

Barbers University School LLC Code of Conduct

Code of Conduct, Health and Safety Guidelines, Refund Policy, Withdrawal, and Re-Enrollment Policies

Code of Conduct

At Barbers University School LLC, students are expected to maintain professionalism and adhere to the following standards of behavior:

1. Respect for Others
 - Treat all students, staff, and clients with respect and professionalism.
 - Refrain from harassment, discrimination, or disruptive behavior.
2. Professional Appearance
 - Follow the school's dress code, including wearing the required uniform.
 - Maintain cleanliness and grooming standards in line with industry expectations.
3. Academic Integrity
 - Submit original work and avoid cheating, plagiarism, or falsification of records.
 - Participate fully in all classroom and practical assignments.
4. Attendance and Punctuality
 - Attend all scheduled classes and arrive on time.
 - Notify the school in advance of any absences or tardiness.
5. Use of Facilities and Equipment
 - Handle school property, tools, and equipment with care.
 - Follow sanitation and maintenance procedures as instructed.
6. Substance-Free Environment
 - The use of drugs, alcohol, or any illegal substances on campus is strictly prohibited.
 - Violations will result in immediate disciplinary action.
7. Technology Use
 - Use electronic devices responsibly and only for educational purposes during class.
 - Refrain from recording or photographing without permission.
8. Conflict Resolution
 - Address conflicts professionally and escalate concerns to the administration when necessary.

Violations of the Code of Conduct may result in disciplinary actions, including warnings, suspension, or dismissal from the program.

Health and Safety Guidelines

1. Sanitation and Hygiene
 - Wash hands regularly and follow sanitation protocols for tools and equipment.
 - Disinfect workstations before and after each client.
2. Emergency Procedures
 - Familiarize yourself with emergency evacuation routes and procedures.
 - Report any safety hazards or emergencies to school staff immediately.
3. First Aid
 - First aid supplies are available on-site. Notify staff in case of injury.
4. Client and Student Safety
 - Follow all state and federal safety regulations, including proper handling of sharp tools and chemicals.
 - Wear personal protective equipment (PPE) as required.
5. COVID-19 or Infectious Disease Protocols (if applicable):
 - Follow any specific guidelines provided by the school, including wearing masks or social distancing, as necessary.

Refund Policy

Refund Schedule:

1. Before 10% of Attendance Completed:
 - 90% refund of tuition (minus books, kits, uniforms, and technology fees).
2. Between 10% and 15% of Attendance Completed:
 - 75% refund of tuition (minus books, kits, uniforms, and technology fees).
3. After 50% of Attendance Completed:
 - No refund.

Additional Fees:

- Refunds exclude non-refundable fees for books, kits, uniforms, technology, and supplies.
- Refunds are processed within 45 days of the withdrawal date.

Withdrawal Policy

1. Voluntary Withdrawal:
 - Students must submit a written request to withdraw from the program.

- The withdrawal date will be the last day of attendance.
- 2. Involuntary Withdrawal:
 - Students may be withdrawn for failing to meet attendance, SAP, or conduct requirements.
 - Written notice of termination will be provided by the administration.
- 3. Refunds for Withdrawn Students:
 - Refunds will be calculated based on the refund schedule above.

Re-Enrollment Policy

1. Eligibility for Re-Enrollment:
 - Students withdrawn in good standing may apply for re-enrollment.
 - Students dismissed for SAP or conduct violations may need to complete an appeal process.
2. Application Process:
 - Submit a re-enrollment application to the administrative office.
 - Provide a written statement explaining the circumstances of the previous withdrawal and changes to ensure future success.
3. Re-Enrollment Fee:
 - A non-refundable re-enrollment fee of \$[Insert Amount] may apply.
4. Conditions of Re-Enrollment:
 - Students must meet all current admission and SAP requirements.
 - Re-enrolled students may be placed on academic probation or an improvement plan.

This comprehensive policy ensures clarity and compliance with NACCAS standards, fostering a safe, respectful, and professional learning environment at Barbers University School LLC.

Student Sign: _____ Date: _____

Administration Sign: _____ Date: _____