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# **Barber Concierge Academy**

1556 Edwards Ave Suites 1 & 2

Tunica, MS 38676

[www.barberconciergeacademy.com/](http://www.barberconciergeacademy.com/)

Email: [info@jeffbowenterprises.com](mailto:info@jeffbowenterprises.com)

## **Licensed By: Mississippi Board of Barber Examiners**

510 George Street  
Jackson, MS 39202  
Phone: (601) 359-1015

NACCAS:

The school is not yet accredited

## **Administrative Staff**

Michael Jefferson

Owner/Instructor/Financial

# **WELCOME**

**Dear Barber Concierge Academy Student,**

**On behalf of the staff and administration at Barber Concierge Academy, we welcome you to our College. We would like you to know that whatever your goal, you will find “The Academy” to be a great choice in this industry.**

**Barber Concierge Academy maintains a commitment to excellence in its program. So in choosing The Academy, you have, indeed, chosen one of the best. We will continue to provide you with educational opportunities and services that merit such prestige. We challenge you to take advantage of all the valuable programs available to you and wish you success as you work toward your degree.**

**Sincerely,**

**Michael Jefferson**

**Written in the English language**

# Mission Statement

Our mission statement is to maintain a commitment to excellence in our programs.

To provide quality instruction to all students.

To provide a safe, supportive and energetic environment for our students that facilitates the knowledge, skills and confidence necessary to attain success in their field.

To assist our graduates in securing employment in their field which will allow them to be responsible, contributing factors to society.

## **Educational Goals**

### **Barber/Styling:**

The barber styling course of study is designed to prepare students for the state licensing examination and for entry-level employment in the barber industry. The knowledge and skills obtained will prepare you for work in a full service Barber Shop or Chain Barber Shop as a Master Barber, shop manager or shop owner.

### **Barber Instructor 1000:**

The barber instructor course is designed to prepare master barbers for the state licensing examination for a profitable employment as a barber instructor teacher.

### **Barber Instructor 600:**

The barber instructor course is designed to prepare master barbers for the state licensing examination for a profitable employment as a barber instructor teacher.

### **Crossover:**

This program is designed to prepare a licensed cosmetologist to start a career in Barbering. The objective is for the cosmetologist to acquire the history fundamentals, theory, and hands on training to become a licensed barber. At The Academy we prepare cosmetologists for the state barber examination and educate them with knowledge and skills needed to become a professional, licensed Barber.

## **Facilities and Equipment**

Our educational institution includes classroom, dispensary, office and modern clinic laboratory in which the students practice "hands on" customer service. The Academy occupies approximately 2,000 square feet of space and it is divided into 1 Administrative Office, 1 Receptionist desk, 2 Instructor Offices, 1 Classroom, 1 Retail Area, 1 Storage Room, 2 Restrooms, 1 Break Area and Clinic Floor Salon. The school is centrally air-conditioned and heated to provide a comfortable learning environment.

## **New Class Starting Dates**

Class start dates are every Monday.

## **HOLIDAY AND SCHOOL CLOSINGS**

The following holiday schedule will be observed and does not count as absent days for students. These holidays will be posted on the student bulletin board. School closings due to inclement weather or any other type of emergency will not count against the student.

**MARTIN LUTHER KING DAY MEMORIAL DAY  
INDEPENDENCE DAY LABOR DAY  
THANKSGIVING DAY CHRISTMAS EVE  
CHRISTMAS DAY NEW YEARS EVE  
NEW YEARS DAY HAIR SHOWS**

## **Admissions Requirements**

To enroll in our programs, an applicant must have a high school diploma or a GED certificate. The state law requires a photocopy of the following items that has to be maintained in the student's file at all times:

- \*High School Diploma or a GED
- \* Photocopy of birth certificate or driver's license;
- \*All students are required to submit an application and must be at least 18 years of age.

## **BARBER INSTRUCTOR COURSE**

Requirements: High School Diploma or GED Certificate and Licensed as a Barber Instructor. Executive Barber College will accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour. Students are allowed to re-enter the program after they have withdrawn.

### **Policy for Admission/Entrance For Foreign Students**

Non US residents must submit either an alien registration card or a recognized Visa (I94), applicants must be beyond the compulsory school age, minimum of 16 years of age. A student qualifies if he/she provides one of the following: - has a high school diploma (this can be from a foreign school if it is equivalent to a US High School diploma); - has the recognized equivalent of a high school diploma, such as a GED certificate, or other state sanctioned test or diploma-equivalency certificate; - provides a sealed or official transcript; - has completed homeschooling at the secondary level as defined by state law; or - has completed secondary school education in a home school setting which qualifies for an exemption from compulsory attendance requirements under state law, if state law does not require a home-schooled student to receive a credential for their education. Applicants must possess an understanding of the English language, which will be assessed during the entrance interview, they must sign a contract/ enrollment agreement with the school and obtain a class start date.

### ***Registering Hours with the State Board of Barbering – Mississippi***

In order for Barber Styling students to register hours with the State Licensing Board, they must submit the following documents: Proof of age-ID or driver's license and High School Diploma or GED

### **Non-Discrimination Policy**

As an equal opportunity barber school, the school will not deny any person admission, graduation, or any other rights and privileges of the school due to age, race, color, sex, religion, creed, handicap or ethnic origin.

The school does not recruit students already attending or admitted to another school offering a similar program of study.

### **Sexual Harassment Policy**

Sexual harassment is conduct of sexual nature that makes someone uncomfortable or embarrassed. According to the federal Equal Employment Opportunity Commission (EEOC) sexual harassment is sexual attention that is: Unwelcome and Unwanted, Harmful, or Illegal.

### **Right To Privacy and Information Release**

NACCAS and governing agencies have access to student files. Record information will not be released to unauthorized persons or agencies without written consent from the student or parent/guardians of dependent minor students for each request. The release information policy also applies to parents or guardians in the event the student is still a minor.

### **Policy for Reviewing Financial or Educational File**

Upon written request, student or parent/guardians of dependent minor students are permitted to review their records, with positive proof of identification under supervision of the administrative staff. All student records will be maintained for at least three years.

### **Grading**

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

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

## **Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better in order to receive a diploma from the college. The diploma signifies that the student has successfully completed the basic course training program and fulfilled all graduation requirements by use of a completion form.

### **Employment Assistance**

I understand that the School has not made and will not make any guarantees of employment or salary upon my graduation. The school will provide me with placement assistance which will consist of identifying employment opportunities and advising me on appropriate means of attempting to realize these opportunities.

### **Instructional Materials**

Students who are enrolled in the barber styling program are furnished clinic apparel, textbooks, workbooks, and kits.

### **Tuition Payments**

In the event the student is paying his or her tuition through Vocational Rehabilitation or Veterans Programs, all disbursements will be credited to the student's account for actual tuition or other charges. Students not paying tuition through the Vocational Rehabilitation or Veterans Programs Vocational Rehabilitation or Veterans Programs, will be billed monthly. The college reserves the right to suspend any student from school whose account is delinquent.

### **Advising Services**

The college provides a support system for each individual student. Our faculty and staff are concerned and caring. Each is here to assist in resolving student needs and concerns. Regularly scheduled advising sessions are held on the first Tuesday of each month; however, students requiring additional or emergency advising are encouraged to contact their assigned advisor for an appointment.

### **Counseling Services**

All students may contact the off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention that are provided in orientation.

### **Student Conduct**

All students must conform to federal, state and local laws. They must respect the rights of others and conduct themselves in a manner conducive to the educational objectives of the school. Any display of disrespect for faculty, or students, use of profanity, theft, or use or possession of alcohol and / or drugs on school property are considered grounds for immediate dismissal. The school deserves the right to suspend or dismiss any student whose actions are deemed inappropriate or detrimental to the school. Once a student is terminated the student cannot attempt to re-enroll into the program for at least ninety (90) days.



## Grievance Procedures

Most grievances arise between a student and a teacher or other first line members of the staff. Such problems are infrequent. If the complaint cannot be handled in an informal manner, the student can confer with the CEO. In the event a dispute cannot be successfully resolved at the institution level, a student, staff member or any interested party may file a complaint with the CEO. The complaint must be in writing and should outline the nature of the complaint. Upon receipt of any written complaint the CEO will meet with the complainant to resolve the problem. The CEO will respond to the complaint within ten working days from the time of the meeting. If the problem cannot be resolved, the student can contact NACCAS in writing.

## Refund Policy

### Refund and Cancellation Policy

For applicants who cancel enrollment or students who withdraw from enrollment a fair and equitable settlement will apply. The following policy will apply to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 30 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

1. An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
2. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
3. 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.
4. A student notifies the institution of his/her withdrawal in writing.
5. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
6. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
7. In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

<b>% of Scheduled time</b>	<b>Total Tuition School Retain/Receive</b>
<b>Enrolled to Total Program</b>	
0.01% to 04.9%	20%
5% to 09.9%	30%
10% to 14.9%	40%
15% to 24.9%	45%
25% to 49.9%	70%
50% and over	100%

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 30 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student or provide course completion through a prearranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, and before an instruction of the course has begun, we will participate in a teach out agreement of the course or the school will either provide a full refund of all monies paid or completion of the course at a later time. If a course and / or program cancels and ceases to offer instruction after students have enrolled and instruction has begun, the school shall at its option: a. Provide a prorated refund for all students transferring to another school based on the hours accepted by the receiving school or b. Provide completion of the course and/ program: or c. Participated in a Teach-Out Agreement or; or d. Provide a full refund of all monies paid.

**Barber/Styling, Barber Instructor (1000)  
Barber Instructor (600), Crossover**

**SATISFACTORY ACADEMIC PROGRESS POLICY**

**EVALUATION PERIODS**

Students are evaluated for Satisfactory Academic Progress as follows:

<u>Barber/Styling</u>	<u>Barber Instructor (1000)</u>	<u>Barber Instructor (600)</u>	<u>Crossover</u>
450 hrs	500 hrs	300 hrs	300 hrs
900	1000	600	300
1200			
1500			

Evaluation periods are based on actual hours completed.

The Satisfactory Academic Progress Policy applies to every student enrolled (part-time/full-time) in any program.

The Satisfactory Academic Progress Policy is provided to every student before enrollment. \*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.

**ATTENDANCE PROGRESS EVALUATIONS**

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order 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 67% cumulative attendance since the beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

**MAXIMUM TIME FRAME**

If any student enrolled fails to complete the program within the maximum time frame they will lose their eligibility for Title IV programs, if applicable, The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

<b>COURSE hrs)</b>	<b>MAX. TIME ALLOWED (wks scheduled</b>	
Barber/Styling (FT, 32hrs/wk) - 1500 Hrs	71 Weeks	2250
Barber/Styling (PT, 16hrs/wk) - 1500 Hrs	141 Weeks	2250
Barber Instructor (FT, 32hrs/wk) - 1000 Hrs	77 Weeks	1500
Barber Instructor (PT, 16hrs/wk) - 1000 Hrs	95 Weeks	1500
Barber Instructor (FT, 32hrs/wk) - 600 Hrs	29 Weeks	900
Barber Instructor (PT, 16hrs/wk) - 600 Hrs	57 Weeks	900
Crossover (FT, 32hrs/wk) - 600 Hrs	29 Weeks	900
Crossover (PT, 16hrs/wk) - 600 Hrs	57 Weeks	900

The maximum time allowed for students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours. If a student exceeds the Maximum Time Frame the student will be permitted to continue on a cash pay basis.

## **ACADEMIC PROGRESS EVALUATIONS**

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. 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 the course of 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 cumulative grade average of 70% prior to graduation. Students must make up for failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100 EXCELLENT  
80 - 89 VERY GOOD  
70 - 79 SATISFACTORY  
0-69 UNSATISFACTORY

## **DETERMINATION OF PROGRESS STATUS**

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be 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. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

## **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 while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. 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 if the student has prevailed upon an appeal 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 and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to 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 on any potential impact on their financial aid eligibility and 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 and, if applicable, students will not be deemed eligible to receive Title IV funds.

### **RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS**

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 academic 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 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 reinstated, 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. We accept hours at other institutions provided that such are accepted by the State Board of Barbering. Tuition for transfer students is charged by the hour.

### **RE-ENTRY PROCEDURE**

Students who re-enter will re-enter under the same Satisfactory Academic Progress status as in place at the time the individual left, regardless of how much time has elapsed.

## **LEAVE OF ABSENCE POLICY**

A leave of absence (LOA) is a temporary interruption in a student's program of study. It does not include non-attendance for an institutionally scheduled break in a student's program. A leave of absence must meet certain conditions to be counted as an LOA instead of being counted as a withdrawal. If a leave of absence does not meet the conditions, the student is considered withdrawn from the school, and the school will perform a return calculation((see Refund Policy). Conditions to qualify for a LOA are as follows: The institution may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances if: The institution establishes the start date of the approved LOA as the first date the student was unable to attend.

1. There must be a reasonable expectation that the student will return from the LOA;
2. A student returning from an LOA must resume training at the same point in the academic program and in the payment period or period of enrollment that she/he would have been in if she/he had not been on leave;
3. We will not assess the student any additional institutional charges as a result of the LOA;
4. The student must follow the school's policy in requesting the LOA. Student must apply in advance, in writing, including the reason for LOA and sign the request for an LOA unless unforeseen circumstances prevent the student from doing so, e.g.: if a student was injured in a car accident and needed a few weeks to recover before returning to institution. We may grant a LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances. We will document the reasons for decision to grant the LOA, will collect the documentation, and get proper signatures from the student at a later date;
5. We will approve a student's request for a LOA in accordance with the school's policy;
6. An LOA and any additional leaves may not exceed a total of 180 days in any 12 month period;
7. The school has the right to approve or disapprove the LOA request. We will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties. A student granted a leave of absence that meets the criteria in this section is not considered to have withdrawn, and no return calculation is required. However, if a student does not return by his/her scheduled return date of the LOA, the student will be dropped and a withdrawal calculation will be performed using their last day of attendance. The student will be withdrawn if the student takes an unapproved LOA or does not return by the expiration of an approved LOA, and the student's withdrawal date for the purposes of calculating a refund will be the student's last date of attendance. Upon the student's return from the leave, she/he continues to earn In-House financing previously awarded for the period.

## Barber/Styling

The professional course in barber styling requires the satisfactory completion of 1500 hours training. This will entitle you to take the Mississippi State Board of Barber Examination for the Mississippi Barber License.

The barber styling curriculum according to the State Board of Barber is as follows: Fifteen hundred (1500 hours of training are required of applicants for a certificate of registration as a master barber with at least on (1 hours of theory class per day. The hours shall be apportioned as follows:

(a) General Hours:

Hours

History and Fundamental of barbering	10
Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene	25
Barber implements	10
Shaving	10
Skin, scalp and hair	20
Haircutting, hairstyling and hair setting	30
Hairpieces- (sales and service)	5
Chemical theory (permanent waving, hair coloring, bleaching and straightening)	30
Manicure and nail care	10
Anatomy, physiology and systems structure of the head, face and neck, including muscles and nerves	40
Makeup and skin care	5
Theory of massage and facial treatment	10
Disorders of the skin, scalp and hair	15
Barber law, rules and regulations	10
Business management and salesmanship	5
Preparation for seeking employment	5

Required Total: **240 Hours**

(b) Chemical Hours:

Permanent	waving
100	
Hair	relaxer
100	
Hair coloring, bleaching and toning	100
Manicures	
60	

Required Total: **360 Hours**

(c) Physical Hours

Shampooing and rinses	150
Hair care and scalp care	
150	
Haircutting (male and female)	220
Shaving (beards and mustaches)	140
Hairpiece-fitting	
40	
Hairstyling	
100	
Facials and makeup	
50	
Manicures	
50	

Required Total: **900 Hours** Curriculum Total: **1500 Hours**

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 is determined by test scores. Students are evaluated on the following grade scale:

Letter Grade Range  
Excellent 90-100  
Above Average 80-89  
Average 70-79

Below Satisfactory Progress 0-69

## **Barber/Styling Program Description General**

### History and Fundamental of barbering

The student will learn the history and basic fundamentals of barbering. They will learn the origin of the barber pole.

Elementary chemistry relating to sterilization, sanitation, bacteriology, and hygiene Student will learn that one of the most important aspects of proper sanitation is 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 principle 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's haircutting and hairstyling. Student will learn the importance of the 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 and 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. Students 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.

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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 waving

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 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 and makeup

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 INSTRUCTOR (1000)**

### 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 1000 additional hours to complete the instructor program if needed. A licensed barber that has been licensed for 2 years or more only has to complete 600 hours to become an instructor. A student must obtain a barbers license before taking the State Board Instructors Examination.

### COURSE OUTLINE:

- Theory
- Facial
- Scalp treatment
- Hair styling
- Hair drying
- Shampooing
- Permanent waving
- Desk receptionist, purchasing supplies, composing questions and grading 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 on a daily basis, and the theory is determined test scores. Students are evaluated on the following grade scale:

Letter Grade Range

Excellent 90-100

Above Average 80-89

Average 70-79

Below Satisfactory Progress 0-69

### **Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.

## **INSTRUCTOR COURSE (600)**

### 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 1000 additional hours to complete the instructor program if needed. A licensed barber that has been licensed for 2 years or more only has to complete 600 hours to become an instructor. A student must obtain a barbers license before taking the State Board Instructors Examination.

### COURSE OUTLINE:

- Theory
- Facial
- Scalp treatment
- Hair styling
- Hair drying
- Shampooing
- Permanent waving
- Desk receptionist, purchasing supplies, composing questions and grading 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 on a daily basis, and the theory is determined by test scores. Students are evaluated on the following grade scale:

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

### **Graduation Requirements & Diploma**

Students must complete the clock hour requirements of their program with a cumulative grade point average of 70% or better and pay all tuition and instructional materials costs in order to receive a diploma from the college. The diploma signifies that you have successfully completed the basic course training program.

## Crossover

Our Crossover Program is designed to allow individuals who possess a valid Mississippi Cosmetology license the opportunity to also become a licensed Barber. Students will be prepared to pass the state licensing exam which consists of a written and practical examination. Upon receiving your Barber license, you will then become eligible to work in both a state-licensed Cosmetology Salon and/or a state-licensed Barber Shop. 20 weeks for full time students and 30 weeks for part time students. There shall be a minimum total accumulation of 600 (clock) hours.

### **Crossover Course of Study (600 Hours)**

Academic and Demonstration	90
Scalp and Hair Treatments	40
Hair Shaping	240
•scissors, razor, clippers	
•scissors	
Shaving, Beard and Mustache Trim	15
Facial Massage	25
Permanent Waving and Chemical Hair Relaxer	100
Hair Coloring	50
Hair Pieces	20
Sanitation and Sterilization	20

Total Hours 600

## SCHOOL STANDARDS/RULES & REGULATIONS

- 1. FULL TIME STUDENTS ARE EXPECTED TO ATTEND CLASS FROM 8:00AM TO 4:00PM MONDAY THRU WEDNESDAY.**
- 2. LEGAL VERIFICATION OF HOURS MUST BE MADE FOR EACH STUDENT. EACH STUDENT MUST CLOCK IN UPON ARRIVAL AND CLOCK OUT UPON DEPARTURE FROM SCHOOL. IF THE STUDENT LEAVES THE SCHOOL PREMISES FOR ANY REASON THE STUDENT MUST CLOCK OUT. HOURS COULD BE MISSED IF STUDENT DOES NOT FOLLOW REQUIRED CLOCKING PROCEDURES.**
- 3. STUDENTS WILL NOT BE GIVEN TIME IF THEY DO NOT CLOCK IN.**
- 4. STUDENTS WILL BE EXCUSED FROM AN ABSENCE WITH PROPER DOCUMENTATION. STUDENTS WILL NOT BE EXCUSED WITHOUT PROPER DOCUMENTATION.**
- 5. THE MISSISSIPPI STATE BOARD OF BARBERS AND THE SCHOOL REQUIRED THAT ALL STUDENTS BE IN SCHOOL EVERY DAY IN THE PRESCRIBED UNIFORM (Black Dickie Pants, Black Belt, Black Shoes). ANY STUDENT NOT IN THE PRESCRIBED UNIFORM WILL NOT BE ALLOWED TO STAY IN SCHOOL OUT OF UNIFORM AND WILL BE SENT HOME. NO OPEN TOE SHOES FLIP FLOPS, SANDALS OR ECT.**
- 6. FULL TIME DAY STUDENTS WILL HAVE 30 MINUTES FOR LUNCH EACH DAY AND ONE 15 MINUTE BREAK. PART TIME STUDENTS WILL HAVE ONE FIFTEEN MINUTE BREAK EACH DAY. STUDENTS THAT ARE LATE RETURNING FROM LUNCH WILL NOT BE ALLOWED TO CLOCK IN THE REMAINDER OF THE DAY.**
- 7. STUDENTS, PATRONS AND STAFF MEMBERS WILL BE PROVIDED A SANITARY ENVIRONMENT. MISSISSIPPI STATE BOARD OF BARBERS REQUIRES THAT SANITARY CONDITIONS BE MAINTAINED AT ALL TIMES. AS PART OF THE STUDENT'S CREDIT AND TRAINING, THIRTY MINUTES EACH DAY IS SCHEDULED FOR SANITATION. THE STUDENT DAILY SANITATION REQUIREMENT MUST BE COMPLETED AND GRADED BY AN INSTRUCTOR AT THE END OF EACH DAY.**

**8. INSTRUCTORS AND ADMINISTRATORS ARE AUTHORIZED TO CLOCK OUT ANY STUDENT WHO EXHIBITS UNBECOMING BEHAVIOR. IF A STUDENT CONTINUES TO EXHIBIT UNBECOMING BEHAVIOR THE STUDENT WILL BE TERMINATED. NO PROFANITY IS ALLOWED ANYWHERE IN THE SCHOOL. PROFINITY IS NOT PROFESSIONAL OR ACCEPTABLE.**

**9. STUDENTS MUST PARK THEIR CARS IN THE PARKING LOT. THE PARKING SPACES DIRECTLY IN FRONT OF THE SCHOOL ARE FOR CUSTOMERS AND STAFF PARKING ONLY.**

**10. ONLY EMERGENCY TELEPHONE CALLS WILL BE ACCEPTED ON THE BUSINESS TELEPHONES. STUDENTS WILL NOT BE ALLOWED TO LEAVE CLASS OR CLINIC AREA TO RECEIVE OR MAKE PERSONAL TELEPHONE CALLS EXCEPT IN CASE OF EMERGENCY. ALL CELL PHONES MUST REMAIN ON SILENT.**

**11. ANY STUDENT WHO POSSESSES OR USES ILLEGAL SUBSTANCES ON SCHOOL PROPERTY WILL BE TERMINATED FROM THE SCHOOL. ( NO EXCEPTIONS)**

**12. STUDENTS ARE SOLELY RESPONSIBLE FOR THEIR PERSONAL PROPERTY. THIS INCLUDES KITS, BOOKS, PURSES AND ECT. THE SCHOOL WILL NOT BE RESPONSIBLE FOR SUCH PROPERTY. LOST OR STOLEN ITEMS MUST BE REPLACED BY THE STUDENT.**

**13. STUDENTS CANNOT CONDUCT FREE FAMILY MEMBERS HAIR SERVICES. THEY WILL BE CHARGED THE FULL PRICE AS ANY OTHER CLIENT.**

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**14. THE FLOOR INSTRUCTOR WILL ASSIGN PATRONS TO STUDENTS FOR CLINICAL SERVICES. A SERVICE TICKET IS ISSUED FOR EACH CLINIC ASSIGNMENT. NO SERVICE IS TO BE PERFORMED ON ANY CUSTOMER OR STUDENT WITHOUT A TICKET. YOU WILL PERFORM ONLY THE SERVICE ON THE TICKET. IF THE PATRON REQUEST ADDITIONAL SERVICES, THEY MUST PAY FOR THE SERVICE FIRST.**

**15. NO STUDENT OR STAFF MEMBER IS ALLOWED TO EAT OR DRINK IN THE CLINIC LABORATORY.**

**16. NO STUDENT OR STAFF MEMBER IS ALLOWED TO SIT IN CLINIC CHAIRS UNLESS A SERVICE IS BEING PERFORMED.**

**17. SMOKING IS NOT ALLOWED IN THE SCHOOL. STUDENTS AND STAFF MUST SMOKE OUTSIDE.**

**18. STUDENTS MUST SATISFACTORILY COMPLETE ALL THEIR ACADEMIC REQUIREMENTS WITH-IN THEIR DESIGNATED ENROLLMENT PERIOD. STUDENTS MUST MAKE-UP ANY TEST MISSED OR A ZERO WILL BE GIVEN.**

**19. ANY STUDENT THAT ARRIVES AFTER 10:15AM WILL BE ABLE TO SIGN IN AFTER THE BREAK.**

**20. STUDENTS WILL RECEIVE A COMPREHENSIVE PROGRESS REPORT AT THE END OF EACH EDUCATIONAL MODULE. THIS REPORT WILL REFLECT THE STUDENTS WRITTEN, PRACTICAL AND CLINICAL WORK. THE INSTRUCTOR WILL COUNSEL WITH THE STUDENT IN AREAS OF IMPROVEMENT NEEDED.**

**21. SUSPENSION FROM SCHOOL CAN LAST FROM ONE TO THIRTY DAYS.**

### **ATTENDANCE POLICY**

**\*All full-time students must attend 96 hours per month.**

**If you do not maintain the minimum 67% of completed hours you will be placed on attendance probation at the end of each module. If during this probationary period you do not clock the minimum hours of 67% of their scheduled hours, you will be terminated.**

**Missed tests can be made up on Tuesday.**

**Missed hours can be made up during the following times:**

**Monday – Wednesday 8am to 4pm.**

## Tuition

### Cost

Program	Clock Hrs	FT	PT	Enrollment Fee	Tuition	Materials	Books/Kit	Total Tuition
Barber/Styling	1500	47wks	94wk	\$150	\$7,350.00	\$700	\$200	\$7,500.00
Barber Instructor	1000	31	63	150	3,450.00	300	200	3,600.00
Barber Instructor	600	19	38	150	3,300.00	300	200	3,950.00
Crossover	600	19	38	150	3,300.00	300	200	3,950.00

Ways of paying tuition payments.: check, cash, credit card, monthly payments

### **Completion, Licensure and Placement Rates**

The 2022 completion, licensure and placement rates for the school are as follows:

Completion NA% Licensure NA% Placement NA%