

# THE BARBER ACADEMY

*san jose*

1099 W. San Carlos - San Jose, CA 95126 - (408) 216-0655  
[www.thebarberacademysj.com](http://www.thebarberacademysj.com)  
**(Classroom Instruction is Provided at the Above Address)**

**Catalog of Courses**  
**January 1, 2024 to December 31, 2024**

Institutional Mission and Objectives	1
Catalog Update Policy	1
Policy – Distribution of This Catalog and Program Brochures	2
Instructional Location	2
BPPE Approval	2
Financial Stability – Bankruptcy History	2
Review Documents	2
Description of the Facilities & Type of Equipment Used for Instruction	2
Library Resources	3
Questions	3
Complaints	3
NOTICE CONCERNING TRANSFERABILITY OF CREDITS	3
Admissions Policies & Recognition of Credits	4
Visa Related Services	4
Language Proficiency	4
Language of Instruction	4
English as a Second Language Instruction	4
Accreditation Status	4
STRF Disclosure	4
Privacy Act	5
Student Conduct	5
Nondiscrimination Policy	6
Academic Freedom	6
Sexual Harassment	6
Student’s Right to Cancel	7
Refund Policy	7
Policies and Procedures Regarding Financial Aid	8
Loan Repayment	8
Financial Aid Disclosures	8
Grades and Standards for Student Achievement - Satisfactory Progress	9
Attendance Policy – All Programs	10
Academic Probation and Dismissal Policies	11
Leaves of Absence	11
Student Grievance Procedures – Student Rights	11
Student Services	12
Placement Services	12
Student Housing	12
Student Records and Transcripts	12
Professions – Requirements for Eligibility for Licensure	13
Charges: Tuition & Fees	14
Faculty	14
Programs	15

## **Institutional Mission and Objectives**

### **Mission**

The Barber Academy is dedicated to providing our students with the knowledge, skills, and experience needed to become highly skilled and successful barbers. With years of experience, our instructors are committed to providing a comprehensive education that emphasizes both technical proficiency and artistic creativity.

We strive to create a supportive and inclusive learning environment that fosters personal growth, professionalism, and a commitment to lifelong learning. Our mission is to equip our students with the tools they need to succeed in the ever-evolving world of barbering, while also instilling in them a passion for their craft and a dedication to excellence.

At The Barber Academy, we believe that the key to success is a strong foundation of both technical expertise and personal development. With this in mind, we provide our students with a comprehensive curriculum that encompasses both the technical skills of barbering and the interpersonal skills needed to build lasting relationships with clients.

Our goal is to prepare our students to become not just skilled barbers, but also respected professionals and ambassadors of the industry. We are committed to providing a top-notch education that will empower our students to pursue their dreams and achieve their goals, both in their careers and in their personal lives.

### **Objective**

The objective of The Barber Academy is to provide instruction in theory and practical skills that follow a structure curriculum. Students are taught to use modern techniques in haircutting, shaves, scalp massage, facials, perms, hair coloring and business management. The students are provided videos, textbooks and other learning resources to broaden their essential knowledge of barbering. Student benefit is derived from faculty instruction that provides a strong educational foundation in barbering, the knowledge and skills essential for career success, and an environment that fosters openness and creativity.

### **Catalog Update Policy**

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.

## **Policy – Distribution of This Catalog and Program Brochures**

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office or may access this publication on the institution's website.

## **Instructional Location**

1099 W. San Carlos St.  
San Jose, CA 95126  
(408) 216-0655  
www.thebarberacademysj.com

## **BPPE Approval**

This institution is a private institution approved to operate by the California Bureau for Private Postsecondary Education (BPPE). Approval to operate means the institution is compliant with minimum standards contained in the California Private Postsecondary Education Act of 2009 (as amended) and Division 7.5 of title 5 of the California code of Regulations.

## **Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.

## **Review Documents**

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## **Description of the Facilities & Type of Equipment Used for Instruction**

The school occupies 1,596 square feet on the 1st floor of a retail strip mall located in the city of San Jose. The campus is located at 1099 W. San Carlos St. San Jose, CA 95126. The facility and equipment comply with all federal, state and local ordinances and regulations including those concerning fire safety, building safety and the Board of Barbering and Cosmetology. Sufficient parking is available in the rear of the building.

## **Equipment Used for Instruction**

Barbering

### **1 Time clock**

**3 Shampoo bowls** – (when the average daily attendance exceeds 15 students, additional bowls shall be added at the ratio of one for each 5 students in average daily attendance in excess of 15)

**15 Barber chairs** – Chairs shall be spaced at least 4½ feet from center to center (when the average daily attendance exceeds 15 students, additional barber chairs shall be added at the ratio of one for each student in average daily attendance in excess of 15)

**Workstations** – One workstation for each barber chair. Workstations having a wood surface shall be covered with a hard-based paint or some other nonabsorbent washable material.

**Wet sterilizer** – One for each barber chair for individual use of each student.

**2 Closed receptacles** – For each barber chair, one for disposal of used papers and the other for used linens.

**Classrooms** – Equipped with either armchairs suitable for students taking notes, or regular school desks.

### **Thermal Hair Straighteners**

**1 Electric curling iron**

### **Library Resources**

Access to a library and other learning resources are not required by the curriculum to support the instructional needs of the students, (CCR71270) and therefore, no physical library is maintained by this institution. The text materials and classroom activities are sufficient to support the curriculum and instruction required by the Barbering and Cosmetology Board of California.

Learning resources are available containing many audio and visual aids, books, periodicals, magazines on styling, skincare, nail care, motivation, health and wellness for student's reference. Students may check-out reference materials by submitting a request to the instructor or a member of the office staff .

### **Online Resources Available to Our Students**

#### **• Milady**

A leading publisher of beauty education materials.

<http://www.milady.com/>

Created by David W. Rash Page 2 5/20/2009

#### **• Barbers, Cosmetologists, and Other Personal Appearance Workers**

Job opportunities and descriptions, *Occupational Outlook Handbook*

<http://www.bls.gov/oco/ocos169.htm>

### **Questions**

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, CA 95834, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 Fax (916) 263-1897

### **Complaints**

A student, or any member of the public, may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling toll free (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

"The transferability of credits you earn at The Barber Academy is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the certificate that you earn at this

institution is not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending The Barber Academy to determine if your certificate will transfer."

### **Admissions Policies & Recognition of Credits**

The general criteria for admission are:

1. Student must pay all applicable fees, as per the current published fee schedule at the time of the signing or entering into an enrollment contract or make other arrangements acceptable to the school.
2. No Ability to Benefit Students will be admitted. At least a high school graduation or its equivalent is required.
3. Student must have graduated from high school, or earned a GED or equivalent.

### **Recognition of Credit Policies**

1. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations. This institution does not award credit for experiential learning.
2. This institution has not entered into an articulation or transfer agreement with any other institution.

### **Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

### **Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on a paper based TOEFL test or a score of 70 on the internet based test. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### **Language of Instruction**

Instructions will be given in no language other than English.

### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

### **Accreditation Status**

This institution is not accredited by an accrediting agency recognized by the United States Department of Education. A student enrolled in an unaccredited institution is not eligible for federal financial aid.

### **STRF Disclosure**

### **Student Tuition Recovery Fund Disclosures.**

## **Student Tuition Recovery Fund Disclosures.**

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program."

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

### **Privacy Act**

It is this institution's intent to carefully follow the rules applicable under the Family Education Rights and Privacy Act. It is our intent to protect the privacy of a student's financial, academic and other school records. We will not release such information to any individual without having first received the student's written request to do so, or unless otherwise required by law.

### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- Coming to class in an intoxicated or drugged state.
- Possession of drugs or alcohol on campus.
- Possession of a weapon on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Stealing or damaging the property of another.

Any students found to have engaged in such conduct will be asked to leave the premises immediately. Disciplinary action will be determined by the Chief Executive Officer of this institution and such determination will be made within 10 days after meeting with both the chair of the department in which the student is enrolled and the student in question.

### **Nondiscrimination Policy**

This institution is committed to providing equal opportunities to all applicants to programs and to all applicants for employment. Therefore, no discrimination shall occur in any program or activity of this institution, including activities related to the solicitation of students or employees on the basis of race, color, religion, religious beliefs, national origin, sex, sexual orientation, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual. Please direct any inquiries regarding this policy, if any, to the Chief Operations Officer who is assigned the responsibility for assuring that this policy is followed.

### **Academic Freedom**

The Barber Academy is committed to assuring full academic freedom to all faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.



The Barber Academy encourages instructors and students to engage in discussion and dialog. Students and faculty members alike are encouraged to freely express views, however controversial, as long as they believe it would advance understanding in their specialized discipline or sub-disciplines.

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively confront this subject and express our strong disapproval of sexual harassment. No one associated with this institution may engage in verbal abuse of a sexual nature; use sexually degrading or graphic words to describe an individual or an individual's body; or display sexually suggestive objects or pictures at any facility or other venue associated with this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

### **Student's Right to Cancel**

A notice of cancellation shall be in writing, and a withdrawal may be effectuated by the student's written notice to the school administrative office, 1099 W. San Carlos St. San Jose, CA 95126 or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance. The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. The institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable registration fee not to exceed two hundred fifty dollars (\$250).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

### **Refund Policy**

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received more than 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from a student for transmittal on the student's behalf to a third party for a bond, library usage, or fees for a license, application, or examination and the institution has not paid the money to the third party at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

If the student has received federal student financial aid funds, the student is entitled to a refund of moneys not paid from federal student financial aid program funds.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 1747 N. Market Blvd. Suite 225, Sacramento, Ca 95834, P.O. Box 980818, West Sacramento, CA 95798, [www.bppe.ca.gov](http://www.bppe.ca.gov), toll free telephone number (888) 370-7589 or by fax (916) 263-1897

A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling (888) 370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### **Policies and Procedures Regarding Financial Aid**

The school does not participate in either State or Federal financial aid programs, nor does it provide financial aid directly to its students. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

### **Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

### **Financial Aid Disclosures**

The institution does provide financial aid directly to its students in the form of a monthly payment plan. No interest is charged, however late fees do apply for late payments two or more days delinquent. All financial arrangements must be made before the beginning of classes. The school will contact students who are delinquent in paying tuition and fees. They will be encouraged to make specific arrangements with the institute in order to remove their delinquency and remain in good financial standing.

### **Grades and Standards for Student Achievement - Satisfactory Progress**

Grades are awarded on a pass / fail basis. Checklists are used by instructors to record student acquisition and mastery of assorted skills. Students must achieve a "pass" rating on all quizzes and skill demonstrations. Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a pass/fail assessment. Students must maintain an 80% average or better to maintain satisfactory academic status.

**Grading Policy for Pass/Fail Standards on Quizzes:** All students will be required to achieve a cumulative score of 80% on all quizzes. Students are evaluated on a regular basis on theory, practical and supervisory skills. The evaluations are measured on a standard percentile basis and the percentage equated to a pass/fail assessment. Students must maintain an 80% average or better to maintain satisfactory academic status.

**Pass / Fail Standard on Tests:** All students will be required to score an 80% or higher to qualify for a completion certificate.

**Pass / Fail Standards on Skills Examinations:** All students will be required to hand in a completed weekly skills course evaluation sheet prior to taking the final skills exam. All students must have passing marks on all skills in order to qualify to take the final skills exam. The weekly skills course evaluation sheets must be signed and dated by an instructor for each skill attempted. Passing or failing marks on weekly skills are evaluated by the student's cognitive understanding of the skills and achievement of the skills psychomotor objectives. All students will be required to pass the final skills examinations with 80% proficiency. The standard of 80% proficiency will be graded by evaluation and monitoring of skill time limits and critical criteria for each skill.

**Makeup Procedures for Quizzes and Tests:** All students will be allowed 5 (five) makeup quizzes. Makeup's are only for quizzes that were graded below the 80% pass requirement. Quiz make ups will be given 0/5 hours before class begins on any day prior to the final skills testing. Only one Quiz can be taken on any given day. All students will be allowed 1 (one) makeup final exam. The makeup final written exam will not be re-administered on the same day as the failed final exam. The written final makeup exam must, however, be taken no later than 14 days after the original failed final exam was administered.

If the student has not completed the coursework and earned a grade at the end of the program, the instructor may issue one of the following grades.

**I - Incomplete** If the program has not been completed, the instructor may grant an "I" on a two-month extension of the term, at no additional tuition cost, when the student is making satisfactory progress and the instructor believes that an extension of time will permit satisfactory completion. At the end of this period, a final grade must be recorded.

**W - Withdraw** The student may withdraw from any program before the end of the term. At the end of the term, the instructor may withdraw the student from the program and issue a W when the instructor believes the student's progress is insufficient to warrant an extension. A student who withdraws or is administratively withdrawn must retake the course and is responsible for a new tuition payment for that course of study.

## **Attendance Policy – All Programs**

This institution requires that a student attend a minimum of 100% of scheduled class and other such assigned hours.

### **ATTENDANCE REQUIREMENT**

The course of student training and total number of hours are established by the State of California. Each student is required to attend school daily, Tuesday through Saturday, during the course term and during the hours stated in the student's Enrollment Agreement with no exceptions unless otherwise permitted in writing by the Administration Office, or with written excused absence.

Student, under special circumstances, may arrange a revised school attendance schedule with approval from the Admissions Office or Chief Academic Officer and amend the Enrollment Agreement to show the days and hours of attendance.

Each student must attend Barber Science and Theory classes as assigned, unless excused by an instructor.

Each student, when entering or leaving the school, must check in or out on their own time card and must also check in and out for breaks and lunch periods.

Full-time students are permitted a thirty (30) minute lunch period and one (15) fifteen minute break Tuesday through Saturday. Part-time students are permitted one twenty (20) minute break each day. Students desiring to leave the school premises at any time during the agreed training hours, excluding lunch and breaks, must first obtain approval from an instructor before departing.

### **ABSENCES**

All absences cannot be made up and might jeopardize the student's ability to complete the course during the term stated in the Enrollment Agreement. According to the State Barber/Cosmetology Board, 1000 clock hours must be completed before student is eligible for graduation.

Absences may be excused with prior approval of the Admissions Office. Absence for good cause may include, but are not limited to, death in immediate family, illness, or absences previously cleared with the Administration Office. Absence for an extended period of time because of illness will require a written statement from an attending physician before the student will be re-admitted to the school.

Satisfactory attendance must be maintained. Absences of three (3) consecutive or four (4) non-consecutive days per month are considered excessive.

In the event that a student has five (5) consecutive unexcused absences from school and has not notified the school and received permission to be absent, student may be automatically terminated and the termination date will be the last day of actual attendance.

### **TARDINESS**

Students will be deemed tardy if their arrival at the school as indicated on the student's time card exceeds, one (.01) minute after their regularly scheduled time for attendance, e.g. starting time, breaks and lunch period. Students will be docked fifteen (15) minutes from their time if exceeds one (0.1) minute, if exceeds twenty one (.21) minutes half (.5) hour will be docked, etc. Early departures without permission will be treated the same as

a tardy. Tardiness and early departures totaling unexcused absences are included in the 10% absenteeism allowance.

### **Academic Probation and Dismissal Policies**

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's grade assessment (pass/fail) fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. If the student wishes to appeal the formal advisory, the student is to submit a written request for an administrative academic review to the school main campus:

The Barber Academy  
1099 W. San Carlos St. San Jose, CA 95126

After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program. The Chief Academic Officer will offer assistance in locating a suitable tutor, should such service be requested by the student. Any student seeking a tutor is financially responsible for the cost of all such tutoring.

### **Leaves of Absence**

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence to the main campus:

The Barber Academy  
1099 W. San Carlos St. San Jose, CA 95126

The written notice must contain a statement of the nature of the request. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. If a student repeatedly resorts to the use of a leave of absence, and if such applications show a pattern of delays, or should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, dismiss a student from the program and issue the appropriate refunds as may be required.

### **Student Grievance Procedures - Student Rights**

Most problems or complaints that students may have with the school or its administrators can be resolved through a personal meeting with the student's instructor or a counselor. If, however, this action does not resolve the matter to the satisfaction of the student, he/she may submit a written complaint to the main campus:

The Barber Academy  
1099 W. San Carlos St. San Jose, CA 95126

The written complaint must contain a statement of the nature of the problem, the date the problem occurred, the names of the individuals involved, copies of documents if any, which contain information regarding the problem, evidence demonstrating that the institution's complaint procedure was properly followed, and the student's

signature. The student can expect to receive a written response within ten business days. Student's rights are set forth at various places in this catalog. Contact the school director if you require additional information.

Complaint procedures

Right to Cancel

Student Tuition Recovery Fund

Notice Concerning Transferability of Credits

Student Grievance Procedures

Student Rights to Inspect Records and Obtain Transcripts

Non-Discrimination Policy

Academic Freedom

Sexual Harassment

### **Student Services**

This institution does not provide orientations, airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services. Should a student encounter personal problems which interfere with his or her ability to complete coursework, this institution will provide assistance in identifying appropriate professional assistance in the student's local community but does not offer personal counseling assistance.

### **Placement Services**

This institution does not provide placement assistance.

### **Student Housing**

#### **This institution has no responsibility to find or assist a student in funding housing.**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available in two story walkup and garden apartments. Monthly rent for a one bedroom unit is approximately \$1,200 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

### **Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

**Professions - Requirements for Eligibility for Licensure**

You have no outstanding fines with the Board of Barbering and Cosmetology.

You were trained in an approved California School .

Have submitted a valid, completed proof of training document (proof of training must be submitted to the Board of Barbering and Cosmetology at P.O. Box 944226 Sacramento, CA 94244-2260 Attn: Online Transaction)

The Registered Barber License will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from either of the Barber courses described previously and passed the Barber Examination with an overall average score of 75%.

## Charges: Tuition & Fees

All fees are subject to change from time to time, without notice.

The Barber Academy bills each student according to scheduled hours.

Program Name	Total Program Hours	Tuition	Registration Fee (non-refundable)	CIMA Program (non-refundable)	Equipment	Text Book	STRF Fee (non-refundable)	Total Program Charges
Hybrid Barber 1A	1000 Hours	\$9,815	\$250	\$305	Not Included	Included	\$25	<b>\$10,395</b>
Hybrid Barber Crossover 2A	200 Hours	\$2,665	\$250	\$305	Not Included	Included	\$7.50	<b>\$3,227.50</b>

### Hybrid Barber 1A

- |  |             |
|--|-------------|
| 1. <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>             | \$10,395.00 |
| 2. <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u> | \$10,395.00 |

### Barber Crossover 2A

- |  |            |
|--|------------|
| 1. <u>TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE</u>             | \$3,227.50 |
| 2. <u>ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM</u> | \$3,227.50 |

## Faculty

### CHRIS COVARRUBIAS

Chris Covarrubias, co-owner of The Barber Academy as well as full-time instructor, is a graduate of San Jose Barber College. He has been working as a full time California licensed barber for more than twelve years, and has experience in all types of hair as well as styles. During his time as a barber, Christopher has been pursuing a degree in Business Administration at Mission College in Santa Clara, California.

### JAMAL DOUGLAS

Jamal Douglas is the co-owner of The Barber Academy as well as a full-time instructor. Jamal is currently a practicing California licensed barber. He received his certificate of completion through San Jose Barber College and has been working as a licensed barber on a full time basis. Jamal Douglas has more than twelve years of barbering experience, with a well rounded resume in all types of hair.



## Programs

<b>Name of Program</b>	<b>Hybrid Barber 1A</b>
Program Description	The Barber Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management. Students successfully completing this program will be eligible to sit for the exam for state licensure in California which is administered the California Board of Barbering and Cosmetology.
Program Mission & Objectives	The mission of the program is to help contribute to the workforce training needs of the area by successfully training motivated adult students in their acquisition of skills as required to be licensed as a barber in California. Upon successful completion, graduates are ready to pass the required state test and be licensed as barbers in the State of California.
Graduation Requirements	<p>All barber students are required to complete 1,000 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (1,000), with a minimum grade of "pass". The Barber Academy assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations. All student workbooks must be completed and turned into their instructor. At this point, all institutional charges and fees are either paid in full or otherwise accounted for. Upon successfully passing the examination the graduate can obtain a Registered California Barber License. With this license the registered barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own Barber establishment.</p> <p>The Barber Academy has all Tools and Equipment available for purchase needed to successfully graduate.</p>
Total Clock Hours	<p>This program is 1,000 hours in length.</p> <p>This program is normally delivered Tuesday through Saturday, 5 days a week, up to 8 hours per day.</p>
Final Tests or Exams	A final exam is administered.
Mode of Instruction	Hybrid - Online and in-person instruction
Textbooks	Milady's Standard Professional Barbering, 6th Edition, 2016
Required Internship or Externship	None Required

Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as a barber by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.
---------------------------------	--

**Required Courses**

**Health and Safety (100 Hours)**

**The required subjects of instruction in Health and Safety shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.**

Module	Description	Technical Instruction (Hours)	Practical Instruction (Hours)
Health and Safety	This module will provide technical instruction in the following techniques and procedures: Health and Safety/Hazardous substances, including training in chemicals and health in establishments, material safety data sheets, protection from hazardous chemicals and preventing chemical injuries, health and safety laws and agencies, bacteriology and preventing communicable diseases, including HIV/AIDS and Hepatitis B.	75	0
Board Approved Health and Safety	Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness.	25	0

**Disinfection and Sanitation (100 Hours)**

**The required subjects of instruction in Disinfection and Sanitation shall be completed with the minimum hours of 100 hours of technical instruction and practical operations for each subject-matter as described below.**

Disinfection and Sanitation	This module will provide technical in the following techniques and procedures: disinfection and sanitation, including proper procedures to protect the health and safety of the consumer, as well as the technician. Proper disinfection procedures for equipment used in establishments. Disinfection shall be emphasized throughout the entire training period and must be performed before use of all instruments and equipment.	75	25
-----------------------------	---	----	----

**Chemical Hair Services (200 Hours)**

**The required subjects of instruction in Chemical Hair Services shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.**

Hair Coloring and Bleaching	This module will provide technical and practical instruction in the following techniques and procedures (also including, the use of semi-permanent, semi-permanent, and temporary colors): hair analysis, predisposition and strand tests, safety precautions, formula mixing, tinting, bleaching, high and low lights, and the use of dye removers.	50	50
Permanent Waving and Chemical Straightening	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, acid and alkaline permanent waving, chemical straightening, including the use of sodium hydroxide and other base solutions.	50	50

**Hair Styling Services (200 Hours)**

**The required subjects of instruction in Hair Styling Services shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.**

Hair Cutting	This module will provide technical and practical instruction in the following techniques and procedures: use of scissors, razor (shaper), electrical clippers/trimmers, and thinning (tapering) shears for wet and dry cutting.	50	130
Hairstyling	This module will provide technical and practical instruction in the following techniques and procedures: hair analysis, shampooing, finger waving, pin curling, comb outs, straightening, waving, curling with hot combs, and hot curling irons and blower styling.	10	10

**Shaving and Trimming of the Beard (200 Hours)**

**The required subjects of instruction in Shaving and Trimming of the Beard shall be completed with the minimum hours of 200 hours of technical instruction and practical operations for each subject-matter as described below.**

Preparation and Performance	This module will provide technical and practical instruction in preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100	100
-----------------------------	---	-----	-----

**Professionalism (100 Hours)**

**The required subjects of instruction in Professionalism shall be completed with the minimum hours of 100 hours of technical instruction and practical operations for each subject-matter as described below.**

Professionalism	In this module the student will receive instruction in the following topics as recommended by The California Board of Barbering and Cosmetology: Communication skills that include professional ethics, salesmanship, client record keeping, and decorum.	100	0
-----------------	---	-----	---

**Business Management (100 Hours)**

**The required subjects of instruction in Business Management shall be completed with the minimum hours of 100 hours of technical instruction and practical operations for each subject-matter as described below.**

Business Management	In this module, the student will receive instruction in the following: basic tax information relating to independent contractors, employees, and employers. Money management, starting a business, marketing/ social media marketing and branding.	100	0
---------------------	--	-----	---

competencies to be acquired by the student.	<ul style="list-style-type: none"> <li>Taper</li> <li>Side and Back Fade</li> <li>High and Tight</li> <li>Flat Top</li> <li>Buzz</li> <li>Military</li> <li>Razor Cutting</li> <li>Business Professional</li> <li>Men's Grooming</li> <li>Beard and Mustache Trim</li> <li>Other Facial Hair Trim</li> </ul>	<ul style="list-style-type: none"> <li>Scalp Treatments</li> <li>Scalp &amp; Facial Massage</li> <li>Shampooing and Hair Care</li> <li>Women's Basic Haircutting</li> <li>Basic Styles</li> <li>Other Skills Taught</li> <li>Networking Skills</li> <li>Client Interaction</li> <li>Product Support</li> <li>Interviewing/Job Placement Skills</li> <li>Theory applied to Professional Barbering</li> </ul>
---	--	---

<b>Name of Program</b>	<b>Hybrid Barber Crossover 2A</b>	
Program Description	The Barber Crossover Program consists of lessons addressing the treatment of hair and scalp. Topics include shampooing, hair cutting, hair styling, shaving, hair coloring, permanent waving and chemical relaxers, facial massage and treatments, sanitation procedures, and salon management.	
Program Mission and Objectives	The mission of the program is contribute to the workforce training needs of the area by successfully training licensed cosmetologists in the skills required to perform the skills of a barber in California. (SOC 39-5010)	
Graduation Requirements	All barber crossover students are required to complete 200 hours of instruction. A student is awarded a Certificate of Completion certifying their graduation upon completing the required theory and practical hours (200), with a minimum grade of "pass".	
Total Clock Hours	200 hours This program is normally delivered Tuesday through Saturday, 5 days a week, up to 8 hours per day.	
Final Tests or Exams	A final exam is administered.	
Mode of Instruction	Hybrid - Online and in-person instruction	
Textbooks	Milady's Standard Professional Barbering, 6th Edition, 2016	
Faculty Number & Qualifications	One instructor is required to teach this educational program. The instructor must be currently licensed as a barber by the Board of Barbering and Cosmetology and have a minimum three years of experience, education and training in the Barbering field.	
Required Internship or Externship	None Required	
<b>Required Course</b>		
<b>Shaving - Preparation and Performance</b> This module will provide technical and practical instruction in preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages. 40 hours classroom instruction 160 hours practical instruction		
<b>List the skills or competencies to be acquired by the student.</b>	Men's Hair Cutting Taper Side and Back Fade High and Tight Flat Top Buzz Military Razor Cutting Business Professional	Men's Grooming Beard and Mustache Trim Other Facial Hair Trim Facial Shaving Scalp Treatments Scalp & Facial Massage Shampooing and Hair Care

[End of Document]