

LOUISIANA

BARBER ACADEMY



STUDENT HANDBOOK

600 Guilbeau Road, Suites E & F

Lafayette, LA 70506

337-484-1307

Business Hours-8:30 am to 6:00 pm-Monday-Friday

Closed for lunch-12:30 to 1:30 daily

website — louisianabarberacademy.com

email--admin@louisianabarberacademy.com

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In emergency cases and other out of the ordinary situations that do not fall within the guidelines/policies written in this document, the Director-Jason Walker, has administrative authority to handle those issues on a case-by-case basis.

MISSION

Louisiana Barber Academy (LBA) is committed to raising the standard of education and professionalism within the barbering industry. Students will learn technical barbering skills that will prepare them to pass the state licensing exam and to gain employment in the hair care industry.

Students will engage in fundamental business concepts and practices relevant to the beauty industry, including business building, financial education, management skills and social skills. Hereafter, Louisiana Barber Academy will be referred to as "LBA" throughout this document.

ACADEMY FACILITY

The academy has nearly 2200 square feet of space which is fully equipped to meet the needs of the academy as a training facility. The academy includes a theory classroom, a large training room with 13 stations along with 3 shampoo bowls, a waiting area, two bathrooms, and an administrative office. All facilities meet the local ordinances for an approved training facility.

ADMINISTRATIVE STAFF

Director and Instructor: Jason Walker

PROGRAM OFFERING

Barber/Stylist, Barber Instructor, & Cosmetology Crossover

LICENSING AGENCY

The State of Louisiana: Board of Barber Examiners

4626 Jamestown Avenue, Suite 1, Baton Rouge, LA 70808

Phone 225 925-1701 Fax 225 925-1702

NON DISCRIMINATION STATEMENT

LBA does not discriminate on the basis of race, color, sex, age, religion, ethnic origin, marital status, personal appearance, sexual preference, physical or mental handicap, family obligation or political affiliation. LBA is an equal opportunity employer/program.

HOW TO BECOME A LICENSED BARBER

1. Must be 17 years of age and have a high school diploma or GED/HISET
2. Complete **1500 Clock Hours** of the barber training program
Cosmetology Cross Over Students ONLY–Complete **600 Clock Hours** of the barber training program
3. All LBA tuition and fees are paid in full
4. Submit an Application to the state barber board & Pay fee for the Louisiana State Board Exam
5. Pass Louisiana's Barber Licensing Exam, & you are ready to begin your career as a Licensed LA Barber

HOW TO BECOME A BARBER INSTRUCTOR

1. Obtain a Louisiana Barber License
2. Complete **500 Clock Hours** of Louisiana Barber Training
3. All LBA tuition and fees are paid in full
4. Submit an Application to the state barber board/Pay fee for Louisiana State Board Exam-**NOTE**–Once the course is completed, the applicant can't apply for the Instructor License until he/she has one year of barbering experience.
5. Pass the Louisiana's Barber Licensing Instructor Exam, & you are ready to begin your career as a Barber Instructor

HOW MUCH WILL IT COST?

Barber/Stylist Program Cost

School Enrollment Fee (Non refundable after 3 business days after signing this agreement)	\$100
Student Kit, Jacket, Cape, School Shirts, and Books (non-refundable & non returnable after issuance)	\$1900
1500 Hour Barber Stylist Program Tuition	\$13,000
State Board Registration/Licensing Fee-- paid directly to the LA State Board of Barber Examiners	\$90
State Board Exam Fee (pd. upon program completion) -- paid directly to the LA State Board Examiners	\$50
Note -Station supplies are purchased separately by the student: a recommended list will be given	
Total Cost	\$15,140

Barber Instructor Program Cost

School Enrollment Fee (Non refundable after 3 business days after signing this agreement)	\$100
Jacket, Cape, School Shirts, and Books (non-refundable & non returnable after issuance)	\$500
500 Hour Barber Instructor Program Tuition	\$4,500
State Board Registration/Licensing Fee-- paid directly to the LA State Board of Barber Examiners	\$110
State Board Exam Fee (pd. upon program completion)-- paid directly to the LA State Board of Barber Examiners	\$70
Note -Station supplies are purchased separately by the student: a recommended list will be given	
Total Cost	\$5,280

Cosmetology Crossover Program Cost

School Enrollment Fee (Non refundable after 3 business days after signing this agreement)	\$100
Jacket, Cape, School Shirts, and Books (non-refundable & non returnable after issuance)	\$500
600 Hour Barber/Stylist Program Tuition	\$5,200
State Board Registration/Licensing Fee-- paid directly to the LA State Board of Barber Examiners	\$90
State Board Exam Fee (pd. upon program completion)-- paid directly to the LA State Board of Barber Examiners	\$50
Note -Station supplies are purchased separately by the student: a recommended list will be given	
Total Cost	\$5,940

Additional Fees for all programs

Termination/Withdrawal/Cancellation Fee--\$150.00

Re-Entry/Transfer Fee--\$175.00

Payment methods accepted: cash, credit or debit card(4% processing fee for card transactions), money order, cashier's check made payable to Louisiana Barber Academy. NO PERSONAL CHECKS

FINANCIAL RESPONSIBILITY AGREEMENT

I understand that I am responsible for making all tuition payments on time according to the selected payment plan. Failure to make payments may result in late fees, suspension from the program, or dismissal.

Once a student has completed 1400 hours of the barbering program, 415 hours of the instructor's program, or 540 hours of the Cosmetology Crossover Program, students must pay any remaining financial obligations owed to the LBA unless arrangements are made and approved by the owner, Jason Walker. Students will not be allowed to continue nor will hours be released if the total amount is not paid at the aforementioned hours. The student also agrees to pay all costs of collection, including attorney's fees, if the student fails to pay the contract in full.

Non-payment of the specified fees shall be grounds for suspension or dismissal.

ENROLLMENT REQUIREMENTS/PROCESS for ALL PROGRAMS

Barber/ Stylist Program Admission Requirements & Process

- Applicants must be at least 17 years of age
- Applicant must have a high school diploma **AND** transcript or a passing grade on GED/HISET
- **Full-time**- 32.5 hours per week → Monday to Friday-8:30 am to 4:00 pm (lunch 12:30 to 1:30)
*approximately 12 months to complete the program (1500 clock hours)
- **Part-time**- 20 hours per week → Monday to Friday 8:30 am to 12:30 pm **OR** 2 pm to 6 pm
*approximately 18.5 months to complete the program (1500 clock hours)

****Please take some time to review Louisiana Barber Academy's Student Handbook.**

Step #1 -- Pre-Enrollment Application

Submit your Pre-Enrollment Application Form . This can be obtained on the website or by visiting the academy.

Return this form along with the documents listed below and a **\$25 application fee** (non refundable) to the Owner/Instructor: Jason Walker. **Payment methods accepted: cash credit or debit card(4% processing fee), money order, cashier's check made payable to Louisiana Barber Academy.**

The following documents need to be turned in with your completed Pre-Enrollment Application:

- Copy of Birth Certificate
- Copy of Social Security Card
- Two passport photos of student-Can be printed at Walgreens
- High school diploma **AND** transcript or a passing grade on equivalence test (GED/HISET)
*****In the event of a foreign high-school diploma, the prospective student must provide an equivalency evaluation performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma prior to enrollment.

Step #2 -- Pre Enrollment Interview/Inquiry/Information Session

Once your Pre-Enrollment Application Form & other required documents are turned in, you will be contacted within 1 to 3 business days for a pre-enrollment interview and information session with the owner, Jason Walker. At this session, you will be able to ask questions, and Mr. Jason will share with you information about the program, expectations, the cost of the program, and payment options.

Step #3 -- Enrollment Finalization Session

Upon acceptance, you will be notified by email, text, phone call or in person, of your Enrollment Finalization Session date/time. On this day, you will make your initial payment and sign enrollment documents.

Payment Options

Pay the TOTAL COST Upfront and receive a \$1000 discount = \$14,140 or choose to pay a downpayment with monthly installments.

PAYMENT PLAN-INTEREST FREE

- **\$100-School Enrollment Fee**--non-refundable after three (3) business days after signing the Enrollment Agreement form.
- **+\$1900 Kit/School Shirt/Book Fee**- non-refundable and non-returnable after they have been issued to the student. You will receive these items on the first day of class.
- **+\$2000 Program Tuition Fee**

=\$4000 DOWNPAYMENT Payable to Louisiana Barber Academy to begin classes & a \$90 money order for State Board Registration made payable to LA State Board of Barber Examiners or you can pay this fee directly to LBA, and LBA will send the fee for you.

- **FULL TIME** → **Remaining Balance-11 payments of \$1000 every month due on either the 1st or 15th**
- **PART TIME** → **Remaining Balance-17 payments of \$648 every month due on either the 1st or 15th**
- **\$50 Money Order** -upon completion of the program - State Board Exam Fee payable to LA State Board of Barber Examiners
- Review and Sign Enrollment Agreement Form
- Your class will begin the Monday following orientation, and you are considered officially registered once fees are paid and all required admission documents have been submitted.

Step #4-TIME TO START CLASS!

Cosmetology Crossover Program Admission Requirements & Process

- Applicant must have a valid Louisiana Cosmetology License
- 20 Hours per week → 8:30 am to 12:30 pm OR 2 pm to 6 pm
*approximately 8 months to complete the program (600 clock hours)

****Please take some time to review Louisiana Barber Academy's Student Handbook.**

Step #1--Pre-Enrollment Application

Submit your Pre-Enrollment Application Form. This can be obtained on the website or by visiting the academy. Return this form along with the documents listed and a **\$25 application fee** (non refundable) to the Owner/Instructor: Jason Walker. **Payment methods accepted: cash credit or debit card(4% processing fee), money order, cashier's check made payable to Louisiana Barber Academy.**

The following document needs to be turned in with your completed Pre-Enrollment Application:

- Copy of valid Louisiana Cosmetology License

Step #2-- Pre Enrollment Interview/Inquiry/Information Session

Once your Pre-Enrollment Application Form is turned in, you will be contacted within 1 to 3 business days for a pre-enrollment interview and information session with the owner, Jason Walker. At this session, you will be able to ask questions, and Mr. Jason will share with you information about the program, expectations, the cost of the program, and payment options.

Step #3-- Enrollment Finalization Session

Upon acceptance, you will be notified by email, text, phone call or in person, of your Enrollment Finalization date/time. On this day, you will make your initial payment and sign enrollment documents.

Payment Options

- **Pay the TOTAL COST Upfront** or choose to pay a downpayment with monthly installments.

PAYMENT PLAN-INTEREST FREE

- **\$100-School Enrollment Fee**--non-refundable after three (3) business days after signing the Enrollment Agreement form.
- **+\$500 School Shirt/Jacket/Cape/Book Fee**- non-refundable and non-returnable after they have been issued to the student.
- **+\$1700 Program Tuition Fee**

=\$2300 DOWNPAYMENT Payable to Louisiana Barber Academy to begin classes & a **\$90 money order** for State Board Registration made payable to LA State Board of Barber Examiners or you can pay this fee directly to LBA, and LBA will send the fee for you.

- **Remaining Balance--7 payments of \$500 every month due on either the 1st or 15th**
- **\$50 Money Order** -upon completion of the program - Exam Fee payable to LA State Board of Barber Examiners
- Review and Sign Enrollment Agreement Form
- Your class will begin the Monday following orientation, and you are considered officially registered once fees are paid and all required admission documents have been submitted.
- **Payment methods accepted: cash, credit or debit card(4% processing fee for card transactions), money order, cashier's check made payable to Louisiana Barber Academy. NO PERSONAL CHECKS**

Step #4--TIME TO START CLASS!

Barber Instructor Program Admission Requirements & Process

- Applicant must have a current Louisiana State Barber's License
- Once the course is completed, the applicant can't apply for the Instructor License until he/she has one year of barbering experience
- 20 Hours per week → 8:30 am to 12:30 pm **OR** 2 pm to 6 pm
*approximately 6 months to complete the program (500 Clock Hours)

****Please take some time to review the Louisiana Barber Academy Student Handbook in its entirety.**

Step #1 -- Pre- Enrollment Application

Submit your Pre-Enrollment Application Form. This can be obtained on the website or by visiting the academy. Return this form along with the documents listed and a **\$25 application fee** (non refundable) to the Owner/Instructor: Jason Walker. **Payment methods accepted: cash credit or debit card(4% processing fee), money order, cashier's check made payable to Louisiana Barber Academy.**

The following document needs to be turned in with your completed application:

- Copy of valid Louisiana Barber's License

Step #2 -- Pre Enrollment Interview/Inquiry/Information Session

Once your Pre-Enrollment Application Form is turned in, you will be contacted within 1 to 3 business days for a pre-enrollment interview and information session with the owner, Jason Walker. At this session, you will be able to ask questions, and Mr. Jason will share with you information about the program, expectations, the cost of the program, and payment options.

Step #3 -- Enrollment Finalization Session

Upon acceptance, you will be notified by email, text, phone call or in person, of your Enrollment Finalization date/time. On this day, you will make your initial payment and sign enrollment documents.

Payment Options

Pay the TOTAL COST Upfront **or** choose to pay a downpayment with monthly installments.

PAYMENT PLAN-INTEREST FREE

- **\$100-School Enrollment Fee**--non-refundable after three (3) business days after signing the Enrollment Agreement form.
- **+\$500 School Shirt/Jacket/Cape/Book Fee**- non-refundable and non-returnable after they have been issued to the student.
- **+\$1500 Program Tuition Fee**

= \$2100 DOWNPAYMENT Payable to Louisiana Barber Academy to begin classes & a \$110 money order for State Board Registration made payable to LA State Board of Barber Examiners or you can pay this fee directly to LBA and LBA will send the fee for you (CASH ONLY).

- **Remaining Balance--5 payments of \$600 every month due on either the 1st or 15th**
- **\$70 Money Order** -upon completion of the program - Exam Fee payable to LA State Board of Barber Examiners
- Review and Sign Enrollment Agreement Form
- Your class will begin the Monday following orientation, and you are considered officially registered once fees are paid and all required admission documents have been submitted.

Step #4--TIME TO START CLASS!

BARBER/STYLIST & COSMETOLOGY CROSSOVER PROGRAM GRADUATION REQUIREMENTS

Students who have **satisfactorily completed the 1500 required clock hours of LBA's Barber/Stylist Program or the 600 clock hours for the Cosmetology Crossover Program**, are candidates for graduating if the following criteria are met:

- All LBA tuition and fees have been paid in full
- Complete all tests with a grade point average of 70% or better. The licensing exam includes both a **written & practical** exam. The written test typically covers the theoretical aspects of barbering (laws, sanitation, anatomy, etc.), the practical test assesses actual skills (cutting, shaving, etc.).
- Pay licensing fee to the Louisiana State Board of Barber Examiners.
- A student who has met the above graduation criteria will receive a LBA certificate of completion and is eligible to take the exam administered by the Louisiana State Board of Barber Examiners. The exam cost is \$50.

This examination is a two (2) part exam which consists of the following:

- Written examination
- Practical examination (2 live models and mannequin required)
- Tapered haircut (live model)
- Freestyle haircut (live model)
- color simulation (mannequin)
- layer cut (mannequin)
- roller set (mannequin)

BARBER INSTRUCTOR PROGRAM GRADUATION REQUIREMENTS

Instructor Trainees who have **satisfactorily completed the 500 required clock hours of LBA's Instructor Trainee Program**, are candidates for graduating if the following criteria are met:

- All LBA tuition and fees have been paid in full
- Complete all tests with a grade point average of 70% or better.
- Pay licensing fee to the Louisiana State Board of Barber Examiners.
- A student who has met the above graduation criteria will receive a LBA certificate of completion and is eligible to take the exam administered by the Louisiana State Board of Barber Examiners. The fee for this exam is \$70.

This examination consists of the following:

- Written examination
- Taper haircut (live model)
- Freestyle haircut (live model)
- Full Roller set (mannequin)
- Layer cut (mannequin)
- Color simulation (mannequin)
- 30 minute oral presentation (topic of your choice) w/outline submitted with exit application

TRANSFER OF CREDITS

Students seeking to enroll in any LBA's training programs will be enrolled as a new student. If there are hours to be transferred from another school, they must first be certified by the previous training institution and recognized by the Louisiana State Board of Barber Examiners. Upon approval of the transfer hours, tuition will be adjusted according to the number of hours accepted by the Louisiana State Barber Board. The Louisiana State Board of Examiners accepts up to 700 transferred hours. Students are also allowed to re-enter LBA's training program after they have withdrawn upon approval of the institution's director. Students' who are transferring must provide LBA with a transcript and transfer papers from the previous School. A competency test may be given to a student to see if he/she is up to

date with the hours that have been accumulated. Students who have earned credit or clock hours outside of Louisiana will be granted credit or hours as advised by the Louisiana State Barber Board. LBA is not obligated to accept a full credit transfer for students transferring from any institution, nor is any other school obligated to accept hours obtained from LBA in the event of a transfer. As a result, we strongly encourage you to exercise extreme caution when deciding to transfer to a different school because of the potential time commitment and financial impacts of such a decision.

RE-ADMISSION POLICY

A student is allowed only one (1) re-admission and may not re-enter after another withdrawal or termination unless mitigating circumstances are determined (on a case-by-case basis). Once accepted for re-admission, the student will be credited for hours previously earned and will be charged the current rate for tuition on any hours remaining to be completed.

Re-enrolling students must purchase book(s), uniform(s) and equipment that are missing from the student kit or not in professional working order. Students re-entering the program from an approved leave of absence or students returning from academic suspension, will maintain the same standing they had upon leave.

EXCEEDING YOUR CONTRACT

Your contract is written to cover a specific time period. You must complete the course within this time frame. If you do not graduate within the time frame agreed upon in this contract, you will be charged additional daily training fees of **\$9 per hour (Barbering) and \$10 per hour (Instructor)**. These fees are charged regardless of your absences or attendance (unless there was an approved Leave of Absence). You will be charged these fees until you reach the number of hours required to graduate.

REFUND POLICY

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

Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant rejected by LBA prior to commencement of training shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) who cancels this Agreement and demands his/her money back in writing within three (3) business days of the signing of the Enrollment Agreement, shall be entitled to a refund of all monies paid to the LBA less the enrollment fee of \$100.00, the application fee of \$25, and the cost of the student kit, school shirt, and books if it had been issued prior to the time of cancellation of the Enrollment Agreement.
3. A student who cancels his/her contract after three (3) business days after signing the Enrollment Agreement, but prior to entering classes, shall be entitled to a refund of all monies paid to the LBA less enrollment fee of \$100.00, the application fee of \$25, and the cost of the student kit, school shirt, and books if it had been issued prior to the time of cancellation of the Enrollment Agreement.
4. A student notifies LBA of his/her withdrawal in writing (use LBA Withdrawal Form).
5. A student on an approved leave of absence notifies LBA that he or she will not be returning. The date of withdrawal shall be the earlier of the scheduled date of return from the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by LBA.
7. In types 2, 3, 4 or 5, for official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to LBA in person.

8. Enrollment time is defined as time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school. Any monies due the applicant or student shall be refunded within 45 days of formal cancellation by the student as defined above, or formal termination by LBA – either officially or unofficially - which shall occur no more than 30 days from the last day of physical attendance.
9. The required date of the refund is determined by counting from the date the withdrawal was determined and the refund is based on the student's last date of physical attendance.
10. A termination fee of \$150 will be charged to a student who discontinues or is dismissed prior to graduation.
11. In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, LBA will make a settlement that is reasonable and fair to both.
12. If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, LBA shall at its option:
 - a. Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school; or
 - b. Provide completion of the course and/or program; or
 - c. Participate in a Teach-Out Agreement; or
 - d. Provide a full refund of all monies paid.

Below is a chart that will be used to calculate the student's refund. Students scheduled hours are used in the calculation.

<i>Percentage of Scheduled Time Enrolled to Total Course</i>	<i>Total Tuition School Shall Receive/Retain</i>
<i>0.01% to 4.9%</i>	<i>20% + \$150.00 (Termination Fee)</i>
<i>5.0% to 9.9%</i>	<i>30% + 150.00 (Termination Fee)</i>
<i>10% to 14.9%</i>	<i>40% + 150.00 (Termination Fee)</i>
<i>15% to 24.9%</i>	<i>45% + 150.00 (Termination Fee)</i>
<i>25% to 49.9%</i>	<i>70% + 150.00 (Termination Fee)</i>
<i>50% and over</i>	<i>100% + 150.00 (Termination Fee)</i>

ATTENDANCE POLICY/EXCUSED AND UNEXCUSED ABSENCE POLICY

Students are encouraged to strive for an attendance rate of at least 70% out of 100%. Attendance is monitored once a month. An electronic time clock is the official method of verification. It is solely the student's responsibility to sign in/out correctly.

LBA has opted to build time into your individual contract to allow for any absence due to personal matters or illness, rather than asking for documented proof of those absences. However, once the absences exceed the contract end date, the \$9 per hour (Barbering) and \$10 per hour (Instructor) fee will go into effect and you will be charged for those additional absences (unless there was an approved Leave of Absence).

If a student arrives at school later than scheduled time, he/she is considered tardy. Exceptions may be made on days when bad weather or unexpected emergencies delay a student arrival. Students who must be absent from school for the purpose of observing a religious holy day when it is a tenet of their faith will be counted absent.

- Students are responsible for knowing their own schedules.
- Excessive absences (more than 10-Barber Stylist & more than 8-Cosmo. Crossover) can result in termination.
- No call/no show of 48 hours can result in termination.
- Students that arrive more than 15 minutes late may be sent home for the day or may be permitted in class after a scheduled break.
- Three (3) tardies after scheduled time of the start of class will result in one (1) absence.

***Students are allowed up to 10 days(Barber Stylist full or part time) or 8 days (Cosmotologist Crossover) or 6 days (Barber Instructor) regardless of the type of excuses. Absences will not be considered valid beyond that limit.**

***The Administrator reserves the right to make exceptions due to unforeseen circumstances.**

FRIDAY ATTENDANCE POLICY

Friday attendance is MANDATORY for ALL students. In the hair industry, Fridays are one of our traditionally busiest days. Friday attendance will afford our students with the best opportunity to train, providing more opportunity for a variety of practical services. Friday absences will be charged at the rate specified during the student's orientation and as outlined in the rules and regulations of the school. **Absences will be considered excused if they are due to employment, personal illness, illness or death of an immediate family member, or a situation deemed an emergency.**

- 1st missed Friday will result in a verbal warning
- 2nd missed Friday will receive a written warning
- 3rd missed Friday will be assessed a \$50 fine, to be paid upon returning to school
- 4th missed Friday student will be assessed a \$100 fine, and subject to a 3-day suspension. The fine is to be paid upon returning to school.
- 5th missed Friday will result in the student being suspended for one (1) week and placed on attendance probation until the next scheduled evaluation point. In the event the student has another unexcused absence during the attendance probation, the student is then subject to suspension and/or termination from the program.

MAKE-UP POLICY

Students will be required to make up all assignments, exams or other work missed as the result of any absence. The student must make arrangements with the instructor to ensure that all work is made-up. The instructor may assign additional outside make-up work if deemed appropriate. Arrangements to take a missed exam must be made with the Instructor.

LEAVE OF ABSENCE, TEMPORARY INTERRUPTIONS AND RE-ENROLLMENT

The maximum leave of absence is 180 days. Any student needing a leave of absence from his/her program should complete the appropriate form (LBA Leave of Absence Form) prior to the leave of absence. However, if unforeseen circumstances prevent a student from providing a prior written request, the institution may grant the student's request for a leave of absence, if the institution documents its decision and collects the written request at a later date.

Reasons for Approved Leave of Absences:

- Illness of self or family member
- Death in family
- Birth of baby or situations covered by the Family and Medical Leave Act of 1993
- Financial difficulty
- Military duty
- Jury duty
- Other circumstances as approved by the school administrator

All other absences shall be considered an unapproved leave of absence. Unapproved absences will be treated as a withdrawal, and the proper withdrawal procedures shall be activated.

A Leave of Absence (LOA) can be granted if the circumstance prevents the student from applying in advance due to an unforeseen circumstance such as a car accident, the institution documents the reason for its decision, collects the request from the student at a later date and the institution establishes the start date of the approved LOA as the first date the student was unable to attend.

The school administrator will determine whether or not to grant the leave. There must be a reasonable expectation that the student will return from the Leave of Absence. LBA will not assess the student any additional institutional charges as a result of the Leave of Absence. A student will not be granted a LOA if the LOA, together with any additional LOAs previously granted, exceed a total of 180 days in any 12-month period.

A student granted a LOA is not considered to have withdrawn and no refund calculation is required. A LOA approved by the school will not reflect against the satisfactory attendance of the student and they may re-enter with the same progress as when they left. **Students must have clocked at least 150 hours before a leave can be granted.** A student will be withdrawn if the student takes an unapproved LOA. Any student who does not return from leave on the agreed upon expiration of an approved LOA will automatically be subject to termination. The student's withdrawal date for the purpose of calculating a refund will be the student's last day of attendance. Upon approval/denial of the request, the student will be notified in writing.

WITHDRAWAL POLICY

"Official" Voluntary Withdrawal

An OFFICIAL withdrawal is completed on a voluntary basis and initiated by the student. The student must consult with Jason Walker and complete a LBA Withdrawal Form using the last date of attendance as the drop date. Students requesting an Official Withdrawal are required to meet with Jason Walker to discuss options available to avoid the withdrawal; if the withdrawal remains necessary, the student will be released from the school. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. The date the student provided official notification of intent to withdraw, in writing using the LBA Withdrawal Form (preference) or orally.
2. The date the student completed the paper work necessary to begin the withdrawal process. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the withdrawal information, LBA will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record.
2. The student's grade record will be updated to reflect his/her final grade.
3. Supply the student with a record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and/or final account record will be kept in the student's file. The date the balance is due will be determined by admin.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

Unofficial Withdrawal

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, failure to return from an official leave of absence, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and /or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the LBA contractual agreement, will be subject to termination and considered to have unofficially withdrawn.

After 14 consecutive calendar days of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding enrollment status.
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record.
3. The student's withdrawal date is determined as the last day of attendance, after 14 consecutive calendar days of absence.
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment.
5. Apply the school's refund policy (see school refund policy).

TERMINATION

The student agrees that irregularity of attendance, non-payment of fees or other required charges, dishonesty, stealing, or any violation or infringement of the LBA's policies, rules and regulations, will subject the student to dismissal at the option of LBA. Any student terminated from the LBA training programs, will be immediately responsible for payment of any tuition earned by the school on the date of their termination.

ACADEMIC CALENDAR

LBA continually operates all year, while observing most Federal, State, and Local holidays. LBA reserves the right to add holidays and breaks. Students will not be penalized for such closings and their enrollment contract end date will be extended accordingly (e.g. closing for inclement weather, in-service training). In the event of a school closure, students shall be notified prior to closure by a minimum of 1 of 4 ways: email, text, phone, or our social media platform. Signs will be placed on the doors if the situation permits. LBA reserves the right to extend operating hours during holidays, summer months and/or Saturday.

➤ Hours of Operation

Monday to Friday --8:30am- 6:00pm—closed for lunch 12:30 - 1:30

➤ Start/Admit Dates

LBA admits students on a continuous basis and offers classes during the entire year, starting new classes every Monday.

➤ School Calendar 2025-2026

LBA recognizes the following holidays as days the campus will be closed. The scheduled holiday closings are as follows:

March 3-5, 2025

April 18-23, 2025

May 26, 2025

June 19, 2025

June 23-27

July 4, 2025

July 21-25, 2025

September 1, 2025

October 13-15, 2025

November 26-28, 2025

December 22-January 2, 2026

****instructor inservices to be announced

Mardi Gras Break

Easter Break

Memorial Day

Juneteenth Holiday

Summer Break #1

Independence Day

Summer Break #2

Labor Day

Columbus Day/Fall Break

Thanksgiving Break

Christmas/New Year's Break

➤ Inclement Weather Policy

Inclement weather closings will be announced a minimum of 1 of 4 ways: email, text, or our social media platform. Signs will be placed on the doors if the situation permits.

In the event school has to be closed during the course of a normal day, students present will receive inclement weather hours, students absent will not be charged with an unexcused absence. LBA reserves the right to close during weather emergencies. Course material needing to be made up will be done at the discretion of the school director to ensure the completion of the entire training program.

DRESS CODE

A student will not be permitted on the premises without proper attire or proper shoes. Uniform jackets are provided by school. LBA reserves the right to modify the rules and regulations. All students are required to wear a combination of any of the following:

Men's acceptable attire:

- an issued LBA barber jacket
- LBA school t-shirt
- any type of shirt (except sleeveless shirts) may be worn under barber jacket
- a pair of enclosed shoes
- no open toe or open back shoes
- no shorts
- no durags
- ABSOLUTELY NO SAGGING PANTS
- only LBA purchased hats may be worn-optional

Ladies' acceptable attire:

- an issued LBA barber jacket
- LBA academy school t-shirt
- any type of shirt (except sleeveless shirts) may be worn under barber jacket
- a pair of enclosed shoes
- no open toe or open back shoes
- no shorts
- no shirts that reveal the upper body-NO Mid-sections showing or pants or skirts that inappropriately reveal the lower body
- no durags or bonnets
- only LBA purchased hats may be worn-optional



GENERAL RULES

LOUISIANA BARBER ACADEMY will use the sole discretion of the Director of the school to enforce terminations/suspensions. Listed below are the rules that govern the operation of our facility. Students who violate the following rules are punishable by write ups, dismissal, termination, or expulsion. Three (3) write-ups will result in a suspension.

Attendance

- ★ Daily attendance is required
- ★ Students are required to contact school administration if late or absent
- ★ Students are encouraged to strive for an attendance rate of at least 70% out of 100%. Attendance is monitored once a month. An electronic time clock is the official method of verification. **It is solely the student's responsibility to sign in/out correctly.**

Visitors

- ★ NO visitors during school hours unless they are receiving a service.

Professional Ethics

- ★ **Professional attitude** is required of all students
- ★ **Use of foul and vulgar language, including the "N" word or obscene gestures** directed toward instructors, clients, students, administrators, or other school employees
- ★ We are in the service industry. No student will be allowed to **refuse service to a client.**
- ★ **No smoking OR vaping** allowed in the building.
- ★ Reporting to school under the influence of alcohol or illegal drugs is not allowed
- ★ School supplies are not to be taken from the school premises.
- ★ **Possession of or use of alcoholic beverages or drugs and paraphernalia** at school, or at any school-sponsored program, wherever the program may be held is not allowed
- ★ **Harassment of any kind**, including sexual, verbal, physical, bullying, threats, inappropriate messages, or any other behavior legitimately interpreted as harassment (involving students, clients, instructors, and administrators) is not allowed.
- ★ **Engaging in any sexual activity** on campus is not allowed.
- ★ **Zero tolerance for entering the building with the scent of marijuana**

Clinic Floor

- ★ The clinic floor is where students receive most of their training. It is important that you accept and complete the work that is assigned to you.
- ★ **NO CELL PHONE USAGE ON THE FLOOR DURING LEARNING.**
- ★ Your full attention is required during the final inspection of your work. This is an environment of growth, not criticism.
- ★ Professionalism is a must at all times.
- ★ Students must clean and sweep around their station after every rendered service.
- ★ **Clients and students are not to sit in barber chairs unless they are receiving a service.**
- ★ **No personal services allowed on Thursdays & Fridays or when the school is busy.**

Dress Code

- ★ Dress code is strictly enforced.
- ★ All students have to have their barber jacket on while on the clinic floor.
- ★ Personal hygiene and clean attire promote a healthy professional image.

Sanitation

- ★ Sanitation is very important in the service industry. Students are responsible for keeping their work stations clean.
- ★ Periodic floor checks will be made by the instructor on duty.
- ★ Throw away all your trash.
- ★ Students are required to properly sanitize their tools and equipment after each patron is serviced.
- ★ Hands must be washed before and after every client.

Classroom

- ★ Students are required to give their undivided attention to instructors in the classroom-**NO CELL PHONE USAGE**
- ★ Students are required to attend 150 hours of theory (Classroom) instruction.

Drugs and Alcohol

- ★ LBA is a drug-free, alcohol-free school.
- ★ There will be zero tolerance for abusers of this policy.
- ★ Drug and alcohol abuse, use, distribution, or possession on school campus is grounds for suspension and/or termination from our training program.
- ★ If you enter the building with the scent of marijuana, you will be asked to leave

ACCIDENTS ON CAMPUS

All accidents happening during the school day should be reported to the Instructor, even if they are considered to be minor. Students will be checked for injury.

PERSONAL PROPERTY

LBA assumes no responsibility for loss, and/or damage to a student's personal property or vehicles on its premises.

EMPLOYMENT ASSISTANCE

LBA does not make any guarantees of employment or salary upon graduation. LBA does attempt to locate employment for graduates who request assistance. This service is extended to all graduates from the barber college. Reasonable efforts will be made to assist a graduate in gaining employment. The more flexible a graduate can be regarding placement, the easier it is for the college to assist. The final decision regarding jobs – accepting or rejecting – is between the student and the employer.

COMPLAINT PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all complaints will be retained in school files. The following procedure outlines the specific steps of the complaint process.

- The student should register the complaint in writing to Jason Walker.
- The complaint will be reviewed by management and a response will be sent in writing to the student within 10 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
- Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
- Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

State of Louisiana Board of Barber Examiners

4626 Jamestown Ave., Suite 1, Baton Rouge, LA 70808

Telephone # 225-925-1701

KIT POLICY

Kit Ownership and Maintenance

- **Ownership:** The student is responsible for purchasing, maintaining, and replacing any items in the kit as necessary. Kits must be kept in good working order throughout the program.
- **Maintenance:** Tools such as clippers, razors, and shears must be regularly cleaned, oiled, and sanitized to maintain hygiene and extend their lifespan. Students should follow the manufacturer's instructions for upkeep.
- **Repairs and Replacements:** If an item in the kit is damaged or broken, students must replace it at their own expense. The school may offer repairs at a discounted rate or point students to trusted repair services.

Use of School Equipment

- While students are required to bring their own kits, the school will provide access to additional tools and products during class. These items must be used with care, and students should clean and return them after use.
- Students may not remove school equipment from the premises without prior approval.

Hygiene and Sanitation

- It is mandatory for students to follow strict sanitation procedures when using their barbering kits. All tools should be cleaned and disinfected after every client or practice session to ensure the health and safety of others.
- Students should also clean their workstations, including chairs and countertops, after each use.

Lost or Stolen Kits

- The school is not responsible for lost or stolen personal items, including barbering kits. Students should store their kits in designated areas or lockers when not in use.
- If a kit is lost or stolen on school property, students should report the incident to the school's administration immediately. The school may assist with recovery, but the student remains responsible for replacing any lost or stolen tools.

Kit Inspections

- Instructors will conduct regular inspections of student kits to ensure they meet program standards. Kits should be organized and maintained according to the guidelines outlined in this policy.
- Failure to meet kit standards may result in a warning, requirement to replace or repair items, or in severe cases, removal from class until the issue is resolved.

Refunds for Kits

- Students who withdraw from the program or are dismissed for any reason will not receive a refund for purchased kits.

Student kits include the following:

*****WILL BE ADDED AT A LATER DATE**

COURSE OUTLINE - BARBER/ STYLIST -1500 HOURS

Barber Stylist Course

Barber Styling is a basic course consisting of a minimum of 1500 clock hours of training as required by the State of Louisiana Board of Barber Examiners. A student who completes this course and successfully passes a state board examination will be prepared for an entry-level position in a barber or beauty salon.

Course Format

Instructional techniques; written material, printed textbook information, workbook assignments, written tests, lectures, hands on demonstration, videos, audio, performance skills on clients, another student and/or manikin.

Course Goals/Objectives

Upon completion of this course, an instructor-in-training should be able to pass the State of Louisiana Board of Barber Examiners' examination for an instructor's license.

Course Outline

1. History of Barbering/ Professional Image/Study Skills	75 Hours
2. Sanitation, Infection, Safety, Tools, And Equipment	45 Hours
3. Sanitation, Infection, Safety Lab/Practical	30 Hours
4. Men and Women Basic Haircutting and Styling	60 Hours
5. Shaving, Mustaches, And Beards	30 Hours
6. Men's/Women's Basic Haircutting and Styling Lab I	180 Hours
7. Electricity, Light Therapy	15 Hours
8. Chemistry for Barbers	30 Hours
9. Barbering Anatomy and Physiology	45 Hours
10. Facial Massage and Treatments Theory	45 Hours
11. Properties and Disorders of Skin, Scalp and Hair	45 Hours
12. Barbering/Styling Lab Hair & Scalp, Facial Massage Treatment	90 Hours
13. Chemical Services in Barbering	60 Hours
14. Chemical Services in Barbering Lab	90 Hours
15. Men's Hairpiece Theory	30 Hours
16. Men's/Women's Advanced Haircutting Lab II	210 Hours
17. Hair Coloring for Barbers	60 Hours
18. Hair Coloring for Barbers Lab	60 Hours
19. Barber Shop Management/Job Readiness	60 Hours
20. Career Readiness & Job Seeking	15 Hours
21. La State Barber Board Review	45 Hours
22. La State Barber Board Review Practical	180 Hours
Total Hours	1500 Hours

90 - 100 %	A	Excellent	4.0 GPA
80 - 89 %	B	Good	3.0 GPA
70 - 79 %	C	Satisfactory	2.0 GPA
60 - 69 %	D	Unsatisfactory	1.0 GPA
Below 60 %	F	Failure	0 GPA

*Grading for practical work may include Pass or Fail or Yes or No

NOTE: 1st Phase of Study – Barbering Program students must complete entire theory curriculum prior to entering the student clinic floor and providing service to the public.

The Administrator reserves the right to deviate from the curriculum as deemed necessary to ensure the best interests of the students and the institution.

COURSE OUTLINE - COSMETOLOGY CROSSOVER –600 HOURS

600 Hour Cosmetology Crossover Curriculum

Effective 1/1/19

- *History of Barbering:* Barbering and hairstyling is one of the oldest professions in the world. With the advance of civilization, barbering developed into an important and necessary profession. The study of this program is necessary in order to understand the high privilege it is for barbers to serve the public today. **10 Hours**
- *Implements and Tools:* Includes safety and methods of cleaning and sanitizing, as well as identification, proper handling and care of tools, implements, equipment, supplies and other items utilized in the barber shop. **50 Hours**
- *Shaving:* Identify the object of shaving, related terminology and definitions. Discuss facial hair, the different types of the effect each might have on the shaving procedure. Explain/demonstrate the areas to be shaved, razor strokes, and the fundamental shaving procedures. **70 Hours**
- *Haircutting:* Identify and discuss basic haircuts and styles and factors to be considered to determine an appropriate hairstyle. Discuss/demonstrate the art of hair cutting using fundamental principles of the tapered haircut and tapering techniques including side and back tapers. Discuss/demonstrate basic men's and women's haircuts using fundamental principles. **425 Hours**
- *Hygiene and Sanitation:* Includes procedures to protect the health and safety of the public as well as the barber. **30 Hours**
- *State Barber Review* Comprehensive practical review in men's and women's haircuts in preparation for taking the state exam for licensure. **15 Hours**

Cosmetology Crossover Curriculum Guidelines

1. Applicant must register with the Barber Board in advance of starting date.
2. Applicant must be a current Louisiana Licensed Cosmetologist.
3. Registration fee to the Barber Board is \$90 and applicant must complete a student application and submit all required new student documents.
4. Clearance fee to the Barber Board is \$50.
5. Applicant must sit for both the practical and written State Board examination.

Approved by the State of Louisiana Board of Barber Examiners

90 - 100 %	A	Excellent	4.0 GPA
80 - 89 %	B	Good	3.0 GPA
70 - 79 %	C	Satisfactory	2.0 GPA
60 - 69 %	D	Unsatisfactory	1.0 GPA
Below 60 %	F	Failure	0 GPA

*Grading for practical work may include Pass or Fail or Yes or No

NOTE: 1st Phase of Study – Barbering Program students must complete entire theory curriculum prior to entering the student clinic floor and providing service to the public.

The Administrator reserves the right to deviate from the curriculum as deemed necessary to ensure the best interests of the students and the institution.

COURSE OUTLINE - BARBER INSTRUCTOR-500 HOURS

Course Description

Barber instructor is an advanced program consisting of 500 clock hours beyond the master barber course as required by the State of Louisiana Board of Barber Examiners. A student who completes this course and successfully passes a state board examination will be qualified to teach in a licensed barber-styling school in the State of Louisiana: This course is the study of teaching methodology, student assessment, course development, administrative responsibilities, and career opportunities as well as a review of barber-styling skills.

Instructional Methods

Primary instruction methods in this course are job shadowing, practical demonstration, discussions with instructor and office manager, textbook reading and review, and hands-on student teaching.

Course Goals/Objectives

Upon completion of this course, an instructor-in-training should be able to pass the State of Louisiana Board of Barber Examiners Examination for an instructor's license.

Course Outline

BARBER INSTRUCTOR TRAINING PERIOD CONSISTS OF 500 MIN 700 MAX HOURS:

1. Classroom training in the science of teaching	154	hours
2. Teaching assistance and observation	235	hours
3. Performance of demonstration	76	hours
4. Supervised practice of teaching	235	hours

REFERENCE: BOOKS AND MATERIALS:

1. Most Recent Edition: Milday's Standard Barbering

TOTAL CURRICULUM HOURS..... 500 HOURS

90 - 100 %	A	Excellent	4.0 GPA
80 - 89 %	B	Good	3.0 GPA
70 - 79 %	C	Satisfactory	2.0 GPA
60 - 69 %	D	Unsatisfactory	1.0 GPA
Below 60 %	F	Failure	0 GPA

The

*Grading for practical work may include Pass or Fail or Yes or No

Administrator reserves the right to deviate from the curriculum as deemed necessary to ensure the best interests of the students and the institution.



Student Handbook Acknowledgment & Signature Page

I, the undersigned, acknowledge that I have received, read, and understand the **Louisiana Barber Academy Student Handbook**. I agree to comply with all policies, procedures, rules, and regulations contained within the Handbook.

I understand that it is my responsibility to familiarize myself with the contents of this handbook and to ask for clarification if I do not understand any part of it. I also understand that the policies and procedures in the handbook are subject to change at the discretion of the Academy and that I will be informed of such changes as they occur.

By signing below, I acknowledge my commitment to uphold the standards of conduct, attendance, professionalism, and academic integrity as outlined by the Louisiana Barber Academy.

In emergency cases and other out of the ordinary situations that do not fall within the guidelines/policies written in this document, the Director-Jason Walker, has administrative authority to handle those issues on a case-by-case basis.

Student Name (Printed): _____

Student Signature: _____

Date: _____

Instructor/Administrator Signature: _____

Date: _____