulation

P.O. Box 12884

Austin, TX 78711

512-458-0111

Council on Occupational Education

7840 Roswell Bldg. 300 suite 325

Atlanta, GA 30350

770-396-3898

www.council.org