

ELITE BARBER COLLEGE

SCHOOL CATALOG

January 01, 2023 to December 31, 2023

A Non-Accredited Institution

16795 Monterey Rd, Unit C
Morgan Hill, CA 95037
(408) 509-9782

www.elitebarbercollege.com

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As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

Prospective students or the general public may request a copy of this school catalog, at no charge, in person, via our website (www.elitebarbercollege.com), or via mail (16795 Monterey Rd, Unit C, Morgan Hill, CA 95037). Our School Performance Fact Sheets, containing information regarding completion rates, placement rates, license examination passage rates, and salaries or wages, and the most recent three-year cohort default rate, if applicable, can also be found via our website or requested in person or via mail.

THE SCHOOL CATALOG AND ENROLLMENT AGREEMENT ARE ONE DOCUMENT.

Student Initials:* _____

APPROVAL DISCLOSURE

ELITE BARBER COLLEGE has been granted institutional approval to operate by the California Bureau for Private Postsecondary Education (BPPE). BPPE Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California Code of Regulations. Institutional approval must be renewed every five years and is subject to continuing review. The courses approved by the BPPE are the **Barber Course for 1000 Clock Hours and Cosmo/Barber Crossover Course for 200 Clock Hours.**

Barbering and Cosmo/Barber Crossover programs are also approved by the California Board of Barbering & Cosmetology (BBC) which set minimum standards for our program of study in accordance with Education Code (Section 94915.)

Currently our college does not offer any type of state or federal financial assistance to cover the financial costs associated with our courses of study. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

BANKRUPTCY

Our college is not involved in any type of Bankruptcy action such as having a pending petition before a Bankruptcy court, or operating as a debtor in possession nor have we filed a petition within the preceding five years or have had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et seq.)

COMPLAINT PROCEDURE

Elite Barber College takes complaints/grievances seriously. Any person seeking to resolve a problem or complaint should first contact the instructor in charge, verbally or in writing. The instructor will address the issue within 48 hours with the person seeking resolution. If the problem/complaint remains unresolved, the person can request in writing that further action be taken or appeal the instructor's resolution to the College Owner Carrie Leal. Further actions will be taken in person within 48 hours of the request until a resolution that both the affected person and the College personnel both find appropriate as a complete decision.

A student or any member of the public may file any unresolved complaints about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the Bureau's Internet Website www.bppe.ca.gov

ACCREDITATION

This institution is not accredited by any accrediting agency recognized by the United States Department of Education. Therefore, a student enrolled is not eligible for federal financial aid at this time.

NOTE

Elite Barber College reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect enrolled students.

WELCOME MESSAGE FROM THE OWNER

Dear Prospective Student,

Welcome to Elite Barber College and thank you for considering our college to assist you in obtaining your desired barber experience. Elite Barber College welcomes all persons interested in pursuing a barbering career. We would love to have you come visit our school to see our facility, meet the teaching staff, and learn more about the program that we offer. We will be pleased to meet all prospective students and answer all your questions, and hope to provide you with the opportunity for a successful future in the hair industry.

At Elite Barber College we offer the proper training and skills to pass the Board of Barbering and Cosmetology examination including our focus for students to succeed in their future barbering career. We place emphasis on how to be successful in the industry, as well as be successful at every operation necessary to create the barbering lifestyle that you desire. Our cores of hard work, dedication, structure and practice on the student side will be needed to succeed. In addition, to grow in your skills as a licensed barber, you will learn shop management, business concepts, and the techniques and skills to offer personal success in your future as a barber.

It is a pleasure to have you join us at Elite Barber College; our goal is to help you discover your ability to transform your life through your training. Training is your investment in your future and the degree of your success will depend on the effort you are willing to apply during the entire course of your training. All classes are held at 16795 Monterey Rd, Unit C, Morgan Hill, CA 95037.

**Sincerely,
Carrie Leal
Owner/CEO**

MISSION STATEMENT

Elite Barber College's mission is to guide our students to excel at practical and theory skills to pass the state licensing examination and to become licensed barber professionals. Our goal is to have each student meet expectations and come out with elite training in the barber industry. Our institution will make sure that students have proper networking skills, and direct each student towards the right path in their desired barbering career, whether it may be employed in a Barber Shop or Salon establishment or owning and operating their own Barber Shop or Salon establishment.

EDUCATIONAL OBJECTIVE

To provide each enrolled student with a high-quality program, in an environment conducive to attaining real world skills, by adopting a straightforward pragmatic methodology. Students will be introduced and provided with structured education in a learning environment that offers time to acquire hands-on experiences and provide the knowledge and techniques needed to successfully complete their programs of study, as well as sustained career success. Our school simulates barber shop conditions to help our students "learn-by-doing", with modern equipment and a variety of supplies that help enhance the student's product knowledge and creativity as a professional barber. Our students practice managing the reception desk, setting appointments, answering the telephone, operating the cash register and assisting in operating our supply system. Elite Barber College faculty is exhibited daily on the clinic floor. This core staff is supplemented with professional barbers, lecturers and trainers with proven expertise from virtually all barbering spectrums. Upon completing the course of study, the graduate should be able to function effectively in one of the avenues of the industry such as: Barber, Barber Shop owner/operator, or Barber Supply/Equipment Sales Representative. Normal progression should move him/her to positions such as Barber Shop employee or manager, Barber Shop Owner, or School Owner.

FACILITY & EQUIPMENT

Elite Barber College, where all class sessions are held, is located at 16795 Monterey Rd, Unit C, Morgan Hill, CA 95037. A 2425 sq ft, air-conditioned, one story modern unit within a small retail strip mall in the city of Morgan Hill. The facility is accessible to all public transportation with sufficient parking available in the rear of the building. The school, the facility it occupies, and the equipment it utilizes fully complies with all Federal, State and Local laws, regulations and ordinances; this includes those requirements as to fire safety, building safety, and health regulations. We offer modern equipment including barber chairs, individual styling stations, shampoo bowls, dryers, towel steamers, electric and non-electric curling irons, and a variety of other professional products and supplies which are available to students for training and to enhance the student's product knowledge.

COURSES OF STUDY

BARBER COURSE: The course of study for students enrolled is to provide barber training and shall consist of one thousand (1,000) clock hours of technical instructional and practical operations covering all practices constituting the art of barbering.

Educational Goals: The Barbering course of study is designed to prepare students for the state licensing examination and for profitable employment as a Barber (S.O.C. 39-5011).

A Barber must be licensed to practice in the state of California.

The program is delivered Monday through Sunday, 7 days a week, up to 8 hours a day.

COSMO/BARBER CROSSOVER COURSE: For licensed Cosmetologists, the course of study for students enrolled in the crossover course is to provide barber training to licensed cosmetologists and shall consist of a two hundred (200) clock hour curriculum of technical instruction and practical operations covering barber practices that are not a part of the required training or practice of a cosmetologist.

Educational Goals: The Cosmo/Barber Crossover course of study is designed to prepare cosmetologist students for the state licensing examination and for profitable employment as a Barber (S.O.C. 39-5011).

A Barber must be licensed to practice in the state of California.

The program is delivered Monday through Sunday, 7 days a week, up to 8 hours a day.

LIBRARY RESOURCES

Access to a library and other learning resources are not required by the curriculum to support the instructional needs of the students, (CCR Section 71270 and CCR Section 71740) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by the Barbering and Cosmetology Board of California.

Learning resources are available containing many audio and visual aids including books, periodicals, magazines on styling, skincare, nail care, motivation, and health and wellness for the student's reference. Students may check-out any reference materials by submitting a request to the instructor or a member of the College staff.

ONLINE RESOURCES AVAILABLE

- **Milady**

A leading publisher of beauty education materials.

<https://www.milady.com/catalog/milady-standard-barbering-6th-edition>

Milady's Standard Professional Barbering, 6th ed. (printed in 2017)

- **Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, Occupational Outlook Handbook

<https://www.bls.gov/ooh/personal-care-and-service/barbers-hairstylists-and-cosmetologists.htm>

TEXTBOOKS, EQUIPMENT & SUPPLIES

All necessary textbooks, equipment, and supplies will be provided for students to check out or utilize at the College and will be maintained in the classroom at all times. The school also makes available all tools and equipment needed to successfully graduate available for purchase. Elite Barber College is not responsible for a student's equipment, either lost or stolen.

ADMISSION REQUIREMENTS

Individuals enrolling are admitted as regular students under the following criteria:

- Government issued picture identification
- Social Security or ITIN Card
- High School or College/University Diploma or Transcript (that clearly states you have met all graduation requirements), or GED, California State Proficiency Test or its equivalent,
OR
- If Home Schooled, a valid certification document provided by the state in which you were homeschooled must be provided and it must be equivalent to a High School Diploma,
- For a student that graduated high school outside the United States he/she must have the High School Diploma translated into English by an independent evaluator and have it certified that it meets the high school equivalency as required by the United States standards or California Board of Education standards.
- For licensed cosmetologists: a valid cosmetology license, Government issued picture identification and Social Security or ITIN Card are required for admissions.

An applicant lacking the High School Diploma or its equivalent, must be at least 17 years old (compulsory school attendance in California), must have completed the 10th grade education level or its equivalent as required by the California Board of Barbering and Cosmetology and pass an Ability to Benefit (ATB) exam prior to admission.

Students wanting to be admitted under these criteria, will be required to pass one the Ability to Benefit test approved by the US Department of Education administered by an independent proctor. Elite Barber College accepts the following ATB exams with the listed passing score:

- ASSET Basic Skills Tests – Reading 34/ Writing 34/ Numerical 33
- CPAT Basic Skills Subtests – Language Usage 43/ Reading 44/ Numerical 42
- CESLA (Combined English Language Skills Assessment) 90
- Wonderlic Basic Skills Test – Verbal 200/Quantitative 210

Applicants subject to these criteria are referred to as students admitted under the Ability-to-Benefit guidelines. The admissions personnel will provide applicants with additional information as to how to arrange for the Ability to Benefit test. All Ability to Benefit students must take and pass the test prior to admissions. If you do not pass the exam, re-testing is available after a one-week waiting period and the independent test agency will explain and provide you with the re-testing procedures.

ADMISSIONS & FINANCIAL OFFICE HOURS

Applicants for admissions may secure information on Monday – Fridays between 9:00 a.m. - 8:00 p.m., and Saturday - Sunday 9:00 a.m. - 5:00 p.m.

CREDIT EVALUATION/TRANSFER POLICY

Appropriate credit may be granted for prior training hours or experience at the discretion of the College and verification by College officials of its validity of any transcripts submitted under the Board of Barbering and Cosmetology Act & Rules and Regulations. Occasionally, a student's acceptance by the College will depend entirely on the Board of Barbering and Cosmetology approval of prior training.

Assessment policies and procedures - Prior hours will be granted to students with training from a licensed Barber or Cosmetology school in California with proper documentation for training obtained that is identical to training provided by Elite Barber College. We reserve the right to determine the amount of credit we will accept. Prior hours must be accepted and applied prior to signing an enrollment agreement.

Provisions for appeal - Students may appeal the institution's decision not to accept transfer credits by submitting a written appeal for reconsideration to the CEO, Carrie Leal, at 16795 Monterey Rd, Unit C, Morgan Hill, CA 95037.

Student charges - Students that are accepted for enrollment with prior hours will be charged as follows: enrollment fee, transfer fee, tuition based on hours needed multiplied by the current hourly rate. A Transfer fee of \$500.00 is applied to transfer students requiring less than 750 hours of study.

Experiential learning - Credit is not awarded for prior experiential learning.

RE-ENTRY POLICY

All students who withdraw may re-enter into the program without the loss of Program hours and provided it is within five (5) years from the date of their withdrawal, which is the institution's policy. All records of the student are stored for five (5) years only and it is the responsibility of the student to maintain all documents received from the institution. The institution reserves the right to evaluate the previous enrollment and to verify that the student was in good standing with the College before the student is accepted for re-enrollment. A new registration fee will be required to be paid at the time of re-enrollment in the amount of \$100.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Elite Barber College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the Barber Course or Cosmo/Barber Crossover Course program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason, you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Elite Barber College to determine if your certificate will transfer.

ENGLISH AS A SECOND LANGUAGE

This institution does not offer English as a Second Language ("ESL") course. All prospective students that are accepted for enrollment must be proficient in the English language.

CALENDAR/HOLIDAYS

The College is closed on the following holidays: New Year's Day, ML King Jr. Day, President's Day, Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Eve day, Christmas Day, New Year's Eve Day. A 'special' holiday may be declared for emergencies or special reasons. Holy Days of all religious beliefs are respected and allowed.

CLASS SCHEDULES

Classes begin monthly unless there is a greater enrollment class, in which case, a class might begin before the first Monday of every month.

ATTENDANCE STATUS

Full-time: Any student scheduled to attend 30 hours or more per week is considered to be a full-time student. Part-time enrollment is defined as 20 - 29 hours per week.

Elite Barber College is open Monday – Fridays between 9:00 a.m. - 8:00 p.m., and Saturday - Sunday 9:00 a.m. - 5:00 p.m. The course length for each enrolled full time or part-time student is as follows:

Barber Course (F/T 30 hrs/wk.) – 1000 Hours 34 weeks
Barber Course (P/T 20 hrs/wk.) – 1000 Hours 50 weeks

Cosmo/Barber Crossover Course (F/T 30 hrs/wk.) – 200 Hours 7 weeks
Cosmo/Barber Crossover Course (P/T 20 hrs/wk.) – 200 Hours 10 weeks

STUDENT CONDUCT

Students are expected to behave professionally and respectfully at all times. 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. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending the College, including wearing closed-toe shoes. At the discretion of the College administration, a student may be dismissed from school for reasons including, but not limited to:

- Attending class in an intoxicated or drugged state,
- Possession of drugs or alcohol at the college campus,
- Possession of a weapon at the college campus,
- Behavior that has the creates, or has the potential to create, a safety hazard to other persons,
- Disobedient or disrespectful behavior to other students, administrators, or instructors,
- Interference with any instructor or administrator in connection with carrying out their duties,
- Forgery, alteration, or misuse of time records or documents,
- Cheating, plagiarism or any other academic dishonesty, or
- Stealing or damaging the property of another.

Any student found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Owner (or co-owner) of Elite Barber College and such determination will be made within 10 days after meeting with the Owner and the student in question.

NON-DISCRIMINATION STATEMENT

This institution does not discriminate on the basis of race, color, religion, ethnic origin, sex, disability, financial status, age, area of origin or residence in its admissions, instruction, or graduation policies. We will not tolerate that in our institution and will immediately take action if any discriminative scenario occurs in our campus.

DISABLED STUDENTS

Access for disabled students to the institution's facilities is available. This institution does offer programs for the disabled student depending on the physical ability of the potential student.

HEALTH AND PHYSICAL CONSIDERATIONS

Generally, the professional in the barber field must be in good physical health for he/she will be working in direct contact with clients. In most aspects of the barber culture field there is a great deal of standing, walking, pushing, bending and stretching, and sometimes for long periods of time. Our institution takes safety first and will do our best to judge a student's condition on being able to perform. A person must consider his/her physical limitations in terms of making a career choice that involves extensive training. We promote the acceptance of students with physical limitations or disabilities if these students believe they can fulfill training demands. If a female student is pregnant prior to enrollment, she must furnish a letter from her Medical Doctor stating she can work around chemicals and withstand the long hours of standing. This letter must be furnished to enrollment personnel prior to her enrollment. In the case where a currently enrolled female student becomes pregnant, she must inform the school and furnish a letter from her Medical Doctor stating she can continue in the course and work around chemicals and withstand the long hours of standing.

SEXUAL HARASSMENT

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

STUDENT SERVICES

This institution maintains a focus on the delivery of educational services. Should a personal problem which interferes with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance. Placement services and career counseling are available to enrolled students of this institution, however, this institution does not provide orientations, airport reception services, housing assistance, or other services.

PLACEMENT ASSISTANCE

Job placement assistance is provided to graduates and students within the area at no additional charge. Upon graduation, the process of follow-up begins. When students take the licensing examination, it is recorded as a pass or fail. A barber license provides many employment opportunities. After passing the exam, students are encouraged to return for placement assistance by reviewing the listings of barber shops and salons seeking employees, the requirements, salary, and other pertinent information. The institution does not guarantee placement to any student.

CAREER COUNSELING AND PERSONAL ATTENTION

Students are counseled individually, as often as necessary but at least every eight weeks to review the student's progress and adjustment. Successful Barber Shop owners and Barbers are scheduled into the school regularly to give demonstrations and to discuss career goals with the students. This activity supplements the daily counseling carried out by the instructors and supervisor. Students may request additional counseling sessions at any time. Students are given personal attention assistance at every stage of training from the first day of enrollment to the day of graduation. At predetermined intervals, assessments are utilized to evaluate the rate and quality of the student and remedial assignments are made when required. Particular attention is given to preparation for the Board of Barbering and Cosmetology Examination.

HOUSING

Our College does not offer any type of housing nor do we offer any type of housing assistance (i.e. housing referral, location assistance or financial housing assistance).

DISCLOSURE OF EDUCATION RECORDS

Student records for all students are kept at the College for five (5) years. Transcripts and certificates earned are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records are inaccurate or misleading, the student may request that errors be corrected. If a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a copy of the signed enrollment agreement, school performance fact sheet, certificate granted, and transcript of grades earned.

Written consent is required from the student (or their parent/guardian if the student is a dependent minor) before education records may be disclosed to third parties with the exception of accrediting commissions and governmental agencies so authorized by law.

PROOF OF TRAINING & TRANSCRIPT

The first official Proof of Training (POT) or transcript is provided at no charge. Subsequent copies are available upon advance payment of the POT or transcript fee of \$25.00 for two copies. POTs and Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No POT or transcript will be issued until all tuition and other fees due to the institution are paid.

SCHOLARSHIPS

Our Academy does not award any institutional scholarships incentives at this time.

VISA SERVICES

This institution does not admit students from other countries, so no visa related services are offered. This institution does not provide airport reception services or other services.

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

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

ATTENDANCE PROGRESS EVALUATION: Students are required to attend school daily during College operating hours with a minimum of 67% of the course hours possible based on the applicable attendance schedule below 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 67% 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 (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is:

MAXIMUM TIME ALLOTTED - COURSE WEEKS SCHEDULED HOURS

Barbering (F/T 30 hrs/wk.) – 1000 Hours 50 weeks

Barbering (P/T 20 hrs/wk.) – 1000 Hours 75 weeks

Cosmo/Barber Crossover (F/T 30 hrs/wk.) – 200 Hours 10 weeks

Cosmo/Barber Crossover (P/T 20 hrs/wk.) – 200 Hours 15 weeks

EVALUATION PERIODS: Satisfactory Academic Progress will be assessed at the following benchmarks of actual attended hours:

Barber program:

350 hours

600 hours

850 hours

Cosmo/Barber Crossover program:

100 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 had at least one evaluation by midpoint of the course.

ACADEMIC PROGRESS EVALUATIONS: Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study and through a series of quizzes in which the student must achieve a minimum grade of 70% to pass and maintain satisfactory academic status. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. 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 grade average of 70% and pass a FINAL written skills and practical exam with a minimum score of 75% (equivalent to the score required to pass the Board of Barbering and Cosmetology Licensing Examination) prior to graduation. Students must make up for failed or missed quizzes and exams and incomplete assignments. It is the student's responsibility to discuss and resolve missed assignments, quizzes, and exams with his/her instructor as applicable.

GRADING SYSTEM

Students are evaluated on a regular basis on theory, practical, and clinical work. The evaluations are measured on a standard percentile basis and the percentage equated to a letter grade.

Evaluation forms are issued to the students at the end of each evaluation period. The evaluation form reflects the overall Attendance (measured in actual hours & weeks) and Academic progress of the student. Students must maintain a **"C" (70%)** average to maintain satisfactory academic status. The system detailed below is the system utilized in the school:

ACADEMIC GRADING POINT GRADES FOR PRACTICAL WORK
100 - 90% Superior Performance (GPA 4) 4.0 POINTS=A
89 - 80% Above Average (GPA 3) 3 POINTS=B
79 - 70% Average (GPA 2) 2 POINTS=C
69 - 60% Unsatisfactory (GPA 1) 1 POINT=D = NOT PASSING
59 - 00 % Fail (GPA 0) 0 POINTS=F = NOT PASSING

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per the school's policy. The student's grade will be monitored at each evaluation period and, if the student's grade point average falls below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student may submit a written request for an administrative academic review to the school's administration office (16795 Monterey Rd, Unit C, Morgan Hill, CA 95037). After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. A student's failure to achieve satisfactory academic progress at this point may result in dismissal from the program. If requested by the student, the Chief Academic Officer will offer assistance in locating a suitable tutor and the student is financially responsible for the cost of such tutoring as applicable.

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next evaluation.

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.

EXCUSED AND UNEXCUSED ABSENCES

Satisfactory attendance progress must be maintained. All absences (with the exception of approved Leave of Absences) cannot be made up and might jeopardize the student's ability to complete the course during the allotted course length and term. All clock hours required by the California Board of Barbering and Cosmetology (1,000 clock hours for barbering course, and 200 clock hours for cosmo/barber crossover course) must be

completed before the student is eligible for graduation. Absences may be excused with prior approval from the Admissions Office. Absences for an extended period of time due to illness will require a written statement from an attending physician before the student will be readmitted to the College.

Absences of five (5) consecutive days per month are considered excessive. In the event any student has fourteen (14) consecutive unexcused absences from school and has not notified the school and received permission to be absent, the student may be automatically terminated and the termination date will be the last day of actual attendance. The student may re-enroll per the terms of the college's re-enrollment policy. Student's may also seek to use the college's Leave of Absence Policy for extended absences (beyond 14 days) that qualify and are approved by the school administration as applicable.

NONCREDIT, REMEDIAL COURSES, REPETITIONS

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

TRANSFER HOURS

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.

PROGRESS POLICY

Considering the varied capabilities of individual students, some may progress from one phase of training to another at a more rapid pace. However, all students must satisfactorily complete all subject matter prior to graduation unless credit has been allowed for previous training or experience in a particular subject area. Successful graduates will be awarded an appropriate certificate upon completion of their training program.

LEAVE OF ABSENCE (LOA)

Students may experience extended personal, medical or other problems which make it difficult to attend class. This institution may allow a student under such circumstances to take a Leave of Absence (LOA), from the program. Students needing a LOA for medical, health, welfare, or travel must do so in writing and submit it in advance of the leave. All submitted LOA's must be approved by the school administration before the LOA can begin.

Occasionally, unforeseen circumstances prevent the student from requesting a LOA in advance (i.e. an injury in a car accident which requires extended hospitalization). When certain exceptions apply, as with the example given, notification to the administration office by phone text, email or fax must be done as soon as possible for documentation purposes. The beginning date of the approved LOA is determined by the institution to be the first date that the student was unable to attend the institution because of the event. In such cases, upon return, documentation to verify the need for the LOA may be requested, and signatures will be required in order to extend the anticipated completion date equally to absences and be re-admitted to the school. There must be a reasonable expectation that the student will return from the LOA in order for a LOA to be approved.

Students who are granted LOAs will not be assessed any additional charges while they are on LOAs. No refund calculations will be performed during the LOA. Additionally, the student's contract will be extended by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties.

A student may request more than one LOA during his/her contracted time frame, however, the cumulative total (number of days) of extended absence days must not exceed one hundred eighty (180) days in any 12-month period. Students' are welcome to re-enroll when their personal circumstances allow for such, in accordance with the College's admission and re-entry policies.

A student who fails to return from a LOA will be considered dismissed (terminated), as of the last day of recorded attendance prior to the start of the LOA, and appropriate refunds as may be required will be issued accordingly.

STUDENT CLOCK HOUR POLICY

The Board of Barbering and Cosmetology will only recognize time-clock punched hours of attendance, as a result of this requirement this school can only give clock hour credit to students who record their attendance by using the time clock to punch in and out at the start and end of their class day and lunch period. Each student must check in or out on their own time card when entering or leaving the school, and also when recording breaks or lunch periods. No student may clock in or out for another student; this rule is strictly enforced. Time cards reflect the student's daily record of hours and operations, thus, it is important that all of your hours and operations are recorded properly and accurately. All time cards will be retained/stored in their entirety for six (6) years by the school.

Full-time students are permitted a thirty (30) minute lunch break, and one fifteen (15) minute break. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the premises of the College at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing and clock out on their time card accordingly.

Students will be deemed tardy if their arrival at the school as indicated in the student's time card exceeds five (05) minutes after their regularly scheduled time for attendance, e.g. starting time, breaks, and lunch period. Students will have fifteen (15) minutes deducted from their time if the tardiness exceeds five (05) minutes, or thirty (30) minutes if tardiness exceeds twenty (20) minutes. Early departures without permission will be treated the same as a tardy and may result in an unexcused absence.

Personal grooming, leaving the building, reading material not related to your training or activity not related to your training are not tolerated. If this occurs, you will be asked to stop such activity or to punch out for the remainder of the day. Continued activities of this nature could result in your termination.

TUITION AND FEES

COURSE	TUITION	REGISTRATION FEE (non-refundable)	STRF*	TOTAL PROGRAM CHARGES
Barber Course	\$12,500	\$100	\$0	\$12,400
Cosmo/Barber Crossover Course	\$3,000	\$100	\$0	\$2,900

Barber Course

ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE EDUCATIONAL PROGRAM
\$12,500

Barber/Cosmo Crossover Course

ESTIMATED TOTAL CHARGES FOR THE PERIOD OF ATTENDANCE AND THE ENTIRE EDUCATIONAL PROGRAM
\$3,000

*STRF will be charged in addition to the above prices at \$2.50 per \$1,000 of all fees and rounded downward/upward to the nearest thousand. NOTE: STRF is **non-refundable**.

*Student Initials**: _____

STUDENT TUITION RECOVERY FUND (STRF) DISCLOSURE:

A qualifying institution shall include the following statement on both its enrollment agreement and school catalog.

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important to keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in the teach-out plan approved by the Bureau or did not complete the chosen teach-out plan approved by the Bureau. closed before the course of instruction was completed.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution, or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution for more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non collection may, at any time, file a written application for recovery from STRF for debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

The current STRF assessment is \$2.50 per \$1,000.00.

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund (CEC 94911 (f)). If the student defaults on a federal or state loan, both the following may occur: (a) The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed in the loan; (b) The student may not be eligible for any other federal student aid at another institution or other government financial assistance until the loan is repaid. If the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

Elite Barber College reserves the right to change the tuition and fees and make subject changes without prior notice when necessary. Any change will not affect currently enrolled students.

METHODS OF PAYMENT

The Chief Academic Officer will develop a personalized payment program for each individual. All tuition and fees are payable in advance unless other arrangements have been made prior to commencement of classes. Payment schedules (weekly, monthly, and quarterly) are available. No interest is charged for participation in the payment plans offered, however, late fees do apply for late payments two or more days delinquent. These payment plans are provided as a free service to our enrolled students.

All financial arrangements must be made before the student begins classes. The College will contact students who are delinquent in paying tuition and fees. Delinquent students are encouraged to make specific arrangements with the College in order to settle their delinquency and remain in good financial standing.

Elite Barber College accepts cash, checks, and credit cards for payments. **This institution does not provide financial aid to the students at this time.**

LATE FEE CHARGE: If tuition payments are not made as agreed, a late fee will be assessed as follows:

2 days = \$10.00

7 days = \$25.00

30 days = \$50.00

unless other arrangements have been made with the college Chief Academic Officer. Please be advised that if your account becomes delinquent more than 30 days, and special arrangements have not been made, the school may elect to terminate your enrollment in the specified course of study and any fees owing you will be required to pay or the school will pursue legal collection if necessary.

NOTICE OF STUDENT RIGHTS

STUDENT'S RIGHT TO CANCEL: The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session (first day of classes), or the seventh day after enrollment (seven days from date when enrollment agreement was signed), whichever is later. After the end of the cancellation period, the student has the right to withdraw from the College at any time and receive a refund for the part of the course not taken that was paid for in advance, less the non-refundable registration fee of one-hundred dollars (\$100).

School or Course Cancellation: If a course is canceled subsequent to a student's enrollment and before instruction in the course has begun, a fair refund settlement will be made. If the school is permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student.

REFUND POLICY

After the cancellation period, Elite Barber College provides a prorated refund of funds paid for tuition charges to students who have completed 60 percent or less of the period of attendance. Once more than 60 percent of the enrollment period in the entire course has been incurred (including absences), there will be no refund to the student. If the student has paid an amount that is more than the amount owed for the time attended, then a refund will be made within 45 days of the official withdrawal date and after the student's return of any materials already provided, as applicable. If the amount owed by the student is more than the amount the student has already paid, the student must arrange to pay the amount owed to Elite Barber College as soon as possible.

Official withdrawal date is the student's notification to the school's Owner (or co-owner), or the school's Determination.

Determination of withdrawal from school: The withdrawal date shall be the last date of recorded attendance. The student would be determined to have withdrawn from school on the earliest of:

- The date the school terminates your enrollment due to academic failure or for violation of its rules and policies stated in the catalog.
- The date you fail to attend classes for a two-week period and fail to inform the school that you are not withdrawing.
- The date you failed to return as scheduled from an approved leave of absence. The withdrawal date shall be the last date of recorded attendance. The date of the determination of withdrawal will be the scheduled date of return from LOA.

BARBER COURSE OUTLINE

The curriculum for students enrolled in a barbering course shall consist of a minimum of one-thousand (1000) clock hours of technical instruction and practical operations covering all practices constituting the art of barbering pursuant to Section 7316 of the Barbering and Cosmetology Act. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction in the practical phases of barbering required for a student enrolled in a 1,000-hour course shall include training in basic haircutting and in hairstyling of all textures of hair at the discretion of the school owner or instructor. Such technical instruction and practical operations shall include performance of the following minimum:

<u>UNITS OF INSTRUCTION</u>	<u>Hours:</u>
Health & Safety	100
Disinfection and Sanitization	100
Chemical Hair Services	100
Haircutting & Hairstyling	250
Shaving & Beard Styles	200

Barber Industry Strategies	100
Final Exam Preparation	150
TOTAL HOURS	1,000

COSMO/BARBER CROSSOVER COURSE OUTLINE

The curriculum for students enrolled in a cosmo/barber crossover course shall consist of a minimum of two-hundred (200) clock hours of technical instruction and practical operations covering those practices that are not a part of the required training or practice of a cosmetologist. Technical instruction shall mean instruction by demonstration, lecture, classroom participation, or examination. Practical operation shall mean the actual performance by the student of a complete service on another person or on a mannequin. The course of instruction shall include sufficient training in the various aspects of barbering necessary to prepare the student properly for the barber examination and to provide barber services in an establishment. Such technical instruction and practical operations shall include performance of the following minimum:

<u>UNITS OF INSTRUCTION</u>	<u>Hours:</u>
Health & Safety	10
Disinfection and Sanitation	10
Haircutting & Hairstyling	90
Facial/Shaving/Rolling Cream Massage	75
Final Exam Preparation	15
TOTAL HOURS	200

COURSE PERFORMANCE OBJECTIVE - BOTH COURSES:

1. Acquire knowledge of laws and rules regulating California's barbering establishments' practices.
2. Acquire the knowledge of sanitation and sterilization as related to all phases of hair and skin.
3. Acquire knowledge of general theory relative to barbering including anatomy, physiology, chemistry, and theory.
4. Acquire business management techniques common to Barbering.
5. Acquire the skills and techniques necessary to be eligible to sit for the exam for state licensure in California administered by the California Board of Barbering and Cosmetology.

SKILLS TO BE DEVELOPED

1. Learn the proper use of implements relative to all barbering services.
2. Acquire the knowledge of analyzing the hair and scalp prior to all services to determine any disorders.
3. Will learn the procedures and terminology used in performing all Barbering services.

ATTITUDES AND APPRECIATION'S TO BE DEVELOPED

1. Able to appreciate good workmanship common to barbering.
2. Possess a positive attitude towards the public and colleagues.
3. Appreciate honesty and integrity.
4. Have improved personality in dealing with patrons and colleagues.

Additional training will be given in the following subject matters under both courses: Shop/salon management, communication skills including professional ethics, networking, decorum, salesmanship,

record keeping, employment development, managing the reception desk, setting appointments, answering the telephone, operating the cash register and assisting in operating a shop/salon supply system, and other subjects relating to the Barbering and Cosmetology field.

GRADUATION REQUIREMENTS: When a student has completed the theory and practical operation hours in the Barbering (1,000 hours of instruction) or Cosmo/Barber Crossover (200 hours of instruction) program, as required by the Board of Barbering and Cosmetology, holds a GPA of "C" (70%) or higher, and passed the final skills exam administered by the College with a passing score of 75%. A student will be awarded a Certification of Completion certifying their graduation upon completing the required theory and practical operation hours with the minimum grade. Students are assisted in completing the necessary documents to file for the appropriate California Board of Barbering and Cosmetology Licensing Examination. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber license.

LICENSING REQUIREMENTS: Applicant must be 17 years of age or older and have completed the 10th grade. In addition, the applicant must have been trained in an approved California School, have submitted a valid, completed proof of training document to the Board of Barbering and Cosmetology, and have no outstanding fines with the Board of Barbering and Cosmetology. The Registered California Barber license will be granted by the State of California only after the student has successfully completed and graduated from the Barbering course as described above and passed the Board of Barbering and Cosmetology Licensing Exam with an overall average score of 75%.

FACULTY

Owner/Chief Executive Officer: Carrie Leal

Co-owner/Chief Operating/Admissions Officer: David Lopez

Chief Academic Officer & Instructor: Juan Carlos Leal

INSTRUCTOR QUALIFICATIONS:

Juan Carlos Leal

Licensed Barber working on a full-time basis for more than four years

Experience in all types of hair and styles

Owner of two well-established and successful Barber Shops in the Silicon Valley since 2018 and 2020

QUESTIONS

Any questions a student may have regarding this catalog and enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at: 1747 North Market Blvd., Suite 225, Sacramento California 95834, P.O. Box 980818 West Sacramento, CA 95798-0818, web site address www.bppe.ca.gov, Phone number: (916) 574-8900, (888) 370-7589 / Fax number: (916) 263-1897.

All information in the contents of this school catalog is current and correct and is so certified as true by:
Carrie Leal, Owner Signature: _____

NOTE: Elite Barber College reserves the right to change the conditions, terms, fees and course offerings printed in this catalog. Therefore, prospective applicants should not consider this catalog to be a contract.

ENROLLMENT AGREEMENT

Refer to the subsequent pages for Elite Barber College's Enrollment Agreement.

Elite Barber College
16795 Monterey Rd, Unit C, Morgan Hill, CA 95037
www.elitebarbercollege.com
(408) 509 - 9782



This Enrollment Agreement is made on _____ between **Elite Barber College** and _____ (Student), under the terms specified in this agreement/contract. This agreement is legally binding upon the signing of this agreement by the student and acceptance by the institution.

Prior to signing this enrollment agreement, you must be given a copy of this catalog and agreement, and a School Performance Fact Sheet, which contain important policies and performance data for this institution. This institution is required to have you sign and date the information in the School Performance Fact Sheet prior to signing this agreement.

All applicants must have completed the 10th grade or its equivalent as required by the California State Board of Barbering and Cosmetology. Applicants must provide certification of at least a 10th grade education and must be at least 17 years old.

Have you completed the 10th grade or its equivalent? YES/NO

Are you at least 17 years old? YES/NO

Personal Information:

FIRST NAME: _____ MIDDLE INITIAL: _____ LAST NAME: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

HOME PHONE: () _____ MOBILE PHONE: () _____ EMAIL

ADDRESS: _____

DATE OF BIRTH (MM/DD/YYYY): _____

SOCIAL SECURITY NUMBER: _____

DRIVER'S LICENSE #: _____ STATE: _____ EXPIRATION DATE: _____

Course of Study: (Check all that apply)

FULL-TIME (30 hrs/wk.) _____ PART-TIME (20 hrs/wk.) _____

BARBER COURSE (1,000 clock hours) _____ COSMO/BARBER CROSSOVER COURSE (200 clock hours) _____

Period Covered by the Enrollment Agreement:

Contract Start Date: _____ Contract End Date: _____

Have you completed any prior clock hours for your desired course of study from a licensed Barber or Cosmetology school in California? YES/NO

If Yes, # of prior hours completed _____

What is the name of the licensed school? _____

Citizenship: (Check one)

CITIZEN OF THE UNITED STATES _____

PERMANENT RESIDENT OF THE UNITED STATES _____

NOT A U.S. CITIZEN OR PERMANENT RESIDENT _____

Student Initials*: _____

Employment:

NAME OF EMPLOYER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SUPERVISOR NAME: _____
SUPERVISOR NUMBER: () _____
OCCUPATION: _____
DATES OF EMPLOYMENT: _____
REASON FOR LEAVING: _____

NAME OF EMPLOYER: _____
ADDRESS: _____
CITY: _____ STATE: _____ ZIP: _____
SUPERVISOR NAME: _____
SUPERVISOR NUMBER: () _____
OCCUPATION: _____
DATES OF EMPLOYMENT: _____
REASON FOR LEAVING: _____

Emergency Contacts:

NAME: _____
PHONE NUMBER: _____
RELATIONSHIP: _____

NAME: _____
PHONE NUMBER: _____
RELATIONSHIP: _____

Student Initials*: _____

* I certify that the information I have provided on this application is complete and accurate. Any willful misrepresentation of facts may be cause for withdrawal of my application for consideration, cancellation of admission or registration or suspension from the school.

Acknowledgement: I understand that this is a legally binding contract. My signature below certifies that I have read, understood, and agreed to my rights and responsibilities, and that the institution’s cancellation and refund policies have been clearly explained to me. I have received an exact copy of this fully executed enrollment agreement and course catalog, 23 pages in total.

In addition, I certify that I have received the catalog, School Performance Fact Sheet, and information regarding completion rates, placement rates, license examination passage rates, and salary or wage information, and the most recent three-year cohort default rate, if applicable, included in the School Performance Fact Sheet, and have signed, initialed, and dated the information provided in the School Performance Fact Sheet.

By signing below, I certify that I have read all pages of the catalog, enrollment agreement, and School Performance Fact Sheet.

Elite Barber College Note: Keep your copy of the signed contract received to protect your rights. The school reserves the right to change start dates based on class enrollment, staff availability, and other considerations.

SIGNATURE OF APPLICANT: _____ DATE: _____

SIGNATURE OF SCHOOL OFFICIAL: _____ DATE: _____