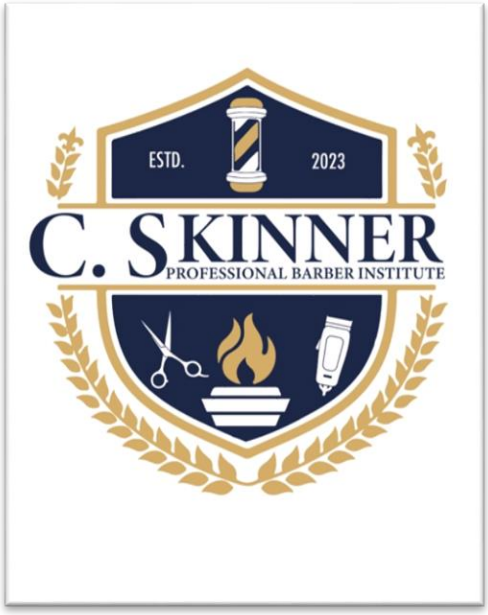


# C. Skinner Professional Barber Institute

1101-1103 Terry Parkway, Terrytown, La. 70056

# Catalog and Student Handbook
# Vol.1 2025-2026

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# Welcome Student!

The staff and faculty would like to welcome you to C. Skinner Professional Barber Institute. Our goal is to see every student succeed. We are dedicated to your education and will see to it that each student receives the highest form of education while in attendance. With our educators, tools; your passion and determination, together we will help you build a foundation for your future. Congratulations on taking the first step towards turning your dreams into reality!

Best regards,

C. Skinner Professional Barber Institute

# C. Skinner Professional Barber Institute

This student catalog is the official handbook of the programs, requirements, and regulations of C. Skinner Professional Barber Institute and students enrolling in the school are subject to the guidelines stated herein. All information contained in this student catalog includes but is not limited to fees, charges, courses, requirements, and conditions are subject to change by officials of C. Skinner Professional Barber Institute without prior notice.

**C. Skinner Professional Barber Institute complies with guidelines and regulations established by all appropriate governmental agencies.**

**C. Skinner Professional Barber Institute is an unaccredited institution.**

# NONDISCRIMINATION POLICY

C. Skinner Professional Barber Institute does not discriminate based on sex, age, color, racial ethnicity, religion, disability, veteran status, or sexual orientation. This institution complies with all guidelines, rules, and regulations established by all appropriate governmental agencies.

# Table of Contents


Welcome and Policy Statement . . . . . 2-5
Licensing, Governing Body, Official, Faculty& Staff . . . . . 6
Mission Statement, School Objectives . . . . . 7
History, Facility Location/Description . . . . . 8
Program List . . . . . 9-10
Supply List . . . . . 11
Police Protection Policy . . . . . 12
Student Advisory Services . . . . . 13-15
Standards of Conduct, General Rules/Regulations /Policy . . . . . 16-18
Cell Phone Policy, Student Self Service, Kits, Books and Supplies Policy, Drug Free Awareness program . . . 19
Uniform Policy, CSPBI Student Conduct . . . . . 20
Course Objectives: Graduation Requirements and Diploma . . . . . 21
GPA Requirements . . . . . 22
Admissions Policy: New Students, Enrollment Require for Crossover, Refresher/Instructor Programs . . . . 23
Physical Demands . . . . . 24
Transfer Student Policy . . . . . 25
Reentry: Student/Interruptions . . . . . 26-28
Student Complaint, Grievance Policy** . . . . . 29
Student Teacher Ratio: Graduation Requirements . . . . . 30
Attendance Policy . . . . . 31
Program Hours/Duration/Tardiness . . . . . 32
Absenteeism, Holidays, School Calendar . . . . . 33-35
Daily Schedule . . . . . 36
Emergency School Closure Policy . . . . . 37
Evacuation Procedure . . . . . 38
Academic Progress Evaluation . . . . . 39
Probation, Reestablishment of Satisfactory Academic Progress, Interruptions, Course Incomplete, Withdrawals, Appeals Procedure . . . . . 40
Non-Credit, Remedial Course, Repetitions, Transfer Hours and Grading System . . . . . 41
Grading System . . . . . 42
Monthly Progress Assessments . . . . . 43
VA Education Beneficiaries Standard of Progress . . . . . 44
VA Education Beneficiaries Appeals Procedure/Tuition and Expenses . . . . . 45
Terms of Payment/Financial Assistance, Scholarships . . . . . 46
Cancellation and Refund Policies . . . . . 47
Cancelation Policy; Tuition Refund Guidelines/Policy . . . . . 48-49
Legal and Collection Fees . . . . . 50
State and Legal Requirements for Eligibility for License . . . . . 51
Placement/ Enrollment . . . . . 52
Programs Offered: Course Description . . . . . 53-54
Barber-Stylist Curriculum . . . . . 55-57
Evaluation Procedures . . . . . 58
Instructor's Course Description . . . . . 59-61
Crossover Licensing, Fed Financial Aid . . . . . 62
Addendum to 2026 Catalog . . . . . 63
Catalog/Enrollment Agreement . . . . . 64
Student Signature . . . . . 65

# Licensing

C. Skinner Professional Barber Institute
is licensed by:
Louisiana Board of Barber Examiners
4626 Jamestown Ave. Suite 1
Baton Rouge, LA 70808
Phone: (225) 925-1701

# Governing Body:

**Officials, Faculty & Administrators**

*Carlton Skinner*-**Master Barber, License Barber Instructor:**

Owner and Lead Instructor of C. Skinner Professional Barber Institute

Email: cs1@probarberinstitue.org

*Dina B Rodrigue*-**B.S. Biology, Nursing; Barber Stylist:** Owner; Administrative staff

Email: cs@probarberinstitute.org

# Mission Statement:

At C. Skinner Professional Barber Institute, our mission is to empower future barbers with the skills, knowledge, and professionalism needed to succeed in the modern grooming industry. We are committed to delivering hands-on training, fostering creativity, and instilling a strong work ethic rooted in excellence, discipline, and community service. Our goal is to produce licensed professionals who not only master the art of barbering but also uphold the highest standards of integrity, customer care, and entrepreneurial spirit.

# School Objective:

- To provide an educational program that develops students' craft.
- To develop responsible and engaged learners.
- Build student's resilience and self-esteem.
- Remember the fundamentals of what they learn and how to use these tools in their career.

# History:

The C. Skinner Professional Barber Institute was founded in 2023 by Master Barber, Carlton Skinner and Barber Stylist, Dina Rodrigue. The school is a family owned and operated private institution. Students can expect smaller sized classes for a personalized educational experience.

# Facility Description (Location):

**C. Skinner Professional Barber Institute** is located at 1101-1103 Terry Parkway, Terrytown, LA. 70056.

The location resides in the primary commercial heart and main artery of the City of Terrytown, LA.

The one (1) story building is approximately 2700 square feet of floor space. The school contains the following: one (1) clinic floor with 12 stations, three (3) Shampoo Bowl, three (3) Salon Dryers; one (1) classroom equip with Wi-Fi, audio/visual equipment. It will seat 24 students, one (1) full break room, two (2) bathrooms, and one (1) administrative office and storage closet.

# Program list:

***Barber Stylist***- 1500 hours
***Barber Instructor***- 500 hours
***Crossover***- 750 hours
***Refresher*** – three (3) weeks course

## Barber Stylist (with Supplies and Kit)

Time of Program-1500 hours

- Application Fee: $50
- Processing Fee:$100
- $90 Money Order
  (Made payable to: "Louisiana State Board of  Barber Examiner)
- Deposit \ Enrollment fee: $2,000.00
- Kit: $500
- Tuition: $10,500.00
- Remaining balance for full program: $7,850.00

10 Months: Full time
18 Months: Part time

Out of Pocket Payment Plan-
47 weekly payments: $171

## Barber Instructor: (License Professional Barber)

Time of program-500 Hours

- Application Fee: $50
- Processing Fee: $100
- $110 Money Order
  (Made payable to: "Louisiana State Board of  Barber Examiner)
- Deposit / Enrollment Fee: $1,000.00
- Tuition: $5,000.00
- Remaining balance for full program: $3,850.00

5 Months: Full Time
8 Months: Part Time

Out of Pocket Payment Plan:
20 weekly payments- $150

## **Crossover Course:**(License Cosmetologist to Barber-Stylist)

Time of Program- 750 hours

- Application Fee: $50
- Processing Fee: $100
- $90 Money Order
  (Made payable to: "Louisiana State Board of Barber Examiner)
- Deposit / Enrollment Fee: $1,000.00
- Kit: $500
- Tuition: $5,500.00
- Remaining balance for full program: $3,850.00

Out of Pocket Payment Plan:
24 weekly payments-$167

## **Refresher Course**

(Current Barber-Stylist students preparing for boards)

- Application Fee: $50
- Processing Fee: $50
- Tuition: $600
- Time of Course- 3 weeks
- Remaining balance for course: *$700.00

*Tuition must be paid before start of Class

# Kit/Supply List:

- **CSPBI School will supply:**

- Barber jacket
- Milady Textbook
- Clippers & Trimmer Set
- Barber Cape
- 1 ½ Guard

- **Student Supply List**

- Tripod for Mannequin head
- 2 Mannequin Heads (16” to 18 inches of Hair)
 (Debra is the name of a popular Manikin, can be purchased from Amazon)
- Hand Mirror
- Holding spray
- Clipper Spray
- Curling Iron
- Blow Dryer
- Color Applicator Bottle, Brush and Bowl
- Hair Clips, Duck Bill or Butterfly Clamps
- Neck Strips
- Straight Razor Holder
- 1 Box of Razors
- 2 Spray Bottles
- Barber Brush, Vent Brush
- One Afro Pick
- Shears (8 ½ Dry Cut and 5 ½ Wet Cut)
- Thinning Shears
- Taper Combs, All Purpose combs, Rat Tail combs (4 each)
- Permanent Rods (White- 5 packs)
- Clipper Disinfectant Spray
- 3 ring binder, wide ruled paper, pens, pencils

- CSBI will supply All items listed in "School Supply List."

- The items in the "Student Supply List" must be purchased and presented on the first day of class.

# Police Protection Policy:

Law enforcement will be handled by the Jefferson Parish Police Department. Should a situation arise where the presence of such authority is required on campus, the school management must be informed of the situation immediately. When school management has been made aware of the situation, the police may be summoned using emergency number 911.

# Student Advisory Services:

The well-being of every student is important to the faculty and administrative staff of C. Skinner Professional Barber Institute. There is a staff member available to provide guidance and assistance to those who need it. Private offices are available for student interviews and advice. During an advising session, a staff member may discover that the student has a need for something other than academic progress, or matters relating to enrollment. At that time, all efforts by the staff members are made to help the student by giving advice on the subject or referring the student to the appropriate agency for assistance. Documentation of such advice with students will be filed in the main folder.

## STUDENT RECORDS, STUDENT RIGHTS AND PRIVACY/RELEASE OF INFORMATION

Academic and financial records will be always kept in the School's Administrative Office in locked file cabinets. Students and their parents or guardian (if a student is a dependent minor) will be provided access to their records upon requesting an appointment with the main office personnel. Request for an appointment for access to their file will be honored within three (3) business days of the request. During the review a member of the staff will be present. A student may receive copies of any record pertaining to him/her that is contained in the file.

Student records are maintained by the school for five years after the student completes or withdraws from the program. Transcripts are maintained indefinitely and can be issued for a fee.

Third party access to records is given to any Government Agency (ex: court officials, sheriff, police, attorneys), Louisiana State Board Representatives, C. Skinner Professional Barber Institute, NACCAS and Accrediting Agencies.

All other parties only upon written release from student per request.

## TRANSCRIPTS

Upon completing all graduation requirements, the student will be issued one transcript without charge. Any additional transcripts will be provided for $50.00 each. In the event the student

withdrawals or is terminated, all financial obligations must be met before an official transcript is released.

Students may request a transcript to be mailed to another institute provided he/she submits the proper request form with the institute's physical address and phone number along with any fees required by C. Skinner Professional Barber Institute. The transcript will be sent out within 3-5 business days of the request.

## TUTORING:

If any student has a need for academic tutoring, he/she should speak with the instructor or administration for assistance. C. Skinner Professional Barber Institute will attempt to provide suitable tutoring as needed.

## GRADUATE PLACEMENT POLICY:

The primary goal at C. Skinner Professional Barber Institute is to assure all students become successfully employed in the field for which they have prepared. To achieve this, the institute provides placement assistance to students graduating. This assistance is not given as an incentive to enroll, and no guarantee or representation of placement is made or implied. After graduation, the services of the job placement office are at the student's disposal. C. Skinner Professional Barber Institute mission is not complete until the student is gainfully employed in the chosen field. Although the securing of a position cannot be guaranteed, the student may be assured that every effort will be made by the administration office to assist in finding suitable employment. (No fees are associated with the placement assistance.)

## LOCKERS:

C. Skinner Professional Barber Institute does not have lockers available for the students to use.

## REFERRAL SERVICES:

C. Skinner Professional Barber Institute does not have the capacity to offer professional counseling for students with personal challenges. However, the school director maintains a listing of local referral services to attempt to help students with needs in childcare, physiological counseling, substance abuse, abuse and crisis shelters, and other services. The institute is not affiliated with any of the referred businesses, nor will it be held responsible for any actions of such. Information regarding these businesses is provided solely to assist the student in locating a referral for a demonstrated need and should not be misconstrued as an endorsement by C. Skinner Professional Barber Institute. The institute does not maintain any institution housing referrals.

## RESOURCE CENTER:

Students at C. Skinner Professional Barber Institute will have access to the resource center located near the student break area. Learning materials, books, diagrams, and student handouts will be presented in the specified area. All students have the right to utilize items in the resource center for school related projects and assignments. There is also a student resource board available to students and staff to post information, approved by a school administrator, regarding items such as ride sharing, items for sale, day care services, upcoming events, field trips, and any other pertinent information.

## Parking:

Student parking is available according to the plan given in orientation. Adequate parking is available for all students and staff.

## Housing and Childcare Facilities:

The school does not currently provide housing or childcare facilities for its students or staff. These areas are the responsibility of the students and staff.

# Standards of Conduct:

C. Skinner Professional Barber Institute is a professional Trade School and will hold students accountable for their compliance with the STANDARDS as set forth.

## General

All students are required to conduct themselves as responsible members of the campus and in accordance with standards of common decency, with recognition and respect for the personal and property rights of others and the educational missions of the school.

## Misconduct

All students will govern and must adhere to state or federal laws and regulations. These Standards of Conduct are applicable to all students on and off the school property if that behavior is deemed to be incompatible with the school's educational environment and mission statement. A student may be disciplined, up to and including suspension and expulsion, if in violation of the Standards of Conduct, for the violations of any of the following offenses:

- Dishonesty to include cheating, plagiarism of furnishing false information to the school, faculty or staff of the school.
- Forgery, misuse of school documents, records or identifications.
- The issuance of a valueless check to the school.
- Threats of physical abuse, violence, intimidation, hazing, harassment or any act that causes harm to another person.
- Destruction, damage or misuse of school property.
- Theft, burglary, accessory to the acts and/or possession of stolen property.
- The illegal manufacture, distribution, dispensation, or possession of a controlled substance.
- The use or possession of alcohol or drugs.
- Participation of gambling
- The use, possession or distribution of any type of firearms, explosives, fireworks, or incendiary device.

- Disorderly conduct in any form.
- Lewd, indecent, obscene behavior or profanity.
- Unauthorized entry or trespassing on school property.
- Unauthorized use of school services such as computers, phones, copy machines, fax machines, etc.
- Unauthorized possession of school keys.
- Any other activity or conduct that impairs or endangers any person, property or the educational environment of the school.
- Libel or slander against the school or staff on any type of social media

## Grounds for Student Dismissal

- 14 consecutive days of unexcused absences
- Non-payment of tuition-thirty (30) days
- Violations of the Standards of Conduct
- Continual tardiness/absence
- Low grades – below 75%

# CLASSROOM & CLINIC BEHAVIOR:

C. Skinner Professional Barber Institute provides superior educational services to its students, and a quality work environment for its employees. Students and staff are expected to always act in a professional manner while on the premises or while representing the school at any public function. Upholding a professional attitude is paramount to the successful career of any massage therapist. Graduates of C. Skinner Professional Barber Institute will exemplify this tradition.

**C. Skinner Professional Barber Institute** has a strict zero (0) tolerance policy for certain behaviors such as:

- Profanity
- Gossip
- Bullying
- Verbal Abuse
- Fighting
- Yelling
- Negativity
- Poor Attitude

Students and staff members of C. Skinner Professional Barber Institute are trusted to behave in a respectful, professional manner while attending. Any student or staff member found betraying this trust may be in jeopardy of immediate dismissal and/or termination. This published statement will serve as the only warning for infractions thereof.

## General Rules and Regulations:

- Professional conduct is expected from all students. Students must exhibit a professional attitude and appearance while attending school.
  The student is required to treat clients, instructors and fellow students with professional courtesy and awareness.
- All absences must be reported.
  Student attendance is monitored closely so that students maintain Satisfactory Progress.
- Tardiness is considered unexcused time as it is deemed unprofessional behavior.
  Students not physically present in class for scheduled class start time, will be considered Tardy.
- Special permission must be obtained for days off and/or irregular hours. Time off must report and approved in advance through the Academic Counselor.
- Students are not allowed behind Receptionist Desk or Private Offices without permission or assigned desk duties.
- Only emergency phone calls are allowed.
- Students not in proper uniform as described in school's published policies will not be allowed to attend class and will be sent home. Hours will be adjusted or not recorded if policies are not adhered to.
- Students must obey all rules of personal hygiene, sanitation, and decontamination.
- The use of profanity, slang or gossiping will not be tolerated.
- Smoking is permitted outside the building **only** in designated areas.
  This includes E-Cigarettes/VAPES containing nicotine or flavored liquids.
  ***Cannabis, Cannabidiol (CBD), THC (products: tea, pipes, pens, baked goods, gummies; Marijuana of any form (Sativa/Indica plant) are all excluded.***
  Any student under the influence and or in possession of drugs or alcohol will be terminated from the school immediately. C Skinner Professional Barber Institute IS A DRUG- FREE ZONE.
- Food and Beverages are not allowed on the clinic floors or in the classrooms.
  It can be consumed in the break area.
- No cell phones, pagers, radios, headphones/earbud will be permitted in school during class time.

- Students are assigned a workstation and responsible for its sanitation and the sanitation of the school. The school assumes no responsibility for equipment or personal items.
- No student or personal beauty services are allowed unless approved by the instructor.
- No social visitor.
- Bullying or harassment on any level.
- Failure to bring your entire kit every day.
- Failure to follow instructions given by instructors or staff members.
- No type of libel or slander against the school or staff on any type of social media.
- No personal relations with Student/Instructor. Must report to director immediately.

**Note:** school regulations are subject to change at any time. The student will be notified of any changes and will be asked to sign documentation acknowledging any such changes.

## CELL PHONE POLICY:

All cell phones, mobile devices, pagers, and all media players are prohibited from being used in classroom or floor at any time during school hours. This includes all Bluetooth and/or hands-free devices. **All such devices must be placed in "silent" mode.** Use is permitted only in break rooms and outside of the building during assigned break times. If an emergency should arise you may receive permission from your instructor to step outside and use the phone.

## STUDENT SELF SERVICES:

Students wishing to receive a service in this school must have permission from the instructor to give or receive any service. Student self-services are considered a privilege and are awarded only to students maintaining satisfactory progress for both attendance and grades.

## KITS, BOOKS AND SUPPLIES POLICY:

Once you receive your books, kit, and supplies, you are responsible for them. The school will issue you these items, you will sign a waiver, and you will be held responsible for any items damaged or misplaced. The school will not be held accountable for replacing any items once you receive and sign for them.

## DRUG FREE AWARENESS PROGRAM:

C. Skinner Professional Barber Institute maintains a school and workplace free from drug and alcohol abuse. The manufacture, possession, distribution, or use of any illegal substance or alcohol is prohibited on school grounds. Any violation of this policy will warrant disciplinary action, up to and including termination of any employee and/or expulsion of any student, and may also result in local, state, and/or federal criminal charges.

The institute will assist employees and students in the selection of appropriate counseling, substance abuse assistance, or rehabilitation programs. In addition, this school will not discriminate in employment or admissions solely on the grounds of prior drug or alcohol abuse, or against individuals who have satisfactorily completed a substance abuse assistance or rehabilitation program.

## Uniform Policy:

All students are expected to follow the dress code for the course in which they are enrolled. All students are required to dress professionally for the chosen career. A student not in uniform will not be permitted to attend classes and will be asked to change into proper attire or risk being dismissed for the remainder of the day. (Ultimately resulting in incomplete hours for that day.) This rule will be enforced beginning on the first day and will be carried out until the day of graduation. This policy will be reviewed during new student orientation. If you have any questions regarding the uniform policy, you may address them during that time.

The dress code for students enrolled at C. Skinner Professional Barber Institute is as follows:

- Black Shoes: must be supportive and closed all the way around. (No boots, pumps, wedges, mesh or see through. No part of the foot should be visible.)
- A name tag will be issued to you on the first day of class and must be worn every day. You will be given one. DO NOT lose it!
- You are expected to maintain a professional appearance while in the building, or while attending any school-related event(s).
- Personal hygiene included is Expected
- Hair should be groomed. Clean shaven (men).
- Make-up must look professional. (Nothing dramatic or radical, remember you will be dealing with clients.)
- No hats, bandanas, scarves, or excessive headwear. (Unless otherwise given permission by the administration, i.e., religion permitting.)
- No jackets, sweaters or sweatshirts over uniform. (You may wear a long-sleeved shirt under your CSPBI smock top if it is solid black or solid white and has no holes, stains or other markings.)

## CSPBI Student Conduct:

Any conduct determined by school officials to be detrimental to the school, clinical facilities, or other students, or behavior that is unprofessional, will result in permanent dismissal. This policy applies to all students. This will include, but not limited to:

a. Theft of damage of property
b. Abuse (verbal or physical) of any member of the student body, faculty, or clients in the clinical setting.
c. Possession or consumption of alcohol or drugs on the premises.
d. Possession of dangerous weapons.
e. Obscene or disorderly conduct.

A student dismissed due to conduct does have the right to appeal and the appeal must be made to the School Director within 5 business days of dismissal. Reinstatement is at the discretion of the School Director.

# COURSE OBJECTIVES

## Graduation Requirements & Diploma:

Students must complete the clock hour requirements of their program with a cumulative grade point average of 75% or better and pay all tuition and instructional materials costs to receive a diploma from the Institution. The diploma signifies that you have successfully completed the basic course training program.

A Diploma of graduation is awarded for successful completion of the following requirements:

- Satisfactory completion all phases of study: tests, practical assignments, service requirements
- Passed a final comprehensive written and practical examination.
- Completed the program of study according to State requirements.
- **Students have made payment for all debts owed to the school**.
- Successfully completed the required exit paperwork and attended an exit interview.

When all graduation requirements are complete the instructors and/or Director will assist students with filling out the appropriate initial examination application for the State of Louisiana. Students are responsible for the application and state testing fee ($50) at the time of application submission.

## GPA Requirements:

Students must maintain a minimum GPA of 2.0 or higher. If failed to do so may run the risk of being dropped from the class or may have to take course again.

| Grade | Points | Description |
|---|---|---|
| A | 4.0 | Excellent |
| A- | 3.7 | Excellent |
| B+ | 3.3 | Good |
| B | 3.0 | Good |
| B- | 2.7 | Good |
| C+ | 2.3 | Satisfactory |
| C | 2.0 | Satisfactory |
| C- | 1.7 | "Satisfactory" will not satisfy requirements to pass and graduate |
| D | 1.0 | Failure |
| F | 0.0 | Failure |
| W | N/A | Withdrew |

# Admissions Policy

## NEW STUDENTS

C. Skinner Professional Barber Institute seeks students who possess maturity, previous training and desire for success in the beauty industry. The school welcomes applications from any individuals who desire careers in barber arts and sciences and/or related fields. Students are encouraged to apply in advance of proposed start dates. The school reserves the right to investigate and review the records of any applicant to determine the applicant's eligibility.

Every applicant must provide:

- A Picture ID or Driver's License (must be 18)
- Birth Certificate
- Social Security Card
- High school diploma, GED (equivalent)
- 2-3x5 passport photos
- $90 Money Order
- CoE-Certificate of Eligibility (If using Military benefits)

If fraudulent information is discovered on the application form, the student may be administratively withdrawn.

## ENROLLMENT REQUIREMENTS FOR CROSSOVER PROGRAM

All applicants applying for the instructor program must be 18 years of age and a high school graduate or have equivalency (G.E.D). **The applicant must provide a current Louisiana Cosmetology License** and submit all the documents required of the "**New Student**"

# ENROLLMENT REQUIREMENTS FOR REFRESHER PROGRAM

All applicants applying for the Barber Refresher course must be 16 years of age and have a high school diploma or G.E.D.

# ENROLLMENT REQUIREMENTS FOR INSTRUCTORS PROGRAM

All applicants applying for the instructor program must be 18 years of age and a high school graduate or have equivalency (G.E.D). **The applicant must provide a current Louisiana Barber License with at least one year experience.**

# PHYSICAL DEMANDS

**The physical demands of these professions are ones of considerable importance and elimination of physical stress must be given constant consideration. Below are a few to be aware of:**

1. **Standing** – is a large part of these professions; may cause varicose veins in years to come.

2. **Appropriate dress** – for ease and mobility, along with comfort; professionalism, protection of clothes from chemicals and such.

3. **Shoes** – support of legs and feet, comfortable and professional; must be closed in shoe – no open heels or toes.

4. **Posture** – incorrect stance could cause scoliosis (back problems), adjusting the chair to the appropriate position will assist you greatly.

5. **Sitting** – feet on floor, back against chair back, improper sitting can cause back problems.

# TRANSFER STUDENTS' POLICY

Transfer students in all programs must submit formal application for admission and adhere to the admission policy and procedures. Students must provide official documentation of all prior credits earned. Credit for previous education and training will be evaluated and granted, if appropriate. All course work will be shortened accordingly, and all records of previous education will be maintained in the student file. It will be at the discretion of the school to accept any transfer credit/hours from another school. If the school chooses to accept any credits/hours the student will receive credit for previous training from an approved barber school with proper documentation and after being evaluated by a designated school official. During this period, the theoretical and practical abilities of the student will be graded on the clinical floor. The program can be modified proportionately upon review and approval by the Director. The school does not recruit students already attending or admitted to another school offering similar programs of study, and the schools do not admit students attending high school. Tuition for transfer students is based on the hourly rate of program at time of enrollment at Scales Barber Academy, along with an enrollment fee. There will be an additional charge for books, kit, or supplies if needed by the student.

## Transfer of Students between Programs within Institution

Students will not be allowed to transfer between programs within the institution. Students can transfer 500 hours from one program to another. Pay fee and finish the mandatory 1500 hours.

## Out of State Training

Credits for out-of-state training must be evaluated and approved by the State Board of Barbering prior to being accepted by the school. An institution's accreditation does not guarantee that the credits earned at that institution will be accepted for transfer. Students must contact the admissions office of the receiving institution to determine what credits, if any, will be accepted.

# VA PREVIOUS EDUCATION & TRAINING

Policy for granting credit for previous education and training: GI Bill ® education benefits recipients are required to provide the school with official transcripts of previous training for evaluation. Training time and tuition will be reduced in proportion to the amount of satisfactory credit from previous training and will be granted at the discretion of the school director.

# REENTRY STUDENTS/INTERRUPTIONS

A determination of Satisfactory Progress will be made and documented at the time of withdrawal or beginning of a Leave of Absence. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a Leave of Absence does not affect Satisfactory Progress and will extend the contract period by the same number of days in the Leave. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Students wishing to re-enroll in school after withdrawing must submit a letter to the school administration. Student letters requesting re-enrollment must include a summary of the reasons the student withdrew and how these issues have been resolved. Re-enrollment is at the discretion of the School Director. Decisions by the School Director regarding re-enrollment are final.

The school will charge a re- entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $150.00." to "The school will charge a $50.00 re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination plus the registration fee of $100.00."

# LEAVE OF ABSENCE POLICY

Leave of absence (LOA) can only be permitted to students with the following conditions:

- The leave of absence involves continued charges by the School to the student.
- A request for a Leave must be submitted in writing through the Academic Advisor's office. Documentation for the reason for the leave is required. The Leave will be approved in writing if the reason is determined to be necessary and valid.

- The request must be made in advance of the leave start date unless unforeseen circumstances don't allow for advance request.
- The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if :
  a. The institution documents the reason for its decision.
  b. The institution collects the request from the student at a later date; and
  c. The institution establishes the start date of the approved LOA as the first date the student was unable to attend.
- Reasons for a Leave of Absence includes but are not limited to documented medical injury or procedures, personal issues.
- A reasonable expected return date must be established and approved.
- The leave may extend the student's contract period and maximum time frame by the same number of days in the LOA. Changes to the enrollment agreement will be initialed by all parties; or an addendum to the enrollment agreement must be signed by all parties.
- Any payments owed to the school must continue being paid through the LOA.
- Any action of financial aid and credit/clock hours is put on hold until LOA is over.
- Student who was maintaining satisfactory progress and were granted a LOA will return in a Satisfactory Progress status. However, they will be evaluated at the next evaluation to determine if they are maintaining this status.
- Students who were on probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
- A student granted an LOA in accordance with this policy is not considered to have withdrawn and that no refund calculation is required at Students who were maintaining probationary status and were granted a LOA will return on probationary status and will be evaluated at the next evaluation to determine their status.
- The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA and that the student's withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

# 60 DAY REENTRY

Re-entry within 60 days refers to students who withdrew from the course at one time and returned to school within 60 days of that withdrawal date. This student is considered to be in the same payment period he/she was in at time of withdrawal. The student retains his/her original eligibility for that payment period and is treated as though he/she did not cease attendance. The School reserves the right to refuse re-entry of 60 days to a student based on the circumstances that prevailed upon withdrawing the first time of entry.

# DATE OF DETERMINATION (DOD) AND LAST DAY OF ATTENDANCE (LDA)

The actual last date of attendance (LDA) would be the last day the student was physically in attendance which would be determined by the time clocked in and out for that particular student on that day. A date of determination on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance.

# REESTABLISHMENT OF STATUS

A student determined NOT to be making Satisfactory Progress may reestablish Satisfactory Progress by:

1) Making up missed tests and assignments and increasing grade average to 75% and
2) Increasing cumulative attendance to 75%

# COURSE INCOMPLETE, REPETITION COURSES

Course incomplete, repetition courses have no effect on the institution's Satisfactory Progress Policy.

# STUDENT COMPLAINT/GRIEVANCE POLICY**

Any student, teacher, or interested party may file a complaint with the school, but all complaints must be filed in writing and given to the school owner/director. The complaint must outline the allegation or nature of the complaint. 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. Complaint procedures will be included in a new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

**1.** The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
**2.** The complaint form will be given to the school director.
**3.** The complaint will be reviewed by management, and a response will be sent in writing to the student within 30 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.
**4.** If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
**5.** 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.
**6.** In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of the committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of 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 should consider the report and either accept, reject, or modify the recommendations of the committee. Corporate 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's accrediting agency, if applicable.

**Note: The Student Grievance Policy has been outlined in a larger font to ensure it has been viewed accordingly. If you have any questions regarding this policy, please see your school administrator.

# STUDENT TEACHER RATIO

**STUDENT TEACHER RATIO IS ONE Licensed Barber Instructor and ONE Student Instructor PER 16 STUDENTS (2:16)**

**C. Skinner Professional Barber Institute** will not certify VA students in a course when the ratio of VA to non-VA exceeds 85:15. This does not apply to courses when the total number of individuals receiving VA assistance equals 35% or less.

## Graduation Requirements:

**The following must be completed before graduation from all programs:**

1. Required clock hours:

   **Barber Stylist** = 1500 clock hours,

   **Barber Instructor** = 500 clock hours,

   **Crossover** = 750 clock hours

2. Required practical/clinical services (unit/credit hours).
3. Demonstration of theory and practical competency with final grade of 75% in said course.
4. Paid total school/student contract price and any additional fees in full.

## Diploma:

Students are issued a diploma from C. Skinner Professional Barber Institute upon satisfactorily completion of the graduation requirements. There is a $50.00 fee for each request for a duplicate diploma or transcript. Student records are only kept by the School for 5 years. Transcripts are kept indefinitely.

# Attendance Policy

## ATTENDANCE POLICY/PROGRESS

Students receiving financial assistance are required to attend classes according to the regulations for financial assistance benefits in addition to those regulations required for the course.

All Students must attend a minimum of 80% of the cumulative scheduled hours to maintain Satisfactory Progress and to complete the course within time allowed. Time off for authorized leaves of absences will not be considered in the maximum time frame evaluation. All students are expected to be in attendance as specified in their registration contract. All students must complete their course within the maximum time frame or be charged $10.00 per hour for additional instructional hours to complete the course. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Only the School Director may exercise discretion in scheduling when a student is nearing the completion of the program. **Students that project a poor attitude or show little or no effort to attend school or complete their assignments may be put on probation, suspension or terminated from school**. Any action to be taken would be determined by the school administration. During the maximum time frame, a student would have to complete the following hours during the following months to remain in satisfactory academic progress:

# Program Hours and Duration

| Course | Total Hours | Hours Per Week | Contracted Months | Maximum Timeframe |
|---|---|---|---|---|
| **Barber Stylist F/T** | **1500** | **37.5** | **10** | **2250 hours= 16 mos.** |
| **Barber Stylist P/T** | **1500** | **17.25** | **18** | **2250= 35 mos.** |
| **Barber Instructor F/T** | **500** | **37.5** | **5-7** | **1125 hours= 9.5 mos.** |
| **Barber Instructor P/T** | **500** | **17.25** | **7-9** | **1125=9.5 Mos.** |
| **Crossover** | **750** | **37.5** | **3-4** | |
| | | | | **Hours = 16** |

# TARDINESS***

A student is late if the student enters school one (1) minute after the beginning of scheduled session. Tardy students are not allowed into theory classes and must either leave the building or remain in the student break area until Theory classes are over. **Students arriving at class one (1) hour after the start time are considered not present for the day/evening.**

Clock hours are rounded to the nearest hour.

Should a life circumstance cause you to be tardy, it is mandatory that you contact the School Official. If a student is tardy more than five (5) times within a month, corrective action will be taken. Chronic tardiness will not be tolerated and may be grounds for dismissal. **If a student arrives more than fifteen (15) minutes late for three (3) days, the student will receive an absence equal to one (1) full day.**

***Excessive tardiness is unprofessional behavior and does not benefit the student in his/her goals to succeed after graduation. It will not be tolerated and may even be grounds for dismissal.

# ABSENTEEISM

When our school starts to offer Federal funding students receiving funds under any Federal Title IV Financial Aid Program(s) it MUST maintain satisfactory attendance in order to continue to be eligible for such funds. Should a life circumstance cause you to be absent, it is mandatory that you contact a School Official and provide documentation. **If a student misses more than an average of 4 days per month, corrective action will be taken**. Improvement will be expected immediately and must be maintained.

## Excused Absences

The school reserves the right to require documentation for all absences. Students unable/unwilling to provide documentation for the absence shall have that absence treated as unexcused. Regular class attendance is considered essential to the educational process and serves as an important trait that future employers consider in the hiring process. All students are expected to attend all classes. Valuable information will be missed and a make-up session, if available, may not give the student the full benefit of the regularly scheduled instruction missed.

Students' attendance records will be maintained, and hours of daily attendance and credits will be reported to the State Board of barbering and other appropriate regulatory and licensing organizations applicable on a regular basis.
All absences must be made up in order to receive a diploma. Absences may be made up within the contracted enrollment period without financial penalty. An unexcused absence without acceptable documentation, may be made up within the contracted enrollment period. An excused absence is one where the student has an unavoidable conflict or health emergency that prevents him/her from attending class. In such a situation the student is then responsible for the following actions:

- Call his or her instructor to inform them of the absence;
- Providing a written explanation for the absence (including but not limited to, a doctor's note for health issues).

- Documented excused absences that are acceptable to prevent unexcused absences are-
    a. Personal Sickness for immediate family. (Dentist or Doctor's note required).
    b. Death in immediate family member.
    c. Jury Duty.
    d. Documentation of court appearances.
    e. Documentation of Social Service appointments.
    f. Military reserve service/military job duties

- .Emotional trauma due to accident/injury or death to *immediate family.
    - In the event that a student is absent from class for fourteen (14) consecutive calendar days the student will be dropped from the School roster.

*Immediate family members consist of mother, father, children, grandparents, spouse's mother, father, children and grandparents. UNEXCUSED ABSENCES

## Unexcused Absence

Defined as the student missing school for a non-essential reason and does not call to notify the instructor of his or her absence. A student is always responsible for notifying the school if he/she cannot attend. Any absence without preapproval or proof of an emergency (see excused absence section above) will be considered unexcused. If a student receives three (3) unexcused absences he/she will be placed under attendance supervision. In this case the instructor will provide written notice to the student and the school director. The instructor will also monitor the student's attendance and hold a meeting with the student to discuss the school's attendance policies.

## Veterans' Attendance Policy

Veterans enrolled in NCD programs will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of class contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (use VAF 22-1999b).

A veteran may be re-enrolled for benefits at the beginning of the term following interruption because of unsatisfactory attendance only when the cause of unsatisfactory attendance has been removed. Once re-enrolled, a veteran will be interrupted for unsatisfactory attendance when accumulated absences, tardies, and class cuts exceed twenty (20) percent of the remaining contact hours (if the institution's existing policy is more restrictive, then that policy will be used). The interruption will be reported to the Department of Veterans Affairs (VA) within 30 days of the veteran's last date of attendance (used VAF 22-1999b).

Veterans interrupted a second time for unsatisfactory attendance shall not be allowed to re-enroll for VA education benefits in the absence of mitigating circumstances.

- Mitigating circumstances:
  i) issues which directly hinder a veteran's pursuit of a course/program of study, and which are judged to be beyond the student's control. General categories of mitigating circumstances include but are not limited to:
     a) Serious illness of the veteran.
     b) Serious illness of death in the veteran's immediate family
     c) Emergency financial obligations or change of place of employment or work schedule which precludes pursuit of the program/course.
     d) Active-duty military service, including active duty for training.

## Leave Of Absence Policy

Any student who begins a period of leave of absence will be terminated from GI Bill ® education benefits effective the date the leave of absence begins. Students who take a period of leave of absence will be allowed to restart the program of study at the point in which instruction was interrupted. Credit will be granted for any previous course work completed. Students will be recertified for GI Bill® education benefits after return to classes. Should a second period of leave of absence occur students will be terminated from the GI Bill® education benefits and GI Bill® education benefits will not be reinstated upon return to school unless the period of leave of absence was due to mitigating circumstances as determined by the School Director.

## Excused Absences

Excused absences will be granted for extenuating circumstances only. Excused absences must be substantiated by entries in students' files. Early departures, class cuts, tardies, etc., for any portion of a class period will be counted as 1 absence. VA students exceeding 3 unexcused absences in a month will be terminated from their VA benefits for unsatisfactory attendance. The student's attendance record will be retained in then veteran's file for USDVA and SAA audit purposes. MAKEUP WORK/HOURS P OLICY Make-up work or make-up hours are limited and at the discretion of the Institution. Make-up hours can be completed on Saturdays.

# Enrollment Policy

All programs at C. Skinner Professional Barber Institute begin monthly. New Student Orientations will be held at C. Skinner Professional Barber Institute 9:30 am first Monday of every other month.

# Orientation 2026

Aug 2026

School is closed on Sundays and Mondays

## Holidays 2026-2027

- January 1-New Years Day
- January 19 - Martin Luther King
- February 16-20 Spring Break
- June 19- Juneteenth
- July 4 -Independence Day
- September 7 – Labor Day
- November 25-November 30-Thanksgiving Break
  - (return to school on December 1st)
- December 22-January 2/2027 Holiday Break
  - (return to school on January 5th , 2027)

(Dates apply to Full and Part Time)

## School Calendar 2027-2028 Holidays

- January 1 & 2 Holiday Break
  - (return to school on January 5th)
- January 18 – Martin Luther King
- February 16 - February 23 Spring Break
- June 19- Juneteenth
- July 4 - Independence Day
- September 6 – Labor Day
- November 24 - December 2- Thanksgiving Break
  - (return to school on January 3rd)
- December 21-Jan 3, 2028, Holiday Break
  - (return to school on January 4th, 2028)

(Dates apply to Full and Part Time)

## Daily Schedule

**(Full and Part Time) schedule "subject to change without notice."**

8:00-9:15am Theory/Practical
9:15am -9:30am Break (Optional)
9:30am CLINIC FLOOR OPENS
10:30am - 12pm Demo/ Clients/Cont'd Theory

12pm - 1pm 1st Shift Lunch*
12:30p - 1pm PART-TIME SANITATION
12:30p -1:30p 2nd Shift Lunch*
** "Schedule subject to change without notice."
NO LUNCH after 1:30 pm unless serving a client.
1 – 3pm Clients/Practical/Demonstration
3:30pm -4:00pm FULL-TIME SANITATION

## Emergency School Closure Policy

In the event of the school closure due to an emergency, i.e., tornado, flooding, fire, snow, death, etc., the school will follow the Jefferson Parish policy (if applicable) for closure and announce the message through means of radio/television giving students and customers full information for reopening dates.

## Evacuation Procedure

During new student orientation, the student shall receive a diagram of the school which includes the location of all exits and fire extinguishers. There are exit signs posted, as well as diagrams of the school posted throughout. Evacuation procedures will be thoroughly explained in orientation.

## Safety Requirements

Safety requirements are taught in depth daily, not only on a personal hygienic level, but also as to the laws that govern this profession. You will find yourself aware of safety, not only for yourself, but also for clientele. The following procedures will be part of your education and will be emphasized in your orientation.

I. Sanitation, Disinfection and Decontamination –
    a. your instructor will guide you to the most effective/efficient method.
II. The rubber gloves will be used while handling chemicals, etc.
III. Loose hair on the floor is unsanitary and could cause slipping.
IV. Containers must be properly labeled and closed.
V. Improperly dressed – can cause damage to clothing.
VI. Supportive shoes – can cause physical problems to the legs, knees and feet.

# Standards of Progress

# Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Scales Barber Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment.

# Evaluation Periods

Students are evaluated for Satisfactory Academic Progress as follows:
Hours Evaluation periods are based on actual hours completed. Transfer Students: Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

| Program | Actual Clock Hours Evaluation |
|---|---|
| Barber-Stylist | 0-450, 451-900, 901-1200, 1201-1500 |
| Instructor | 0-450,451-500 |
| Crossover | 0-450, 451-750 |

# Attendance Progress Evaluations

Students are required to attend a minimum of 80% of the hours possible based on the applicable attendance schedule to be considered, maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 80% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time allowed.

# Maximum Time Frame

The maximum time (which does not exceed 150% of the course length) allowed students to complete each course at satisfactory academic progress is stated below:

| Course | Total Hours | Hours Per Week | Maximum Timeframe |
|---|---|---|---|
| Barber F/T | 1500 | 37.5 | 2250 |
| Barber P/T | 1500 | 17.25 | 2250 |

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled contracted hours. VA will be promptly notified, within 30 days, should any veteran or eligible person cease to attend at the certified rate, withdraws or is terminated for any reason.

## Academic Progress Evaluation

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Academic will be monitored on a weekly basis. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade of 75% average on academic work to take the final exam to pass the attempted course. The student must pass a written and practical FINAL exam prior to graduation. Cheating on an examination will result in dismissal from the program. Students must make up failed or missed tests and incomplete assignments. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic class $100, advanced classes $200) VA Education Benefits Numerical grades are considered according to the following scale:

Grading System:

| | |
|---|---|
| 90-100 | A |
| 80- 89 | B |
| 75-79 | C |
| 70-74 | D |
| 69 and below | F |

## Determination Of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. When our school offers Federal Funding students deemed not

maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on a warning or has prevailed upon appeal resulting in a status of probation if applicable.

### WARNING . . .

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. (When the school begins to offer Federal Funding, if at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.)

## Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation (30 days) and considered to be making satisfactory academic progress during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who can meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress after 60 days and not in good standing may be subjected to termination from the program.

## Re-Establishment Of Satisfactory Academic Progress

When our school offers Federal Funding students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

## Interruptions, Course Incompletes, Withdrawals

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory progress status as at the time of withdrawal.

## Appeal Procedure

If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a

negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet the satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve Satisfactory Academic Progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid will be retained, if applicable.

## Noncredit, Remedial Courses, Repetitions

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

## Transfer Hours

With regard to 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. To determine Satisfactory Progress for students who are attending the Barber program are monitored for both academics and attendance monthly. The students attending the Barber Instructor program are evaluated for both academics and attendance monthly. Students are advised of their academic and attendance status via a progress report.

## Grading System

1. Students must attend classroom instructions in the Arts and Science of Barbering. Such technical instruction shall be accomplished by demonstration, lecture, classroom participation, and examination and application of material implements and equipment which are applicable to the trade. Emphasis is given to the accepted basic procedures and their execution, as well as opportunities for exposure to current and stylized trends, fashions, techniques, and deviations from and/or variations of procedure.
2. Training and the opportunity for the practice of all manipulative skills required in barber are provided by hands-on clientele and/or mannequins. Consistent skill evaluations will determine progress and reveal deficiencies where additional help is needed.
3. A blending of interest, motivation, training, and knowledge in the scientific study and practice of a Barber will help qualify students in their pursuit of a Barber license. A total of 1,500 hours or 750 hours are required

by the Louisiana Board of Barber Examiners to be eligible for the state examination depending on the program selected.

4. Implementing the course of study and accomplishing all of the foregoing objectives in the required allotted time, will develop students to the best of their ability for positions in the field of Barbering.

Students receive a numeric grade in both their theory and practical work. An overall average of 75% is required. The following represents the equivalencies of grades assigned:

## Grading System For Grading Symbol Practical And Theory

| Grading Symbol | Grading Scale Descriptions | Percentage Range |
|---|---|---|
| A | Students have consistently demonstrated characteristics that will stand out in the work environment. | 90-100% |
| B | Quality of student's work ethics and performance is that of a good employee in the normal work environment. | 80-89% |
| C | Some standards were not met. Additional training in employability skills is recommended | 75-79% |

| | | |
|---|---|---|
| D | No standards met | Below 70-74% Not PASSING |
| F | Failed | 69% and below Not PASSING |

## Monthly Progress Assessments

Each month students will meet with their instructor or program director to review academic progress towards completion of their program. This review is not the same as stated in the Satisfactory Academic Progress Policy or "SAP" Policy), but simply a review of the monthly and cumulative academic progress. During this review, students will be given information about their monthly and cumulative scheduled versus attended hours, grade average, and an opportunity to discuss any academic issues. If a student is struggling in any area, an academic plan will be created to assist the student in meeting the cumulative grade average and attendance requirements.

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion ONLY when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a theory grade average of 75% and pass a FINAL written and practical exam prior to graduation.

## Determination of Progress Policy

- Definition of minimum requirements: accumulative 75% average on attendance, theory, and practical grades
- Evaluations of attendance, theory grades, practical grades and overall ethical progress will be conducted by the Instructor every month.
- Students meeting minimum requirements at evaluation will be considered making satisfactory progress until next scheduled evaluation.
- Students failing to meet minimum progress requirements at time of evaluation will be placed on 1st time probation until next scheduled evaluation (one month later). During the 1st time probation period, students' financial aid funds will be dispersed upon eligibility. At the end of the 1st time probationary period, the

student's progress will be reevaluated. At that point, if the student has met minimum requirements, the student will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student will be placed on 2nd time probation.

- Second (2nd) time probation consists of a period of one month. Financial aid funds are not disbursed during probation period. At the end of the 2nd time probationary period, the students' progress will be re-evaluated. If the student has met minimum requirements, he/she will be determined as making satisfactory progress. If the student fails to meet minimum requirements, the student's financial aid will be suspended until such grades and/or attendance are satisfactory.
- If the student is still determined unsatisfactory progress, he/she can remain in school but is responsible for paying tuition until they achieve satisfactory progress.

## VA Education Beneficiaries Standards of Progress:

Student must maintain a 75% average on academic work to take the final exam and must make 75% on the final exam to pass the attempted course. Students not achieving passing marks are encouraged to repeat class for a nominal fee (basic classes $100, advanced classes $200). Cheating on an examination will result in dismissal from the program.

Students are expected to attend 100% of all classes. Attendance will be taken at the beginning of each class and following any breaks. 3 late arrivals or 3 early departures will be considered an absence. To maintain eligibility for GI Bill® benefits students must attend 80% of all scheduled classes as established by the Georgia State Approving Agency Veteran's Attendance Police Attached.

Attendance and academic work will be monitored on a weekly basis. If a student falls below either criterion listed above, they will be placed on probation. The probation period will last for 30 days. A student who is on probation who fails to meet satisfactory academic progress standards and/or attendance will have GI Bill® education benefits terminated. If after 60 days a student who has not returned to good class standing may be subject to termination from the program.

Students do have a right to appeal. Appeals must be submitted in written form to the School Director within two business days. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school. Once terminated from school the student can reapply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study, and no credit will be granted for any successfully completed courses.

## Grading System:

90-100 % A
80-89% B
75-79% C
70-74% D
69 and below F

# VA Education Beneficiaries Appeal Procedures:

If a student is determined NOT to make Satisfactory Progress, the student may appeal the negative determination. The student must submit a written appeal notice to the school director with supporting documentation within 2 business days including reasons why the determination should be reversed and a request for re-evaluation. Should a student be reinstated, credit will be granted for the successfully completed portion of the program of study. A student who fails to maintain satisfactory academic progress and attendance within 30 days of reinstatement will be terminated from school once terminated from school the student can reply for admission 12 months from the date of termination. Should the student be allowed to reenter school the student will be required to restart the entire program of study, and no credit will be granted for any successfully completed courses. Appeal documents will be reviewed and approved or denied. The review decision is final. Students who prevail upon appeal will be determined as making Satisfactory Progress.

# Tuition and Expenses

## FINANCIAL INFORMATION *THE APPLICATION FEE IS $50.00(Non-Refundable)

| Location | Course | Application Fee | Deposit/Enrollment Fee | Books/Kit | Tuition | Balance | Hours |
|---|---|---|---|---|---|---|---|
| Terrytown, LA | Barber-Stylist | $50 | $2,100.00 | $500.00 | $10,500.00 | $8,350.00 | 1500 |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| Terrytown, LA | Barber Instructor | $50 | $1,100.00 | N/A | $4,000.00 | $2,850.00 | 500 |
| Terrytown, LA | Crossover | $50 | $1,100.00 | $500.00 | $5,500.00 | $4,350.00 | 750 |
| Terrytown, LA | Refresher | $50 | $650.00 | N/A | $700.00* | *Due at Enrollment | 3 weeks |

## Terms Of Payment/ Financial Assistance

Payment programs are available. The school offers funding options to assist students with tuition. This payment program is a no interest loan in which payment arrangements are made to the school. The student is responsible for making the payment on a timely basis. If the payments are not received per contracted, the loan will go into default, the student shall be suspended from the course of study and in some cases a collection agency will be retained to further collect debt owed. If collection agency is used, the student is responsible for all debts incurred from collecting said debt. Weekly and Monthly payments vary according to down payment and amount of time (months) student agrees to finance his/her balance. The school also accepts credit cards for tuition payments. Veteran's Education Benefits are also available to those who qualify.

## Extra Institutional Charges

Any student not completing the prescribed program, in the time allowed per contract, other than extenuating circumstances, will be charged an additional $125.00 per month until completed. If a student must attend school for a longer period than initially contracted, and longer than the maximum allotted time for the course of study he/she is enrolled, there will be a required fee of $125.00 per month needed to complete the course. (This does not include any students who have withdrawn and re-entered the course of study. It also exempts students who have been granted an official leave of absence.) Student who has withdrawn from the program and later decides to re-enter may do so under certain conditions. Any student wishing to re-enter the program in which they were previously enrolled will be charged a onetime re-entry fee of $100.00.

## ADDITIONAL STUDENT EXPENSES

When a student enrolls in the Barber-Stylist, Barber Instructor, Crossover or Refresher course at C. Skinner Professional Barber Institute, the program necessities such as books, kits, and supplies (relating directly to the course of study), are included in the tuition & fees and provided by the institution. There are, however, a few other items to consider that will be

necessary to the program at the student's cost. The following are some examples of such items:

- A student may elect to use specialty products not included in the kit provided. Such items may be purchased by the student and may be used in the School.
- If a student should damage or misplace any items in his/her kit, the student will be responsible for replacing that item.
- Each student is expected to wear the proper assigned uniform every day.
- Each student is expected to wear the appropriate footwear every day.
- Transportation costs.
- School supplies such as laptops, notebooks, pens, pencils, and any other items the student wishes to use for classes and assignments. (Cost may vary upon student preference.)

Please Note: These are examples of various fees and expenses and are not limited to the above items listed. Expenses may vary upon the student's needs.

# Scholarships

Scholarships are awarded but are limited based on available funds at the time for persons applying for entrance to C. Skinner Professional Barber Institute.

# Cancellation and Refund Policies

Our institution has a fair and equitable refund policy for the refund of tuition, fees, and other institutional charges in the event the institution cancels a class or if a student does not enter or does not complete the period of enrollment of which they have been charged. Refunds are made requiring a request from students. The institute will keep the application fee and 50% of the deposit for a student that does not start class. Since students pay out of pocket, they are only credited for the hours they pay for an attend. If students are behind on payments their account will be placed on a temporary hold until they can catch up on their payments. Holds on account includes hours, grades, and receiving a transcript. VA Refund policy for individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata basis. Any amount more than $10.00 for an enrollment or registration fee will not be prorated.

1) Official Cancellation/Withdrawal - Any monies due the applicant or student shall be refunded within forty-five (45) days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur earlier than the dates that:
   a) An applicant not accepted by the school shall be entitled to a refund of all monies paid.
   b) If a student (or in the case of a student under legal age, his/her parent or guardian) cancels the student's contract and demands the student's money back in writing, within three (3) business days of the signing of the enrollment agreement/contract, all monies collected by the school shall be refunded. This policy applies regardless of whether the student has started training.
   c) If a student cancels their contract after three (3) business days after signing, but prior to entering classes, the student shall be entitled to a refund of all monies paid to the school. The only money the school will keep is the application fee and 50% of the enrollment fee.
   d) A student notifies the institution of his/her withdrawal.
   e) A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be earlier than the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning; or
   f) The school expels students.

g) In type 2,3,4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on written notification, or the date said information is delivered to the school administrator/owner in person.

2) Any monies due a student who unofficially withdraws from the institution shall not be refunded within forty-five (45) days because the student has withdrawn without notifying the institution. Unofficial withdrawals are determined by the institution according to the attendance policy.
3) When situations of mitigating circumstances are in evidence, to include cases of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school makes a settlement which is reasonable and fair to both parties.
4) All extra costs, such as books, equipment, etc., which are not included in the tuition price are non-refundable items.
5) A withdrawal fee of $150.00 will be charged.
6) When the school begins to offer Federal funding, students receiving Title IV Funds, a new law specifies that when a student withdraws from the school the new formula for calculating the return of Title IV funds be applied. The return of funds will be calculated on cost per payment period. If the student receives more assistance than the student earned, the excess funds must be returned by either the school or the school and student.
7) When the school offers Federal funding, the refund calculation will comply with the Title IV calculation and the institutional refund policy per school/student contract.
8) Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in the school.

## Cancellation Policy

If a course is canceled subsequent to a student's enrollment, and before instruction in the course has begun, the school shall at its option:

1) Provide a full refund of all monies paid.
2) Provide completion of the course if a course and/or program is canceled subsequent to a student's enrollment, and before instruction in the course and/or program has begun, the school shall at its option:
    a. Provide a full refund of all monies paid.
    b. Provide completion of the course and/or program.

If a school cancels a course and/or program and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option:

1) Provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school.
2) Provide completion of the course and/or program; Participate in a Teach-Out Agreement
3) Provide a full refund of all monies paid.

If a school closes permanently and ceases to offer instruction after students have enrolled, and instruction has begun, the school must make arrangements for students. The school has at its option:

1) Provide a pro rata refund; Participate in a Teach-Out Agreement.

# TUITION REFUND GUIDELINES

## Refund Policy

The refund policy for students is during the first 10% of the period of financial obligation, the institution refunds at least 90% of the tuition

After the first 10% of the period of financial obligation and until the end of the first 25% of the period of obligation, the institution refunds at least 50% of the tuition

After the first 25% of the period of financial obligation and until the end of the first 50% of the period of obligation, the institution refunds at least 25% of the tuition

After the first 50% of the period of financial obligations, the institution may retain all the tuition

For students who enroll in and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition adjustment will be considered to meet minimum standards for refunds:

Students who withdraw or terminate prior to course completion will be charged a cancellation or administrative fee in the amount of $150.00. This refund policy applies to tuition and fees charged in the Student Enrollment Agreement & Contract. Other miscellaneous charges the student may have incurred at The School will be calculated separately at the time of withdrawal/termination. All fees are identified in the Student Enrollment Agreement & Contract

If a student has questions or concerns regarding tuition and financing, please see the school director or administrative staff member to set up a meeting.

Please Note: All contracts signed by the student and C. Skinner Professional Barber Institute are binding with the terms set forth and agreed upon by both parties. No changes may be made to any contracts without approval. If a change must be approved, a new contract will be drawn up and both parties must sign.

## School Closure Policy

If the school should close permanently and ceases to offer instruction after students have enrolled, or if a course is canceled after students have enrolled and instruction has begun, any applicable teach-out plan for students must comply with the following requirements:

a. The teach-out plan shall offer the student a reasonable opportunity to promptly resume and complete the canceled course of study or a substantially similar course of study at an institution which offers similar educational programs, and which has no business connection with the original institution.

b. The teach-out is to be performed, by previous agreement, by an institution in the same geographic area as the original school which provided the course of study.

c. The teach-out school shall not charge the students an amount greater than that to which the original school would have been entitled for the period covered by the teach-out, and for which the student has not yet paid.

d. The original school shall, in the event the teach-out becomes necessary, arrange for individual notice to affected students of the availability of the teach-out plan, and diligently advertise the availability. The agreements among institutions may provide that teach-out notices may be sent by the teach-out schools.

e. This school shall dispose of school records in accordance with state laws.

## VA Beneficiary Refund Policy

For individuals utilizing Veterans Affairs education benefits, the school will refund the unused portion of prepaid tuition and fees on a pro-rata refund basis. Any amount in excess of $10.00 for an enrollment fee will also be pro-rated.

# LEGAL MATTERS

## Arbitration

If a situation should arise that requires further investigation or additional testimony requiring outside influence, it may become necessary to resort to arbitration. At the written request of C. Skinner Professional Barber Institute , after the student has been served notice of that request, any controversy between the parties to this agreement or its breach shall be submitted to arbitration under the terms of the Federal Arbitration Association. The cost of the arbitration shall be borne equally. The judgment rendered shall be final and binding on both parties and may be entered in any court having authority.

## Legal & Collection Fees

In any legal action or arbitration between the parties arising out of this agreement, Scales Barber Academy, if it prevails, shall be permitted to recover its reasonable attorney fees in addition to any relief to which it may be entitled. C. Skinner Professional Barber Institute will also be entitled to recover any attorney or collection agency fees as well as interest associated with the collection of delinquent account of the student.

## Liquidation Damages

C. Skinner Professional Barber Institute and the student enrolled agree if the School is found to have breached, to the student's substantial detriment, a material provision of the Student Enrollment Agreement & Contract, then the School must pay a sum up to an amount equal to any non-refunded tuition payment to the student, or student's lender (in the case of a loan), or appropriate government agency (in the case of a grant) as liquidated damages. Enrollment time is defined as the time elapsed between the actual start date and the date of the student's last day of physical attendance in school. Any monies due to the student/applicant will be refunded within thirty days of formal cancellation by the student. If formal termination is made by the school (which shall occur no later than thirty days after the last day of physical attendance) all monies will be refunded within thirty days. In the case of a formal Leave of Absence, the scheduled date of return will take the place of the last day in attendance, and the student shall be refunded within thirty days of the student's scheduled return date. If a course is cancelled following the student's enrollment, the school shall provide a full refund of all monies paid or provide completion of the course for which the student has enrolled.

## Confidentiality Agreement

Upon enrollment each student is required to sign a confidentiality agreement. The confidentiality agreement states the following: The student agrees to all terms set forth below by C. Skinner Professional Barber Institute (hereafter known as "The School"). The student understands he/she will have access to and knowledge of certain confidential information. This confidential information may include, but is not limited to student information, school information, pricing, customer information, data, supply sources, techniques, methods, product information, school standards, school policies, and other confidential and/or proprietary information belonging to The School or its employees, students, and customers (hereafter known as "Confidential Information"). Confidential Information may be in any form, including but not limited to; observation, data, written material, record, documentation, drawings, photographs, computer programs, software,

discovery, development, improvement tools, machines, apparatus, appliance, design, work of authorship, logo, system, promotional idea, customer list, customer need, practice, pricing information, process, test, concept, formula, method, market information, product, business, and finances of The School, and its affiliates, students, employees, and/or customers. The student also understands that access to all Confidential Information is granted on a need-to-know basis. A need-to-know basis is defined as information access that is required in order to perform work. The student must affirm he/she will refrain from disclosing Confidential Information to any third party including but not limited to; friends, relatives, co-workers/peers except as permitted by The School pursuant to policies and applicable law. The student must assert to protect all Confidential Information, while engaged by The School and after completion of services/hours. The student agrees all Confidential Information remains property of The School and may not be removed or retained by any student upon completion of hours unless otherwise approved by The School, policies, or specific agreements, or arrangements applicable to the obligations as a student at The School. The student must refrain from any form of libel, slander, misuse, or misrepresentation of any kind pertaining to The School. All Confidential Information shall stay off any social media of any kind.

## *State Legal Requirements for Eligibility for Licensee*

- Graduate from a 1500- Hour Louisiana training program.
- Passed National Louisiana State Theory and Practical Licensing exam.
- Submit a Louisiana Barber License application to the Board.
- Submit a Louisiana Cosmetology License application to the Board.
- Explore your career options and keep your license current.

## Career Planning CO-OP Participation Policy LICENSING

Upon completion of the course requirements, the determined graduate shall have acquired and demonstrated enough knowledge and skill to pass the Licensing Examination administered by the Louisiana State Board of Barber Examiners. Barber shop Academy staff will assist graduates with completing the necessary paperwork to apply to take both sections of the state exam – Theory and Practical. Students will also receive a certificate of completion once program is satisfactorily completed.

There are many opportunities for individuals entering the industry under the realm of Barber. Employment opportunities are available through privately owned salons/shops or department stores. By successfully achieving a Louisiana Barber License in these fields, a student has the opportunity to become the following: stylist, salon owner, platform artist, salon manager, retail sales technician, product representative, specialist in certain areas of the field, theatrical hairstylist or makeup artist. Teacher Trainees have the opportunity to teach in privately owned schools or technical colleges related to the field of Barbering.

In the barbering field, you have chosen a career path with endless opportunity. In this profession, you are guaranteed flexibility in areas such as, work hours, independence, and practice location and types. There are many variations . Both full-time and part-time work

hours are acceptable. With such flexibility you may choose to work for yourself or someone else. Barber, Hair Designers, Nail Technicians, Esthetics and Instructors practice in a variety of setting and locations.
Listed below are some examples:

- cruise ships
- office in home
- clinics
- nursing homes
- hotels
- resorts
- franchises
- resorts
- salons
- movie industry
- dermatologist offices
- hospitals
- private & public institutions
- Spas

## Placement/Employment

The school does not guarantee employment. This depends entirely upon each student. All graduates of our schools are encouraged to request our staff to assist them in securing a position. Those students, who are highly motivated, serious and are ready to work towards really learning this profession, are in demand. The majority of the students attending will secure employment due to their education received at these schools. The schools have constant telephone inquiries from employers about our graduates. Due to the ever-increasing dollars spent in the beauty industry, students have an excellent opportunity to obtain a position.

# Programs Offered

## Course Description

***History and Fundamental of Barbering:*** The students will learn the history and fundamentals of barbering and will learn the origin of the barber pole.

***Elementary Chemistry relating to Sterilization, Sanitation, Bacteriology, and Hygiene:*** Student will learn the most important aspects of proper sanitation are the cleanliness of all instruments and work areas. The student will learn the two types of bacteria. The student will learn disinfecting rules, decontamination safety precautions, and rules of sanitation.

***Barber Implements:*** Student will learn the principal tools and implements used in the practicing of barbering. Student will learn the correct techniques for holding combs, shears, clippers and razors.

***Shaving:*** Student will learn the sanitation and safety precautions associated with straight razor shaving. Student will learn the 14 shaving areas of the face.

***Skin, Scalp and Hair:*** Students will learn the structures of the hair root, layers of the hair shaft and structure of hair protein. Students will learn different types of hair loss and treatments.

***Haircutting, Hairstyling and Hair Setting:*** Student will learn the art and science of men and women haircutting and hairstyling. Student will learn the importance of client consultation.

***Hairpieces (Sales and Service):*** Student will learn how to sell hair replacement systems. Student will learn how to clean and service a hair replacement system. Student will learn how to apply and remove a hair replacement.

***Chemical Theory (Permanent Waving, Hair Coloring, Bleaching and Straightening):*** Student will learn the effects of chemical texture services for the hair. Student will learn hair and scalp analysis for chemical texture services.

***Manicure and Nail Care:*** Student will learn the five general shapes of nails. Students will learn the nail irregularities and diseases.

***Anatomy, Physiology & Systems Structure of the Head, Face and Neck, including Muscles and Nerves:*** Student will learn the importance of anatomy and physiology to the barber profession. Students will learn the structure and reproduction of cells. Students will learn the important muscles of the head, face, and neck that relate to barbering services.

***Makeup and Skin Care:*** Student will learn the appropriate facial and makeup products.

***Theory of Massage and Facial Treatment:*** Student will learn the benefits of facial massage and treatments. Student will learn the location and stimulation of facial nerves and facial muscles.

***Disorders of The Skin, Scalp and Hair:*** Student will learn the structure and divisions of the skin. Students will learn the functions of the skin and learn recognizable skin disorders.

***Barber Law, Rules and Regulations***: Student will learn barber board laws, rules and regulations. Student will learn how to prepare for the theory and practical state board exam.

***Business Management and Salesmanship:*** Student will learn the responsibilities associated with business development and ownership. Student will learn services and retail product sales techniques.

***Preparation for Seeking Employment:*** Student will learn industry positions available for barbering. Student will learn how to write and resume and perform a job search.

***Chemical & Permanent Waves***: Student will learn the different types of permanent waves.

***Hair Relaxer***: Student will learn the two most common types of relaxers.

***Hair Coloring, Bleaching and Toning:*** Student will learn the principles of color theory and their importance to hair coloring. Student will learn the classifications of hair color products and their actions on the hair.

***Manicures:*** Student will learn how to use each nail cosmetic and what ingredient it contains.

***Physical Shampooing and Rinses:*** Student will learn a shampoo service. Student will learn scalp massage techniques and treatments.

***Hair Care and Scalp Care:*** Student will learn to identify services associated with the treatment of the hair and scalp. Student will learn proper draping procedure for hair services.

***Haircutting (Male and Female):*** Student will learn basic cutting techniques: fingers-and-shear, shear-over-comb, freehand and shear cutting, freehand clipper cutting, clipper-over-comb, and razor cutting.

***Shaving (Beards and Mustaches):*** Student will learn how to shave/ trim beards and mustaches.

***Hairpiece-Fitting:*** Student will learn how to fit and cut in a hair replacement system.

***Hairstyling:*** Student will learn basic hairstyling techniques.

***Facials & Makeups:*** Student will learn how to apply make-up and skin care products. Student will learn facial and makeup treatment equipment.

***Manicures:*** Student will learn basic manicure and hand massage procedures.

# Barber-Stylist School Curriculum

The curriculum for students in a school of barbering for a complete course of at least nine (9) Months totaling fifteen hundred (1500) hours of training shall be as follows:
1). Each school or licensed instructor shall require each student to obtain 280 total hours of theory training in the following curriculum before the student is allowed to render clinical services.

2). Classroom Theory - 50 hours: Shall include instruction by a licensed instructor in the following subjects related to barbering:

a) Chemistry (The Basics Of Physical And Chemical Changes);
b) Cleansing And Disinfection
c) Hygiene And Good Grooming.
d) Laws And Rules.

3). Hair and Scalp Treatments, Shampooing, and Conditioning - 25 hours: Shall include instruction by a licensed instructor in the following subjects:

a) hair analysis
b) scalp condition
c) treatments
d) proper procedure of shampooing (towel application, draping)
e) knowledge of shampoo formulas

f) water temperatures

4). Shaving - 25 hours:

a) shaving (proper handling technique of straight razor
b) learning the fourteen (14) stroke process)

5). Coloring of Hair -25 hours: instruction by a licensed instructor in the following subjects:

a) bleaching;
   (i) high and low lighting.
b) permanent color;
   (i) semi-permanent color
   (ii) temporary rinse.

6). Hair Cutting and Styling - 70 hours: instruction by a licensed instructor in the following:

a) proper handling of implements (razor, shears, clippers, trimmers, edgers); and
b) 35 hours of training on mannequins.

7). Facial Hair Design & Waxing - 20 hours: Shall include instruction by a licensed instructor in the following:

a) theory of facial massage
b) equipment
c) facial treatments

8). Permanent Waving, Relaxing, and Chemical Application - 65 Hours: Shall include instruction by a licensed instructor in the following subjects:

a) the chemistry of permanent wave solution; technique of placing wave rods on client heads
b) When a student has completed 280 hours in the above curriculum, the licensed instructor shall complete a statement to be directed to the Georgia State Board of Barbers, signed by the licensed instructor, and the student (and properly notarized) stating the student is now prepared to progress to the clinic floor to perform clinical services on live subjects. After completion of the first 280 hours of training, the curriculum shall be as follows:
   1. Theory - 200 hours;
   2. Hairstyling techniques and cutting - 500 hours = 500 applications: include instruction by a licensed instructor in the following subjects:
      (i) proper handling of instruments
      (ii) improper handling of instruments
      (iii) training on mannequins and live models

9). Shaving - 25 hours = 50 applications: include instructions by a licensed instructor in the following:

a) proper handling of instruments
b) proper disposal of razor blades in sharps container in accordance with the provisions of LAC Title 51, §XXVII-503 and the Rules for Solid Waste Management, Chapter 391-3-4-.15(e) applicable to razor blade disposal in solid waste.
c) Improper handling of instruments
d) training on mannequins and live models.

10). Shampooing - 5 hours = 40 applications: includes instructions by a licensed instructor in the following:

a) proper procedure of shampooing
b) knowledge of shampoo formulas
c) water temperature.

11). Facial Hair Design and Waxing - 10 hours = 30 applications

12). Scalp Treatment Techniques - 10 hours: includes instructions by a licensed instructor in the following subjects:

a) hair analysis
b) scalp conditions
c) treatments.

13). Permanent Waving, Relaxing and Chemical application - 270 hours = 66 applications: includes instruction by a licensed instructor in the following subjects:

a) the chemistry of cold wave relaxers and reaction
b) techniques of placing cold wave rods on client's head
c) chemistry of color, technique of color and chemical action of hair color.

14). Additional instructions at the discretion of the instructor - 200 hours.

# EVALUATION PROCEDURES

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are responsible for academic assignments and a minimum number of practical experiences. Academic assignments are evaluated after each subject. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. (The computer system will reflect completion of the practical assignment as a 100% rating.) if the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. There will be a minimum of two comprehensive practical skill evaluations conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skill evaluation criteria adopted by the school.

| Grading Symbol | Grading Scale Descriptors | Percentage Range |
|---|---|---|
| A | Students have consistently demonstrated characteristics that will stand out in the work environment. | 90-100% |
| B | Quality of student's work ethics and | 80-89% |

| | | |
|---|---|---|
| | performance is that of a good employee in the normal work environment. content and equipment. | |
| C | Some standards were not met. Additional training in employability skills is recommended. | 75-79% |
| D | No standards met | Below 70-74% Not PASSING |
| F | Failed | 69% and below Not PASSING |

# Instructor's Course Description

COURSE OBJECTIVES

The objective of this program and curriculum is to prepare the student to become a licensed barber instructor. Upon the completion of 1500 clock hours, a student can enroll in the instructor program. A student must accumulate 500 additional hours to complete the instructor program if needed. A licensed barber that has been licensed for 1 year or more must complete 500 hours to become an instructor. A student must obtain a barbers license before taking the State Board Instructors Examination.
Persons receiving instructor training in a barber school must spend all of their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise. People receiving instructor training shall be furnished a teacher training manual.

## Course Outline

- Theory
- Facial
- Scalp treatment
- Hair styling
- Hair drying
- Shampooing

- Permanent waving
- Desk receptionist, purchasing supplies, composing questions
- 7 graded student's paper.
- Salesmanship
- Chemical
- School procedures
- Lectures and demonstration
- Floor Supervision
- School records, student enrollment, collections, and office work

Grading

A student’s grade is determined by his/her practical, theory, and clinical grades. The practical and clinical grades are computed daily, and the theory determines test scores. Students are evaluated on the following grade scale:

Letter Grade Excellent Above Average
Below Satisfactory Progress
Range 90-100 80-89 70-79 0-69

# Barber Instructor Training Curriculum

(1) Persons receiving instructor training in a barber school must spend all their training time under the direct supervision of a licensed instructor and shall not be left in charge of students or school at any time without the direct supervision of a licensed instructor.
(2) Persons receiving instructor training are not permitted to perform clinical services on a patron for compensation, either by appointment or otherwise.
(3) Persons receiving instructor training shall be furnished a teacher training manual.
(4) The curriculum in a school of barbering for an instructor training course must include at least one (1) year and a total of 500 hours of training as follows:

(a) General Education = (250) -(250 credit/250 clock hours): A licensed instructor must supervise all practice teaching.

1. Barber Laws, rules, and regulations - (25 credit hours /25 clock hours).

2. Principles of teaching Barbering - (200 credit/200 clock hours)

(b) Teaching techniques and audio-visual aids = (250) -(250 credit/250 clock hours):

1. Curriculum development
2. Lesson plans and presentations
3. Classroom management and discipline
4. Demonstrations and lectures
5. Various methods of evaluation

(c) Practice teaching = (250) -(250 credit/250 clock hours)

## BARBER INSTRUCTOR PROGRAM REQUIREMENTS

The Barber Instructor's course consists of 500 clock and credit hours. The first 250 hours are devoted to classroom workshops, where you learn principles, technical information and laws, rules, and regulations of the State Board. The remaining 250 hours are spent in the clinic area, where you gain practical experience. Here you can put your talents into practice, as you work with teaching students under the close supervision of your instructors. The following is a list of the state of Georgia requirements for technical and practical criteria.

| Teaching Techniques and Audio-Visual Aids | Hours Required |
|---|---|
| * Curriculum development. | 45 clock/credit |
| * Lesson plans and presentations | 45 clock/ credit |
| * Classroom management and discipline | 45 clock/ credit |
| * Demonstration and lecturing | 45 clock/ credit |
| * Various methods of evaluation | 45 clock/ credit |
| | 250 clock/ credit |

| General Education | |
|---|---|
| * State Barbers Board | |
| a. Laws, rules and regulations | 25 clock/ credit |
| b. Principles of Teaching Barber | 100 clock/ credit |
| c. Practice Teaching | 125 clock/ credit |
| • To include all aspects of practical teaching of Skills needed for Barbering | |
| | 250 clock/ credit |

| | |
|---|---|
| **Total Curriculum Hours** | **500 clock/ credit hour** |

BARBER INSTRUCTOR TRAINING SUPPLIES:

1. Milady Master Educator Training Manual
2. Milady Master Educator Exam Book
3. Current Edition of Milady Barber Textbook and Workbooks
4. Lab Coat

## Grading System For Grading Symbol Practical And Theory:

| Grading Symbol | Grading Scale Description | Percentage Range |
|---|---|---|
| A | Students have consistently demonstrated characteristics that will stand out in the work environment. | 90-100% |

| | | |
|---|---|---|
| B | Quality of student's work ethics and performance is that of a good employee in the normal work environment. | 80-89% |
| C | Some standards were not met. Additional training in employability skills is recommended. | 75-79% |
| D | No standards were met | Below 70-74%<br>Not passing |
| F | Failed | 69% and below<br>Not passing |

Note: Curriculum content and equipment are subject to review and change at any time

## Cross-Over Licensing:

Cross-Over Licensing Requirements for a Cosmetologist to become a Barber-Stylist. To be licensed as a barber, a person licensed as a cosmetologist must pass the barber examination. Before taking the examination, a cosmetologist must submit proof of successfully completing a total of 750 credit hours of training in a board approved Barber school in the following subjects:

(a) Theory - 60 hours
(b) Hairstyling techniques and clipper cutting - 115 hours = 230 applications
c) Shaving and rimming beards - 50 hours = 30 hours shaving= 60 applications/20 trims = 60 applications
(d) Additional Instructions - 75 hours

## Federal Financial Aid:

Financial Aid is not available

Addendum to 2026 Catalog

C. Skinner Professional Barber Institute

# Catalog and Enrollment Agreement Addendum

**A signed and dated copy of this addendum must be provided to all current students and applicants of C. Skinner Professional Barber Institute. This document amends the catalog and enrollment agreement in the areas indicated below. All remaining conditions of the catalog and enrollment agreement remain in effect.**

**Effective 01/01/2026**

**1.** The Refund Policy is located on pg. 50 of Catalog Vol. 2. Updated from "A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/ she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $150.00" to
"*A student cancels his/her enrollment after three business days of signing the contract but prior*

*to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of $100 and the $50.00 re-entry fee if applicable.*"

**2**. The Refund Policy on page 53 of the Catalog Vol. 2 was updated from "Percentage of Length completed to total length of course and/or program, semester, term or billing period, per contract" to "*Percentage of scheduled time enrolled to total course/program."*

**3.** Re -entry policy located on page 46 of Catalog Vol. 2 updated from "The school will charge a re- entry fee to students who have withdrawn and wish to re-enter more than 30 days after termination, of $150.00." to "The school will charge a $50.00 re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination plus the registration fee of $100.00."

4. The re-entry policy on page 46 of Catalog Vol. 2 has updated from "A student who has withdrawn or been terminated may request to re-enter the school, and if accepted, must follow the admissions policies and procedures. All pass accounts with Scales Barber Academy must be settled prior to consideration. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination, of $150.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Students will be required to repeat any part the program that was incomplete or recommended for repetition by the school administration. Circumstances regarding a student's application for re-entry will be considered on an individual basis." to "*A student who has withdrawn or been terminated may request to re-enter the school, and if accepted, must follow the admissions policies and procedures. The school will charge a re-entry fee to students who have withdrawn and wish to re-enter more than 30 days after withdrawal/termination, of $50.00 plus the registration fee of $100.00. The tuition rates current at the time of re-entry will apply to the balance of training hours needed for students who re-enroll more than 30 days after the formal withdrawal date unless mitigating circumstances apply. Students will be required to repeat any part the program that was incomplete or recommended for repetition by the school administration. Circumstances regarding a student's application for re-entry will be considered on an individual basis.*

**My signature below certifies that I have read and understand the information contained in this addendum and have received an exact copy.**

_____ _____ _____

Name (please Print) Signature Date

| | | |
|---|---|---|
| Enrollment Personal (please print) | Signature | Date |

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Copy 1- Student Enrollment Agreement  Copy 2- Student Catalog  Copy 3- School