

# SCHOOL CATALOG

2022-2023



WHERE YOU CAN MASTER YOUR FUTURE

*Barbers Trade School is where education leads to mastery. With excellence, we strive to create professionals who care, serve and produce.*

[WWW.BARBERSINCTX.COM](http://WWW.BARBERSINCTX.COM)

665 Orleans Beaumont, TX 77701

# Approvals

Barbers Trade School is approved by the Texas Department of Licensing and regulation, Austin, Texas. Initial approval was given on October 10, 2013. Also, Barbers Trade School is approved by the Texas Department for Assistive and Rehabilitation Services.

Barbers Trade School is approved by the U.S. Department of Education to participate in Federal Student Aid programs.

## **Accreditation**

Barbers Trade School is accredited by the Council on Occupational Education, 7840 Roswell Road, Building 300, Suite 325, Atlanta, GA 30350, Telephone: 770-396-3898 / FAX: 770-396-3790, [www.council.org](http://www.council.org).

The information contained in this catalog is true and correct to the best of my knowledge.

Jerrolyn Williams, Executive Director

# General Information

## History

Barbers Trade School was established in October 2013 to provide vocational training in the field of Barber Styling. The institution's objective and goal are to assist the community in becoming self-supportive as they take on life's challenges. Barbers Trade School is supported and funded by the city of Beaumont, TX. The institution was officially approved by TDLR on October 10, 2013; classes began on October 14, 2013. In 2021, Barbers Trade School was accredited by the Council on Occupational Education. In 2021, the Texas Department of Veterans Affairs approved Barbers Trade School to train veterans. Also, in 2022, the U.S. Department of Education approved the school to participate in Federal Student Aid programs. Since the start of classes, the school has maintained a full enrollment and has produced competent and successful professionals.

## Mission & Purpose

***Barbers Trade School is where education leads to mastery. With excellence, we strive to create professionals who care, serve and produce.***

## Objectives

To accomplish the mission and philosophy of Barbers Trade School, the institution has established the following general objectives:

- Offer training and instruction at a superior level by employing highly qualified staff members.
- Provide students with comprehensive and practical skills to enter the workplace, limited only by their desire or motivation.
- Provide education that will enrich and increase the overall circumstances of the person's life by preparing them for various employment/ entrepreneur opportunities.

## Facilities & Equipment

Barbers Trade School occupies the downtown Beaumont area at 665 Orleans St. The school is on the municipal bus route, which affords easy access from all areas of Beaumont, TX. Barbers Trade School is fully equipped with modern equipment and meets all State of Texas requirements. We provide an environment that suits the student's needs and ample room to learn, gain experience, and promote growth. Barbers Trade School continually updates training materials and equipment to ensure that the curriculum keeps pace with ever-expanding technology.

### **Number of students per Instructor/Class**

Texas Department of Licensing and Regulation requirement is that no more than 25 students be allowed per instructor. Please note that Barbers Trade School follows the intent and letter of the Texas laws, rules, and regulations. **\*\*Maximum student / Instructor ratio is 25:1 for lecture and 25:1 for laboratory. \*\***

### **Staff and Facility**

Barbers Trade School's president is an experienced educator dedicated to occupational education. All instructors are required to meet the State of Texas standards in their respective areas.

### **Statement of Ownership**

Barbers Trade School is a private for-profit organization founded in 2013 and incorporated in Texas in 2014. Since its humble beginnings, Barbers Trade School has grown into a successful service organization relying on the continuation of the development of the Southeast Texas Region. We are supplying students with various educational job training and human service programs.

### **Equal Employment Opportunity**

Barbers Trade School's policy is to provide equal opportunities to its students and staff without discrimination due to race, color, sex, religion, age, or physical or mental handicap. This nondiscrimination policy covers admission, access, and participation in the school's program and activities.

### **Individuals with Disabilities**

Barbers Trade School complies with the Rehabilitation Act of 1973 (Section 504) in that no disabled person, because of a handicap, that meets the admission criteria will not be excluded from enrolling in our training program. Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include a review of accommodations for classroom, practical, shop/salon activities, job placement, and licensure after graduation.

### **Privacy Act 1974**

The family and privacy Act of 1974 prohibited any institution from releasing school records or any other information about a student to any third party without the student's written consent. Barbers Trade School follows this act in its procedures with student records.

### **Operating Hours**

The school is open Monday through Friday from 9:00 am until 5:00 pm for administration and classes. Special arrangements may be made for students with special circumstances. Attending school on a part-time basis may also be arranged. Training for all courses is offered Monday through Friday, except observed holidays.

### **School Calendar**

Applicants may enroll at any time during the year for scheduled start dates. The school enrolls students on the first Monday of every month unless classes are full. The school reserves the right to change class schedules, instructors, and class sequences or to postpone class start dates up to a period not to exceed 30 days. Such changes will not unnecessarily inconvenience students.

### **Academic Calendar**

Barbers Trade School operates on the clock hour system. The clock hour system is a system that is derived from real-time hour-per-hour attendance.

### **Holidays**

The following Holidays are observed:

- New Year's Day
- Martin Luther King Jr.
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- Day after Thanksgiving
- Christmas Day

## **Weather Emergencies**

The Director will use discretion in closing the school during a weather emergency. Under these circumstances, a student will not be charged with an official absence. Course material will be made up later to ensure the completion of program requirements and responsibilities. As a rule of thumb, the school will close due to extreme weather conditions if the Beaumont Independent School District (BISD) closes.

# **Admission Policies and Procedures**

## **Admission Requirements**

Barbers Trade School considers many factors, such as your desire, motivation, and attitude, before you are accepted as a student. Applications are accepted or rejected at the discretion of the admissions department. Accepted applicants must have and submit proof of education (e.g., in the form of a High School Diploma or GED), proof of age, have a social security number and paid all requisite registration and book fees before enrollment. All classes are taught in the English language only. Students who have withdrawn, been dropped, or terminated may apply for re-entry. It is the discretion of the Director if the student will be re-admitted. This will depend on the student's steps to rectify previous problems. A registration fee will be required for re-entry.

- ✓ The Class A Barber and Cosmetology Crossover Program applicants must be at least 17 years of age.

**Barbers Trade School accepts students regardless of race, sex, religion, handicap, or ethnic background.**

## **Admission Procedure & Requirements**

A student can register for classes at any time up to the class start date but must complete the following:

- ✓ School Admission Application

- ✓ Enrollment agreement (signed by a parent(s) or guardian if the student is a minor.
- ✓ Be interviewed by an admissions representative.
- ✓ Create a payment schedule
- ✓ If Texas DARS sponsors a student, a copy of the purchase order must be presented to the financial aid office.
- ✓ Must have submitted & completed the Scholarship Agreement. Students must receive an approval letter before starting. Scholarships are provided for those who qualify.
- ✓ Have current ID, Social Security, High School Diploma / GED certificate, or successful completion of homeschooling at the secondary level as defined by Texas State law.
- ✓ Provision of accurate and current contact information for five references (3 relatives; 2 friends).

**NOTE\*\*\***

During the interview process, Barbers Trade School will verify all credentials suspected to be invalid or do not meet the requirements listed above. Barbers Trade School will not accept an invalid high school diploma which includes, but is not limited to, transitional diplomas and those obtained from “diploma mills,” which are defined as the following:

A “diploma mill” is an entity that:

1. Charges someone a fee and requires him to complete little or no education or coursework to obtain a high school diploma that may be used to represent to the general public that he has completed a program of secondary education or training; and
2. Lacks accreditation by an agency or association recognized as an accrediting body for institutions of higher education by the Secretary (pursuant to Part H, Subpart 2 of Title IV) or a federal agency, state government, or other organization that recognizes accrediting agencies or associations.

The Admissions, Student Services, and Education Departments are available upon reasonable notice to any prospective or enrolled student during regular administrative working hours to assist in obtaining information about Barbers Trade School, including its barber program, financial assistance, percentages for completion, licensure, and placement, security policies, and crime statistics. Before admitting a prospective student to Barbers Trade School, all prospective students may tour the campus.

In addition, Admission Representatives have individual meetings with the prospect, during which the representatives conduct an interview and share information about the barber program and its costs. If needed, the Admission Representative will schedule a follow-up meeting time when the prospect is to return with the required information.

### **Licensing Requirements**

**Class A Barber** license applicants must have completed 1000 hours of instruction in a licensed school, satisfactorily pass the Texas State Board examination, and pay the required Texas Department of Licensing and Regulation (TDLR) licensing fee.

**To obtain Cosmetology Crossover Barber License**, applicants must have completed 300 hours of training in Barber -Styling through a licensed school, satisfactorily pass the Texas State Board examination, and pay the required Texas Department of Licensing and Regulation (TDLR) licensing fee.

### **Orientation**

Students enrolled at Barbers Trade School are required to attend orientation on the first day of attendance. Orientation is designed to make the adjustment to school life easier for students. The School representative will explain the rules and regulations and answer any students' questions. The students will also meet all instructors, staff, and faculty and ask questions from each department.

### **Student Assistance**

Barbers Trade School provides counseling to all students experiencing depression or hardship. This service is provided free of charge to students having problems. Barbers Trade School also offers referral information regarding part-time jobs, family and individual counseling, drug and alcohol, local housing, and financial services. If any student would like information or counseling regarding these services, please make an appointment with the admissions office. On-Campus housing is not available. Students are encouraged to discuss any problems or questions with their instructor or the School Director.



## Placement Assistance

Barbers Trade School does not guarantee employment; however, placement assistance in the form of advice regarding interviews, current job marketing, employment trends, application forms, resumes, and cover letters are available upon request. The school informs potential employers of its curriculum and accepts job opportunities for posting in the school. Students are encouraged to consult with the placement office at any time regarding career opportunities. The placement office will also help students understand and maintain the motivation required to attain high achievement standards, make choices according to their interests and abilities, and assume responsibility for their own behavior.

## Drug Abuse Prevention

Barbers Trade School will comply with all State and Federal Drug abuse programs. In addition, a referral by the School Director to the appropriate program is available. Barber Trade School's policy is to implement measures to ensure a positive and alcohol /drug-free environment for its students, staff, and faculty. As our first concern is the student and the student's academic success, we desire that any student with substance abuse problems contact the school director for assistance in obtaining information on where to receive qualified treatment. A referral by the school director to the appropriate program is available. Our policy is that all consultations will be held in the strictest confidence to protect the student.

All areas of the campus, including the parking lot, will be subject to screening for drugs. These screenings will be conducted without notice.

**Barbers Trade School's policy is** that anyone, including students, staff, and faculty found distributing or selling a controlled substance of any nature on campus, including parking lot, shall be subject to immediate termination and other such actions as deemed appropriate by the school director.

Anyone on the campus found possessing any controlled substance shall be dealt with in the manner deemed appropriate by the School Director.

It is the policy of **Barbers Trade School** to make every effort to guarantee the proper environment and atmosphere conducive to the achievement of goals for the student, staff, and faculty. It is the belief that these goals can be obtained in a totally drug-free environment.

## Tutoring

Barbers Trade School will tutor students at no extra cost. Instructors will arrange tutoring sessions for students requesting them. All tutoring sessions will be initiated by an instructor who

feels that a student requires special assistance. The tutoring must be arranged during regular hours for the instructor.

### **Credit for Prior Training**

Barbers Trade School recognizes each student's previous educational experience and work experience abilities. Therefore, if a student has had prior education in a field or has acquired knowledge in a field, Barbers Trade School will allow those individuals to advance immediately in the course according to their level of ability. The student's tuition cost will also be reduced accordingly to the credit hours given to the student.

Barbers Trade School will take any student of a vocational education program. Students may transfer completed hours of instruction to Barbers Trade School vocational programs. A transcript showing the number and courses of completed hours certified by the school in which the instruction was given must be submitted to Barbers. On evaluation and approval, the school shall certify in writing to the student and to the school to which the student desires a transfer that the stated hours and courses have been completed and that the student is not required to repeat the instruction.

### **Transcripts**

Students may obtain a transcript from the school office upon request if he/she has fulfilled their financial obligation to the school. A complete set of the student's records, including a transcript of grades, is kept in a permanent file. One copy of the transcript is provided to each student free of charge. Other records are available upon request; a fee of \$15 will be incurred. Any transcript or certificate of completion is withheld until all charges have been met.

### **Transfer of Hours (out of state-students)**

Any student of a private licensed or certified barber college may submit a request to the Texas Department of Licensing and Regulation (TDLR) to transfer the completed hours of instruction to a Texas school. A transcript must be submitted on the prescribed form and certified by the school where the instruction was given. A portion of the curriculum of the TDLR not taught in another state must be taken in an approved Texas school before taking the Texas state board examination.

### **Transfer of Hours Between Courses**

Barbers Trade School does not allow the transfer of hours between courses.

## **General Provisions Regarding Transfer of Hours**

A student desiring to transfer from one school to another must withdraw from the school before the transfer. A student transferring to a school who wants to claim previously earned hours must inform the school transferred to their prior attendance and furnish a record of hours claimed to that school. This record may be in the form of a transcript from the preceding school or an extract from the State of Texas records.

The school will evaluate the transcript generated upon withdrawal from the primary school, and upon approval, shall certify in writing to the student and to the school to which the student desires a transfer that the stated hours and courses have been completed and that the student is not required to repeat the instructions.

## **Definition of Terms**

Clock Hour: A clock hour consists of 60 minutes of class time.

## **Student Conduct Policy**

When a student's conduct, attendance, or progress is unsatisfactory, the instructor will recommend disciplinary action or dismissal to the director. The director will decide on the necessary action in consultation with the instructor. A dismissed student may be re-admitted later upon approval of the director. The school reserves the right to terminate any student who fails to maintain reasonable levels of proficiency and progress, has excessive absences, maliciously destroys or damages the school's property, engages in unlawful or improper conduct, or demonstrates behavior to regular classroom discipline.

Barbers Trade School promotes a conducive atmosphere for learning. Students are encouraged to be competitive and cooperative with classmates and instructors. All students are expected to dress in a manner that would normally be acceptable to any employer and to abide by the rules and regulations of the school. All students must adhere to the following:

To always conduct his/herself professionally.

1. To keep his/herself and their attire neat and clean by the judgment of the school's administrator.
2. Never appear on the school grounds under the influence of alcohol, drugs, or narcotics of any kind.
3. To not carry weapons, fight, use profanity, or be insubordinate to school faculty or staff.

4. To not hold the school liable for personal injury, damage, or theft of personal property or possessions.
5. To attend school regularly and punctually.
6. Do not remove from the school any equipment, textbooks, or supplies without permission from the school administrator.
7. To refrain from assigning, selling, or by any other manner providing for another student to be a substitute for or entitled to any rights or privileges under the terms of the enrollment agreement.
8. To pass several examinations during the length of the course. This is required to receive certificates of completion.

## **Rules**

1. Students must wear clean, professional school clothing.
2. Students must wear socks and closed-in shoes; no sandals are allowed.
3. Students must clock in and out only for themselves.
4. Students must not leave the school campus without properly clocking and signing out.
5. Students are not allowed to leave school if they are on the clock.
6. Students must pay for supplies or chemicals for personal use.
7. Students are responsible for keeping the classroom and work areas clean and orderly.
8. Students must not be discourteous to an instructor or a customer.
9. Students must never refuse to service a customer.
10. Students must not discuss personal problems with patrons.
11. Students are not permitted to have visitors in their classrooms.
12. Students are not allowed to bring children unless they are receiving services.
13. Students must complete the required quota of work assignments.
14. Students must work with each other on the clinic floor only.
15. Students must only leave an assigned post once relieved by an instructor.
16. Students may receive personal services on Tuesdays only.
17. Students are not allowed to use the office phone except in an emergency.
18. Weapons or harmful materials are prohibited on campus.
19. No smoking inside the school building.
20. No eating or drinking in the classroom or clinic floor.
21. No use of cellular phones while in class.
22. No profanity or loitering.
23. No drugs/alcohol allowed on the school campus.
24. No sexual harassment.

## **Cause for Termination**

1. Students who manipulate timecards by clocking for others or not present at school while on the clock will be suspended five days for the first offense and terminated for a second offense.
2. Unauthorized or unexcused absence for three consecutive days.
3. Drinking or possession of alcohol on school property.
4. Abuse, misuse, or deliberate destruction of school property.
5. Possession or use of drugs on school-on-school premises.
6. Theft, misuse, or unauthorized removal of school's or another student's property.
7. Repeated violation of school rules.

### **Attendance and Tardiness policy**

All students receive guidelines for attendance during orientation. Absences will be recorded for a full day when the student attends none of the scheduled classes. Any hours lost due to lateness or early departure from class will count toward total absence.

Excessive absence or tardiness will require the students to seek counseling. The students will have the opportunity to correct the problem. Failure to take corrective action will mean dismissal. Training will be interrupted after three consecutive absences. Sponsors/Agencies will be notified on the 2<sup>nd</sup> unexcused absence and the 3<sup>rd</sup> tardy.

Students are responsible for contacting their instructors regarding any makeup work required because of excused student absences from class. All makeup work must be completed by two weeks after a class absence.

*\*\*Attendance is documented by an automated time clock system and recorded electronically daily. \*\**

### **Leave of Absence Policy**

Leave of absence, including military leave, shall be reasonable in duration and shall not exceed the lesser of 30 school or 60 calendar days and any academic year (900 hours) and shall be for specific and acceptable purposes. The school attendance records shall clearly show a leave of

absence adequately dated and signed by both the students and authorized school officials and must be placed in the student's file within one week of such withdrawal. When a student is approved for a leave of absence, all school privileges are discontinued until they re-enter their course of study. If the student fails to return from leave, they shall be automatically terminated; refunds will be dispersed according to policies at termination.

### **Reinstatement Procedure**

Regardless of the reason for the withdrawal or dismissal of a student, the student may be reinstated only if a committee made up of the School Director, Financial Aid Administration, Registrar, and (1) Instructor decides that the student has resolved whatever problem they may have had. The student will be required to pay a re-enrollment fee of \$100.00. A student whose enrollment was terminated for unsatisfactory progress may be re-enrolled after a minimum of one grading period. Students can only re-enter after the start of the next grading period. A grading period is 30 days or one month.

### **Appeal Procedure**

Suppose an academic, attendance, or disciplinary problem arises, and a student feels that the action taken is/was unfair or unwarranted. In that case, the student is encouraged to speak first with their instructor, explaining the problem or complaint. Most of the issues can be resolved at this level. However, if the problem is not resolved, the student may take their grievance to the School Director.

### **Change in Program Offered**

The school reserves the right to discontinue any course(s) for which there is insufficient registration. The school also reserves the right to change personnel or faculty, rules, textbooks, fees, and faculties as may be required. Upon signing a contract, the school guarantees current tuition and fees for the class duration. Regulatory rules, regulations, and accrediting agencies must approve all changes.

### **The Academic Program Class Hours**

Monday -Friday:

Theory: 10:00 a.m. – 12:00 p.m.

Practical: Practical: 1:00 p.m. – 5:00 p.m.

Evening Theory: 3:00 p.m. – 4:00 p.m.

Evening Practical 4:15 p.m. -7:00 p.m.

1<sup>st</sup> Lunch Periods: 12:00 p.m. – 12:30 p.m.

2<sup>nd</sup> Lunch 1:00 p.m. 1:30 p.m.

3<sup>rd</sup> Lunch (Evening Class) 5:15 p.m. – 5:45 p.m.

# **Cancellations / Withdrawal / and Refund Policy**

## **Cancellations / Withdrawal / and Refund Policy**

### **Refunds for Classes Canceled by the Institution**

If tuition and fees are collected in advance of the start date of a program, and the institution cancels the class, the institution refunds 100% of the tuition and fees collected. The institution makes these refunds within 45 days of the planned start date.

### **Refunds for Students Who Withdraw on or Before the First Day of Class**

If tuition and fees are collected before the start date of classes, and the student does not begin classes or withdraws on the first day of classes, the institution retains at most \$100.00 of the tuition and fees. Appropriate refunds for students who do not begin classes are made within 45 days of the class start date.

### **Refunds for Students Enrolled Before Visiting the Institution**

Students who have yet to visit the school facility before enrollment have the opportunity to withdraw without penalty within three days following either attendance at a regularly scheduled orientation or a tour of the facilities and inspection of the equipment.

### **Refunds for Students Enrolled in Professional Development, Continuing Education, or Limited Contract Instruction.**

A full refund will be made to any student who cancels the enrollment contract either in person or by certified letter within 72 hours (until midnight of the third day, excluding Saturdays, Sundays, and legal holidays).

### **Refund Policy for Programs Obligorating Students for Periods of 12 Months or Less**

## **Refund Policy**

**Refund Policy for Programs Obligating Students for Periods of 12 Months or Less**  
**Refunds, when due, are made without requiring a request from the student.**

1. Refund compilations will be used on scheduled class attendance clock hours through the last attendance date. Leaves of absence, suspensions, and school holidays will not be counted as part of the scheduled class attendance.
2. The effective date of the termination for refund purposes will be the earliest of the following:
  - (a) The last day of attendance if the school terminates the student.
  - (b) The dates of receipt of written notice from the student; or
  - (c) Ten school days following the last date of attendance.
3. If tuition and fees are collected in advance of entrance, and if after expiration of the 72 hours cancelation privilege, the student does not enter school, all monies paid toward tuition will be refunded. Still, the school shall retain the registration fee.
4. If withdrawal, dismissal, or termination occurs after the program or training has begun, and after the expiration of the 72-hour cancelation privilege, the school may retain \$25.00 of the registration fees, and the minimum refund of the remaining tuition and fees will be:
  - (A) During the first week (or first 1/10 of the course, whichever is less)  
.....90%
  - (B) During the 2<sup>nd</sup> or 3<sup>rd</sup> week (or after the first 1/10 of the course, whichever is less).....80%
  - (C) After the first three weeks of the course (but within the first quarter of the course)  
.....75%
  - (D) During the second quarter of the course.....50%
  - (E) During the third quarter of the course.....10%
  - (F) During the last quarter of the course.....0%
5. Instructional supplies, books, and tools are required. Once these materials are purchased, no refund will be made.
6. A full refund of all tuition and fees is due and refundable in each of the following cases:
  - (A) The school does not accept an enrollee.



(B) If the school discontinues the course of instruction and this prevents the student from completing the course, or

(C) If the student's enrollment was procured as a result of any misrepresentation in advertising, promotional materials of the school, or representations by the owner or representative of the school.

7. All students will be consummated within 30 days after the effective date of termination.

### **Refund Policy for Students Called to Active Military Service**

A student at the school who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the Texas National Guard may elect one of the following options for each program in which the student is enrolled:

(a) If tuition and fees are collected in advance of the withdrawal, a pro-rata refund of any tuition, fees, or other charges paid by the student for the program and cancellation of any unpaid tuition, fees, or additional amounts owed by the student for the portion of the program the student does not complete following withdrawal.

(b) A grade of incomplete with the designation "withdrawn-military" for the courses in the program other than courses for which the student has previously received a grade on the student's transcript, and the right to re-enroll in the program, or a substantially equivalent program if that program is no longer available, not later than the first anniversary of the date the student is discharged from active military duty without payment of additional tuition, fees, or other charges for the program other than any previously unpaid balance of the original tuition, fees, and charges for books for the program; or

(c) The assignment of an appropriate final grade or credit for the courses in the program, but only if the instructor or instructors of the program determine that the student has:

(1) satisfactorily completed at least 90 percent of the required coursework for the program; and

(2) demonstrated sufficient mastery of the program material to receive credit for completing the program.

The refund payment will be completed so that the refund instrument has been negotiated or credited into the proper account(s) within 60 days after the effective date of termination.

### **Return of Title IV Funds Policy**

Students who receive financial assistance from Title IV programs (Federal Pell Grant, Campus-based Programs, Stafford loans, PLUS loans) and withdraw from School before completing more than 60% of the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education. The Return of Title IV Funds procedure is as follows:

1. Determine the percentage of the payment period the student completed. The total number of calendar days in the payment period does not include any days in which the student was on an approved leave of absence. In addition, the period does not include breaks of 5 or more days.
2. Determine the amount of aid earned by the student. The amount of aid the student earned for the payment period is determined by multiplying the percentage derived from Step 1 by the total amount of Title IV aid that was disbursed or that could have been disbursed as of the student's withdrawal date.
3. Compare the amount earned to the amount disbursed. If the student has a current tuition balance and fees, the School will receive the refund before the student. If less aid was disbursed than was earned, the student might receive a post-withdrawal disbursement for the difference. If more aid was disbursed than earned, the difference is refunded to Title IV programs.
4. Allocate responsibility for returning unearned aid between the School and the student. Students who receive living expenses would be responsible for repaying any unearned aid. If the student's share of the unearned funds that must be returned is attributed to a Title IV Loan program, then reimbursement will still be based on the terms and conditions of the promissory note. If the student's share of the unearned funds that must be returned is attributed to a Title IV Grant program, the initial amount to return will be reduced by 50%.
5. Distribute the unearned aid back to the Title IV programs.
6. If a post-withdrawal disbursement is due (Box J of the Return to Title IV calculation), the School will notify the student, or parent in case of a PLUS loan, within 30 days. The student or parent will have 14 days to either accept the disbursement in full or a partial portion of the funds. If the student or parent does not respond to the notice promptly, Title IV funds will be returned to the appropriate program. If authorization is received from the student or parent, funds will be disbursed within 120 days.

If grant funds are in the post-withdrawal disbursement, the School will retain the funds without the student's permission for current tuition and fees. If no current tuition and fees are due, the School will send the student the post-withdrawal disbursement of grant funds. If the student has other outstanding charges, the School will notify the student of the costs before sending the student any grant funds. Any excess Grant funds will be disbursed to the student within 45 days.

If loan funds are in the post-withdrawal disbursement, the School will notify the student, or parent, in case of a PLUS loan, of the amount of current tuition and fees and outstanding charges due the School and the amount, if any, that can be returned to the student or parent. A post-withdrawal disbursement of loan funds will only be released to the student or parent if they authorize current tuition and fees to be paid first. If the student or parent declines the loan funds, no loan funds will be applied to current tuition and fees.

### **REFUND TIMELINE AND REFUND ALLOCATION - TITLE IV**

Any monies due to the applicant or student shall be refunded within 45 days of the date that the School determines the student has withdrawn. The date of School determinations shall be the date of formal cancellation by the student or no more than 14 days from the last date of physical attendance. In the case of a student who does not return from an approved leave of absence, the School determination date 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. Refunds will be returned in the following order:

1. Unsubsidized Federal Direct Loans
2. Subsidized Federal Direct Loans
3. Federal PLUS Loans/Direct PLUS Loans
4. Federal Pell Grant Program
5. Federal SEOG Program
6. Other Title IV Programs
7. Other Federal, State, Private or Institutional Assistance
8. The Student

By signing the enrollment agreement, the student authorizes the institution to retain any refund amount allocated to Title IV or HEA loan programs. Please be advised that this is only the Return to Title IV refund. Once the School determines the amount of Title IV aid that the School may retain, the institution will then calculate the institutional/state/accreditation.

### **Tuition and Fees**

Barbers Trade School registration fee is \$25.00 for the initial enrollments in a certificate course, or students enrolled in a single or individual course.

The education cost stated in the contract (Enrollment Agreement) signed by the student includes the registration fee, books & supplies, and the tuition for the number of hours for which the student is enrolling.

Any student who wishes to re-enroll after graduating, voluntarily withdrawing from the school, or being dismissed for attendance, disciplinary or academic reasons will be charged a non-refundable \$100.00 reinstatement fee. This fee will not be included in or applied to the payment of the student contract price.

## Tuition Schedules

Course Name	Hours	In Weeks	Tuition	Reg. Fee	Kit/Sup	Total Cost
Class A Barber	1000	38	\$12,000.00	\$25.00	\$1500.00	\$13,500.00
Cosmetology Crossover	300	13	\$3000.00	\$500.00	\$1050.00	\$4550.00

*\*\*\*Students must make timely tuition payments on their payment plan, and any remaining balance must be paid within ten (10) working days from students graduating date, or a \$50.00 late fee will be added to their account. In addition, a \$50.00 processing fee will be charged to student account for each returned check. \*\*\**

## Grading System and Progress Policy

Because of the individual nature of instruction, the instructor can evaluate student progress frequently. This permits students to obtain additional instruction or help before a problem becomes habitual. Progress will be assessed against specific performance objectives, and students will receive one of the following grades.

## Record-Keeping Policies & Regulations

Records are maintained that show academic progress and the attendance of a student. These records indicate the student's grades, presence, absence, or tardiness for each scheduled class period. These records are maintained in such a manner as to make the student's information readily available to students and anyone authorized to inspect such records.

Grade	Interpretation	Numerical Value	Grade Point Avg.
A	Excellent	90 -100	4.0
B	Good	80 - 89	3.0
C	Fair	70 - 90	2.0
D	Poor	60 - 69	1.0
F	Failure	Below 60	0
I	Incomplete		0
W	Withdrawal		0

If the grade of “0” or “F” is received, the student will be counseled regarding deficient performance and may be placed on probation. A grade of incomplete must be made up within two (2) weeks after the last day of class or it will become an “F”. The above standard grading score will be used.

## **Satisfactory Academic Progress**

Barbers Trade School’s Satisfactory Academic Progress (SAP) policy is based on federal regulation and applies to all enrolled students. The policy includes metric components, applicable definitions, and details regarding the appeal.

1. A student is in good standing if a cumulative Grade Point Average (GPA) of 2.0 (70%) or better is maintained, attendance is per School policy, and at least 66.67% of the attempted credit hours are completed (Pace of Progression [POP]). Progress is documented by Progress Reports. See Student Evaluation for the details regarding Progress Reports.

2. A student who does not meet one or more of the three (3) metrics listed above will be placed on academic/financial aid warning for the next payment period. Students on academic/financial aid warning will continue to receive Title IV funds for the duration of the period.

To maintain eligibility after one payment period and return to good standing, a student must satisfy the minimum standards of all three SAP components by the end of the academic/financial aid warning period.

3. If a student fails to achieve the SAP requirements by the end of the warning period, they are placed on academic/ financial aid probation and will lose eligibility for Title IV funds but can appeal and re-establish program eligibility and continue matriculation.

4. A student that successfully appeals will re-establish Title IV eligibility and will be placed on academic/financial aid probation for the subsequent payment period. A student who is placed on academic/financial aid probation for any reason shall have 4 weeks (day students) or 8 weeks (night students) in which to rectify deficiencies and return to good standing.

5. When a student is placed on academic/ financial aid probation, that student will be advised, before returning to class, of the beginning date and the action taken. The terms of the probation shall be clearly indicated on the appropriate permanent records.

6. A student placed on academic/financial aid probation may attend supplementary tutoring during probation if necessary (see Individualized Assistance).

7. A student who fails to achieve overall SAP at the end of the probation period will be terminated. A student may appeal the School’s termination in writing.

8. A student whose enrollment was terminated for unsatisfactory progress may re-enroll after a minimum of one grading period. This does not circumvent the approved refund policy.

9. A student who returns after the enrollment was terminated for not maintaining SAP shall be placed on probation for the next grading period. The student shall be advised of this action and the student's file will be accordingly documented. If the student does not maintain SAP at the end of this probationary period, the student shall be terminated.

10. A student must complete the program within 1.5 times the length of the program to meet minimum requirements specified by the Maximum Time Frame (MTF).

### **Academic/Financial Aid Probation Appeals**

To appeal academic/financial aid probation, a student must prepare a written statement explaining

- the factors that prevented the student from meeting SAP accompanied by supporting documentation.
- what has changed that will allow the student to maintain SAP.
- how the student will maintain SAP.

Appeals to establish academic/financial aid probation must be submitted within one week of the student

Additionally, a transcript of grades for all completed work will be available to each student upon request.

Progress reports/records are posted to the permanent master files or transcripts after each quarter course completion.

For a student to maintain a positive satisfactory academic report, he/she must be on a time frame that will allow the student to complete clock hour course requirements in no less than one-half times the normal time frame of the course. In other words, if a course is twenty (20) weeks long, the student must complete the course in not more than thirty (30) weeks.

### **Re-admission/Appeals**

When a student has extraordinary circumstances, an appeal may be submitted in writing to the Director. These circumstances will be considered in deciding on satisfactory progress. The student's written appeal must document the circumstances and reason(s) the appeal should be considered. The Director will consider each case on its own individual merit and a decision shall be placed in the student's file. These standards of satisfactory progress are designed to give all

students a reasonable opportunity to progress and obtain their educational objectives. For a student to make satisfactory progress, they must meet the attendance requirements.

## **Grading Requirements**

For a student to receive a certificate or diploma, they must complete the prescribed number of hours in the course they are enrolled in and maintain a "C" average in their training. Students who complete all other training requirements but do not meet all the requirements for graduation, including full payment for course costs, will not be awarded a diploma or certificate. The graduate student who meets all requirements will be awarded a certificate with the graduate's name, course of study, date, director's name, and the school's seal. Grades and absences will be assessed in determining whether attendance requirements have been met for graduation.

## **Grievance/Complaint Policy**

Student concerns or complaints should first be brought to the instructor's attention. Complaints not satisfactorily resolved at this level should be submitted in writing (ask for a "Student Complaint Form") to the school Director. Written responses will be given within five (5) working days. Students may also contact the Texas Department of Licensing & Regulation.

**TEXAS DEPARTMENT OF LICENSING AND REGULATION ENFORCEMENT DIVISION  
P.O. BOX 12157 AUSTIN, TEXAS 78711 Toll-Free: (800) 803-9202 Direct: (512) 539-5600  
FAX:512-539-5698**

[enforcement@tdlr.texas.gov](mailto:enforcement@tdlr.texas.gov)

## **COMMISSION OF THE COUNCIL OF OCCUPATIONAL EDUCATION**

**Persons wishing to make comments should write to the Commission's Executive Director, Council on Occupational Education, 7840 Roswell Road, Bldg. 300, Suite 325, Atlanta, GA 30350, or submit comments on the Council's website ([www.council.org](http://www.council.org)). Persons making comments must provide their names and mailing addresses.**

# Faculty

**Jerrolyn Williams**

College Director, Licensed Cosmetologist & Barber Instructor by the Texas Department of Licensing & Regulation

**Dominique Lewis**

Administrative Assistant & Enrollment Coordinator

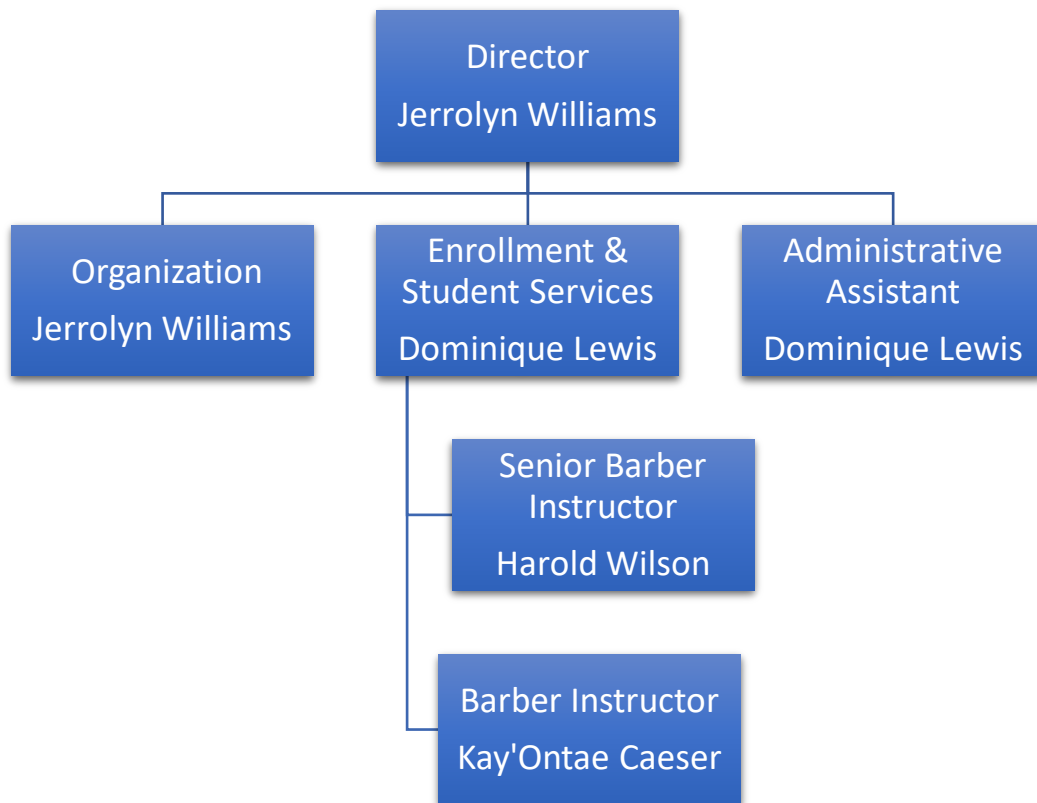
**Harold Wilson**

Senior Barber Instructor. Licensed Class A Barber & Instructor licensed by TDLR

**Kay'Ontae Caesar**

Barber Instructor. Licensed Class A Barber licensed by TDLR

## Organizational Chart





# Course Outline

<p><b>Class A Barber 1000</b>  <b>Hours No less than eight months</b>          Weeks 1 - 4</p>	<p>1. Orientation to Barbering</p> <ul style="list-style-type: none"> <li>• Study skills</li> <li>• The History of Barbering</li> <li>• Professional Image</li> </ul> <p>Obj: By the completion of these chapters, students will have gained proper learning skills and professional key points such as time management and proper consultation.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>
<p>Week Lessons          Weeks 4-15</p>	<p>2. The Science of Barbering</p> <ul style="list-style-type: none"> <li>• Microbiology</li> <li>• Infection Control &amp; Safe Work</li> <li>• Implements, tools, &amp; Equipment</li> <li>• Anatomy &amp; Physiology</li> <li>• Chemistry</li> <li>• Electricity &amp; Light Therapy</li> <li>• Properties and disorders of the skin</li> <li>• Properties of the hair and Scalp</li> </ul> <p>Obj: By the completion of these chapters students will learn the importance of proper safety and sanitation, infection control proper way to clean/ store implements and equipment, define anatomy, physiology, and histology. Students will also be able to detect hair, scalp, and skin disorders and also know the difference between hazardous conditions.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>
<p>Weekly Lessons          Weeks 15-22</p>	<p>3. Professional Barbering</p> <ul style="list-style-type: none"> <li>• Treatment of the hair and scalp</li> <li>• Men's facial massage and treatment</li> <li>• Shaving and facial hair design</li> <li>• Men's haircutting and styling</li> <li>• Men's hair replacement</li> </ul> <p>Obj: By the completion of these chapters, students will be able to perform various hair treatment, facial manipulations, shaving techniques and also hair cutting techniques with at least a 75% accuracy.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>
<p>weekly lessons          Weeks 22-30</p>	<p>4. Advanced Barbering</p> <ul style="list-style-type: none"> <li>• Women's haircutting &amp; Styling</li> <li>• Chemical Texture Services</li> <li>• Haircoloring and Lightning</li> <li>• Nails and Manicuring</li> </ul> <p>Obj: By the completion of these chapters students will have gained skill in women hair cutting, coloring, and basic manicuring techniques, and also important terminology.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>
<p>Weekly Lessons          Weeks 30-36</p>	<p>5. The Business of Barbering</p> <ul style="list-style-type: none"> <li>• State board Preparation</li> <li>• Job Search</li> <li>• * Barbershop Management</li> </ul> <p>Obj: By the completion of this course students will be able to perform all practical skills necessary to gain successful employment in the growing field of Barbering. Also, students</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>

	will be able to pass the State exams with accuracy of 75% and higher.	
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## Course Outline

<p><b>Cosmetology Crossover 300 Hours</b> Week 1-2</p>	<p>Orientation to Barbering</p> <ul style="list-style-type: none"> <li>• History of Barbering</li> <li>• Barber Laws Reviews</li> </ul> <p>Obj: By the completion of these chapters the student will know the significance of the barber history and also the laws applied to the professional as a Licensed Barber.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>
<p>Week 2-4</p>	<p>Professional Barbering Ch 3</p> <ul style="list-style-type: none"> <li>• Anatomy &amp; Physiology</li> <li>• Blow- Dry Styling</li> <li>• Shampoo &amp; Conditioning (review)</li> </ul> <p>Obj: By the completion of these chapters, students will review the importance of the human anatomy and also the preparation of any service provided as a student Barber.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>
<p>Week 4- 12</p>	<p>Professional Barbering Ch 15</p> <ul style="list-style-type: none"> <li>• Implements, Honing, and stropping</li> <li>• Facial treatments &amp; Skin care</li> <li>• Shaving</li> <li>• Men’s Haircutting and tapering (Practical 165 Hour)</li> <li>• Beard and Mustache Trimming and Design (practical 85 hours)</li> </ul> <p>(Practical hours 250) Obj: By the completion of these chapters the student will have gained knowledge and experience in various cutting, shaving and preparation for male grooming.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>
<p>Week 12-14</p>	<p>Advanced Barbering Services Ch. 18-19</p> <ul style="list-style-type: none"> <li>• Hair Color</li> <li>• Permanent Waving and Relaxing (Review)</li> </ul> <p>(practical 10 hours) Obj: At the completion of these chapters, students will have reviewed and learned</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>

	various techniques in hair color and chemical textures with a focal point on male customers.	
Week 14-16	<p>Advanced Barbering Services Ch. 20</p> <ul style="list-style-type: none"> <li>• Manicuring and Nail Care</li> </ul> <p>Obj: By the completion of this chapter students will have reviewed the nail care with a focal point on the male customer. By the completion of Course students will be able to pass the State Examination both practical and theory with a 75% accuracy.</p>	<p>Vocabulary and questions after each lesson. Student workbook due Thursday of each week.</p> <p>Testing Dates: Every Friday (Both Theory &amp; Practical)</p>

*An Accumulated "C" Average is Required to pass the Courses Offered.*



WHERE YOU CAN MASTER YOUR FUTURE