

Barbers University School LLC – Student Handbook

Welcome to Barbers University School LLC

We are pleased to welcome you to Barbers University School LLC. Our mission is to provide high-quality, hands-on training in barbering to prepare you for success in the barbering industry. This student handbook is designed to help you understand the policies, procedures, and expectations of Barbers University School LLC. Please take the time to read and familiarize yourself with the information presented.

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1. General Information

Institution Name: Barbers University School LLC

Address: 2826 Coleman Rd Memphis, Tn 38128

Phone Number (901) 859-1230

Email Address barbersuniversity@yahoo.com

Website: <https://barbersuniversity.simplybook.me/v2/>

Accrediting Body: National Accrediting Commission of Career Arts and Sciences (NACCAS)

Barbers University School LLC is a state licensed institution offering a comprehensive barbering program that provides the skills necessary to succeed in the barbering industry. Our program emphasizes both theoretical knowledge and hands-on practical training.

2. Admission Requirements and Enrollment

To be eligible for enrollment at Barbers University School LLC, applicants must meet the following criteria:

- Be at least 16 years old.
- Have a high school diploma, GED, or equivalent.
- Complete an application and submit it to the admissions office.
- Participate in an interview with the school's admissions team.
- Provide any required documentation (**e.g., proof of age, high school diploma/GED, valid ID and social security card**).

To be considered for admission to the Barbering Program at Barbers University School LLC, applicants must meet the following minimum requirements:

1.1 High School Education or Equivalent:

- Applicants must have completed high school or equivalent education, which may include a General Education Development (GED) certificate.
- All applicants must provide documentation of their high school diploma, GED certificate, or equivalent.

1.2 Age Requirement:

- Applicants must be at least 16 years old to be considered for admission. However, applicants under the age of 18 must provide written parental consent to enroll.
- Students must provide a valid government-issued photo ID or equivalent documentation to verify their age.

1.3 English Language Proficiency:

- Applicants must be proficient in English to be able to successfully complete the academic and practical components of the program. This includes a working knowledge of reading, writing, and communication in English.
- Non-native English speakers may be required to provide proof of proficiency (e.g., TOEFL score or equivalent).

1.4 Entrance Interview/Assessment (Optional):

- An entrance interview or assessment may be conducted to evaluate the applicant's readiness for the program. This may include assessing basic academic skills or an interview to gauge interest and motivation in pursuing a career in barbering.

2. Application Process

2.1 Submission of Application:

- Prospective students must submit a completed application form, which can be obtained from the admissions office or via the school's website.

2.2 Required Documentation:

- A copy of the applicant's high school diploma, GED certificate, or equivalent.
- Valid government-issued ID or equivalent to verify age.
- Completed application form with necessary personal information.
- Entrance assessment or interview results (if applicable).

2.3 Application Review and Interview:

- All applications will be reviewed by the admissions office.
- An interview may be scheduled to assess the applicant's qualifications, motivation, and understanding of the program.
- If an applicant is applying for transfer credits, an official transcript evaluation will be conducted.

3. Admissions Decision

3.1 Acceptance:

- Once an applicant has met all admissions requirements and is accepted into the program, they will receive a written offer of admission from the school.
- A student enrollment agreement will be provided to the student to review and sign, detailing tuition fees, payment plans, and program terms.

3.2 Conditional Admission:

- In certain cases, applicants who do not meet the full admissions criteria (e.g., age or educational background) may be granted conditional admission. Conditional admission may require additional steps, such as completing specific preparatory courses or providing further documentation.

3.3 Denial of Admission:

- If an applicant does not meet the admissions requirements or fails to provide necessary documentation, they will be informed in writing of the denial of admission.
- The applicant may appeal the decision, and if the appeal is accepted, the applicant may be given another opportunity to meet the necessary criteria.

4. Transfer Students

Barbers University School LLC accepts transfer students who have prior training or coursework in barbering or related fields. The following guidelines apply:

4.1 Transfer Credit Evaluation:

- Transfer students must provide official transcripts or certificates of completion from prior institutions.

- The school will evaluate the transfer credits on a case-by-case basis to determine if the credits meet the school's curriculum standards and NACCAS guidelines.
- Transfer credits will be awarded only for courses that are similar in content, hours, and rigor to those offered at Barbers University School LLC.

4.2 Prior Learning Assessment (PLA):

- In certain cases, students may be eligible for Prior Learning Assessment (PLA) to receive credit for experience gained outside of formal education. This will be assessed by faculty members based on documented work experience or practical skills.

5. Enrollment Agreement

Upon acceptance, all students must sign an Enrollment Agreement which outlines:

- The tuition fees and payment plans.
- The course schedule and academic calendar.
- Refund policy.
- School policies on attendance, discipline, and behavior.
- The student's rights and responsibilities.

The signed Enrollment Agreement must be returned to the admissions office before classes begin.

6. Non-Discrimination Policy

Barbers University School LLC admits students of any race, color, religion, gender, sexual orientation, age, disability, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The school does not discriminate based on these or any other protected characteristics in its educational programs, admissions policies, or employment practices.

7. Orientation and Start of Classes

7.1 Orientation:

- All new students are required to attend a mandatory orientation session before the start of their program. Orientation will cover:
 - School policies and procedures.
 - Code of conduct and professionalism in the barbering industry.
 - Introduction to instructors and facilities.
 - Overview of the curriculum and expectations.

7.2 Start of Classes:

- Students will begin their program on the designated start date as outlined in their Enrollment Agreement.

8. Conclusion

Barbers University School LLC is committed to providing a fair and transparent admissions process. By adhering to the outlined policy, we ensure that only qualified students are admitted and that they are fully informed of the expectations and requirements of the Barbering Program.

This policy is in place to support student success, ensuring that all admitted students are prepared to embark on their education and career in the barbering industry.

Approved by:
Barbers University School LLC Administration

The admissions team will review the applicant's qualifications and may offer an enrollment contract outlining the terms and conditions of the student's enrollment.

3. Financial Information

Barbers University School LLC provides the following financial options:

- Tuition Payment Plans: Students may pay for their tuition in installments as outlined in their enrollment contract.
- Financial Aid: Financial aid options may be available for eligible students. Please speak with the financial aid office for more information.
- Fees: In addition to tuition, students may be required to pay fees for materials, uniforms, books, and other supplies.

Non-Refundable Fees:

- Registration Fees
- Kit and Supplies
- Uniform Fees
- Technology Fees

Barbers University School LLC – Refund Policy

At Barbers University School LLC, we are committed to providing high-quality education and training for our students. In the event of a student withdrawal, the following refund policy will apply:

1. Refunds for Students Who Withdraw Before Classes Begin:

- If a student withdraws before the first day of class, a full refund will be issued, excluding non-refundable fees (e.g., registration fees, kit fees, technology fees, books, supplies, and uniform fees).

2. Refunds for Students Who Withdraw After Classes Have Begun:

- If a student withdraws within the first 10-15% of the program, a partial refund will be issued based on the following schedule:

- Before 10% Completion: 90% of the tuition will be refunded (minus non-refundable fees).

- Between 10% and 15% Completion: 85% of the tuition will be refunded (minus non-refundable fees).

3. No Refund After 50% of Attendance:

- Once a student has attended 50% or more of the total scheduled hours, no refund will be issued, and the student will be responsible for the full tuition amount.

4. Non-Refundable Fees:

The following fees are non-refundable, regardless of when a student withdraws:

- Books and Textbooks: Once issued to the student, books and textbooks are non-refundable.

- Kit and Supplies: Fees for kits and supplies are non-refundable once the student has received them.

- Technology Fees: This fee, covering online platforms and learning tools, is non-refundable.

- Uniform Fee: Once uniforms are issued, the uniform fee is non-refundable.

5. Refund Calculation:

Refunds will be calculated based on the number of hours completed by the student. The school will divide the total tuition by the total number of hours in the program and refund the remaining amount based on the student's attendance.

6. Refund Processing Timeframe:

Refunds will be processed within 30 days of the student's official withdrawal date. Refunds will be issued to the individual or entity responsible for tuition payment, which may include the student or a third-party sponsor.

7. Payment Plan Consideration:

If the student is on a payment plan, any applicable refund will first be applied toward any outstanding balance on the account. If there is a remaining balance, the student is responsible for paying the remaining amount.

8. Special Circumstances for Refunds:

In exceptional cases, such as a medical emergency or other significant life event, Barbers University School LLC may provide discretionary refunds, subject to approval by the school administration.

4. Academic Policies

Program Length:

The Barbering Program at Barbers University School LLC is typically 1500 clock hours. Students must complete these hours in both theory and practical training.

Course of Study:

- Basic Barbering Skills
- Haircutting and Styling
- Shaving and Facial Hair Design
- Chemical Services and Hair Coloring
- Sanitation and Safety Practices
- Business and Career Development

General Admissions Requirements

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7. Orientation and Start of Classes

7.1 Orientation:

- All new students are required to attend a mandatory orientation session before the start of their program. Orientation will cover:
 - School policies and procedures.
 - Code of conduct and professionalism in the barbering industry.

- Introduction to instructors and facilities.
- Overview of the curriculum and expectations.

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- Students will begin their program on the designated start date as outlined in their Enrollment Agreement.

8. Conclusion

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This policy is in place to support student success, ensuring that all admitted students are prepared to embark on their education and career in the barbering industry.

Approved by:

Barbers University School LLC Administration

Students must maintain satisfactory academic progress throughout their program and meet the minimum attendance and grade requirements.

5. Attendance Policy

Barbers University School LLC requires students to maintain a minimum attendance rate of 80%. Students are expected to attend all classes, and excessive absences may result in academic penalties.

- Excused Absences: Absences due to illness or emergency may be excused at the discretion of the administration.
- Unexcused Absences: Students who accumulate more than 20% unexcused absences may be subject to disciplinary action.

If a student is unable to attend due to an emergency, they should notify the school administration as soon as possible.

6. Student Conduct and Disciplinary Actions

Students at Barbers University School LLC are expected to always maintain a professional demeanor. Disrespectful behavior, cheating, profanity or violation of school policies may result in disciplinary action, including:

- Written warning
- Probation
- Suspension
- Expulsion (in cases of severe misconduct). SIGN_____

Behavior Expectations:

- Respect for fellow students, instructors, and staff.
- Adherence to the school's dress code and uniform policy.
- Professional conduct both in and out of the classroom.

7. Grading and Evaluation

Barbers University School LLC uses the following grading system:

- A (90-100%): Excellent Performance
- B (80-89%): Satisfactory Performance
- C (70-79%): Minimum Passing Performance
- F (Below 70%): Failing Performance

Students must maintain a minimum grade of C to progress in the program. Regular evaluations will be conducted through both written exams and practical assessments.

8. Graduation Requirements

To graduate from the Barbering Program, students must:

- Complete all required clock hours (1500 hours).
- Achieve a minimum grade of 70% in both theory and practical exams.
- Pass the final practical examination.
- Settle all outstanding financial obligations to the school.
- Complete all necessary documentation for graduation.

9. Refund Policy

Please refer to the Refund Policy section in this handbook for detailed information on the school's refund process, including refunds for students who withdraw within certain timeframes.

10. Student Support Services

Barbers University School LLC provides several support services to ensure student success:

- Academic Counseling: Students may meet with academic counselors for guidance.
- Career Services: Our career services team will assist students with job placement and resume building.
- Tutoring: Additional academic support is available for students who need extra help with course material.

11. Distance Learning Policy (If Applicable)

Barbers University School LLC offers a hybrid distance learning option that combines online theoretical coursework with in-person practical training. Students enrolled in the distance learning option will follow the same curriculum but will complete the theoretical components through online platforms. Students must attend in-person training for hands-on barbering experience and assessments.

12. Institutional Policies and Procedures

All students must comply with the institutional policies and procedures as outlined in this handbook, including:

- Health and safety guidelines
- Use of school facilities
- Compliance with state laws and regulations regarding barbering

13. Adequate Barbering Facilities:

1. Adequate Barbering Facilities: Classrooms, practical training areas, and client service spaces equipped with the necessary barbering tools (clippers, razors, mirrors, shampoo stations, etc.).
2. Clean and Safe Environment: Compliance with all health and safety regulations, including sanitation of tools and workstations, proper ventilation, and emergency procedures.
3. Up-to-Date Equipment: Providing modern, functioning equipment for students to learn on, such as salon chairs, barber stations, and personal protective equipment.
4. Accessibility: Ensuring that all areas of the school are accessible to students, faculty, and clients, and complying with ADA requirements.
5. Professional Client Areas: Maintaining a professional space for students to practice their skills on clients in real-world scenarios, ensuring that client safety and comfort are prioritized.
6. Liability Coverage: Ensuring proper insurance coverage for student services provided to clients during practical training.

14. Barbers University School LLC guarantees each student (or parent or guardian if the student is a dependent minor) access to that student's records. D-9

15. Leave of Absence (LOA) D-12

A Leave of Absence (LOA) is a temporary, approved break from the educational program, during which the student is not considered withdrawn. The LOA must be requested in writing, meet specific criteria, and be approved by the institution.

Eligibility and Criteria

1. A student may be granted a Leave of Absence (LOA) for:
 - Medical emergencies.

- Personal or family-related issues.
 - Military obligations.
 - Other unforeseen circumstances, as determined by the administration.
2. To qualify for an LOA, the student must:
- Be in good academic standing.
 - Have a legitimate and documented reason for the request.
 - Submit the request in writing before the leave begins, unless unforeseen circumstances prevent advance notice.

Procedure for Requesting an LOA

1. Submission:
 - The student must complete the LOA Request Form, including:
 - The reason for the LOA.
 - Supporting documentation (e.g., medical notes, military orders).
 - The start and anticipated return date.
2. Approval:
 - The administration will review the request and notify the student of approval or denial within five business days.
 - An LOA may only be granted if it does not exceed 180 calendar days in a 12-month period.
3. Written Agreement:
 - The institution and the student will sign an LOA agreement outlining the terms of the leave, including the return date.

Conditions During Leave

1. The student will not incur additional charges during the LOA.
2. The student's enrollment status will remain active, but financial aid disbursements will be suspended.
3. The student must not attend classes or participate in school activities during the LOA period.

Return from Leave

1. The student must resume their program at the same point in the curriculum as when the LOA began.
2. The student must notify the school in writing of their intention to return before the scheduled return date.
3. Failure to return by the end of the approved LOA period will result in the student being withdrawn from the program.

Impact on Satisfactory Academic Progress (SAP)

1. The LOA period will not negatively impact the student's SAP standing.
2. The student's SAP evaluation schedule will be adjusted to account for the LOA period.

Administrative Recordkeeping

1. The institution will maintain LOA documentation in the student's file, including:
 - The approved LOA Request Form.
 - Supporting documentation.
 - Signed LOA agreement.
2. The school will comply with federal, state, and accreditation requirements regarding LOA policies and recordkeeping.

Approved By: _____

Date: _____

This Leave of Absence Policy ensures that Barbers University School LLC complies with NACCAS standards while supporting students during temporary interruptions in their education. D-12

16. Barbers University School LLC Non-Discrimination Policy

Barbers University School LLC is committed to providing an inclusive and welcoming environment for all students, staff, and faculty. Our institution strictly adheres to a policy of non-discrimination in all aspects of our operations.

We do not discriminate based on sex, age, race, color, religion, national origin, ethnicity, disability, sexual orientation, gender identity, marital status, or any other characteristic protected by federal, state, or local laws. This policy applies to the admission of students, employment of staff, and administration of institutional programs and activities.

At Barbers University School LLC, we value diversity and are dedicated to fostering an environment of respect, equity, and opportunity for all.

17. Barbers University School LLC (Prerequisites for Employment Template) D-19

1. Program Completion
Complete all required hours and coursework.
2. State Licensure
Pass written and practical licensing exams.
3. Professional Skills
Demonstrate barbering and customer service expertise.
4. Sanitation Standards
Meet hygiene and safety regulations.
5. Portfolio Preparation
Create a resume and portfolio showcasing skills.
6. Employer Requirements
Meet qualifications set by potential employers.

Signature: _____

Date: _____

18.

1. Acknowledgment of Receipt

By signing below, the student acknowledges that they have received and reviewed the Barbers University School LLC Student Handbook and understand the policies and procedures outlined within.

Student Name: _____

Student Signature: _____

Date: _____