

School Catalog

2026-2028



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Portsmouth, Virginia 23701

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StylezandKutztheschools@gmail.com

“Certified to operate by the State Council of Higher Education for Virginia”

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I. DESCRIPTION OF THE SCHOOL

Mission Statement

Stylez & Kutz School of Barbering and Cosmetology's goal is to make sure every student reaches their full potential and completes the program(s) successfully. It is our mission to have each student thrive in a positive, success-driven environment that will ultimately prepare our graduates for licensing exams and future employment. Students have the option to become a part of the following careers: Barber, Cosmetologist, Shop/Salon Owner, or Master Barber.

School History

Stylez & Kutz School of Barbering and Cosmetology LLC. was started by owner and entrepreneur, Da'Mond J. Law. Da'Mond has a passion for the hair industry, teaching, and entrepreneurship. Born and raised in Portsmouth, Virginia, Da'Mond plans to create trade opportunities within the city as well as surrounding areas.

School Overview

Stylez & Kutz School of Barbering and Cosmetology is an educational institution that offers training programs in Barbering and Cosmetology. The school provides students with the knowledge and skills needed to succeed in the beauty industry such as barbers, cosmetologist, makeup artists, nail technicians, and more.

The curriculum at Stylez & Kutz School includes courses in haircutting techniques, shaving, hair coloring, styling, skin care, nail care, sanitation practices, customer service skills, business management, and state regulations for licensure. Students have opportunities to gain practical experience through hands-on training in a barbershop, and salon like setting at the school location or by participating in practical events with local businesses and community events.

In addition to technical skills development, Stylez & Kutz School of Barbering & Cosmetology focuses on professional development by offering career counseling services, resume building workshops, job placement assistance, and networking opportunities within the beauty industry.

Overall, Stylez & Kutz School of Barbering and Cosmetology aims to provide a comprehensive education that prepares students for successful careers to become licensed professionals in the Beauty and Barber industry.

Administration and Staff

- **Da'Mond Law**- Owner/Executive Director
- **Oteal Holland**- Administrator
- **Kenneth Lister Jr.** - Barber Instructor
- **Vatisha Harris** - Cosmetology Instructor
- **Jonathan Mayo** – Substitute Barber Instructor

State Licensing Agency

Department of Professional and Occupational Regulation
9960 Maryland Drive
Richmond, Virginia 23233
804-367-8590 www.dpor.virginia.gov

School Calendar

The school is open for classes as follows:

- Morning Classes (Monday-Friday): 9:00AM – 4:00PM
- Evening Classes (Monday-Friday): 4:00PM – 8:00PM
- Make-up Classes (Every Other Saturday): 9:00AM – 2:00PM

A student may apply for enrollment on any day of the school calendar year. Classes begin every Monday. All programs are open enrollment and the following breaks:

Stylez & Kutz School of Barbering & Cosmetology recognize as holidays the following:

Martin Luther King Day, Presidents Day, Memorial Day, Juneteenth, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Day

Spring Break (observed for 1 calendar week during academic year)

Winter Break (observed for 1 calendar week during academic year)

Facilities

Stylez & Kutz School of Barbering & Cosmetology is situated at 3328 Victory Blvd, Portsmouth, Virginia 23701. This 4200 square foot facility is divided into two distinct areas: the clinical and theory floors. Our classroom is equipped with tables, chairs, a dry eraser board, and bookshelves filled with Milady Standard Textbooks. The clinical area features a total of twenty booths, each equipped with counters, drawers, and cabinet space for supplies. We regularly update equipment and materials as needed. The building complies with all relevant fire and safety regulations.

II. SCHOOL APPLICABLE POLICIES

Non-Discrimination Statement

Stylez & Kutz School of Barbering & Cosmetology does not discriminate in its admission, instruction, or graduation policies based on sex, race, age, color, gender, religion, sexual orientation, ethnic origin/national origin, or disability; nor does it accept ability to benefit students or recruit students already attending or admitted to another institute offering similar programs of study. Upon graduation from each program students will receive a certificate/diploma that will qualify them to apply for the state board exam. We require that each student enrolling in the Cosmetology or Barbering program meet the following requirements to be considered for admission.

Admission Requirements

Stylez & Kutz School of Barbering & Cosmetology does not discriminate in its admission, instruction, or graduation policies based on sex, race, age, color, gender, religion, sexual orientation, ethnic origin/national origin, or disability; nor does it accept ability to benefit students or recruit students already attending or admitted to another institute offering similar programs of study. Upon graduation from each program students will receive a certificate/diploma that will qualify them to apply for the state board exam.

We require that each student enrolling in the Cosmetology or Barbering program meet the following requirements to be considered for admission:

- Provide proof (copy of Driver License or State ID, Birth Certificate, Military ID, or Passport) that the applicant is 18 years of age or older and if applicant is under 18 years of age, a parent or legal guardian must sponsor applicant.
- Provide proof of secondary education (high school diploma, GED certificate, official transcript of secondary school completion, or state certification of home-school completion).
- Complete application.

We require that each student enrolling in the Master Barber Program meets the following requirements to be considered for admission:

- Provide proof (copy of Driver License or State ID, Birth Certificate, Military ID, or Passport) that the applicant is 18 years of age or older and if applicant is under 18 years of age, a parent or legal guardian must sponsor applicant.
- Provide proof of secondary education (high school diploma, GED certificate, official transcript of secondary school completion, or state certification of home-school completion).
- Applicants should have a valid Virginia Barbering License
- Complete application.

Secondary Education Validity Policy

High School

The high school should be accredited by an accreditation agency recognized by the United States Department of Education and be licensed/accredited by the issuing state. The applicant is required to submit proof of a high school diploma at the time of enrollment. Acceptable documentation includes:

- Original high school diploma certificate or a copy a high school diploma
 - Copy should be signed off by a school official verifying that the copy is accurate OR;
The administration will determine whether the copy of the high school diploma or transcript is legitimate. If the verification process raises any questions about the diploma presented it will not be accepted as proof of a high school diploma. The applicant can appeal the results of that finding to school administration and must provide new information of proof that the diploma provided does in fact meet the standards for the high school graduation in the state the applicant was living in at the time it was issued.
- Official copy of high school transcripts
 - Indicating standard high school diploma or above earned with a graduation date.
- Official high school transcripts/Verification Letter of Graduation
 - Received by the institution directly from the high school.

General Education Diploma (GED)

The school accepts official documentation from the applicant (transcripts, certificate, etc.) as regular acceptance. The school may contact the appropriate issuing State Department of Education for official documentation of passing the GED or its states equivalent.

Home Schooling

Due to each state requiring different criteria for determining home school completion, the school will research and comply with state's regulation regarding proof of home-school completion.

If the applicant fails to secure acceptable documentation, the school will not be able to enroll the applicant as a student. All documentation received must indicate that the student graduated with the graduation date and completed all requirements necessary for graduation. A certificate of attendance and/or completion is not sufficient proof of graduation.

Foreign Diploma/Transcripts

Stylez & Kutz School of Barbering and Cosmetology will accept foreign diplomas or transcripts; however, the diploma or transcript must be evaluated by an outside agency to confirm equivalency to a US High School Diploma and translated to English. The evaluation must prove the applicant has earned a high school diploma (or equivalent) or above and the date in which the credential was earned. It is the responsibility of the applicant to have the foreign diploma/transcript translated and evaluated.

To retrieve transcripts, a student must first withdraw from Stylez & Kutz School of Barbering and Cosmetology and enroll into a new school of their choice meeting the requirements listed in general requirements above. A refund calculation will be completed by the school administration and administered according to our refund policy, if applicable.

- Students will receive a detailed official or unofficial transcript of hours awarded to each content area from Stylez & Kutz School of Barbering and Cosmetology. The students Satisfactory Academic Progress standing, and Attendance will follow as well once the student has satisfied all debts owed to the school.

Transfer Students

Stylez and Kutz School of Barbering and Cosmetology accepts hours previously obtained from other institutions who meet the following requirements:

- Meet and complete all admission requirements.
- Transfer paperwork must be fully processed before enrollment.
- Previous institutions must be accredited by an accrediting agency.
- Previous institution is licensed by state licensing entity during enrollment.
- Hours earned at prior institution must have been earned no more than three (3) years prior to enrollment at Stylez & Kutz School of Barbering and Cosmetology.
- May be required to purchase at an additional cost any equipment, textbooks, uniforms, etc. required by Stylez & Kutz School of Barbering and Cosmetology.
- A knowledge exam may be administered to direct a suitable entry point into the curriculum to ensure maximum educational experience.

The school does not guarantee the transferability of credits to a college, university, or institution. Any decision on the comparability, appropriateness, and applicability of credits and whether they should be accepted is the

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

Stylez & Kutz School of Barbering and Cosmetology has the right to approve or deny transfer hours. All documents will be reviewed by school administrator(s) prior to enrollment. Required documents include:

- Official Transcripts
 - Detailed listing of completed practical and service requirements.
 - Only completed content will be credited and must reflect on the student's transcript of how hours were awarded toward each content section.
- Copy of certificate (if needed)

RE-ENTRY POLICY

Students who have withdrawn from Stylez & Kutz School of Barbering and Cosmetology in good standing may apply for re-admission after waiting a minimum 60-day period. After three (3) years of being withdrawn from the program, reenrolling students will not be eligible for any previous credit.

Previous credit earned during the initial enrollment is not guaranteed. If the re-enrolling student re enrolls within the timeframes below, they may receive the applicable credit. Timeframes are based on the time between the students' last day of attendance of their initial enrollment and the date of the reenrollment:

- Less than 3 years – 100% of hours & performances awarded
- After 3 years - no credit will be awarded

A \$100 non-refundable application fee is required prior to re-enrollment.

The re-enrolling student will enter at the same level of progress they were making when they withdrew, according to their most recent Satisfactory Academic Progress determination before withdrawing.

Programs Offered in English (Part-time = PT; Full-time = FT)

Cosmetology	1000 clock hours (FT - 28.6 weeks; PT - 50 weeks)
Barbering	750 clock hours (FT - 21.4 weeks; PT - 37.5 weeks)
Master Barber	250 clock hours (FT - 7 weeks; PT - 12.5 weeks)

Attendance Policy

The student is required to report to school at the regularly scheduled time, according to their enrollment agreement. Students must clock in and out at the beginning and end of each day, and at the beginning and end of lunch breaks. Students must always remain in the building while clocked in unless they are on an assigned break. Students are encouraged to attain 100 percent attendance. Students who will be absent for the day must call the school at least one hour before their scheduled time or before the start of his or her school schedule. Students must contact the school the day prior if they will be absent to return to school the next day. If you do not contact the school to inform the school that you will be absent, you will not be able to clock in the next day. Students are responsible for all work missed during their absence, and it is their obligation to consult the instructor concerning any necessary make-up work. Students must notify the school about an absence due to illness, death of a family member, and/or any other unavoidable circumstances that must be reported to the school. Students must attend on their assigned school schedule. Students must attend the full day scheduled. It is the student's responsibility to make up all the work missed during an absence.

Monthly Evaluations

- **Attendance Progress Evaluations**

Students are required to attend a minimum of 80% of the hours possible to be considered maintaining satisfactory academic progress. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of the 30-day evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the program.

- **Academic Progress Evaluations**

The qualitative element used to determine academic progress is a reasonable system of grades as determined by academic learning. Students are assigned academic learning and a minimum number of practical experiences according to state requirements. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only if the student successfully passes. If the student does not pass, they must repeat the practical exam. Practical exams will be graded by: PASS or FAIL. If students do not complete all the required elements, they will not receive a passing grade. The below grading scale applies to theory and other academic work.

Grading Scale

A	94 – 100
B	93 – 83
C	82 – 75
D	74 – 65
F	64 – 0

Students must maintain a minimum cumulative academic average of 80% (C) to remain in satisfactory academic progress.

Maximum Time Frame

All students shall complete the program within the maximum time (which does not exceed 150% of the course length).

The maximum time frame allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the contracted hours scheduled.

Students who have not completed the program by the maximum timeframe will be terminated. Students will be permitted to re-enroll in the program on a cash-paid basis and will have to follow the institution's admission and re-entry policy.

Satisfactory Academic Progress

The Satisfactory Academic Progress (SAP) policy is provided to all applicants prior to enrollment and consistently applied to **ALL** students enrolled at the institution. The institution uses a combination of practical, written, and oral testing and attendance to measure a student's grade. Students are evaluated based on actual contracted hours for Satisfactory Academic Progress as follows:

Barbering	450 and 750 clocked (actual) hours
Cosmetology	450, 900, and 1000 clocked (actual) hours
Master Barber	Receives Standard Progress Evaluations Monthly (250 clocked hours total)

**For transfer and re-entry students, the evaluation period will be the midpoint of the contracted hours or the established evaluation periods, whichever the student reaches first.*

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. Evaluation periods are based on actual hours. The first evaluation will occur no later than the midpoint of the academic year and the second evaluation will occur at the 900-clock hour period. The SAP evaluations are printed and signed within 7 days of the student reaching the evaluation points.

Warning

Students are required to maintain a minimum grade of 80% throughout the duration of the enrolled course. Students who fail to meet minimum requirements for attendance and academics are placed on warning and considered to be making academic progress during the warning period of 30 days. The student will be advised in writing on the actions they must complete to get SAP by the next evaluation. If at the end of the warning period the student has still not achieved the actions needed, he/she may be placed on Probation.

Probation

Students who fail to meet minimum requirements of 80% for attendance or academic progress after the warning period will be placed on probation and considered to be making SAP during the probationary period if the student appeals the decision and prevails upon appeal. Only students who can achieve SAP by the end of the 30-day evaluation period will be placed on probation. Students given an academic plan must be able to meet the requirements set forth in the plan by the end of the next evaluation period in 30 days. Students progressing according to their academic plan will be considered, making SAP until the next scheduled evaluation. If at the end of the 30-day probation period and the student still hasn't met the requirements, he/she will be deemed not maintaining SAP.

Appeals

If a student is determined to NOT be making Satisfactory Academic Progress, the student may appeal the determination within 10 calendar days. Reasons for which student may appeal a negative progress determination include death of a relative, an injury or illness of the student or any other mitigating circumstance, within reason. The student must submit a written appeal to the school describing why they failed

to meet SAP along with supporting documentation as to why the determination should be reversed. Documentation submitted for the appeal will be reviewed by the administration and a decision will be made and reported to the student within 30 days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the SAP determination will be reversed. **Re-establishment of Satisfactory Academic Progress**

Students may re-establish SAP by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Interruptions, Course Incompletes, and Withdrawals

If enrollment is temporarily interrupted for a LOA, the student will return to school in the same status as prior to the leave. 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 LOA.

Course incomplete, repetitions, and non-credit remedial courses have no effect upon the institution's satisfactory academic progress standards if the institution has no such items or policies.

A withdrawal is defined as the last date of physical attendance of the student that is determined by the academic attendance records. Students who withdraw prior to completion of the course and wish to re-enroll will return with the same satisfactory academic progress status as at the time of withdrawal.

Dismissal/Termination

Students who fail to comply with Stylez & Kutz School of Barbering & Cosmetology requirements and other policies, as outlined in this catalog, may be subject to termination. Stylez & Kutz School of Barbering & Cosmetology will use its discretion to determine the appropriate disciplinary action to be taken for each offense.

FERPA Rights & Student Rights

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Stylez & Kutz School of Barbering and Cosmetology has adopted the following policies and/or procedures. This policy was designed to protect the privacy of education records, to establish the right of students or guardian of a dependent minor student to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. This is a notice of students' basic rights under the law and explains certain procedures for the school's full compliance with the law.

Students or guardians of a dependent minor student may inspect and review their education records upon written request to be the designated school official. Students or guardian of a dependent minor student should complete the **Request to Review** Records/Release of Student Information each time the student or guardian needs to access personal student information, which is available in the designated school official's office, identifying as precisely as possible the records they wish to inspect. The designated school official will arrange for access as

promptly as possible and will notify the student or guardian of a dependent minor student of the time and place where the records may be inspected and/or copied. Access will be allowed no more than 45 days after receipt of the written request. When a record contains information about more than one student, the student or guardian of a dependent minor student may inspect and review only the records that relate to him/her.

The school reserves the right to refuse to permit a student or guardian of a dependent minor student to inspect the following records:

- The financial statement(s) of the student's parents.
- Education records contain information about more than one student, in which case the school will permit access only to that part of the record that pertains to the inquiring student. (May seek release from other student(s) to reveal record).
- Those records are excluded from the FERPA definition of education records.

The school also reserves the right to refuse to provide copies of educational records (not required to be made available under FERPA) if the student has an overdue financial obligation to the school, or if there is an unresolved disciplinary or academic dishonesty action against the student.

The school will disclose to third parties' information from a student's education/financial records only with the written consent of the student, except in cases allowable under FERPA (including legal and accreditation purposes).

A student or guardian of a dependent minor student who believes that information contained in the education records is inaccurate, misleading, or in violation of their privacy right may request in writing that the records be amended.

A student or guardian of a dependent minor student should identify the part of the record she/he wants changed and specify why it is believed to be inaccurate, misleading, or in violation of privacy rights. A decision will be reached, and the student or guardian of a dependent minor student will be informed within a reasonable amount of time after receiving the request. If the decision is not to amend the record(s), the student or guardian of a dependent minor student has the right to a hearing. The hearing will be conducted by a school official who does not have a direct interest in the outcome of the hearing. The hearing will be held within a reasonable amount of time after it is requested notifying the student, in advance, of the date, place, and the designated school.

Housing

Stylez & Kutz School of Barbering & Cosmetology doesn't offer housing to students.

Refund Policy- STUDENTS RIGHT TO CANCEL

Stylez & Kutz School of Barbering and Cosmetology follows the guidelines set forth by SCHEV.

A student may cancel enrollment, by written notice, without any financial penalty prior to the end of the add/drop period. Later cancellations should follow the institute's refund policy. Any tuition payment will be refunded to the student within a 45-day period following his/her cancellation notice. Applicants will have the

opportunity to cancel enrollment without penalty (receive a refund of all money paid other than application/administration fee) within three business days, excluding weekends and holidays, following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.

Please note that Stylez & Kutz School of Barbering and Cosmetology will only issue tuition refunds to the organization or person who made the original payment. The application fee and the postage fee are not refundable. To get a full refund a written notice must be received by the last day of the add/drop period. In case of no written notice, the last day of attendance will be determined within 14 calendar days after the student stopped attending. See “unofficial withdrawal” below.

Stylez & Kutz School of Barbering and Cosmetology will issue refunds to students who have terminated their status as students within 45 days after receipt of a written request or the date the student last attended classes whichever is sooner.

The following refund schedule is used to determine any refunds Stylez & Kutz owes to the students in case of dropping a class or withdrawing from the institute.

Time of withdrawal written notice	**Tuition refund amount**
Up to last date of add/drop period	100% of the quarter tuition
after the add/drop period through 25% of the quarter	50% of tuition
after 25% and through 50% of the quarter	25% of tuition
after 50% of the quarter	no refund will be issued

Grievance Policy

At Stylez & Kutz School of Barbering and Cosmetology we make every attempt to resolve any student grievance that is not frivolous or without merit. Grievance procedures will be given out during orientation to ensure that all students receive a copy. The resolution of all grievances will be kept by the school. The following procedure outlines the steps of the grievance process.

Prior to filing a formal grievance, the student should notify any staff member of the concerning situation. If the staff member is unable to resolve the grievance, the student shall notify the School Administrator. If the School Administrator is unable to resolve the grievance, then the student should proceed to file a formal grievance.

1. The student should register the grievance in writing on the form provided by the institution within 15 days of the date that the grievance occurred.
2. The grievance form will be given to the School Administrator.
3. The grievance will be reviewed by the School Administrator and a response will be given in writing to the student within 30 days of receiving the grievance.
4. If a grievance is of more important nature and cannot be resolved by school staff, it will be referred to an appropriate agency.

5. Depending on who is involved in the grievance, interviews with staff and/or other students may be necessary to reach a resolution.
6. In cases of extreme conflict, it may be necessary to have an informal hearing regarding the grievance. If necessary, administrators will designate a hearing committee consisting of someone selected by the school who is not involved in the grievance. The hearing will occur within 90 days of the appointment of the individual assisting with the grievance. The hearing will be informal with the student telling their side of the story followed by the school's response. The committee will be allowed to ask questions to all parties involved. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school accrediting agency or (SCHEV).

If the student complaint cannot be resolved after exhausting the school's grievance procedure, the student may file a complaint with the State Council of Higher Education for Virginia. The student should submit written complaints to:

State Council of Higher Education for Virginia
Private and Out-of-State Postsecondary Education
101 N. 14th Street, 9th Floor James Monroe Building
Richmond, VA 23219

Students will not be subjected to adverse actions by any school officials as a result of initiating a complaint.

Student Conduct

Students are expected to always conduct themselves in a professional manner and are expected to abide by the following rules:

- Cell phones should not be out at any point during instruction time.
- Class interruptions are not allowed; including but not limited to coming in and out, yelling, talking in class, or displaying any other actions that may disrupt the learning environment.
- Students should not be swearing, making threats, calling others out of their name, or displaying any form of disrespect.
- No bullying, violence, or harassing others. No damaging school property.
- Alcohol and/or illegal substances are not allowed on school property.
- No weapons on school property,
- No food is allowed on the student floor. Students shall only eat during their allowed lunch breaks. Students may only drink water if it is in a bottle or closed container.
- Cheating will **NOT** be tolerated.

If anyone violates any of the above rules, they may be subject to suspension or termination.

Interactions Between Students and Faculty

Professional Conduct and Behavior:

- Dress professionally in accordance with Stylez & Kutz School of Barbering and Cosmetology policies.
- Treat all students, staff, and faculty members with respect, fairness, and impartiality.
- Refrain from engaging in any form of discrimination or harassment.

III. SERVICES TO STUDENTS

Admission Stylez & Kutz School of Barbering and Cosmetology welcomes all students who meet the school admission requirements stated in Section II above to be a part of the school without regard to their race, religion, sex, creed, color, age, ethnic origin, or disability.

Orientation All students are given a complete orientation to help acquaint them with the Stylez & Kutz School of Barbering and Cosmetology. For beginning and comprehensive students, this orientation is presented on the first day of the class. The Student Orientation Checklist is to be completed and signed by both the student and the school representative on the date of orientation.

Books and Supplies Books and supplies are provided to the student on the first week of training at the school subject to the student's full payment of fees and costs for these items. They are personal belongings of the student and are the student's responsibility. The student is expected to maintain all books and supplies by replacing lost or broken materials so that he or she is always prepared to receive training. The student is responsible for purchasing new materials. All transferring students must have equivalent quality equipment.

Bulletin Board The school bulletin board is an important tool to keep everyone informed of official announcements, school memos, notices and other useful information. Students are responsible for checking the bulletin board daily. This bulletin board is located in the customer waiting area.

Counseling and Coaching Individual attention is given to each student by the counselor and the instructional staff. Students have access to advice from members of the school's staff, including referral to professional assistance if necessary. The school maintains records of student referrals. The school's goal is to help the student learn as much as possible during the training. Students whose academic and/or attendance progress in the course is unsatisfactory are provided with academic counseling and additional assistance if necessary. Students are encouraged to seek counseling with proper personnel if a problem exists that needs attention. During counseling sessions things are discussed such as hours, services, tuition, attendance, tardiness, attitude, job desires and any problems that the student may be having in school.

Students can schedule appointments within this time block with their instructor. Appointments will be arranged within 48 hours on business days.

Office Hours: Monday-Friday, 9:00am-4:00pm

IV. RULES AND REGULATIONS

Job Placement/Employment Assistance

Stylez & Kutz School of Barbering & Cosmetology does not guarantee employment; however, the school will assist students in preparing for interviews as well as the job search.

Class Attendance

Students are expected to adhere to the school attendance policy. Any change in a student's attendance schedule must first be approved by the School Director. Students are expected to contact the school on the day that they will be absent. For extended absence (more than seven days), a written excuse must be provided. Excessive absences without a written excuse may provide sufficient basis for suspension/termination. In the event a student is absent from class for thirty (30) consecutive days without a sufficient excuse he/she will be immediately terminated. Students with excused absence will have the opportunity to make up any work missed as such work can be completed within a period of time not to exceed the number of days absent from school. A student will be expected to take the test on the day he/she returns to school if the test was announced prior to the absence. Students with unexcused absence do not receive an opportunity to make up work or tests. Unexcused absent students will receive a zero on work or test assigned on the absent day.

Dress Code

It is **MANDATORY** for Styles & Kutz Barbering and Cosmetology School students to wear ALL BLACK tops and bottoms, and closed toe shoes; comfortable enough to stand in for long periods. Students must be groomed and clean prior to showing up for class.

What is acceptable?

Button Up/Polo shirts, sweaters, and/or blouses that cover midriff and have sleeves
Stylez & Kutz Logo Wear
Bottoms (Slacks, Khaki's, Cargos, Long skirts)
Closed-toe shoes
If for religious reasons: Scarves and/or Headwear

What is **NOT** acceptable?

Shorts and short skirts
Workout attire (including yoga pants)

Leggings
Slides/Flip Flops or any open toed shoes
Denim Jeans
Clothing with logos/large brand names and designs
Durags/ Scarves
Hoodies, sweatshirts, sweatpants
Rips, tears, holes in clothing

Barbers **MUST** always wear your Barber smock. Cosmetologists must always wear your apron. If you are out of dress code, you will be clocked out and will be permitted to clock back in the next school day.

Attendance and Absence Policy

The student is required to report to school at the regularly scheduled time, according to their enrollment agreement. Students must clock in and out at the beginning and end of each day, and at the beginning and end of lunch breaks. Students are to stay in the building unless they are on their break(s). Students are *encouraged* to keep a 100 percent attendance. Students who know they will be absent are asked to call the school **at least** an hour before instructional time. Students are responsible for all missing work during their absence. The student should make it their obligation to get with the instructor about missing work.

Tardiness

Students will be considered tardy after 20 minutes of the scheduled class time. Students will not be allowed to attend school for the day if they are more than 20 minutes late. Students are required to notify the school if he/she will be late before their regular scheduled time. Additional actions may be taken if a student is tardy more than three times.

Student hours are recorded each day. Failure to clock in or out may result in the loss of clock hours. **To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day.** Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any non-school related activity.

Makeup Work

It is the responsibility of the student to make up any work that has been missed. All makeup work must be completed within a week of the day(s) missed.

Leave of Absence Policy

A leave of absence (LOA) is a temporary interruption in a student's program. LOA refers to the period during a program when a student is not in attendance.

Any student who needs to take a leave of absence must submit a written request in advance and submit it to the school administrator. The request must include the reason for the leave of absence, amount of time requested and student's signature.

A LOA may be approved for the following reasons:

- Personal or family medical concerns
- Death in family
- Military orders
- Maternity
- Other mitigating circumstances

A leave of absence will not be granted for more than 180 days in a 12-month period and the school must have reasonable expectations that the student will return from the (LOA). The school may grant an LOA that was not requested in advance due to unforeseen circumstances. The school will document the reason for its decision and collect more information from the student at a later date. The beginning date of the approved LOA would

be the first date that the student was unable to attend the school because of unforeseen circumstances. The student must contact the school and provide a documented request in person, by mail, email, or fax at the time of the LOA or within 14 days of the related event.

The students' leave of absence will extend the contract period by the same number of days taken in the leave of absence. No additional charges will be assessed because of an LOA. A student granted an LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at this time. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated by all parties.

The student will return to school with the same academic and attendance status as held prior to the leave. If the student doesn't return to the school from his/her leave of absence on or before the end of the approved leave of absence, the school will treat the student as a withdrawal and the date that the leave of absence was applied shall be considered the last date of attendance for refund purposes.

Sanitation Duties Students will be responsible for the sanitizing of their own station, mirror and chair. These tools are to be cleaned each day. Students will be responsible for signing out/in the supply sheets and for returning products back to dispensary area, replacing lids on all products and reporting all products that are low. Each student will be assigned various sanitation duties on a week-to-week basis for as long as he/she is in school. These assignments are part of the curriculum and are to familiarize students with the responsibilities involved in salon management or ownership. Any student who refuses to follow the instructor's instructions on sanitation duties will be subject to dismissal/probation and/or suspension/termination.

Student Kits Student tool kits are part of the course study. Tool kits may be purchased through the school or individually before or after enrollment. Students that choose to purchase tool kits or extra implements someplace other than the school should know that these tools or implements must be of professional quality. All individually purchased tool kits and implements must be approved by school officials. Students will be responsible for each item in their assigned tool kits. Each student will be held accountable for any missing items upon random inspection and be given a limited time to replace the missing items. All sanitation will be at student's responsibility. Unclaimed kits will be disposed of after thirty days. Students are required to bring their kit(s) to school every day. Failure in doing so will be subject to dismissal/probation and/or suspension/termination.

V. GRADUATION REQUIREMENTS

Completion of Course

- Completion of all the required hours of the program and all related practical/theory coursework
- Fulfill all financial obligations to the school.

VI. PROGRAM COURSES OUTLINES

Barbering Course Outline

750 hours 21.4 Weeks = Full-Time

750 hours 37.5 Weeks = Part-Time

Description

The primary purpose of the Barbering course is to teach and train the student in the basic skills, safety rules, business, and approachable attitudes necessary to obtain licensure and for competency as an entry level barber or related position.

Educational Objectives

Upon completion of the course requirements, the student shall be able to graduate and pass the state licensing exam. It is the objective of the institution to provide the student with the proper education and skills to enter the workforce and become a skilled and marketable Barber.

Library Resources

Textbooks, audio/video tapes, and web-based materials are available to support and supplement the Barbering program.

Instructional Methods

The program is presented through comprehensive lesson plans which display effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the program.

Grading Procedures:

Students are assigned theory study and a minimum number of practical experiences deemed by the state, prior to course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when the student receives a passing grade. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory average of at LEAST 75% and pass a final written and practical exam prior to completion of the program. Students must make up failed or missed tests and incomplete assignments during times given by the instructor/administrator.

Grading Scale

A	94 – 100
B	93 – 83
C	82 – 75
D	74 – 65
F	64 – 0

Course Subject Outline

Subject	Required Hours
• Orientation ○ School Policies ○ Business and Shop Management ○ Professional Ethics and Personal Hygiene	25
• State Law and Regulations	10
• Shampooing, Cutting, Thinning, Tapering the hair with Razor, Clippers, and Shears ○ Client Consultation ○ Styling Hair with a Hair Dryer	270
• Shaving and Trimming a Moustache or Beard ○ Includes Client Consultation	100
• Applying Hair Color ○ Includes Client Consultation	50
• Applied Sciences ○ Anatomy and Physiology ○ Skin Structure and Function ○ Skin Types ○ Skin Conditions ○ Diseases and Disorders of the Skin ○ Analyzing Skin or Scalp Conditions ○ Giving Scalp Treatments	100
• General Sciences ○ Bacteriology ○ Microorganisms ○ Infection Control, Sanitation, Disinfection, and Sterilization ○ Occupational Safety and Health Administration (OSHA) Requirements ○ Safety Data Sheets (SDS) ○ General Procedures and Safety Measures ○ Cosmetic Chemistry ○ Products and Ingredients	80

• Facial Hair and Skin Care Services ○ Client Skin Analysis and Consultation ○ Effleurage and Related Movements and Manipulations of the Face ○ Cleansing Procedures ○ Masks ○ Extraction Techniques ○ Machines, Equipment, and Electricity ○ Manual Facials and Treatments ○ General Procedures and Safety Measures	100
• Understanding and maintaining Implements and Equipment (e.g., tools)	15

Graduation Requirements:

- Completion of all the required hours of the program and all related practical/theory coursework
- Fulfill all financial obligations to the school
- Award certificate upon completion.

Textbooks & Materials:

A required textbook, *"MiLady Standard Barbering, 6th edition,"* will be used throughout the program. In addition, *"MiLady Cima"* will be used for online learning. A list of recommended additional resources and any required supplies will be provided.

Cosmetology Course Outline

Program Length

1,000 hours 28.6 Weeks = Full-Time

1,000 hours 50 Weeks=Part-Time

Description

The Cosmetology Program is designed to train the student in the basic manipulative skills, safety judgments, proper work habits, business skills, and desirable attitude necessary to obtain licensure and for competency in job entry-level positions in Cosmetology or a related career field.

Objectives

Upon completion of the course requirements, the student shall be able to graduate and pass the state licensing exam. It is the objective of the institution to provide the student with the proper education and skills to enter the workforce and become a skilled and marketable Cosmetologist or related position.

Library Resources

Textbooks, audio/video tapes, and web-based materials are available to support and supplement the Cosmetology program.

Teaching and Learning Methods

The program is presented through comprehensive lesson plans which display effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the program.

Grading Procedures

Students are assigned theory study and a minimum number of practical experiences deemed by the state, prior to course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when the student receives a passing grade. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria. Students must maintain a theory average of at LEAST 75% and pass a final written and practical exam prior to completion of the program. Students must make up failed or missed tests and incomplete assignments during times given by the instructor/administrator.

Grading Scale

A	94 – 100
B	93 – 83
C	82 – 75
D	74 - 65
F	64 – 0

Course Subject Outline

Subject	Required Hours
• Orientation ○ School Policies ○ Management ○ Sales, Inventory, and Retailing ○ Taxes and Payroll ○ Insurance ○ Client Records and Confidentiality ○ Professional Ethics and Practices	45
• Laws and Regulations	10
• General Sciences ○ Principles and Practices of Infection Control ○ Safety Data Sheets (SDS) ○ Chemical Usage and Safety	55
• Applied Sciences ○ Anatomy ○ Physiology ○ Histology	40
• Shampooing, Rinsing, and Scalp Treatments ○ Client Consultation and Analysis ○ Procedures, Manipulations, and Treatments *For all Hair Types, Including Textured Hair*	25
• Hair Styling ○ Finger-waving, Molding, and Pin Curling ○ Roller Curling, Combing, and Brushing ○ Heat Curling, Waving, and Pressing *For all Hair Types, Including Textured Hair*	65
• Hair Cutting ○ Fundamentals, Materials, and Equipment ○ Procedures *For all Hair Types, Including Textured Hair*	125

• Permanent Waving and Chemical Relaxing ○ Chemistry ○ Supplies and Equipment ○ Procedures and Practical Application *For all Hair Types, Including Textured Hair*	135
• Hair Coloring and Bleaching ○ Basic Color Theory ○ Supplies and Equipment ○ Procedures and Practical Application *For all Hair Types, Including Textured Hair*	190
• Wigs, Hair Pieces, and Related Theory ○ Types ○ Procedures	15
• Manicuring and Pedicuring ○ Nail Theory, Nail Structure, and Composition ○ Nail Procedures, including Manicuring, Pedicuring, and Nail Extensions ○ Electric Filing	75
• Skin Care ○ Client Skin Analysis and Consultation ○ Effleurage and Related Movements and Manipulations of the Face ○ Cleansing Procedures ○ Masks ○ Extraction Techniques ○ Machines avoiding direct contact with the skin ○ Equipment avoiding direct contact with the skin ○ Electricity avoiding direct contact with the skin ○ Manual Facials and Treatments ○ General Procedures and Safety Measures	150
• Lashes and Brows ○ Setup, Supplies, and Implements ○ Consultation ○ Application of False Lashes and Lash Extensions ○ Lash and Brow Tinting	35

○ Lash Perming ○ Lightening of the Hair on the Body, except scalp ○ General Procedures and Safety Measures	
● Hair Removal ○ Client Consultation and Analysis ○ Waxing ○ Mechanical Hair Removal ○ Tweezing and Threading ○ Chemical Hair Removal	35

Graduation Requirements:

- Completion of all the required hours of the program and all related practical/theory coursework
- Fulfill all financial obligations to the school
- Award certificate upon completion.

Textbooks & Materials:

A required textbook, *"MiLady Standard Cosmetology, 14th edition,"* will be used throughout the program. In addition, *"MiLady Cima"* will be used for online learning. A list of recommended additional resources and any required supplies will be provided.

Master Barber Course Outline

Full time: 250 hours 7 weeks = Full Time

250 hours 12.5 Weeks = Part-Time

Description

The Master Barber Program is designed to train the student in additional skills to become a more successful barber.

Objectives

It is the objective of the institution to provide the student with the proper education and skills to enter the workforce and become a skilled and marketable Master Barber

Library Resources

Textbooks, audio/video tapes, and web-based materials are available to support and supplement the Master Barber program.

Teaching and Learning Methods

The program is presented through comprehensive lesson plans which display effective educational methods. Subjects are presented by means of interactive lectures, demonstration, cooperative learning, labs, student salon activities, and student participation. Audio-visual aids, guest speakers, projects, activities, and other related learning methods are used in the program.

Grading Procedures

Students are assigned theory study and a minimum number of practical experiences deemed by the state, prior to course completion. Theory is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when the student receives a passing grade. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and the Practical Skills Competency Evaluation Criteria.

Students must maintain a theory average of at LEAST 80% and pass a final written and practical exam prior to completion of the program. Students must make up failed or missed tests and incomplete assignments during times given by the instructor/administrator.

Grading Scale

A	94 – 100
B	93 – 83
C	82 – 75
D	74 – 65
F	64 – 0

Course Subject Outline

Subject	Required Hours
• Thermal Waving	20
• Permanent Waving and Relaxing the Hair with Chemicals	110
• Lightening or Toning the Hair	100
• Hairpieces and Wigs	15
• Waxing Limited to the Scalp	5

Graduation Requirements:

- Completion of all the required hours of the program and all related practical/theory coursework
- Fulfill all financial obligations to the school
- Award certificate upon completion.

Textbooks & Materials:

A required textbook, *"MiLady Standard Barbering, 6th edition,"* will be used throughout the program. In addition, *"MiLady Cima"* will be used for online learning. A list of recommended additional resources and any required supplies will be provided.

Program Tuition and Fees

Barbering Program (750 Clock Hour)

Tuition: \$5403.56

(Estimated) Kit: \$920.49

(Estimated) Books: \$450.95

Registration Fee: \$125

Application fee: \$100

Total Cost: \$7000

Cosmetology Program (1000 Clock Hours)

Tuition: \$8217.00

(Estimated) Kit: \$1030.80

(Estimated) Books: \$527.00

Registration Fee: \$125

Application fee: \$100

Total Cost: \$10,000

Master Barber Program (250 Clock Hours)

Tuition: \$3109.05

(Estimated) Kit: \$715.00

(Estimated) Books: \$450.95

Registration Fee: \$125

Application fee: \$100

Total Cost: \$4500

Payment Methods

Monies owed to Stylez & Kutz School of Barbering and Cosmetology can be paid by cash, credit card, money orders, cash app, PayPal.

Extra Instructional Charges

Students are expected to finish their program hours within the maximum time frame allowed. If a student does exceed the time frame given to them in their Enrollment Agreement, they will be charged for the additional hours needed to complete the program. The current rate for extra instructional charges per hour is \$20.00. *(Please refer to pages 9 for the Maximum Time Frame specifics)*

Contract Cost and Payment Terms

School:

- Shall provide programs of study that meet minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, curriculum format, teaching materials or educational methods at its discretion.
- Will grant a diploma of graduation and Official Transcript of Hours for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to State requirements; completed all exit paperwork; attended an exit interview and made satisfactory arrangements for payment of all debts owed to the school.
- Will issue an Official Transcript of Hours to students who withdraw prior to program completion when the student has successfully completed the required exit paperwork, attended an exit interview and made satisfactory arrangements for debts owed the school as approved by the school.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is not guaranteed.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to provide all financial aid documents, if applicable, in the designated time frame.
- Agrees to always comply with the school's dress code and project a professional image representative of the cosmetology and image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school. Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.