MICHAEL'S
BARBER & HAIR STYLIST
ACADEMY

# SCHOOL CATALOG

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**All programs and classes are conducted in English**

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## MISSION STATEMENT

Our mission is to build a foundation of excellence in barbering, and styling, cosmetology and esthetics, prepare our future professionals for a demanding and rewarding career in the ever-expanding profession of Barbering, Cosmetology and Esthetics; and be the preferred source of education by producing competent graduates. We aim to provide future professionals with the knowledge and technical proficiency that will make them employable upon graduation and receiving their license.

## PRE-ENROLLMENT INFORMATION

Before enrollment into one of the courses, certain career information is available to the prospective student during the admissions interview. This information assists the prospective student in making an informed decision regarding the educational programs offered by this institution, as well as the expectations one should have in a career in the field of Barbering, Cosmetology or Esthetics. This information includes but is not limited to completion rates, employment rates, and licensure rates, licensing requirements, safety requirements, demands and safety precautions of the industry, and compensation information.

### CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Barbering field. The following vocations are options that may be considered upon graduation. **CLASS A BARBER/COSMETOLOGY OPERATOR:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State, Board Member/Examiner; **ESTHETICIAN:** Skin care specialist, Waxer, Makeup Artist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State, Board Member/Examiner

Training is the important first step to an enjoyable, successful career in one of the above areas. If you enjoy working with people, and have an aptitude for the field, an education in the professional barber industry can be a pathway to a secure income and a solid future.

### ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in barbering or a related field should consider all aspects of such a decision. Persons who want to become a professional in the barber industry must:

1. Have finger dexterity and a sense of form and artistry.
2. Enjoy dealing with the public and be able to follow client directions.
3. Keep abreast of the latest fashions and beauty techniques.
4. Work long hours while building a personal clientele in order to make the desired income.
5. Make a strong commitment to the educational process and finish school.
6. Learn business skills applicable to the desired position.

### IN ADDITION, PROSPECTIVE STUDENTS SHOULD BE AWARE THAT:

1. The work of a licensed professional in the barber/beauty industry can be arduous and physically demanding because of long hours standing with hands at shoulder level, bending to

work on all areas of the client's head, bending to complete shampooing or other wet services, etc. Instructors will spend long hours standing while teaching and walking to monitor their classrooms / clinic areas.
2. A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
3. There will be exposure to various chemicals and fumes which may cause allergic reactions.
4. The practice of safety and sanitation is essential for effective and successful performance within the industry.
5. Methods of compensation vary and may include straight salary, salary plus commission, straight commission, sliding scale commission, retail commission or independent contracting (renting space and equipment from an existing salon).
6. Prospective students must submit a criminal history questionnaire to Texas Department of Licensing and Regulation if he/she has been convicted of a felony or misdemeanor, other than a minor traffic violation, or pleaded guilty or no contest (resulting in a deferred adjudication) to any criminal offense.

## EMERGENCY-RELATED SCHOOL CLOSING

### Weather Conditions:

The Director of the school will rely on the local media reports for weather-related school closings. Road and bridge conditions will be the main considerations. Students should consult the media and make decisions concerning their safety when traveling to and from school. If the local public school in your area is closed, then the probability of the school closing is likely. The school will re-open as soon as possible.

## OTHER EMERGENCY CONDITIONS:

In addition to weather conditions, the school could be required to close due to a loss of electrical, gas or water services. In the event of a situation that would not permit the opening of the school, please keep in contact with the school and you will be notified of contingency plans for re-opening as soon as possible

## SCHOOL CALENDAR/HOLIDAYS

The Academy's enrollment calendar is continuous throughout the year; class starts are scheduled for each Tuesday.
Business hours are Tuesday thru Saturday 9:30 am until 6:00 pm
Holidays: New Year's Day, Memorial Day, Independence Day – July 4th. Labor Day, Thanksgiving Day, Friday and Saturday after Thanksgiving, and December 25 to January 1.

## TIME CLOCK POLICY & PROCEDURE

□ The school is a clock-hour school and gives appropriate attendance credit for all hours attended.

□ The school does not add or deduct attendance hours as a penalty and does not round actual hours.

□ Excused and unexcused absences are only for the purpose of determining satisfactory progress.

□ Any clock hours missed must be made up by the student's contracted graduation date or there may be a make-up charge as indicated on the Enrollment Agreement.

□ School begins promptly at 9:30 am and ends at 6:00 pm

□ A phone call is mandatory if a student is going to be late or absent. (See separate Rules/Tardiness) TARDINESS - Students reporting to school after 9:30 am without an excuse are considered tardy.

□ Tardy students must call the school (courtesy call) before class begins Always arrive to class promptly.

□ Repeated tardiness is subject to suspension. Students that have been tardy/out early 3 times

## Admissions Policy

### PRIOR TO ENROLLMENT

- Before enrolling a prospective student for admission, Michael's Barber & Hair Stylist Academy provides the prospective student a copy of The Academy Catalog, Student Handbook, all required consumer pre-enrollment information, knowledge that accurately reports the certification or licensing requirements of the jurisdiction for which it is preparing graduates and provides access to materials that accurately reflect the most recent accreditation annual report statistics.
- The prospective student's educational background is considered prior to enrolling a student
- The Academy does not admit ability-to-benefit students.
- All students admitted are beyond the compulsory age of attendance for the State of Texas
- All students must be enrolled as regular students in an eligible program.

### NON-DISCRIMINATION

- The Academy does not discriminate based on sex, age, race, color, religion, disability, national origin, or ethnic origin in admitting students nor does it recruit students already attending or admitted to another school offering similar programs of study. All members of the armed services will not be denied admission based on reasons related to their service.

### READMISSION REQUIREMENTS FOR SERVICE MEMBERS

- An institution may not deny readmission to a person who is a member of, applies to be a member of, performs, has performed, applies to perform, or has an obligation to perform,

service in the uniformed services on the basis of that membership, application for membership, performance of service, application for service, or obligation to perform service.

- The Academy will promptly readmit any service member with the same academic status as the student had when the student last attended The Academy or was last admitted to The Academy, but did not begin attendance because of that service membership, application for membership, performance of military service, application for service, or obligation to perform military service.
- "Promptly readmit" means that the institution must readmit the student into the next class or classes in the student's program beginning after the student provides notice of his or her intent to reenroll, unless the student requests a later date of readmission or unusual circumstances require The Academy to admit the student at a later date.

## HOW TO APPLY

- Complete the enrollment application and return it to The Academy Admissions office via email, mail, or in person.
- Have your high school and post-high school transcripts sent to The Academy address.
- Contact The Academy admissions office to schedule an admissions interview meeting. During the meeting information concerning curriculum books and kit, apparel code, and available Title IV Aid / payment plans will be shared.

## EDUCATIONAL REQUIREMENTS PRIOR TO STARTING CLASSES

Our Institution requires that each student enrolling in Class A Barber, must meet the Admission requirement accordingly.

1. Personal interview of each student
2. Complete all admission forms
3. Copy of high school diploma, or equivalent (GED)
4. 2 -1 ½ X 1 ½ photographs
5. Texas Department of Licensing and Regulation Permit Fee: $25.00 Check or Cash to Institution.
6. Copy of Driver's License or Identification Card
7. Copy of Social Security Card or Birth Certificate
8. An applicant for Class A Barber license, must be at least 17 years of age

In mitigating circumstances, as an alternate to show proof of completion of high school, an official high school transcript (bearing signature of a high school official) listing the student's graduation date

**The Academy does not accept online diplomas**

Have evidence of completion of home schooling that state law treats as a home or private school; or a copy of state-issued credential for secondary school completion if homeschooled (if applicable)

- An academic transcript of a student who has successfully completed at least a two-year program that is acceptable for full credit towards an associates or bachelor's degree
- Any foreign diploma must be verified for high school completion by an approved outside agency that is qualified to translate into English in order to confirm the academic equivalence to a U.S. High School Diploma
- A former member of the military who is unable to obtain documentation of his or her high school diploma (or its recognized equivalent), an institution may accept as alternative documentation a DD Form 214—Certificate of Release or Discharge From Active Duty— if the DD Form 214 indicates the individual is a high school graduate or equivalent.

**HOME SCHOOLING**

- If the state requires home schools to be registered, The Academy will only accept diplomas from state certified home school environments.
- MICHAEL'S BARBER & HAIR Stylist Academy considers home-schooled students to be beyond the compulsory age if the state in which the student was home schooled does not consider the student truant once he or she has completed the home-schooled program.
- To receive FSA Funds, a student must be qualified to study at the post-secondary level. A student qualifies if:
  - Has a high school diploma (for qualifying international students, it must be equivalent to a U.S. high school diploma)
  - Has a recognized equivalent of a high school diploma, such as a general educational development or GED certificate or other state sanctioned test or diploma – equivalency certificate
  - Has completed homeschooling at the secondary level as defined by state law: or
  - Has completed secondary school education in a homeschool 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.
  - A student may self-certify on the FAFSA that she / he has received a high school diploma or high school equivalency certificate or that she/ he has completed secondary school through homeschooling as defined by state law. If a student indicates that she / he has a diploma or high school equivalency certificate, The Academy is required to ask for copy of the diploma or high school equivalency certificate and not rely on the student's self-certification alone.

- **Enrollment Agreement, completed, signed and dated**
  - The enrollment agreement must be fully executed prior to the enrollee starting classes

- The Academy maintains the original copy of this fully executed enrollment agreement
- A copy of the signed agreement is provided to the enrollee and/or parent, legal guardian (when applicable)
- Registration Fee paid in full
- VA applicants are not prohibited from attending classes while waiting on VA payments; no Penalties are incurred while waiting.

## TRANSFER OF HOURS

TRANSFER of hours to all program will be determined on a case-by-case basis by the Director. We will accept any number of hours for transfer students. Student will receive the current hours that has been reported to The Texas Department of Licensing and Regulations and may start the program from that point. If the previous school did not report hours, the student will not be credited for such time. The transfer student will come in the program based on the hours they have attained from the previous school. Any student who wishes to transfer from another Barber College must meet all Admission Requirements and Procedures as outlined in the admission policy.

Class A Barber transfer students will pay $150.00; Transfer students will be subject to over contract fees, $15.00 per hour if applicable.

## INTERNAL PROCEDURES FOR VERIFYING HIGH SCHOOL DIPLOMAS

- All students must have a verifiable high school diploma or G.E.D. certificate.
  - If the applicant's high school diploma is not available, as an alternative to verify high school graduation, The Academy will accept:
    - An official transcript, listing the applicant's graduation date and in addition, must have a high school official's signature / title provided on the transcript.
    - A state certificate received by a applicant after the applicant has passed a State-authorized examination that the State recognizes as the equivalent of a high school diploma.
    - An academic transcript of the student who has successfully completed at least a two-year program that is acceptable for full credit towards a bachelor's degree.
- The Academy does not accept online diplomas or online GED's.
- There is not an appeal process for any diplomas/GED's that are not verifiable.
- Home School Diplomas are recognized by the Department of Education, therefore are accepted at
- Michael's Barber & Hair Stylist Academy (pending the state approves) if they are signed by the parent or guardian and lists the secondary school courses completed by the applicant and documents the successful completion of a secondary school education or a secondary school completion credential for home school if the State requires and is provided under the State law.
- Self-certification for verifiability is not sufficient.
- Prospective applicant's educational background is also considered prior to enrolling them as a student.

- The Academy does not admit ability-to-benefit students.
- Title IV Funded Academies: The Department of Education requires students who receive Title IV funding to have a valid high school diploma.
    - If a student is admitted and is found to have an invalid high school diploma or GED, the student must be dismissed from The Academy immediately and all Title IV aid disbursed for the student must be returned to the Department of Education.
    - A student may be readmitted only after providing a valid GED certificate.
- Non -Title IV Academies: If a student is found to have a false high school diploma, the student will be immediately dismissed from the program of study for failure to provide a valid high school diploma.
    - A student may be readmitted only after providing a valid GED certificate.
- The Academy follows it procedures for verifying high school diplomas when The Academy admissions representative is not familiar with the high school in question.

## Due Diligence

- Due diligence will be administered when enrolling a student.
- If The Academy Admissions Director suspects an invalid diploma, the Director will:
    - Call references the applicant provided on their Enrollment Application and ask for verification of the high school the applicant graduated from, including city and state in which the high school resides.
    - Contact the appropriate State Education Agency (SEA) to determine if the high school is state recognized.
    - Review the "State Regulation of Private and Home Schools" which provides a brief description for each state's legal requirements that apply to K–12 private schools in the United States.
        - http://www2.ed.gov/about/offices/list/oii/nonpublic/regulation-map.html
    - Not assume if the high school referenced has a website that it is a legitimate high school.
    - Contact The Academy's Department of Education Regional Office to verify if the Department has jurisdiction over the high school.
    - Ask the applicant questions about the name(s) of their high school guidance counselor, principals and superintendents and ask for the phone number to the high school.
    - Make a call to the school personnel, ideally in the applicant's presence, to aid in determining if the high school in question is legitimate.
    - Use "professional skepticism" if getting several applicants from out of state with the "same" high school listed on the diploma.
    - Follow instincts and if suspecting fraud, ask additional questions AND ask the applicant to schedule a contract signing appointment at a later date in order to give the Admissions Director time to uncover the facts needed to verify a diploma.
    - Consistently be alert for any information concerning a list of diploma mills.

## Enrollment Status

- Students must be enrolled at least halftime to qualify for available Direct Subsidized / Unsubsidized and Direct Plus Loan programs.
- Part–time enrollment of at least halftime does not reduce the students Pell award.
    - However, if the program is less than an academic year in hours or weeks of instructional time, qualifying students enrolled in that program will receive a prorated award based on the length of the program.
- The length of the program as defined in clock hour and weeks of instructional time determines the amount of aid a qualifying student may be awarded.
- Students must complete the required hours and weeks at each checkpoint per payment period in accordance with the SAP Policy in order to qualify for and receive the Pell and / or Direct Loan disbursement awarded.
- Halftime status is determined by the number of clock hours the students is attending.

## ***DRUG CONVICTIONS***

### ***Student Eligibility***

- The Anti-Drug Abuse Act of 1988 includes provisions that authorize Federal and state judges to deny certain Federal benefits, including Title IV aid, to persons convicted of selling or possessing illegal drugs.
- For the purposes of this policy, a conviction means only a conviction that is on a student's record. A conviction that was reversed, set aside, or removed from the student's record is not relevant for the purposes of this policy, nor is a determination or adjudication arising out of a juvenile proceeding.
- For the purposes of this policy, an illegal drug is a controlled substance as defined by section 102(6) of the Controlled Substances Act (21 U.S.C. 801(6)), and does not include alcohol or tobacco.
- A student is ineligible to receive Title IV, HEA program funds (for the period described in the below Drug Offenses chart) if the student has been convicted of an offense under any Federal or State law involving the possession or sale of illegal drugs for conduct that occurred during a period of enrollment for which the student was receiving Title IV, HEA program funds.
    - However, the student may regain eligibility before that time period expires under the following conditions:
        - If the student successfully completes a drug rehabilitation program including, at least two unannounced drug tests given by such a program and has received or is qualified to receive funds directly or indirectly under a Federal, State, or local government program as referenced in CFR 668.40 (d) (2) (ii, iii and iv).
    - Students denied eligibility for an indefinite period can regain eligibility after completing any of the following three options:
        - Having the conviction reversed, set aside, or removed from the student's record so that fewer than two convictions for sale or three convictions for possession remain on the record;
        - Successfully completing an approved rehabilitation program which

includes passing two unannounced drug tests from such a program; or
        - Completing two unannounced drug tests, which is part of an approved rehab program (the student does not need to complete the rest of the program).
    - In such cases, the nature and dates of the remaining convictions will determine when the student regains eligibility.
    - It is the student's responsibility to certify to you that she / he has successfully completed the rehabilitation program.
- Students must fulfill the CFR 668.40 "Conviction for Possession or Sale of Illegal Drugs" to be eligible for Title IV aid.
- All students self-certify by completing the FAFSA drug conviction question that he or she is eligible.
- If the student was convicted of both selling and possessing illegal drugs for which the periods of ineligibility are different, the student will be ineligible for a longer length of time.
- If a student becomes ineligible for a loan or grant, The Academy will provide a timely clear and conspicuous written notice to any student who becomes ineligible for Title IV aid due to a drug conviction and the manner whereby the student can regain eligibility.

## Drug Offenses Related to Title IV Aid

| | **Possession of illegal drugs** | **Sale of illegal drugs** |
|---|---|---|
| 1st Offense | 1 year after date of conviction | 2 years after date of conviction |
| 2nd Offense | 2 years after date of second conviction | Indefinite period after 2nd Offense |
| 3rd plus Offense | Indefinite period after the date of the third conviction | Indefinite period |

- The student can gain eligibility the day after the period of ineligibility ends or when the student has successfully completed a drug rehabilitation program.
- If the student has further drug convictions, the student will become ineligible again.
- The nature and dates of the remaining convictions will determine when the student can regain eligibility.
- If The Academy receives conflicting documentation, The Academy will confirm reported information.
- When the student regains eligibility, the student may be awarded Pell Grant for the payment period of the award year the student is currently enrolled within.
    - Qualifying for Direct Loans will be based on the period of enrollment.

## STANDARDS FOR QUALIFIED DRUG REHABILITATION PROGRAM

- Must include two unannounced drug tests and must satisfy one of the following:
    - Be qualified to receive funds from Federal, state, or local government programs
    - Be qualified to receive funds a from Federal or state licensed insurance company
- The program must be administered or recognized by a Federal, state, or local government agency, licensed hospital, health clinic or medical doctor.
- The above rehabilitation requirements will be shared with a student who needs to enter a drug rehabilitation program.

- If The Academy has any doubt that the drug rehabilitation program does not meet these requirements, The Academy will confirm qualifications of the program prior to disbursing Title IV aid.

## INCARCERATED STUDENTS

- Incarcerated students are not eligible for enrollment as all classes and student salon area education is conducted at the physical location.
- A student is not considered incarcerated if the student is in a half-way house, has home detention, or is serving a sentence on weekends only.

## CITIZENSHIP AND RESIDENCY REQUIREMENTS ACCORDING TO §668.33

(a) Except as provided in paragraph (b) of this section, to be eligible to receive title IV, HEA program assistance, a student must—

(1) Be a citizen or national of the United States; or

(2) Provide evidence from the U.S. Immigration and Naturalization Service that he or she—

(i) Is a permanent resident of the United States; or

(ii) Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident;

(b)(1) A citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the FWS, FSEOG, and Federal Pell Grant programs if the student attends an eligible institution in a State, or a public or nonprofit private eligible institution of higher education in those jurisdictions.

(2) A student who satisfies the requirements of paragraph (a) of this section is eligible to receive funds under the FWS, FSEOG, and Federal Pell Grant programs if the student attends a public or nonprofit private eligible institution of higher education in the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau.

(c)(1) If a student asserts that he or she is a citizen of the United States on the Free Application for Federal Student Aid (FAFSA), the Secretary attempts to confirm that assertion under a data match with the Social Security Administration. If the Social Security Administration confirms the student's citizenship, the Secretary reports that confirmation to the institution and the student.

(2) If the Social Security Administration does not confirm the student's citizenship assertion under the data match with the Secretary, the student can establish U.S. citizenship by submitting documentary evidence of that status to the institution. Before denying title IV, HEA assistance to a student for failing to establish citizenship, an institution must give a student at least 30 days notice to produce evidence of U.S. citizenship.

If the student falls in one of the categories below, they are generally considered an “eligible noncitizen.”

Generally, a student is an eligible noncitizen if:

(1) A permanent U.S. resident with a Permanent Resident Card (I-551);

(2) A conditional permanent resident with a Conditional Green Card (I-551C);

(3) The holder of an Arrival-Departure Record (I-94) from the Department of Homeland Security

showing any one of the following designations: “Refugee,” “Asylum Granted,” “Parolee” (I-94 confirms that you were paroled for a minimum of one year and status has not expired), T-Visa holder (T-1, T-2, T-3, etc.) or “Cuban-Haitian Entrant;” or

(4) The holder of a valid certification or eligibility letter from the Department of Health and Human Services showing a designation of “Victim of human trafficking.”

If the student is in the U.S. and have been granted Deferred Action for Childhood Arrivals (DACA), an F1 or F2 student visa, a J1 or J2 exchange visitor visa, or a G series visa (pertaining to international organizations), the student must select “No, I am not a citizen or eligible noncitizen.” The student will not be eligible for federal student aid. If the student has a Social Security Number but is not a citizen or an eligible noncitizen, including if the student has been granted DACA, the student should still complete the FAFSA because she / he may be eligible for state or college aid.

### Re-Entry Students:

Students who were previously enrolled at this campus may apply for re-entry. The students must contact the School Director for the Re-Entry Application and meet the guidelines as outlined. Re-Entry’s are not automatic and are approved on a case-by-case basis only.

## CLASS A BARBER COURSE: 1000 hours

### COURSE DESCRIPTION:

The 1000 clock hour Class A Barber Program consists of two types of training, 130 hours of theory class that includes orientation and 870 hours of practical services training. Students attend theory class 5 hours each week and will normally be given a quiz/test on the material covered. There is no theory class on Saturday. Theory is taught on a modular basis to accommodate weekly start dates should the school so choose. A description of services that students will perform on actual clients while in training is listed below under “Practical Training” in the Barber Curriculum.

### COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Texas, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

### COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in

the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through well- developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation.

## REFERENCES:

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

## COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a theory grade average of 70% up and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

| | |
|---|---|
| 90 – 100 | Excellent |
| 80 – 89 | Very Good |
| 70 – 79 | Satisfactory |
| 0 – 69 - Below | Below Standards - Unsatisfactory |

## COURSE TEXTBOOK:

Milady's Standard Professional Barbering 6th edition, by Maura T. Scali-Sheahan, Cengage Learning

## Class A Barber Curriculum

**1000 Clock Hours— 30 hours per week---Total 33.33 weeks**

| Current 1,000- Hour Curriculum Standards | |
|---|---|
| **Area of Study** | **Hours** |
| | |
| **Theory** | **130** |
| anatomy, physiology, and histology | 50 |
| Texas barber law and rules | 25 |
| bacteriology, sterilization, and sanitation | 30 |
| disorders of the skin, scalp, and hair | 5 |
| salesmanship | 1 |
| barbershop management | 1 |
| chemistry | 1 |
| shaving | 1 |
| scalp, hair treatments and skin | 1 |
| sanitary professional techniques | 1 |
| professional ethics | 1 |
| scientific fundamentals of barbering | 1 |
| cosmetic preparations | 1 |
| shampooing and rinsing | 1 |
| cutting and processing curly and over-curly hair | 1 |
| haircutting, male and female | 1 |
| theory of scalp, face and neck message | 1 |
| hygiene and good grooming | 1 |
| barber implements | 1 |
| honing and stropping | 1 |
| mustaches and beards | 1 |
| facial treatments | 1 |
| electricity and light therapy | 1 |
| history of barbering | 1 |
| | |
| **Instruction in Practical Work** | **870** |
| dressing the hair | 500 |
| shaving | 80 |
| styling | 50 |
| shampooing and rinsing | 30 |
| hair bleaching and dyeing | 20 |
| waving hair | 25 |
| straightening | 25 |
| cleansing | 20 |
| professional ethics | 20 |
| hair weaving and hairpieces | 5 |

| | |
|---|---|
| processing | 5 |
| clipping | 5 |
| beards and mustaches | 6 |
| shaping | 5 |
| dressing | 5 |
| curling | 5 |
| first aid and safety precautions | 5 |
| scientific fundamentals of barbering | 5 |
| barber implements | 5 |
| haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics | 10 |
| massage and facial treatments | 10 |
| arranging | 10 |
| beautifying | 10 |
| singeing | 1 |
| manicuring | 8 |
| | |
| **Total** | **1000** |

## Cosmetology Operator 1,000-HourCurriculum Standards

| Area of Study | Hours |
|---|---|
| | |
| **Theory** | **130** |
| anatomy, physiology, and histology | 50 |
| Texas cosmetology law and rules | 25 |
| bacteriology, sterilization, and sanitation | 30 |
| disorders of the skin, scalp, and hair | 5 |
| salesmanship | 1 |
| salon management | 1 |
| chemistry | 1 |
| scalp, hair treatments and skin | 1 |
| sanitary professional techniques | 1 |
| professional ethics | 1 |
| scientific fundamentals of cosmetology | 1 |
| cosmetic preparations | 1 |
| shampooing and rinsing | 1 |
| cutting and processing curly and over-curly hair | 1 |
| haircutting, male and female | 1 |
| theory of scalp, face and neck message | 1 |
| hygiene and good grooming | 1 |
| Cosmetologist implements | 1 |
| facial treatments | 1 |
| electricity and light therapy | 1 |

| | |
|---|---|
| history of cosmetology | 1 |
| Nail care | 2 |
| Nail enhancements | 1 |
| | |
| **Instruction in Practical Work** | **870** |
| dressing the hair | 500 |
| Massage and facial treatments | 80 |
| styling | 50 |
| shampooing and rinsing | 30 |
| hair bleaching and dyeing | 20 |
| waving hair | 25 |
| straightening | 25 |
| cleansing | 20 |
| professional ethics | 20 |
| hair weaving and hairpieces | 5 |
| processing | 5 |
| clipping | 5 |
| Nail enhancements | 6 |
| shaping | 5 |
| dressing | 5 |
| curling | 5 |
| first aid and safety precautions | 5 |
| scientific fundamentals of cosmetology | 5 |
| Cosmetology implements | 5 |
| haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics | 10 |
| Hair removal | 10 |
| arranging | 10 |
| Beautifying | 10 |
| singeing | 1 |
| Manicuring and pedicuring | 8 |
| | |
| **Total** | **1,000** |

## COSMETOLOGY OPERATOR COURSE: 1000 hours

## COURSE DESCRIPTION:

The 1000 clock hour Cosmetology Operator Program consists of two types of training, 130 hours of theory class that includes orientation and 870 hours of practical services training. Students attend theory class 5 hours each week and will normally be given a quiz/test on the material covered. There is no theory class on Saturday. Theory is taught on a modular basis to accommodate weekly start dates should the school so choose. A description of services that students will perform on actual clients while in training is listed below under "Practical Training" in the Cosmetology Curriculum.

## COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Texas, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

## COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through well- developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation.

## REFERENCES:

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

## COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a theory grade average of 70% up and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

| | |
|---|---|
| 90 – 100 | Excellent |
| 80 – 89 | Very Good |
| 70 – 79 | Satisfactory |
| 0 – 69 - Below | Below Standards - Unsatisfactory |

## COURSE TEXTBOOK:

Milady's Standard Cosmetology 14th edition, Cengage Learning

### Cosmetology Operator - Level of occupation

Level of occupation available to professional Cosmetology
Operator
Self-employment - Own and operate their own business
Booth rental – self – employment, set your hours for working.
Become employed in a professional cosmetology operator facility
Perform manicures and pedicures
Perform skin care services
Perform hair removal
Specialization in the following fields: Artwork displayed in haircuts, nail design

## ESTHETICIAN COURSE: 750 hours

### COURSE DESCRIPTION:

The 750 clock hour Esthetician Program consists of two types of training, 330 hours of theory class that includes orientation and 420 hours of practical services training. Students attend theory class 5 hours each week and will normally be given a quiz/test on the material covered. There is no theory class on Saturday. Theory is taught on a modular basis to accommodate weekly start dates should the school so choose. A description of services that students will perform on actual clients while in training is listed below under "Practical Training" in the Esthetician Curriculum.

### COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Texas, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

### COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation, graduation and job entry-level skills. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instruction that relates to the performance of useful, creative and productive career-oriented activities. The course is presented through well- developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation.

## REFERENCES:

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

## COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a theory grade average of 70% up and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

| | |
|---|---|
| 90 – 100 | Excellent |
| 80 – 89 | Very Good |
| 70 – 79 | Satisfactory |
| 0 – 69 - Below | Below Standards - Unsatisfactory |

## Esthetician - Level of occupation

Level of occupation available to professional Esthetician
Self-employment - Own and operate their own business
Booth rental – self – employment, set your hours for working.
Become employed in a professional esthetician facility
Perform facials
Perform hair removal services
Perform makeup applications

REFERENCES:

A comprehensive library of references, periodicals, books, texts, audio/video tapes and web-based materials are available to support the program of study and supplement the program of study. Students should avail themselves of the opportunity to use these extensive materials.

## COURSE TEXTBOOK:

Milady's Standard Esthetics: Fundamentals 12th edition, Cengage Learning

| Esthetician 750-Hour Curriculum Standards | |
|---|---|
| **Area of Study** | **Hours** |
| | |
| **Theory** | **330** |
| anatomy, physiology, and histology | 90 |
| Texas cosmetology law and rules | 50 |
| bacteriology, sterilization, and sanitation | 40 |
| Skin care and facials | 25 |
| salesmanship | 5 |
| salon management | 30 |
| chemistry | 50 |
| Client care | 10 |
| Color psychology | 5 |
| Aromatherapy | 5 |
| Hair removal | 5 |
| nutrition | 10 |
| Makeup | 5 |
| | |
| **Practical** | **420** |
| Skin care and facials | 275 |
| Client care | 40 |
| Color psychology | 5 |
| aromatherapy | 10 |
| Hair removal | 20 |
| makeup | 70 |
| | |
| **Total** | **750** |

## SATISFACTORY ACADEMIC PROGRESS POLICY

The satisfactory academic progress (SAP) policy applies to all students enrolled in the National Accrediting Commission of Career Arts and Sciences (NACCAS) and
**Texas Department of Licensing and Regulations** approved the program whether receiving Federal Title IV, HEA funds.

**Class A Barber** (1000 clock hours and 33.33 weeks) Class A Barber is the only course that is currently eligible for Title IV, HEA funding.
**Cosmetology Operator** (1000 clock hours and 33.33 weeks)
**Esthetician** (750 clock hours and 25 weeks)

Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain SAP to continue eligibility for Title IV funding.

To determine SAP, all students are evaluated in academics and attendance at the evaluation points listed below. Students are advised of their academic and attendance status via a progress report.

### ATTENDANCE PROGRESS = Work Ethics

Students must attend a minimum of 67% of the cumulative scheduled hours to maintain SAP and complete the course within the maximum allowed time frame. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible for clocking in and out appropriately to document their hours; the only documentation accepted for student hours is the time clock system.
Late arrivals may enter school until 15 minutes after class/scheduled shift begins, students who are more than 15 minutes late must meet with the school Director to obtain authorization to remain in school for the day. Continued tardiness may result in disciplinary action up to and including termination. Students who are going to be absent are expected to call the school before the beginning of their scheduled shift.
All absences are recorded and made a part of the school's permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled “freshman” phase. Students who miss 14 consecutive calendar school days without communicating with the school Director/designee may be terminated on the consecutive school day as an unofficial withdrawal.
Students who persist in repeating patterns of absenteeism will be advised and will be subject to appropriate disciplinary action. Students who have excessive absences may be terminated; re-enrollment is at the discretion of the school.

### Quantitative Requirements = Maximum Time Frame (150% process):

The maximum time frame is equal to 1.5 times the published length of the course. Authorized leaves of Absence (LOA) will not be considered in the maximum time frame

evaluation. You need to be aware that an LOA will extend the student's contract period and max time frame by the same number of days taken in the LOA.

| | | MAXIMUM TIME ALLOWED | |
|---|---|---|---|
| **COURSE** | | **Weeks** | **SCHEDULED HOURS** |
| Class A Barber | (Full time, 30 hrs./wk.) - 1000 Hours<br>(Part-time, 20 hrs./wk.) - 1000 | **33.33**<br>**50** | **1500**<br>**1500** |
| Cosmetology Operator | (Full time, 30 hrs./wk.) - 1000 Hours<br>(Part-time, 20 hrs./wk.) – 1000 Hours | **33.33**<br>**50** | **1500**<br>**1500** |
| Esthetician | (Full time, 30 hrs./wk.) - 750 Hours<br>(Part-time, 20 hrs./wk.) – 750 Hours | **25**<br>**37.6** | **1125**<br>**1125** |

## Title IV funding, and SAP Evaluation points

SAP evaluation periods are based on scheduled contracted hours at the school. Students will be notified of all SAP Evaluation results at the end of each payment period. The following is an example of the minimum number of hours and weeks that a student must complete at the end of each payment period to be considered eligible to receive the next Title IV, HEA Aid payments.

***funding will be disbursed at:***

| | | |
|---|---|---|
| Class A Barber | 1000 hours | 450, 900, 1000 actual hours |
| Weeks | 33.33 | 15 30 33.33 |
| Cosmetology Operator | 1000 hours | 450, 900, 1000 actual hours |
| Weeks | 33.33 | 15 30 33.33 |
| Esthetician | 750 hours | 375, 750 actual hours |
| Weeks | 25 | 12.5, 25 actual hours |

Note:

* Students must meet their clock hour, weeks of instruction, attendance, and grade point average (GPA) requirements to be eligible for the next Title IV, HEA funding disbursement. Each student will be evaluated at the end of each payment period to determine eligibility. Please note: that If the student is not meeting the SAP requirements, they will place their Title IV, HEA funding in jeopardy which could also result in a loss of Title IV, HEA funding.

## TRANSFER OF HOURS

TRANSFER OF hours to all programs will be determined on a case-by-case basis by the Director. We will accept any number of hours for transfer students. Students will receive the current hours that have been reported to The Texas Department of Licensing and Regulations and may start the program from that point. If the previous school did not report hours, the student will not be credited for such time. The transfer student will come into the program based on the hours they have attained from the previous school. Any student who wishes to transfer from another Barber College must meet all Admission Requirements and Procedures as outlined in the admission policy of this Catalog.

## ACADEMIC PROGRESS

Students are assigned theory study and practical assignments. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency. Students must maintain a grade average of 70% and pass a FINAL written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

| | |
|---|---|
| 90 – 100 | Excellent |
| 80 – 89 | Very Good |
| 70 – 79 | Satisfactory |
| 0 – 69 - Below | Below Standards - Unsatisfactory |

## Academic Year Definition:

MICHAEL'S BARBER & HAIR STYLIST ACADEMY academic year is defined as, 900 clock hours and 30 weeks for Title IV, HEA purposes. For Title IV, HEA payments the student must meet both clock hours and weeks of instruction as well as complying with all standards for Satisfactory Academic Progress before they can receive further Title IV, HEA payments.

***Class A Barber*** academic year is defined as 900 clock hours and 30 weeks of instruction for Title IV, HEA purposes.

For Title IV, HEA payments, the student must meet both clock hours and weeks of instruction as well as comply with all standards for SAP before they can receive further Title IV payments.

## DETERMINATION OF PROGRESS

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have ample opportunity to meet both the attendance and academic progress requirements of at least one evaluation by midpoint in the course. Students meeting the minimum requirements for academics and attendance at the end of each evaluation period will be considered making Satisfactory Academic Progress until the next scheduled evaluation. Student Satisfactory Academic Progress Determination will be maintained in the student file at the time of each of the evaluations and the student may request a copy from the school Director at any time. Students will be notified in written format of evaluation results affecting Title IV eligibility. Students deemed not maintaining Satisfactory Academic Progress are no longer eligible for Title IV, HEA programs, if applicable, unless the student is on warning or has prevailed upon

appeal resulting in a status of probation. Students will be evaluated at the following points based on scheduled hours.

## FINANCIAL AID WARNING

Students who fail to meet minimum requirements (67% cumulative attendance and a C or 70% GPA) for attendance and academic progress at the end of a payment period will be placed on a *Financial Aid Warning the first time*. Any student on **Financial Aid Warning** may continue to receive assistance under the Title IV, HEA programs for one payment period only.
At the end of that payment period if the student has met the minimum grade and attendance requirement the student is meeting SAP.
If the student does not meet SAP at the end of the Financial Aid Warning Period; there will be a loss of Title IV, HEA eligibility; **with the right to appeal**. The student will be placed on an **Academic Development Status**, with a ***loss*** of Title IV, HEA funding, and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV, HEA eligibility.

During this period the students will not be eligible to receive Title IV, HEA funds but he/she may continue on a cash-pay basis with an approved payment plan.
Arrangements for payment must be approved within 10 school days of notification of development status.

## Appeal Procedures

A student who loses their financial aid eligibility due to not making SAP at the end of a financial aid warning has the right to file an appeal regarding their SAP Evaluations.

A student, who wishes to appeal **Academic Development Status** and loss of Title IV, HEA eligibility, must submit a *written request* to the school Director within ten (10) business days of being notified that they are in a non-satisfactory progress status.

**The student must describe any unusual circumstance**(s) that the student believes deserve special consideration. **The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student, or other special circumstance**. The student must provide a written statement and information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point.

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within thirty (30) business days. The school Director will notify the student in writing of the decision and all decisions are final.

If the student wins the appeal, they will then be placed on *Financial Aid Probation*, which is a status assigned by the Federal regulations to a student who fails to make SAP, who has appealed, and has had their Title IV, HEA eligibility for aid reinstated for one payment period only.

## Financial Aid Probation

Any student that prevails upon the appeal process shall be placed on **Financial Aid probation** and will be eligible to receive Title IV, HEA during this period. A student placed on **Financial Aid Probation** may receive Title IV, HEA program funds for one payment period only. While on Title IV, HEA Financial Aid Probation, the student must meet the institution's SAP standards and complete the requirements of the Academic Improvement Plan, which was developed by the institution to assist the student in regaining their Title IV, HEA eligibility.

Those who are not making SAP at the end of the Title IV, HEA Financial Aid probation period will be ineligible to receive Title IV, HEA funds for the following payment periods. A student must meet SAP before having eligibility reinstated.

Requirements for the Academic Improvement Plan:

- Maintain an attendance percentage that will ensure the student will meet Satisfactory Academic Progress by the next payment period.
- Maintain a 70% grade point average. (The higher-grade point is required to raise the standard to help the student make up for areas that may have been previously lacking.
- Attend theory class regularly (student must attend an average of 4 out of the 5 hours required for theory class each week).
- Complete all required tests and projects assigned (tests and projects must be completed and turned in when requested).
- The academic improvement plan will be monitored by the school Director
- The school will notify the student each month of their academic improvement status during the monthly progress report/advising session. The status of the student's report will be written on the progress report form for the student to sign.
- Students choosing to remain in school while requesting an appeal will be responsible for charges accrued whether or not the appeal is granted.

## REESTABLISHMENT OF STATUS

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

1) Making up missed tests and assignments and increasing grade average to 70% or better, and/or
2) Increasing cumulative attendance to 67% by the end of a Warning or Probation period.

## REINSTATEMENT OF FINANCIAL AID

Title IV, HEA aid will be reinstated to students who have prevailed upon appeal regarding the status of SAP or who have reestablished SAP. Students on suspension of funds will be monitored daily via an electronic SAP report to determine when they reestablish SAP.

## COURSE INCOMPLETES, REPETITIONS, AND NON-CREDIT REMEDIAL COURSES

Course incompletes, repetitions, and non-credit remedial courses have no effect on the institution's SAP.

## REENTRY STUDENTS/INTERRUPTIONS

Students who have been terminated or withdrawn from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however, these students will be responsible for paying any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds.

Students who have been terminated or withdrawn from school and re-enroll (if determined eligible), after more than 180 days will pay a $150.00 enrollment fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's re-enrollment policy and will be evaluated by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools will be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

A determination of SAP will be made and documented at the time of withdrawal or beginning of a LOA. That determination of status will apply to students at the time they return to school. The student may appeal a negative Satisfactory Progress determination according to the appeal policy. Elapsed time during a LOA does not affect SAP and will extend the contract period by the same number of days as the LOA. Students re-entering after exiting the school will not be evaluated as new students and consideration will be given to the student's progress status at the time of previous withdrawal. Re-enrollment is at the discretion of the school administration.

## FACILITY/EQUIPMENT:

The facility is conveniently located in a well-populated area with public transportation to better accommodate students to and from school. The facility has a breakroom for students providing them a place to relax for breaks or lunch time. Student may bring their lunch, snacks, etc. or they may grab a bite for lunch at a fast-food place near the institution. A comfortable waiting area is available for visitors, vendors, or prospective students. Staff and administrators have office space sufficient to conduct business, conduct personal advising. The facility has a large classroom with ample lighting and plenty of workspace.

The school meets standards prescribed by TDLR and in some instances exceeds licensing requirements. The equipment is modern and kept in excellent repair. Administrators frequently assess training equipment, books, and library material, the exterior is maintained and kept in excellent repair and measures are taken by tenants to keep the facility looking professional and inviting for everyone.

## GRADUATION REQUIREMENTS

Applicable to all programs offered at Michael's Barber & Hair Stylist Academy, we will grant a **diploma of graduation**, when the student has successfully completed all clock hours, phases of study, required tests, and practical assignments; passed a final comprehensive written and practical examination and completed the program of study according to State requirements. Satisfy all financial obligations to the school; tuition and fees must be paid in full, or satisfactory arrangements made.

## REFUND POLICY

Michael's Barber & Hair Stylist Academy complies with the State of Texas and Department of Licensing and Regulation Refund Policy guidelines. The refund policy is applied consistently to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours

**Withdrawal date**: Last physical date of attendance recorded in the school's records.

**Determination of withdrawal from school:** Michael's Barber & Hair Stylist Academy will determine that a student is no longer enrolled on the earliest of:

1. The date the student notifies the School Director of his/her intent to withdraw from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the School Director.
2. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be 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.
3. The date the school terminates the student's enrollment due to continued non-satisfactory progress or for violation of its rules and policies stated in the catalog.
4. The date that is the 14th consecutive calendar day absence by the student without notice or an approved Leave of Absence and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded.
5. The date that is the next school day after a student fails to return from an approved Leave Of Absence.

**Withdrawal Status**:

A student's satisfactory Academic progress status at the time of termination will be the same as that of his/her status at their last evaluation period.

The Institutional Refund Policy:

• An applicant not accepted for training by the school shall be entitled to a refund of all monies paid.

• If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and requests his/her money back in writing within three business days of the signing of an enrollment agreement or contract, all monies collected by the school shall be refunded less a registration or enrollment fee of $150.00. The postmark on written notification

will determine the cancellation date, or the date said information is delivered to the school director/Administrator in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels his/her contract after 3 business days after signing, but prior to entering classes in this case he/she shall be entitled to a refund of all money's paid to the school less a registration fee of $150.00.

• Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in the second bullet of this policy or formal termination by the school which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the earliest documented date of return. A student on leave of absence may call and tell the administration office that they are not planning to return. The phone call will be the documented date of withdrawal.

• The cost of extra items to the student, such as service charges, student activity fees, and other charges need not be considered in tuition adjustment computations. The cost of books and supplies as shown in the contract is included in the total cost of the course. However, these are not subject to refunds.

• Students who terminate prior to course completion will be charged a $150.00 termination fee.

• If the School is permanently closed and no longer has offers instruction after a student enrolled, the student shall be entitled to a pro-rata refund of tuition.

• If a course is cancelled subsequent to a student's enrollment, the school shall at its option: - Provide a full refund of all monies paid; or - Provide completion of the course.

• In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the school will make settlement, which is reasonable and fair to both parties.

• If a student who begins a course of training that is scheduled to run no more than 12 months withdraws from the course or is terminated from the course by the barber school, the barber school will retain 100% in tuition and fees paid by the student and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50% of the course. If the student withdraws or is terminated before the last 50% of the course begin, the school shall retain the following percentages of any outstanding tuition below:

| Class A Barber Programs and Cosmetology Operator Programs ENROLLtoscheduledHOURS | Refund to Funding Agency or Student | Owes School |
|---|---|---|
| .01 - 22.5 hours | 90% | 10% |
| 22.6 - 67.5 hours | 80% | 20% |

| | | |
|---|---|---|
| 67.6 - 250.00 hours | 75% | 25% |
| 250.01 - 500.00 hours | 50% | 50% |
| 500.01–1000 hours | 0% | 100% |

| Cosmetology Operator to Class A Barber 300 All Programs ENROLL to scheduled HOURS | Refund to Funding Agency or Student | Owes School |
|---|---|---|
| .01 to 21.00 hours | 90% | 10% |
| 21.01 or 63.00 hours | 80% | 20% |
| 63.01 to 75.00 hours | 75% | 25% |
| 75.01 to 150.00 hours | 50% | 50% |
| 150.01 to 300.00 hours | 0% | 100% |

| ESTHETICIAN 750 All Programs ENROLL to scheduled HOURS | Refund to Funding Agency or Student | Owes School |
|---|---|---|
| .01 to 21.00 hours | 90% | 10% |
| 21.01 or 63.00 hours | 80% | 20% |
| 63.01 to 75.00 hours | 75% | 25% |
| 75.01 to 150.00 hours | 50% | 50% |
| 150.01 to 300.00 hours | 0% | 100% |

## School Closure:

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school must make arrangements for student to implement any applicable teach-out plan in compliance with the following requirements:

• The arrangements or plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions) that offer similar educational programs.

• The arrangements or teach-out is to be performed by an institution in the same geographic area as the original school that provided the program of course.

• The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid.

• The original school shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are

accepting student from the original school.

• The school that is closing or has closed must submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education.

• The original school shall dispose of school records in accordance with state laws.

• If the closing school does not have a teach-out plan, students shall receive a pro rata refund of tuition.

## RETURN OF TITLE IV, HEA POLICY

When you apply for financial aid, you sign a statement that you will use the funds for educational purposes only. Therefore, if you withdraw before completing your program, a portion of the funds you received may have to be returned. Michael's Barber & Hair Stylist Academy will calculate the amount of tuition to be returned to the Title IV, HEA Federal fund programs according to the policies listed below.

## RETURN TO TITLE IV FUNDS POLICY

This policy applies to students who withdraw officially, unofficially, or fail to return from a Leave of Absence, or dismissed from enrollment at Michael's Barber & Hair Stylist Academy. It is separate and distinct from the refund policy. (Refer to institutional refund policy)

The calculated amount of the Return of Title IV, HEA (R2T4) funds that are required for the students affected by this policy, are determined according to the following definitions and procedures as prescribed by regulations.

The amount of Title IV, HEA aid earned is based on the amount of time a student spent in academic attendance, and the total aid received; it has no relationship to student's incurred institutional charges. Because these requirements deal only with Title IV, HEA funds, the order of return of **unearned** funds do not include funds from sources other than the Title IV, HEA programs.

Title IV, HEA funds are awarded to the student under the assumption that he/she will attend school for the entire period for which the aid is awarded. When student withdraws, he/she may no longer be eligible for the full amount of Title IV, HEA funds that were originally scheduled to be received. Therefore, the amount of Federal funds earned must be determined. If the amount disbursed is greater than the amount earned, unearned funds must be returned.

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice.

The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is

not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV, HEA programs.

## "Official" Withdrawal from the School

A student is considered to be "Officially" withdrawn on the date the student notifies the Financial Aid Director or School Director in writing of their intent to withdraw. The date of the termination for return and refund purposes will be the earliest of the following for official withdrawal:

1. Date student provided official notification of intent to withdraw, in writing or orally.
2. The date the student began the withdrawal from Michael's Barber & Hair Stylist Academy Michael's Barber & Hair Stylist Academy, records. A student is allowed to rescind his notification in writing and continue the program. If the student subsequently drops, the student's withdrawal date is the original date of notification of intent to withdraw.

Upon receipt of the official withdrawal information, Michael's Barber & Hair Stylist Academy, will complete the following:

1. Determine the student's last date of attendance as of the last recorded date of academic attendance on the school's attendance record;
2. Two calculations are performed:
    a. The student's ledger card and attendance record are reviewed to determine the calculation of Return of Title IV, HEA funds the student has earned, and if any, the amount of Title IV funds for which the school is responsible. Returns made to the Federal Funds Account are calculated using the Department's Return of Title IV, HEA Funds Worksheets, scheduled attendance and are based upon the payment period.
    b. Calculate the school's refund requirement (see school refund calculation):
3. The student's grade record will be updated to reflect his/her final grade.
4. Michael's Barber & Hair Stylist Academy will return the amount for any unearned portion of the Title IV funds for which the school is responsible within 45 days of the date the official notice was provided.
5. They will provide the student with a letter explaining the Title IV, HEA requirements:
    a. The amount of Title IV assistance the student has earned. This amount is based upon the length of time the student was enrolled in the program based on scheduled attendance and the amount of funds the student received.
    b. Any returns that will be made to the Title IV, HEA Federal program on the student's behalf as a result of exiting the program. If a student's scheduled attendance is more than 60% of the payment period, he/she is considered to have earned 100% of the Federal funds received for the payment period. In this case, no funds need to be returned to the Federal funds.
    c. Advise the student of the amount of unearned Federal funds

and tuition and fees that the student must return, if applicable.

6. Supply the student with ledger card record noting outstanding balance due to the school and the available methods of payment. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

In the event a student decides to rescind his or her official notification to withdraw, the student must provide a signed and dated written statement that he/she is continuing his or her program of study, and intends to complete the payment period. Title IV, HEA assistance will continue as originally planned. If the student subsequently fails to attend or ceases attendance without completing the payment period, the student's withdrawal date is the original date of notification of intent to withdraw.

## Unofficial Withdrawal from School

In the event that the school unofficially withdraws a student from school, the School Director and/or Admissions Director must complete the Withdrawal Form using the last date of attendance as the drop date.

Any student that does not provide official notification of his or her intent to withdraw and is absent for more than 14 consecutive calendar days, will be subject to termination and considered to have unofficially withdrawn.

Within one week of the student's last date of academic attendance, the following procedures will take place:

1. The education office will make three attempts to notify the student regarding his/her enrollment status;
2. Determine and record the student's last date of attendance as the last recorded date of academic attendance on the attendance record;
3. The student's withdrawal date is determined as the date the day after 14 consecutive calendar days of absence;
4. Notify the student in writing of their failure to contact the school and attendance status resulting in the current termination of enrollment;
5. Michael's Barber & Hair Stylist Academy, calculates the amount of Federal funds the student has earned, and, if any, the amount of Federal funds for which the school is responsible.
6. Calculate the school's refund requirement (see school refund calculation);
7. Michael's Barber & Hair Stylist Academy, Executive Financial Director will return to the Federal fund programs any unearned portion of Title IV funds for which the school is responsible within 45 days of the date the withdrawal determination was made and note return on the student's ledger card.
8. If applicable, Michael's Barber & Hair Stylist Academy, will provide the

student with a refund letter explaining Title IV requirements:

a) The amount of Title IV aid the student has earned based upon the length of time the student was enrolled and scheduled to attend in the program and the amount of aid the student received.
b) Advise the student in writing of the amount of unearned Title IV aid and tuition and fees that he/she must return, if applicable.
c) Supply the student with a final student ledger card showing the outstanding balance due the school and the available methods of payment.

9. A copy of the completed worksheet, check, letter and final ledger card will be kept in the student's file.

## Disbursement Restrictions – 30 Day, First time, First-Year Undergraduate Students

There are some Title IV, HEA funds that you were scheduled to receive that cannot be disbursed to you once you withdraw because of other eligibility requirements.

For example, if you are a first-time, first-year undergraduate student and you have not completed the first 30 days of your program before you withdraw, you will not receive any Direct Loan funds that you would have received had you remained enrolled past the 30th day.

## Earned AID:

Title IV, HEA aid is earned in a prorated manner on a per diem basis (calendar days or clock hours) up to the 60% point in the payment period. Title IV, HEA aid is viewed as 100% earned after that point in time. A copy of the worksheet used for this calculation can be requested from the financial aid director.

## Withdraw Before 60%

The institution must perform an R2T4 to determine the amount of earned aid through the 60% point in each payment period or period of enrollment. The institution will use the Department of Education's prorate schedule to determine the amount of the R2T4 funds the student has earned at the time of withdrawal.

## Withdraw After 60%

After the 60% point in the payment period or period of enrollment, a student has earned 100% of the Title IV, HEA funds he or she was scheduled to receive during this period. The institution must still perform a R2T4 to determine the amount of aid that the student has earned.

Michael's Barber & Hair Stylist Academy measures progress in Clock Hours and uses the payment period for the period of calculation.

## The Calculation Formula:

Determine the amount of Title IV, HEA aid that was disbursed plus Title IV, HEA aid that could have been disbursed.

Calculate the percentage of Title IV, HEA aid earned:

a) Divide the number of clock hours scheduled to be completed in the payment period as of the last date of attendance in the payment period by the total clock hours in the payment period.

**HOURS SCHEDULED TO COMPLETE**

TOTAL HOURS IN PERIOD = % EARNED

b) If this percentage is greater than 60%, the student earns 100%.

c) If this percent is less than or equal to 60%, proceed with the calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.
Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.
100% minus percent earned = UNEARNED PERCENT
Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.
If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

If the percent unearned (multiplied by) institutional charges for the period are less than the amount due from the school, the student must return or repay one-half of the remaining unearned Federal Pell Grant.

The student is not required to return the overpayment if this amount is equal to or less than 50% of the total grant assistance that was disbursed /or could have been disbursed. The student is also not required to return an overpayment if the amount is $50 or less.

Michael's Barber & Hair Stylist Academy will issue a grant overpayment notice to the student within 30 days from the date of the school's determination that the student withdrew, giving the student 45 days to either:

1. Repay the overpayment in full to Michael's Barber & Hair Stylist Academy or Sign a repayment agreement with the U.S. Department of Education.

## Order of Return

Michael's Barber & Hair Stylist Academy is authorized to return any excess funds after applying them to current outstanding Cost of Attendance (COA) charges. A copy of the Institutional R2T4 work sheet performed on your behalf is available through the office upon student request.

In accordance with Federal regulations, when Title IV, HEA financial aid is involved, the calculated amount of the R2T4 Funds" is allocated in the following order:

- Unsubsidized Direct loans (other than Direct PLUS loans)
- Subsidized Direct loans
- Direct PLUS loans - received on behalf of the student
- Federal Pell Grants for which a Return is required
- Iraq and Afghanistan Service Grant for which a Return is required - -
- Federal Supplemental Educational Opportunity Grant
- Other Title IV, HEA assistance

## Post-Withdrawal Disbursement

If you did not receive all the funds that you earned, you may be due a post-withdrawal disbursement. If your post-withdrawal disbursement includes loan funds, your school must get your permission before it can disburse them.

You may choose to decline some or all the loan funds so that you do not incur additional debt. Your school may automatically use all or a portion of your post-withdrawal disbursement of grant funds for tuition, fees, and room and board charges (as contracted with the school).

The school needs your permission to use the post-withdrawal grant disbursement for all other school charges. If you do not give your permission (some schools ask for this when you enroll), you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

## The time frame for returning an unclaimed Title IV, HEA credit balance

If a school attempts to disburse the credit balance by check and the check is not cashed, the school must return the funds no later than 240 days after the date the school issued the check.

If a check is returned to a school or an EFT is rejected, the school may make additional attempts to disburse the funds, provided that those attempts are made not later than 45 days after the funds were returned or rejected. When a check is returned or EFT is rejected and the school does not make another attempt to disburse the funds, the funds must be returned before the end of the initial 45-day period.

The school must cease all attempts to disburse the funds and return them no later than 240 days after the date it issued the first check.

### Institution Responsibilities in regard to return of Title IV, HEA funds

Michael's Barber & Hair Stylist Academy's responsibilities in regard to Title IV, HEA funds follow:

- Providing students information with information about this policy;
- Identifying students who are affected by this policy and completing the return of Title IV, HEA funds calculation for those students;
- Returning any Title IV, HEA funds due to the correct Title IV, HEA programs.

The institution is not always required to return all of the excess funds; there are situations once the R2T4 calculations have been completed in which the student must return the unearned.

### Overpayment of Title IV, HEA Funds

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must arrange with Michael's Barber & Hair Stylist Academy or the Department of Education to return the amount of unearned grant funds.

### Student Responsibilities in regards to Return of Title IV, HEA funds

- Returning to the Title IV, HEA programs any funds that were dispersed to the student in which the student was determined to be ineligible for via the R2T4 calculation.
- Any notification of withdrawal should be in writing and addressed to the appropriate institutional official.
- A student may rescind his or her notification of intent to withdraw. Submissions of intent to rescind a withdrawal notice must be filed in writing.
- Either these notifications, to withdraw or rescind to withdraw must be made to the official records/registration personnel at your school.

### Refund vs. Return to Title IV, HEA Funds

The requirements for the Title IV, HEA program funds when you withdraw are separate from any refund policy that Michael's Barber & Hair Stylist Academy may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Michael's Barber & Hair Stylist Academy may also charge you for any Title IV, HEA program funds that they were required to return on your behalf.
If you do not already know what Michael's Barber & Hair Stylist Academy refund policy is, you may ask your school's Financial Planner for a copy.

## Return to Title IV, HEA questions?

If you have questions regarding Title IV, HEA program funds after visiting with your financial aid director, you may call the Federal Student Aid Information Center at 1-800-4-fedaid (800-433-3243). TTY users may call 800-730-8913. Information is also available on student aid on the web at www.studentaid.ed.gov.

***This policy is subject to change at any time and without prior notice.**

## JOB PLACEMENT POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application, and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

## STAFF AND INSTRUCTORS

| | |
|---|---|
| Janet Brown | Director/Substitute – Owner, Licensed Barber Instructor, Licensed Cosmetologist<br>11 years experience |
| Kimberly Hudgins | Instructor Part-time – Licensed Barber Instructor<br>11 years experience |
| Michael Aigbedion | Financial Aid Advisor |
| Vincent Ogbeide | Front desk |
| Laverne Peters | Instructor Full-Time - Licensed Barber Instructor<br>35 years experience |

## FERPA POLICY – ACCESS TO FILE:

### PRIVACY POLICY

Students and parents/guardians of dependent minors are granted the right to access and review the student's official school file. The student will be granted supervised access to their records upon verbal or written request. Any third-party request for information will require written authorization from the student or parent/guardian of a dependent minor. Michael's Barber & Hair Stylist Academy requires a completed release form for each third-party request for student information. Michael's Barber & Hair Stylist Academy provides access to student records without written consent to the Texas Department of Licensing and Regulation, the Texas Department of Assistive and Rehabilitative Services, our accrediting commission, and the United States Department of Veterans Affairs. The institution maintains a record of all release forms and requests for information

## INFORMATION RELEASE:

PII, Personal Identifying Information, is protected; Michael's Barber & Hair Stylist Academy provides access to the student and other school records to its accrediting agency. Records are maintained for six (6) years and can be reviewed under the supervision of an

instructor or other designated official; documents may not be removed from the office. Any such exchange of information between an approved person and or agency will be done so only with an encrypted password. Information provided to the school by other agencies is done so with the use of an encrypted password.

## SCHOLARSHIPS AND FEE WAIVERS

The school does not offer any institutional fee waiver, and scholarships are at the discretion of the Director.

## STUDENT ADVISING

Michael's Barber & Hair Stylist Academy offers career advising services to all students upon request. Advising is documented and placed in the student's file. Faculty members are available to advise students in the following areas:

- Texas Rehabilitation Commission (DARS)
- Women Infants and Children (WIC)
- Scholastic and Career Advising

Faculty members may not advise students in the following areas. However, Michael's Barber & Hair Stylist Academy maintains a list of county and state agency assistance in the student Bulletin Board, listed below and may be requested from the school Director.

- Alcohol & Drug Addiction or Abuse
- Sexual Assault
- Domestic Violence
- Housing Shelters
- Depression or other medical needs

## Personal Counseling Services

All students may contact the following off-campus organizations for counseling Opportunities, alcohol and drug abuse education, crime prevention education, and **Sexual assault prevention.**

Michael's Barber & Hair Stylist Academy does not offer on-campus counseling services.

Drug Prevention Resources, Inc.
1200 Walnut Hill Ln. #1500,
Irving, TX. 75038, 972.518.1821

### Greater Dallas Council on Alcohol/Drug Abuse

4525 Lemmon Ave #300, Arlington, TX.76013, PH: 817.275.7576
The Parenting Center
1111 W. Abram St
Dallas, TX. 75219, 214.8284244

**The National Domestic Violence Hotline 1.800.799.SAFE (7233) or 1.800.787.3224**
National Women's Health Info. Center
U.S. Dept. of Health and Human Services Offices on Women's Health, 1.800.994.9662
http://womanshealth.gov/faz/sexualassault.htm
National Sexual Assault Hotline
**1.800.656.HOPE (4673)**

**Approved By:**
**Texas Department of Licensing and Regulations**
**Education and Examination Division**
**P.O. Box 12088**
**Austin, TX 78711**
**512-463-6599**
**1-800-803-9202**

**National Accrediting Commission of Career Arts And Sciences**
**3015 Colvin St, Alexandria, VA 22314**
**703-600-7600**
Effective October 7, 2026, Michael's Barber & Hair Stylist Academy has been placed on financial monitoring by the National Accrediting Commission of Career Arts & Sciences (NACCAS) for noncompliance with NACCAS Standard VII, Criterion 1(a)–(b)

## OUTCOME RATE 2024

**Graduation Rate: 61% (percentage of students that graduated from all programs)**

**Placement Rate: 100.00%(percentage of all students that graduated from all programs, who became employed in the industry)**

**Licensure Rate: 100.00% (percentage of all students that have set for both parts of the state-mandated tests and passed, both written and practical)**

## LICENSING

Upon successful completion of the licensing exam, the applicant must apply for licensure to the Texas State Department of Licensing and Regulation. Applications must be affirmed by a licensed barber school and submitted with the appropriate licensing fee.

## VA STUDENT ATTENDANCE POLICY

Students using veterans' benefits to attend Michael's Barber & Hair Stylist Academy will have attendance monitored until the time the student drops out, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due to the student and/or sources. Therefore, the attendance policy (20%of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

## TARDY

Students arriving more than 30 minutes after the class has begun may not enter the theory class. If other supervised educational activities are occurring in the building, the student may clock in and participate. If no such activities are occurring the student may not clock in until the next scheduled class begins.

## EXCUSED/UNEXCUSED ABSENCES

The program is a clock-hour program; students must accrue hours equaling the total program length prescribed by the licensing agency. An absence may be excused; however, time missed must be made up.

## MAKE UP WORK

Classroom/lab assignments that are missed may be made up, student must correlate make-up time with the immediate supervisor. Missed work must be made within one calendar week.

## CONDUCT:

Included in conduct performance are the organizational values, and service provided in association with fellow students, management, clients, etc. Your conduct should always be complimentary to the institution you represent. Professional behavior, even during difficult situations. Acceptable behavior is defined as behavior that demonstrates good sound judgment

## TERMINATION

Violation of the Academy's General Rules of Conduct may result in termination.

## GENERAL RULES OF CONDUCT AND REGULATIONS

We believe that education is a continuing progression and that through educational training at our school students will be prepared to work as a professional. The student Standards of Conduct have been prepared to provide a necessary guideline for effective student relationships. The Standards of Conduct apply to all students enrolled at Michael's Barber & Hair Stylist Academy. Each Student is expected to know and comply with these standards.

A violation of these rules constitutes misconduct on the part of the student, which will result in appropriate disciplinary action. These rules are not all-inclusive. Disciplinary action may include but is not limited to, suspension (1-30 days), revocation of student privileges (such as receiving services at School), or termination of enrollment. Directors issue these punishments.

- **Smocks** are to be always worn while the student is on the clinic floor.
- Students are required to be neat and clean in appearance around the school premises.
- Students must demonstrate that they can adhere to minimum attendance and grade requirements. Students who fail to comply with attendance policy or grade requirements could be subject to termination of their enrollment.
- Stealing and/or possession of stolen property will be grounds for immediate dismissal.
- No shouting, whistling, singing, cursing, foul language, or talk of a suggestive nature is

allowed.

- No disrespectful remarks or gestures are to be made to patrons, students, instructors, staff, or any other person at the school.
- Fighting or violence of any nature, including but not limited to possession and/or use of weapons, is prohibited.
- Willfully refusing or failing to leave School property when requested to do so by School employees is prohibited.
- Students do not receive calls or make calls on the office line. A student will not be called to the office for a phone call.
- Any student caught using, reasonably suspected to be under the influence of, in possession of, manufacturing, selling or distributing drugs or alcohol at or near School premises will be suspended or terminated.
- Abusing prescription drugs or possessing drugs that have not been prescribed for the student by a healthcare provider will be grounds for suspension or termination.
- Reckless driving at or near the school's campuses is prohibited.
- Students must not park in front of the school and other businesses since this area is reserved for employees and customers. All car radios must be turned down to a reasonable level.
- Relatives or friends of a student cannot be in the school for longer than ten (10) minutes.
- Excessive absences and/or tardiness are grounds for disciplinary action. Students are to arrive early enough to begin classes as scheduled and are expected to be prepared with textbooks and other supplies.
- No student is to walk out of theory class when class is in session without permission.
- Students must not sleep during class.
- Students are expected to return to class promptly following breaks.
- Computer use is limited to educational purposes only.
- No cell phones, "blue tooth" or other headsets, radios, TVs, whistles, balls, play toys, games, laser pointers, knives, guns, or any other item that an administrator or instructor deems unsuitable are allowed on the campus.
- Students are not allowed to use cell phones on the clinical floor or in classrooms by any means (including, but not limited to, texting, headsets, etc.).
- Students must make every effort to represent the school as professionals while they are on or near campus. Students are prohibited from harassing or disturbing any pedestrians or local businesses, which includes, but is not limited to, smoking and/or loitering at the entrance of the campus. We want to be good neighbors in our community, and any misbehavior will be taken seriously.
- The instructors and staff of Michael's Barber & Hair Stylist Academy must be respected and their requests must be followed to the best of each student's ability.
- Academic dishonesty is prohibited (see "Academic Dishonesty" section below).
- Students are always responsible for all their personal property and are asked not to bring personal items from home on campus. Michael's Barber & Hair Stylist Academy is NOT responsible for lost, damaged, and/or stolen personal property of students.

## Clinical Floor Rules

- Any violation of state or Federal law will be cause for disciplinary action.
- Refusal of service is grounds for disciplinary action.
- Students cannot perform services on the clinic floor unless an instructor has given the permission.
- Students may receive free services only on Tuesdays, Wednesdays, and Thursdays when off the time clock. However, if a student receives any chemical treatment or any services requiring use of products from Michael's Barber & Hair Stylist Academy the student's discount shall be limited to 50% of the full price for that service.
- Students are not allowed to receive services on Friday and Saturday. At the discretion of the Director, on these days a student can only receive services if he/she pays in full and has clocked out of the time clock and the Campus Director has approved the services. Director has the right NOT to allow said services.
- Students are not to groom themselves while on the clinic floor.
- Students must keep their respective stations clean, as well as take turns in sweeping the clinic floor and washing towels.
- No smoking (this prohibition includes e-cigarettes), drinking or eating on the clinic floor. There are designated areas on campus for these activities. Campuses are non-smoking facilities, and smoking is to take place in an outdoor area back of the building.
  Students are prohibited from soliciting customers to pay more than the approved Michael's Barber & Hair Stylist Academy rate for any services.
  Students shall not solicit customers to have their hair cut by the student outside a campus location. Students service clients on a first-come-first-serve basis, and not by appointment. Any conduct deemed to be a disruption of clinic floor services will be grounds for suspension or termination.
- **Dress Code** Students must be always neat and clean in appearance.
- Students are not permitted to wear any suggestive or revealing attire.
- Students are required to wear a clean smock, the color of which will be determined by the school when clocked in. Decorating of smocks is not allowed.
- Females must always wear bras and a professional-type blouse or sweater must be worn.
- No shoes with heels over 1 inch in height.
- A blouse or shirt must be worn under the smock. Shirttails must be tucked in.
- No tank tops, fishnets, half shirts, unapproved headgear, or sunglasses (prescription only).
- All pants and/or jeans must be clean, without holes, with no skin showing, must go down to the ankle, of professional appearance, and worn above hips at the waist.
- Skirt length must be to the knees or lower. Shorts are not permitted. Sweat pants, cut-off pants, and similar informal attire are not permitted.
- Students cannot wear tights of any length or any revealing nature.
- Closed-toed and closed-back shoes of professional appearance must be worn. Open shoes and/or shoes with holes in them are not permitted.
- Socks or stockings must be worn with shoes.
- No excessive jewelry shall be worn at School. All chains, drops, symbols, medallions, etc. hanging from the neck shall be tucked under the student's shirt.

## SANITATION

We believe that sanitation and cleanliness are essential to the barbering/beauty industry. All students will one day work in shops that require cleaning and sanitizing. Therefore, we require that all students participate in light cleaning throughout the school. Janitors have been contracted to take care of the majority of the work, but students must participate in the day-to-day cleaning of the school. Refusal to participate will be grounds for disciplinary action. Students receive hourly credit towards their program for cleaning and sanitizing and do not receive any payment from Michael's Barber & Hair Stylist Academy or performing these tasks.

## GRIEVANCE PROCEDURE

In accordance with this institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting

the complaint to the school's accrediting agency, if applicable.

**Texas Department of Licensing and Regulation 920**
**Colorado**
**Austin, Texas 78701**
**512-463-6599**
**Toll free 800-803-9202 Fax 512-475-2871**

**National Accrediting Commission of Career Arts And Sciences**
**3015 Colvin St, Alexandria, VA 22314**
**703-600-7600**
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## CRIMINAL CONVICTION GUIDELINES

These guidelines are issued by the Texas Department of Licensing and Regulation pursuant to the Texas Occupations Code, § 53.025(a). These guidelines describe the process by which the Texas Department of Licensing and Regulation (TDLR) determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. The questionable offenses are:

assaults, homicides, *sexual offenders, and kidnapping.

*Michael's Barber & Hair Stylist Academy reserves the right to refuse enrollment to sexual offenders

## Drug Policy

Michael's Barber & Hair Stylist Academy is a drug free environment. In keeping with all local and state laws, our school prohibits the possession, use and or distribution of drugs and alcohol by students or employees while on school property or when involved in a school sponsored activity. If you are found guilty of the preceding you will be dismissed indefinitely from the school. Michael's Barber Academy has a zero-tolerance policy as noted

## LEAVE OF ABSENCE (LOA) POLICY

This policy applies to all students enrolled in the school. Leave of Absence may be granted for the following reasons:

1. Death of a relative
2. An injury or illness of the student (medical),
3. Incarceration,
4. Any other allowable special or mitigating circumstance determined by the director.
5. Military call to duty

All Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence. The Leave of Absence must be approved by the school in order for it to be official with reasonable expectation student will return from LOA. An emergency Leave of Absence, without prior written request, may be granted provided the student completes the Leave of Absence form and returns it to the school via mail, email, or in person within

reasonable resolution of the emergency. The beginning date of the approved LOA would be determined by the first date the student was unable to attend due to the accident. The Leave of Absence may not exceed 180 calendar days and may not be less than a period of 2 weeks (14 calendar days).

Students on a leave do not accrue absent time and maintain the hours earned at the time of the leave. The institution will not assess the student any additional institutional charges as a result of the LOA, also a student who meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. All kit and personal items must be removed from the premises. If the student does not return on the specified date, and has not notified the institution, the student's enrollment will be terminated. A leave of absence extends the students contract end date and maximum time frame by the same number of days taken in the leave. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated at that time. If a student does not return to the institution at the expiration of an approved LOA or student takes an unapproved LOA. The withdrawal date for the purpose of calculating a refund is always the students last day of attendance. Monthly tuition payments must still be satisfied during a Leave of Absence

## TUITION COSTS

### CLASS A BARBER COURSE COSTS

| | |
|---|---|
| Registration Fee (non-refundable) | $150.00 |

| | |
|---|---|
| Permit Fee | $25.00 |
| Two Photos | $10.00 |
| Books & Kit | $2500.00 |
| Theory & Practical Study Tuition | $15000.00 |
| **Total Cost of School** | $17,685.00 |

### COSMETOLOGY OPERATOR TO CLASS A BARBER COURSE COSTS

| | |
|---|---|
| Registration Fee (non-refundable) | $150.00 |

| | |
|---|---|
| Permit Fee | $25.00 |
| Two Photos | $10.00 |
| Theory & Practical Study Tuition | $4500.00 |
| **Total Cost of School** | $4,685.00 |

### COSMETOLOGY OPERATOR COURSE COSTS

| | |
|---|---|
| Registration Fee (non-refundable) | $150.00 |

| | |
|---|---|
| Permit Fee | $25.00 |
| Two Photos | $10.00 |
| Books & Kit | $2500.00 |
| Theory & Practical Study Tuition | $15000.00 |

| | |
|---|---|
| **Total Cost of School** | $17,685.00 |

## ESTHETICIAN COURSE COSTS

| | |
|---|---|
| Registration Fee (non-refundable) | $150.00 |

| | |
|---|---|
| Permit Fee | $25.00 |
| Two Photos | $10.00 |
| Books & Kit | $2500.00 |
| Theory & Practical Study Tuition | $11250.00 |
| **Total Cost of School** | $13,935.00 |

### EXTRA-INSTRUCTIONAL CHARGES POLICIES

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of $10 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made

### METHODS AND TERMS OF PAYMENT

Upon enrollment, the tuition is payable in full. However, the student, at the school's option, may pay a deposit and which is different for each course. The balance will be paid in monthly installments as agreed upon on the enrollment agreement until tuition and fees are paid in full. Tuition may be paid by credit card, cash, cashier check, or check.