



THE BARBER INSTITUTE OF TEXAS  
LONGVIEW CAMPUS  
GENERAL INFORMATION AND STUDENT CATALOG 2022  
DATE OF PUBLICATION: 01/28/2022  
VOLUME 1 | ISSUE 1

## TABLE OF CONTENTS

Page	Catalog Topic	Page	Catalog Topic
1	TOC Student Signature	20	Early Completion of Enrolled Course Paying for School Federal Financial Aid Program Privacy and File Access Policy Policy for Safeguarding Information Student Information
2	Welcome Licensure and Accreditation Ownership Mission Statement General Objectives	21	Confidentiality Non-Fraternization Policy Grievances Disciplinary Policies
3	Facility Description Faculty Staff	22	Student Support Services Tutoring Career Employment Assistance Child Care Resources Evaluations and Academic Advising Instructor Scheduling Name/Address Changes
4	Admissions, Licensing, Enrollment Requirements High School Verification Process Transfer Students	23	Schedule Changes Handicap and Disability Policy OSHA Constitution Day Voter Registration Extra Instructional Charges -copying
5	Transferability of Hours Re-Entry Students Career Opportunities Job Demand Career Employment Assistance	24	Satisfactory Academic Progress Policy (SAP) SAP Attendance Progress Evaluations SAP Academic Progress Evaluations Maximum Time Frame
6	Essential Career Considerations Yearly Statistics Texas State Licensure Requirements Attendance Electronic tracking of hours Lunch Periods	25	Academic Year Definition Determination of Progress Probation Appeal Procedure
7	Reporting of Student Hours Early Departure Guidelines for proper absentee notification Grading Procedures Makeup work policy Final Exams	26	Date (official and unofficial withdrawal) Reestablishment of status Reinstatement of Financial Aid Course Incompletes Determination of Progress Status Warning and Consequences
8	Instructional Levels I, II, III, Professional Instructional Methods Required Practical Experiences	27-30	Standards of Professionalism, Dress Code, Standards of Professional Conduct
9-11	Campus Curriculum Class A Barber Course Outline and Description	31	Equipment and Personal Belongings Social Media Academic Dishonesty
12-13	Cosmetology Operator to Class A Barber Course Outlines and Descriptions	32	Clinical Education and Clinic Floor Rules
14	Leave of Absence Graduation Requirements/ Licensure Requirements Withdrawal Requirements	33	Student Non-Harassment Policy Responsibility of Individuals and Program Participants Procedures for filing a complaint Campus Crimes Statistics and Security Information
15	Academic Calendar, School Holidays and Closings General Cost of Attendance Method and Terms of Payment Net price Calculator	34	Student Non-Harassment Policy
16	School Refund Policy Buyers Right to Cancel	35-37	Drug and Alcohol Abuse Prevention Student Advising and Guidance Personal Counseling Service Referrals
17	Financial Assistance and Federal Aid		
18	Return of unearned Title IV Funds Official Withdrawal/Unofficial Withdrawal	38	Barber Institute of Texas Locations
19	Veterans Affairs		

**I hereby acknowledge that I have been provided this catalog prior to enrollment, (online or physical copy) and that I have read it in its entirety and have agreed to comply with all policies contained herein.**

\_\_\_\_\_

Student Name

\_\_\_\_\_

Student Signature

\_\_\_\_\_

Program

\_\_\_\_\_

Date

## **WELCOME!**

We want to take this opportunity to welcome you to the extremely exciting and fulfilling world of Barbering. This career path offers endless opportunity to those who have a passion for their art, strive for success and are willing to dedicate themselves to their career. We are honored to be a part of your exciting journey and we are committed to helping you become a successful part of this elite group.

## **AN INVITATION TO OPPORTUNITY**

A quality technician in the barber industry is always in demand - financial security can be yours in good times or bad. The barber profession is big business. Every working day at least 1,000,000 men attend their favorite barber shop. They spend millions of dollars a year on barber services. Top rewards go to those men and women who acquire the cutting & styling techniques and skills through the education provided at our school. The school is designed to help you better your position in the future. If you love working with people and are willing to devote the time and energy necessary for success, then this is the field for you!

## **LICENSURE AND ACCREDITATION**

The corporate administration personnel have supervisory responsibilities for the campuses of the Barber Institute of Texas and the Barber Institute of Arizona. The main campus of the Barber Institute is located at 2420 S High St, Longview, TX 75602. The Barber Institute of Texas became a licensed, recognized school through the Texas Department of Licensing and Regulations on August 19, 2009.

## **Branch Campuses**

Barber Institute of Texas  
2325 S Stemmons Frwy #404  
Lewisville, TX 75067

Barber Institute of Arizona:  
10217 N Metro Parkway W Suite 101  
Phoenix, AZ 85051

The school is nationally accredited by the National Accrediting Commission of Career Arts and Sciences, 3015 Colvin Street, Alexandria, VA, 22314, (703) 600-7600. Current licenses, certification documents and other consumer information regarding the institution, enrollment or financial aid programs offered may be reviewed at the campus during regular business hours. The Barber Institute of Texas is authorized by the US Dept. of Education to participate in federal financial aid programs to eligible students.

## **OWNERSHIP and HISTORY**

The Barber Institute of Texas and the Barber Institute of Arizona is owned by Mr. Wray Wade. His drive, dedication, determination, and passion for this industry are evident through his commitment to the students. Mr. Wade has developed an educational experience designed to promote success, confidence and lifelong guidance and support for his student body. Mr. Wade is an experienced owner with a demonstrated history of working in the translation and localization industry. Skilled in Budgeting, Coaching, Athletics, Event Management, and Editing. Strong entrepreneurship professional with a master's focused on Speech Communication from Oregon State University.

## **MISSION STATEMENT**

**It is our mission to provide quality education and training in the selected course and prepare graduates for employment**

## **GENERAL OBJECTIVES**

**The Schools Mission Statement is accomplished through the following performance objectives**

*Assessing institutional effectiveness through student achievement and performance and using the assessment to maintain or improve institutional performance.	Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
*Employing a faculty of adequate size qualified by preparation, education or experience and personality to carry out the educational objectives of the institution.	*Providing equipment, instructional and laboratory space, and other facilities to meet instructional needs and professional standards for safety and hygiene.
*Maintaining effective methods of organization and administration appropriate to the educational programs.	*Uniformly administering fair and equitable admissions policies.
*Using systematic student evaluation to assist student learning and satisfactory student achievement.	*Provide a program of support services including academic advising to students and employment assistance.

**FACILITY**

Over 6500 sq. ft. of modern, air- conditioned space	Classrooms for theory and practical training
A well-equipped student lounge area	Office space for administrative, testing & Education
Student clinic with stations & tables for supervised students to serve the public	Media center with comprehensive technology for use by students and instructors
A library of texts, publications, curricula, A/V equipment and industry related journals	Additional student areas include restrooms, break areas and a kitchen equipped with sinks, microwaves, refrigerator, and student lockers

**FACULTY AND STAFF**

The faculty and staff of Barber Institute of Texas are qualified and certified to provide all the training and support services required for successful administration of the educational and financial programs available through this institution. Our team members include:

Mr. Wray Wade	Owner/President
Mr. J Jones	Director of Operations
Ms. Paquita Hanks	Financial Aid Administrator
Ms. Crystal Gutierrez	Admissions Representative
Ms. Melinda Singleton	Office Manager/Instructor
Ms. Candace Williams	Instructor
Ms. Mary McKinley	Instructor

**ADMISSIONS, LICENSING, ENROLLMENT REQUIREMENTS**

The BARBER INSTITUTE does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, creed, religion, ethnic or national origin, or physical or mental handicap unrelated to ability. The BARBER INSTITUTE does not recruit students already attending or admitted to another school offering similar programs of study. The BARBER INSTITUTE requires that each student enrolling in any course over 300 hours or greater offered by the school must:

Be at least 18 years of age (Age will be verified with Individual's ID)	Provide a valid Driver's License, state ID with photo or valid passport  Provide a copy of your Social Security Card	Provide proof of secondary education: (copy of high school diploma, GED certificate, or high school transcript showing high school completion)
Complete an application for enrollment and pay the \$500 registration fee  Provide 3 letters of recommendation (from a non- relative)	Documentation of proof of completion of secondary education from a foreign country must be officially translated into English and officially certified as the equivalent of high school completion in the United States  Be Able to Speak, Read and write fluently in English (all classes are taught in English)  Provide documentation of eligibility to work in the US	Have a recognized equivalent of High School Diploma such as a home-schooled certificate by the state where the student resided during home school. Must have completed homeschooling at the secondary level as defined by state law. (Note: Due to the passage of Consolidated Appropriations Act of 2012, students who do not have a high school diploma or equivalent and did not complete secondary school in a home-school setting can no longer gain eligibility for Title IV funds by passing an "ability-to- benefit "test.)

**Ability-To-Benefit (ATB) students are not accepted for admission at the BARBER INSTITUTE OF TEXAS/ARIZONA**

**\*In addition to the above, instructor applicants will; hold a current license as a practitioner in the field they wish to teach and must hold a current cosmetology license in Texas/Arizona for the Cosmetology Crossover program.**

**HIGH SCHOOL VERIFICATION PROCEDURE**

In today's world, there are companies commonly referred to as "diploma mills" that offer false documentation as proof of secondary education. The Barber Institute has access to a list of diploma mills that are not recognized Educational Facilities for receiving diplomas, or GED certificates. If there is a question about the validity of a diploma or GED certificate, the Barber Institute reserves the right to request additional documentation. Determination of invalid documentation has no right to appeal. A person is eligible to receive a license as a Barber, Barber Instructor or Cosmetology/Barber if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Educators must complete applicable hours of continuing education every two years in teaching methodology for license renewal.

**TRANSFER STUDENTS**

Enrollment is available for students wishing to transfer to Barber Institute of Texas after they have withdrawn from other barber schools both in and out of state. The school does not recruit students already attending or admitted to another school offering similar programs of study. **The student must submit certification of hours prior to signing the enrollment agreement.** Credit for previous training and education in licensed barber training programs may be granted. The acceptance of transfer hours is at the discretion of the School and there is a possibility that no such credit will be granted. **Note:** All hours attempted will count toward the Title IV, HEA funding 150% quantitative requirements not just the hours that were accepted as transfer hours. The student must meet all regular entrance and registration requirements. A transferring barber student may be required to enroll for a minimum of 500 hours. Before a transferring or returning student can be enrolled, they will be evaluated according to the Satisfactory Academic Progress policy. Students accepted for admission may be required to purchase the school's current kit., students may also undergo a technical grade in. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status. Out of state hours must be evaluated and accepted by TDLR prior to the School Director's review. The School Director (or designate) will review prior hours to determine their acceptance. Students will not receive credit for prior hours after course commencement. Any hours an applicant accrued prior to the cancellation of an Enrollment Agreement, either by applicant or school, at any BIT location will not be recognized or accepted as transfer hours or prior hours earned as a BIT student. We highly recommend you pay any balance for previously received barber hours before class commencement. **The Texas Department of Licensing and Regulation will not allow a student to become licensed if they owe tuition for hours transferred from a prior school.**

\*Follow admissions process for enrollment

**TRANSFERABILITY OF HOURS**

All higher institutions reserve the right to determine which hours they will accept from another institution. The transferability of hours you earn at BIT is at the complete discretion of an institution to which you may seek to transfer. If the hours that you earn at BIT are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your course work.

**RE-ENTRY STUDENTS**

Former students of the Barber Institute who wish to re-enter, must request approval from the school administration. The request will be reviewed, and a decision made within 30 days of the request. Students who re-enter within thirty (30) days of the original official withdrawal date will be charged for hours remaining. The settlement calculation for the former enrollment will be adjusted to reflect charges for actual hours attended. Student will be responsible for any balance owed from the former enrollment. Students who re-enter more than 30 days after the original exit date may be evaluated scholastically in the same manner as a transfer student to determine class level assignment. Tuition rates current at the time of re-entry will apply. Financial credit for previous clock hours earned is at the sole discretion of the Director. Arrangement for satisfactory payment of any applicable balance owed under the previous enrollment(s) must be made prior to re-entry.

**CAREER OPPORTUNITIES**

You are at the threshold of opportunity. Apply yourself and the possibilities are limitless. Enter the classroom with open minds as you begin your course of study. The following vocations are options you may want to consider upon graduation.

<b>BARBER</b>	<b>BARBER INSTRUCTOR</b>	<b>COSMETOLOGY /Cross Over Barber</b>
<b>Professional Stylist</b> <b>Salon Owner/Manager</b> <b>Product Representative</b> <b>Platform Artist</b> <b>Retail Specialist</b> <b>State Examiner</b> <b>State Board Member</b>	<b>Student Salon Instructor</b> <b>Classroom Instructor</b> <b>Corporate Trainer</b> <b>School Director of Education</b> <b>School Administrator</b> <b>School Owner/Manager</b>	<b>Professional Stylist- Dual Licensure</b> <b>Salon Owner/Manager</b> <b>Product Representative</b> <b>Platform Artist</b> <b>Retail Specialist</b> <b>State Examiner</b> <b>State Board Member</b> <b>Salon owner/ Manager</b>

TRAINING is the important first step to an enjoyable, successful career. Avenues in these areas of specialization could also include journalism, advertising, marketing, or research and development with the right continuing education and opportunities. TRAINING is the important first step to an enjoyable, successful career! 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.

**JOB DEMAND IN BARBER/ RELATED FIELDS**

<b>Quick Facts: Barbers, Hairstylists, and Cosmetologists</b>	
US Department of Labor Updated July 2020	\$34,170 per year
May 2019 Median Pay	\$16.43 per hour
Typical Entry-Level Education	Postsecondary nondegree award
Work Experience in a Related Occupation	None
On-the-job Training	None
Number of Jobs in Texas (May 2019)	3450 jobs available
Job Outlook	8.6 % Increase

The U.S. Department of Labor provides current (2019) job information This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. As reported by the US Dept. of Labor, state & national median wages for barber related positions are as follows: New job opportunities are highly likely in the future. This occupation is expected to grow much faster than average.

<b>Job Position/SOC Code</b>	<b>National Median Hourly/Yearly Wage</b>	<b>Texas State Median Hourly/Yearly Wage</b>
Barbers / 39-5011	\$15.37 / \$31,980	\$15.43 / \$31,980
Instructors (Voc Ed)25-194	\$27.66 / \$53,110	\$26.85 / \$51,552

**CAREER EMPLOYMENT ASSISTANCE PROGRAM**

While BIT cannot guarantee employment for graduates, assistance in finding suitable employment is provided by maintaining a network of relationships with area professionals and employers for the purpose of helping place graduates. BIT also posts area job openings for the student body on campus as well as through the school Facebook page. Letters of recommendation are provided to all students that maintain high attendance and academics. Students also receive training in how to seek employment that includes how to write a resume, life as a business owner and preparation for an effective interview. BIT places emphasis on how to obtain and retain employment after graduation. **When our graduates succeed, we succeed!**

**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:

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

**In addition, prospective students should be aware that:**

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.

- A personal investment may be required for advertising and promotions such as printing of business cards or cooperative advertising.
- There will be exposure to various chemicals and fumes which may cause allergic reactions.
- The practice of safety and sanitation is essential for effective and successful performance within the industry. 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).
- **Prospective (TX 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.**

**YEARLY STATISTICS (MOST RECENT REPORTING YEAR-TEXAS CAMPUS)**

<b>GRADUATION-80%</b>	<b>LICENSURE-100%</b>	<b>PLACEMENT-80%</b>
-----------------------	-----------------------	----------------------

**STATE LICENSURE REQUIREMENTS-Texas**

Any person is eligible to receive a license as long as they can provide proof that he/she is at least 18 years old; Proof that the applicant has a High School diploma or its equivalent. Acceptable proof includes an official transcript from the high school attended or a copy of a high school diploma or GED; Has completed the required clock hours in an approved school for the applicable course, has paid the required fees, and has passed the examination conducted by the State Board to determine his/her fitness to receive a license.

**ATTENDANCE**

Students are required to complete all course hours in accordance with state requirements and/or in accordance with the requirements of the school, whichever is higher. To help ensure educational focus, students are expected to maintain above 75% attendance. There are no excused absences; any hours or education missed due to absence is the responsibility of the student to makeup. In the event of extended absence, see the Leave of Absence policy. Failure to complete required program hours by the contracted end date will result in extra-instructional charges. Also see maximum time frame and 14-day withdrawal policies.

**ELECTRONIC TRACKING OF HOURS**

The Barber Institute is a clock hour school. In order to graduate, all program hours must be documented. Students will receive instructions on how to use the fingerprint attendance tracking system during orientation. Students forgetting to clock in will only receive hours from when he or she clocks in. Students are required to “fingerprint in” each day when they arrive and “fingerprint out” when they leave for the day. In addition, students must “fingerprint out” for lunches and any other time that the student leaves the building during school hours. This includes smoke breaks, running out to their car or any other instance that would require a student to leave the building during normal school hours when a student cannot be accounted for. A Students failure to properly clock in or out will lose their time for the day. Students who attend 8:30 am to 4:30 pm may clock in at 8:15 am. Students who attend 10:00 am to 6:00 pm may clock in at 9:45 am. When students clock in, they must be engaged in Barbering Services, studies, or practical work.

**LUNCH PERIODS**

AM and PM students receive a 30-min lunch period and must clock out for lunch. **\* If student arrives late or is leaving early completing less than 6 hours a day, they are not entitled to a 30-minute lunch break.**

## **REPORTING OF STUDENT HOURS**

Students wishing to discuss their hours are asked to make an appointment with the Campus Director. Failure to complete by the contract end date will result in extra-instructional charges. Students are expected to maintain 75% or higher rate of attendance to assure timely completion of the academic program. Additionally, poor attendance may result in termination from the program and/or loss of financial aid eligibility. Earning of Clock Time Students will earn each minute needed to graduate by being ready, engaged, attentive and available to participate in the program in which they are enrolled. Failure for a student to participate in any part of their program will result in unearned time. Students who are not able to participate in their program because of injury may be allowed to continue to earn hours with a doctor's note. Injured students without a doctor's note will generally not be allowed to clock any additional clock time until the student confirms that they are well enough to continue in the program by completing an Injury Release Form, available from your Campus Director. This policy also pertains to student clinic.

## **EARLY DEPARTURE**

A student who leaves the school prior to regular dismissal time is considered to be an early departure. If a student must leave the school earlier than his or her scheduled dismissal time, he or she is asked to advise their instructor in advance of the departure and he or she must clock out in order to receive reduced hours for the day. Students will not earn clock time for periods in which they are not clocked in or cannot be located by their instructor or school officials.

## **GUIDELINES FOR PROPER ABSENTEE NOTIFICATION**

- ✓ Presenting a school official with a written notification of the intended absence.
- ✓ Leaving a message on the school voicemail before class: 903-236-9695.
- ✓ Giving at least 24 hrs. notice if the absence is on a clinic day.
- ✓ Students are required to complete all hours as mandated for the program, by State requirements.
- ✓ Students who are absent must make up all hours missed.

## **GRADING PROCEDURES (All programs)**

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated after each unit of study. All assignments must be completed by each student as agreed upon in the enrollment agreement. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory. If the performance does not meet satisfactory requirements, it is not counted, and the performance will be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures, performance standards established by the state licensing agency, and set forth in practical skills evaluation criteria adopted by the school. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

<p style="text-align: center;"><b>WRITTEN and PRACTICAL</b> <b>90% – 100%: EXCELLENT</b> <b>80% – 89%: VERY GOOD</b> <b>75% – 79%: SATISFACTORY</b> <b>74% - Less: FAILING</b></p>
--

\*Per Texas/Arizona law, a passing score of 75 or greater is required on both the theoretical and practical portions of the final examination that students must take to graduate from THE BARBER INSITUTE.

## **MAKEUP WORK POLICY**

The "make up work policy" affords student the opportunity to make up work and tests that they have missed. Students who miss or fail a test must make up the test prior to graduation in order to receive credit for the test. The student is responsible to make arrangements with the instructor to schedule a time to make up the test. Missed tests will be posted as a ZERO until the time that the test is made up. This will affect the Students GPA. Missed and failed tests will adversely affect the student's Grade Point Average (GPA) and Satisfactory Academic Progress (SAP). The Director will determine the availability of makeup hours. \* If a student fails to complete the program in which they are enrolled by the contract end date they will be charged an over contract fee which is not covered by Title IV funding.

## **FINAL EXAMINATION**

State law requests that the school allow each candidate for graduation at least 3 attempts to pass the school final exam. Students will be allowed a maximum of 5 attempts to pass the final exam administered by the school. If re-taken, the maximum percentage score allowed will be 80%. Per Texas/Arizona law, a passing score of 75 or greater is required on both the theoretical and practical portions of the final examination that students must take to graduate from The Barber Institute.



## **Instructional Levels**

### **LEVEL I:**

In this basic, indispensable, and pre-clinical, opening level of training, Students will focus on learning the underlying theory and the basic skills required for performing Client services. In addition, Students will identify short-term and long-term career goals and begin development of an action plan for achievement of those goals. The education is provided through interactive lectures, demonstration, technology, and hands-on practice.

### **LEVEL II:**

During this vital second level of training, students will journey toward becoming a professional and develop and customize their skills to meet the needs of Clients. They will perform skills on the clinic floor and become increasingly self-confident and proficient in their communication, consultation, and technical skills. The education is provided through interactive lecture, demonstration, technology, guest speakers and hands-on practice.

### **LEVEL III:**

In this final Level of training, students will master the creative skills necessary for achieving excellence and success in the workplace and learn key business skills needed to be successful professionals. Successful completion of this level will prepare students for immediate success and will dramatically improve their opportunities for employment upon graduation. In addition, students will focus on state board preparation, professional development, and career placement. The education is provided through demonstration, technology, guest speakers, hands-on practice, and competency skills evaluation.

### **PROFESSIONAL**

During this Level, the graduate begins an important relationship with the school as THE BARBER INSTITUTE ALUMNI. Graduates are asked to provide documentation of licensure & employment in their chosen field. They will begin the achievement of their goals while enjoying success in an exciting career in the workplace.

### **INSTRUCTIONAL METHODS** (All Programs):

The clock hour education is provided through a sequential set of learning steps that address specific tasks necessary for state board preparation, graduation, and entry-level job skills. Clinic equipment, implements, and products are comparable to those used in the industry. The course is presented through comprehensive lesson plans that reflect effective educational methods. Subjects are presented by means of lecture, demonstration, and interactive student participation. Audiovisual aids, guest speakers, projects, activities, and other related learning methods are used for course delivery.

### **REQUIRED PRACTICAL EXPERIENCES**

Policy and Regulatory agencies require students to complete an established number of practical experiences for satisfactory skills development and graduation. Practices may be completed on manikins, models, or clients for Barber, Barber Instructor students and Cosmetology Crossover students. The requirements listed by category are the minimum experiences that each student must successfully complete prior to graduation. More practices may be scheduled by the instructor based on training needs and client volume.

**CAMPUS CURRICULUM – PROGRAMS AND COURSE OUTLINES**

**CLASS A BARBER COURSE OUTLINE-1000 Hour Program**

**COURSE DESCRIPTION:**

The primary purpose of the BARBER Course is to train the student in the basic skills, safety judgments, proper work habits, and desirable attitudes necessary to pass the State Board examination and for competency in job entry-level positions as a Barber or related career avenue.

The 1000 clock hour 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 customers 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 75% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

<p><b>WRITTEN and PRACTICAL</b> <b>90% – 100%: EXCELLENT</b> <b>80% – 89%: VERY GOOD</b> <b>75% – 79%: SATISFACTORY</b> <b>74% - Less: FAILING</b></p>
--

**Barber Course Cost of Program:**

Tuition: \$15000.00  
Kit (books and supplies) \$ 1300.00  
Registration Fee \$ 100.00  
Application Fee \$ 25.00  
**Total Course Cost: \$16,425.00**

## Theory

<b>Theoretical knowledge of the practice of barbering services</b>	
Anatomy, physiology, and histology, consisting of the study of: Hair, Skin, Muscles, Nerves, Cells, Circulatory System, Digestion, Bones	50 Hours
Texas Laws and Rules	5 Hours
Bacterial, Sterilization, Sanitation	30 Hours
Disorder of the Skin, Scalp, Hair	5 Hours
Salesmanship	1 Hour
Barbershop Management and Professionalism Education on job related issues, job search, resume preparation and writing, Interview skills, personal and professional presentation, Barber Shop Management, guest relations, and developing your barber career.	21 Hours
Chemistry	1 Hour
Shaving	1 Hour
Scalp, Hair Treatments and Skin	1 Hour
Sanitary Professional Techniques	1 Hour
Professional Ethics	1 Hour
Scientific Fundamentals of Barbering	1 Hour
Cosmetic Preparation	1 Hour
Shampooing and Rinsing	1 Hour
Cutting and Processing curly and overly curly hair	1 Hour
Hair Cutting Male/ Female	1 Hour
Theory of Massage of Scalp, Face, and Neck	1 Hour
Hygiene and good grooming	1 Hour
Barber Implements	1 Hour
Honing and stropping	1 Hour
Mustaches and Beards	1 Hour
Facial treatments	1 Hour
Electricity and Light Therapy	1 Hour
History of Barbering	1 Hour
<b>Total</b>	<b>130 Hours</b>

## Practical

<b>Instruction in practical work consisting of the study of:</b>	<b>870 Hours</b>
Haircutting/Hairstyling: Men's Hair cutting Children's Haircutting Women's Haircutting Cutting and processing curly and over -curly hair Razor Cutting	500 Hours
Shaving	80 Hours
Styling	50 Hours
Shampooing and Rinsing	30 Hours
Bleaching and Coloring of Hair	30 Hours
Permanent Waving Hair	25 Hours
Chemical Relaxing of Hair	25 Hours
Cleansing of Hair	20 Hours
Professional Ethics	20 Hours
Hair Weaving and Hair Pieces	5 Hours
Processing	5 Hours
Clipping	6 Hours
Beards and Mustaches	5 Hours
Shaping	5 Hours
Dressing	5 Hours
Curling	5 Hours
First Aid and Safety Precautions	5 Hours
Scientific fundamentals of Barbering	5 Hours
Barber Implements	5 Hours
Haircutting or the process of cutting, tapering, trimming, processing, and molding. Scalp Hair treatment and tonic	10 Hours
Facial massage and treatments	10 Hours
Arranging	10 Hours
Beautifying	10 Hours
<b>TOTAL HOURS FOR THE BARBER PROGRAM</b>	1000 Hours
<b>PRACTICAL REQUIREMENTS FOR BARBER PROGRAM</b>	<b>400 BOXES REQUIRED</b>
<b>TEXAS LAWS AND RULES</b>	15
<b>HAIRCUTTING:</b> Taper Cuts: Free hand, Shear over comb, Clipper Over Comb <b>**Style cuts include blow drying</b>	200
Shampooing/scalp massage	15
Chemical Services: Permanent Waving, Coloring and Bleaching, Hair Relaxing and Curling	80
Shaving, Beard, Mustache trimming and Facials	80
Manicures	10
Course Textbook: Milady's Standard Professional Barbering 6 <sup>th</sup> edition, by Maura T. Scali-Sheahan, Cengage Learning	

**\*The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing board for examination.**

## **COSMETOLOGY OPERATOR TO CLASS A BARBER PROGRAM OUTLINE**

### **COURSE DESCRIPTION: 300 Hour Program**

The primary purpose of the Cosmetology Operator to Class A Barber course is to train individuals who hold a cosmetology operator license in the State of Texas to provide the services of a Barber. The course consists of 25 hours in theory and 275 hours in practical training. The subjects covered include History of Barbering, Shaving, Men's Haircutting and Tapering, Beard and Mustache Trimming and Design, and Hair Color Review.

### **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. 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 75% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

<p><b>WRITTEN and PRACTICAL</b> <b>90% – 100%: EXCELLENT</b> <b>80% – 89%: VERY GOOD</b> <b>75% – 79%: SATISFACTORY</b> <b>74% - Less: FAILING</b></p>
--

### **Cosmetology Cross over Course Cost of Program:**

Tuition:	\$2040.00
Kit (books and supplies)	\$1300.00
Registration Fee	\$ 100.00
<u>Application Fee</u>	<u>\$ 25.00</u>
<b>Total Course Cost:</b>	<b>\$3465.00</b>

**COSMETOLOGY OPERATOR TO BARBER CROSSOVER PROGRAM OUTLINE**

THEORY

Anatomy and Physiology Review	1 Hour
Barber Laws and Rules Review	1 Hour
Implements, Honing Stropping	5 Hours
Shaving	5 Hours
Men's Haircutting and Tapering	5 Hours
Beard and Mustache Trimming and Design	1 Hour
Hair Color Review	1 Hour
Permanent Waving and Relaxing Review	1 Hour
Manicuring and Nail Care Review	1 Hour
Permanent Waving and relaxing Review	1 Hour
Manicuring and Nail Care Review	1 Hour
Facial Treatments and Skin Care Review	1 Hour
Anatomy and Physiology Review	1 Hour
Blow Dry Styling Review	1 Hour
Shampooing and Conditioning Review	1 Hour
<b>Total Theory Hours</b>	<b>25 Hours</b>

**COSMETOLOGY TO BARBER CROSSOVER PROGRAM OUTLINE**

PRACTICAL

Men's Haircutting and Tapering	165 Hours
Shaving, Mustache and Beard Trimming, 95 hours	85 Hours
Hair Coloring	5 Hours
Permanent Waving and Relaxing	5 Hours
Facial Treatments	5 Hours
Shampooing and Conditioning and Blow-dry Styling	5 Hours
Manicuring	5 Hours
<b>Total Hours</b>	<b>275 Hours</b>
Course Textbook: Milady's Standard Professional Barbering 6 <sup>th</sup> edition, by Maura T. Scali-Sheahan, Cengage Learning	

**\* The above hour requirements must be met by each student in each category in order for the earned hours to be accepted by the state licensing bord for examination.**

## LEAVE OF ABSENCE

For those students who find it necessary to be out of school for an extended period of time a leave of absence may be available. Students must submit a signed, dated written request in advance for a leave of absence stating the reason and need for approval to the Campus Director/ Administrator, which a decision will be made. If approved, the official leave extends the contract period and the maximum time frame by the same number of days designated in the leave document or actually used by the student to extend the contract period on the enrollment agreement. The request for a Leave of Absence, not approved in advance can only be approved in the case of mitigating circumstances (i.e.: accident, student is in the hospital) documentation must be turned in as soon as possible. The beginning date of the approved Leave of Absence would be determined by the institution to the first date the student was unable to attend the institution because of the accident. There must be a reasonable expectation the student will return from the Leave of Absence. A student granted a Leave of Absence that meets these criteria is not considered to have withdrawn and no refund calculation is required at that time. No additional or entry fees will be charged when the student returns to class on or before the first-class day scheduled after the termination of the leave of absence. A leave of absence will be approved for no more than 180 calendar days. In the event a student does not return from the leave of absence on the due the student will be terminated. For purposes of calculations a refund is always the students last date of attendance. A longer leave of absence may be approved based on mitigating circumstances (Leave of absence may not exceed 180 days in any 12- month period.) No Title IV loans will be disbursed to students while on a Leave of Absence. Non-Title IV payments must continue as scheduled during a student's Leave of Absence. Barber Institute of Texas will complete an addendum to the enrollment contract which will provide a new date of completion. This addendum must be signed by the student and Campus Administrator upon students return.

## GRADUATION REQUIREMENTS

### UPON GRADUATION A DIPLOMA WILL BE AWARDED

- 1) Certification of hours will not be provided until all tuition charges have been paid in full.
- 2) Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a certified Final Transcript of Hours and Diploma
  - Successful completion of all phases of study, required tests and practical assignments including the practical worksheets and completed practical squares
  - Passed the final written and practical examination
  - Completed the program of study according to State requirements
  - Completed all exit paperwork, attended an exit interview, completed the Graduate training survey and Graduate employment survey
  - Maintained at least 75% grade average for all coursework
  - Has satisfied all financial obligations to the school unless other arrangements have been approved.

Upon completion of the course of study and all graduation requirements, a diploma for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and file an application for the state licensing or national certification exam. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

## LICENSURE REQUIREMENTS

A person is eligible to receive a license as a BARBER, BARBER INSTRUCTOR OR COSMETOLOGY CROSSOVER, if they have completed the required clock hours in an approved school for the applicable course. They must also pay the required fees, and pass the examination conducted by the Board which determines his/her fitness to receive a license. Educators must complete applicable hours of continuing education every two years in teaching methodology for license renewal.

## WITHDRAWAL FROM PROGRAM REQUIREMENTS

Students who withdraw from enrollment prior to course completion must:

- Complete all required exit paperwork and attend an exit interview.
- Satisfy all debts owed to the school or make satisfactory arrangements for debts with by the school Director.

**Only upon completion of the withdrawal requirements can a certified Final Transcript of Hours be forwarded to the state board.** If withdrawal requirements are not met, no transcript will be released.

Withdrawal fees may be waived due to documented mitigating circumstances.

If the student gives written notice to the school of their wish to withdraw from their contracted program. The withdrawal date will be the date signed by the student on the written notice.

**Unofficial Withdrawal** = the student has been absent from school for 14 consecutive days. For unofficial withdrawals, the school will use the last date of attendance as the date of withdrawal. 14 Day Attendance Withdrawal Students who miss 14 consecutive days (including weekends and holiday breaks less than 1 week) of school, unless on an approved leave of absence, will be withdrawn from school.

If a student plans to transfer clock hours completed at the Barber Institute to another postsecondary institution, it is the student's responsibility to determine if that institution will accept the completed coursework/hours. The Barber Institute does not imply, promise, or guarantee transferability of its clock hours to any other higher education institution.

## **ACADEMIC CALENDAR, SCHOOL HOLIDAYS AND CLOSINGS**

We encourage prospective students to visit the school, observe classes in session, and talk to students. A person may apply for enrollment on any day of the school calendar year and start class at the next scheduled date. End dates for programs depend upon schedules and attendance.

Observed school closures include New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Holiday, and Christmas Holiday. \*The school reserves the right to close additional days with posted notice

School Closure: Students may call the school at 855-855-5090, to obtain pertinent information regarding unexpected school closures due to extenuating circumstances such as COVID 19, and inclement weather.

## **GENERAL COST OF ATTENDANCE**

In addition to tuition and fees for education, students may face monthly living costs for room, board, personal expenses, and transportation while enrolled in school. Students living with parents may expect monthly living costs of approximately \$586.00. Students living independently may expect approximate monthly living costs of \$1020.00. Students with dependent children must also consider reasonable childcare costs. It is important to remember, however, that room, board, and personal expenses occur whether or not an individual is enrolled in career education.

To determine a student's level of loan funding, the Department of Education requires us to develop annual cost of attendance budgets. These budgets include an average allowance for room & board, transportation, miscellaneous, loan fees and, if applicable, childcare and expenses related to disability.

## **METHOD AND TERMS OF PAYMENT**

All students are asked to make a minimum monthly payment towards their education in addition to any Title IV Funds they may be eligible for; students and/or parents may be required to prove credit worthiness via a school approved credit check. A fee for this credit check will be assessed and is payable in advance. Students may not be accepted for enrollment if they cannot prove credit worthiness. If the student does not acquire eligibility for Title IV Funds all tuition will be due and payable immediately, or an arrangement for an Institutional Finance Plan may be approved by the school as a method of payment. If monthly payments are approved by the school, the student account is due and payable in accordance with the terms of the Institutional Finance Plan, including any late payment charges, if incurred. The student will be responsible for payment of any unpaid portion of tuition not covered by Title IV Funds. The student may be suspended until payment has been received. Payments may be made by cash, check, money order, credit card, financial aid, loans, or through non-federal agency or loan programs.

If tuition is paid in monthly payments, the payments are due on the 1<sup>ST</sup> or the 15th of each month; this will be determined at the finance interview. A late fee of \$10.00 per month will be charged if a payment is more than 10 days late. Monthly payments are interest free.

## **NET PRICE CALCULATOR**

NET PRICE CALCULATOR and DISCLOSURE: Each postsecondary institution that participates in Title IV federal student aid programs must post a net price calculator on its website that uses institutional data to provide estimated net price information to current and prospective students and their families based on a student's individual circumstances. The Institutes net price calculator can be found on our website [www. Bit.edu](http://www.Bit.edu), under the link "Consumer Information". Additionally, gainful employment, median debt and campus safety disclosures can be found on the Barber Institute website: [www.bit.edu](http://www.bit.edu)



**SCHOOL REFUND POLICY -BUYERS RIGHT TO CANCEL**

**SCHOOL REFUND POLICY**

For applicants who fail to begin the course of training, students who withdraw from enrollment, or students who are terminated

from the course of training before completion of the course, a fair and equitable settlement will apply.

1. Applicants not accepted by the school shall be refunded all monies paid to the school.
2. If a student cancels the enrollment more than three business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee in the amount of \$100 will be made.
3. The "formal cancellation date" will be determined by the postmark on written notification; the date said notification is delivered to the school in person, the last date of attendance if the student is terminated by the school, or 10 days after the last day of attendance or the expiration date of an approved Leave of Absence.
4. A full refund of all money paid by a student will be provided if the student:
  - a. Cancels the enrollment agreement not later than midnight of the day after the date the agreement is signed by the student, excluding Saturdays, Sundays, and legal holidays; or
  - b. Entered into the enrollment agreement because of a misrepresentation made:
    - i. In the school's advertising or promotional materials; or
    - ii. By an owner or representative of the school.
5. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies:
  - a) The school shall refund 90 percent of any outstanding tuition for a withdrawal or termination that occurs during the first week or first one-tenth of the course, whichever period is shorter.
  - b) The school shall refund 80 percent of any outstanding tuition for a withdrawal or termination that occurs after the first week or first one-tenth of the course, whichever period is shorter, but within the first three weeks of the course.
  - c) The school shall refund 75 percent of any outstanding tuition for a withdrawal or termination that occurs after the first three weeks of the course but not later than the completion of the first 25 percent of the course; and
  - d) The school shall refund 50 percent of any outstanding tuition for a withdrawal or termination that occurs not later than the completion of the first 50 percent of the course.
  - e) The school may retain 100 percent of the tuition and fees paid by the student if the student withdraws or is terminated during the last 50% of the course.
6. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours, as specified by an enrollment agreement.

Any monies due the applicant or student shall be refunded within 30 days of formal cancellation date as defined above. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time. The school does not participate in any teach-out plans with other institutions.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$100.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in the enrollment agreement. If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be complete and any applicable returns by the school shall be paid, as applicable, first to unsubsidized Federal Stafford Student Loan Program; second to subsidized Federal Stafford Student Loan Program; third to Federal Pell Grant Program; fourth to other Federal, State, private or institutional student financial assistance programs; and last to the student. After all applicable returns to TIV aid have been made, this refund policy will apply to determine the amount earned by the school and owed by the student. If the student has received personal payments of Title IV aid, he/she may be required to refund the aid to the applicable program.

\* Our Accrediting agency has no part of any refund policies. We will make sure all banks, lawyers or any other third parties clearly acknowledge the existence of the Withdrawal and Settlement Policy for any refunds if applicable. If a student has exceeded their time, a refund will not be applicable, and the Tuition Adjustment Guidelines will not be needed

**FINANCIAL ASSISTANCE AND FEDERAL AID**

The Barber Institute of Texas/Arizona participates in several U.S. Dept of Education Title IV financial assistance programs to assist students in paying for the cost of the education. Students may apply for financial aid by completing the online Federal FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov).

\*Our school code is 042290.

The Dept of Ed may randomly select your application for a process called verification. If your application has been selected for this purpose, you will need to submit additional documentation. Documents needed will include a Verification Worksheet and signed Federal taxes for you (and spouse, if married) and parents (if dependent). If you were not required to file taxes, you may submit an IRS W-2 statement of support from the party who was supporting you.

**Entrance and Exit counseling** are required for all students utilizing federal financial aid loans. Counseling will be completed at the beginning & end of the programs.

Attendance and GPA directly affect your ability to continually receive federal aid Pell Grant Program: This program provides non-repayable grants to students based upon a Federal analysis of their family financial strength.

**Federal Pell Grant:** Intended to be the basis of the financial aid package and may be combined with other aid to meet the full cost of attendance. The Federal Pell Grant is a need-based aid program in which an eligible recipient does not have to repay the funds received Pell Grants for the current academic year will range from \$0 to \$6,945.00 depending on eligibility and program of interest.

**Federal Direct Loan Program:**

these are low interest loans for undergraduate and graduate students that are made available through the Federal Government. This program includes the Federal Direct Subsidized, Federal Direct Unsubsidized and Federal Direct Plus loans. There are grade level progressions and loan limits used for the administration of these loans.

**Direct Loan Programs:** The **Subsidized** and **Unsubsidized** Stafford Loans are available to those students who need financial assistance to further their education. These loans are made through the Direct Loan Servicing Center and repayable during or after training. Repayment of Stafford loans does not begin until 6 months after the student graduates from their respective program. If a student withdraws from The Barber Institute, loan repayment begins immediately.

**Federal Direct Plus Loan:** This loan is available to parents of dependent undergraduate students to help pay for the cost of the dependent’s education. Borrowers of PLUS Loans are required to undergo a credit check by the lending institution. The definition of a “parent” for PLUS Loan eligibility is a student’s biological, adoptive or stepparent in the event that person’s income would have been taken into consideration when calculating the student’s expected family contribution (EFC). Interest is charged during all periods.

**VETERAN BENEFITS / OTHER FUNDING SOURCES** Selected programs of study at Barber Institute are undergoing approval by the Texas Veterans Commission for enrollment of those eligible to receive benefits under Section 3676, Chapters 30 or 32, Title 38. Additional funding may be obtained for eligible candidates through many different programs including Texas Workforce Commission, Department of Assistive and Rehabilitative Services (DARS), and Private Scholarship funds

**What if I Cannot Afford my Loan Re-Payment Right Now?** (Deferment and Forbearance) If you need to defer your student loan payments from The Barber Institute or from a previous school, you need to contact your lender. Your lender information can be found online at [www.direct.ed.gov/student.html](http://www.direct.ed.gov/student.html) . You may defer your payments if you re-enroll in an eligible school and program. The Direct Loan Servicing Center’s website, [www.dl.ed.gov](http://www.dl.ed.gov) can assist you if you shall need a forbearance, deferment, or consolidation of your loans.

## RETURN OF UNEARNED TITLE IV FUNDS

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. Barber Institute of Texas will calculate the amount of tuition to be returned to the 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 are dismissed from enrollment at Barber Institute of Texas. It is separate and distinct from the Barber Institute of Texas refund policy. 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 the 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 a student withdraws, he/she may no longer be eligible for the full amount of Title IV 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.

### Official Withdrawal from School

In the event that circumstances beyond the student's control make it necessary for withdrawal, the student must consult with the School's Director and/or Admissions Director and complete a Withdrawal Form using the last date of attendance as the drop date.

### "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 Barber Institute of Texas 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, Barber Institute of Texas 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 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 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. Barber Institute of Texas 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. The school 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/her intent to withdraw and is absent for more than ten (10) consecutive unexcused absences (14 calendar days), or does not resume attendance at the end of an approved leave of absence, will be considered an unofficial withdrawal.

### **Unofficial Withdrawal**

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, fails to maintain satisfactory academic progress, fails to comply with the school's attendance and or conduct policy, does not meet financial obligations to the school, or violates conditions mentioned in the Barber Institute of Texas contractual agreement, 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. Barber Institute of Texas 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. Barber Institute of Texas 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 record on student's ledger card.
8. If applicable, Barber Institute of Texas 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 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.

### **VETERANS AFFAIRS (VA) STUDENT POLICY**

The Veterans Benefits and Transition Act of 2018 (Public Law 115-407) signed into law on December 31, 2018, requires institutions to have a policy in place to allow students who are considered Covered Individuals a certain timeframe to attend courses until VA provides payment to the institution. A Covered Individual is any individual who is entitled to educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill® benefits. BIT will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to BIT a certificate of eligibility for entitlement to educational assistance under chapter 31 or 33 (a "certificate of eligibility" can also include a "Statement of Benefits" obtained from the Department of Veterans Affairs' (VA) website – benefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to BIT

2. 90 days after the date BIT certified tuition and fees following the receipt of the certificate of eligibility.

BIT will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government web site at <https://www.benefits.va.gov/gibill>

## **EARLY COMPLETION OF ENROLLED COURSE**

Competency-Based Programs with a Clock Hour Component – Notice to the student that, should the student complete the program earlier than the estimated timeframe stated in the contract, the student's financial aid package may be recalculated and that this may result in liabilities owed by the student and/or the institution, if applicable.

## **PAYING FOR SCHOOL**

Students can pay for school with **cash, credit cards, money orders, checks**, and the various forms of Financial Assistance as explained further here. We can offer students Federal and State financial assistance from the following:

- Pell Grants
- Federal Stafford Loans
- PLUS (Parent Loans)
- Vocational Rehabilitation
- GI Bill
- 529 College Plans

## **FEDERAL FINANCIAL AID PROGRAMS**

The Barber Institute participates in three U.S. Dept of Education Title IV financial assistance programs (Stafford, PELL, PLUS) to assist students in paying for the cost of the education. Financial aid is available to those who qualify.

Students may apply for financial aid by completing the online Federal FAFSA application at [www.fafsa.ed.gov](http://www.fafsa.ed.gov)

Our school code is **042290**.

The Dept of Ed may randomly select your application for a process called verification. If your application has been selected for this purpose, you will need to submit additional documentation. Documents needed will include a Verification Worksheet 18 and signed Federal taxes for you (and spouse, if married) and parents (if dependent). If you were not required to file taxes, you may submit an IRS W-2 statement of support from the party who was supporting you. Any parent is eligible to borrow the cost of education for their dependent student. Any money borrowed is for educational purposes only.

**Remember...the money borrowed must be repaid, with interest.**

Entrance and Exit counseling are required for all students utilizing federal financial aid loans. Counseling will be completed at the beginning & end of the programs. Attendance and GPA directly affect your ability to continually receive federal aid (See SAP policy) page 28.

## **PRIVACY AND FILE ACCESS POLICY**

In compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA) the school follows policies that:

- a) guarantee each student (or parent or guardian if dependent minor) access to that student's records.
- b) require written consent from the student or guardian for release of records in response to each third-party request unless otherwise required by law.
- c) do not allow publication of "directory information" about students.
- d) provide and permit access to student and other school records as required for any accreditation process initiated by school. Access to records must be arranged previously and a staff member must be present while the records are being reviewed. Copies of file documents may be obtained at a cost of fifteen cents per copy. Cumulative education records are maintained for minimum of three years after graduation or termination. The school will make its student files available to accrediting, regulatory and other governing agency representatives who have the legal right to examine such files for compliance reviews. No portion of a file may be removed or reproduced without the permission of the owner of the school as all material and records contained therein are property of the school.

## **POLICY FOR SAFEGUARDING STUDENT INFORMATION**

Barber Institute of Texas is committed to implementing and maintaining a comprehensive information security program, to maintain and safeguard your non-public personal information against damage or loss. The policy covers all student records in whatever form (hard copy, electronic). The school Director/administrator shall be responsible to coordinate the school's information security program. The Director shall, at least once every 3 years, assess foreseeable internal and external risks to the security, confidentiality, and integrity of student information that could result in the unauthorized disclosure, misuse, alteration, destruction, or other compromise of the information.

The risk assessment shall cover every relevant area of school operation, including employee training & management, network & software design, information processing, storage, transmission and disposal, and ways to detect, prevent and respond to attacks,

intrusions, or other system failures. The Director shall design and implement safeguards to control identified risks and shall monitor the effectiveness of them, recommending changes when warranted.

Records for prospective students who are not accepted or who do not enroll in the school will be held for 12 months then destroyed in a secure manner. Records of enrolled students shall be maintained in accordance with federal and state law and accreditation requirements. Students shall receive notice of this policy at the time they enroll. Barber Institute of Texas shall only enter into servicing agreements with service providers who also maintain appropriate safeguards for customers' non-public personal information.

## **CONFIDENTIALITY**

In support of the students and the community; it is our practice to share medical information between the Campus Administrator and the Educator, unless it is explicitly requested that it remain confidential. Medical information will not be shared beyond the immediate faculty members who interact with the student.

## **NON-FRATERNIZATION POLICY**

Due to the possibility of favoritism and the unequal status that exists between faculty and students, personal friendships, dating and/or sexual relationships between faculty and active students are strictly prohibited. In addition, relationships between students and administrative staff are also strictly prohibited. While a student is enrolled in school, it is required that all school personnel will not be "friends" with students on any Social Media platform or will students have any staff personal phone numbers. Instructor course students are prohibited from fraternization with non-instructor students, either during regularly scheduled course hours or at any other time. Under no circumstances will students in the instructor course provide or accept transportation to/from non-instructor students or provide their home and/or cell phone number(s) to non-instructor students. This policy includes the use of school facilities designated for non-educational use, such as designated break and smoking areas. Instructor students must use facilities designated for faculty and staff. Fraternization with non-instructor students is considered unprofessional behavior and subject to corrective action up to and including dismissal from BIT.

## **GRIEVANCES**

The Barber Institute will make every attempt to resolve any student complaint that is not frivolous or without merit. Evidence of final resolution of all formal complaints will be retained in school files in order to determine the frequency, nature, and patterns of student complaints for the Barber Institute. The information will be used in evaluating institutional effectiveness and outcomes. If a student has a concern or complaint regarding the program, student or staff member, the student should follow the procedure outlined below.

The first step is to address the issue directly with the appropriate staff or faculty member. If the student is unable to address the issue directly with the staff or faculty member, she/he may discuss the concern with the Barber Institute Director and complete a formal incident report. The Barber Institute will interview all parties involved in the formal report and determine a resolution after hearing all sides. Resolution for one or more parties involved may result in disciplinary actions, including expulsion. All parties may review the final report. If a satisfactory resolution has not been reached within three weeks, the student has the option of registering a formal complaint with the Barber Institute licensing board. Complaints against this school may be registered with:

Texas Department of Licensing and Regulation (TDLR) P.O. Box 12157 Austin, Texas 78711 1-800-803-9202 [www.tdlr.texas.gov](http://www.tdlr.texas.gov)

Texas Education Commission for Independent Education: 1701 N Congress Ave, Austin, TX 78701 512-469-9734

National Accrediting Commission of Career Arts & Sciences (NACCAS) 3015 Colvin St, Alexandria, VA 22314 (703) 600-7600

## **DISCIPLINARY POLICIES**

To maintain an effective learning environment, students must understand that any infraction of the Standards of Conduct, General Policies or the Enrollment Agreement could result in the following:

**UNEARNED CLOCK TIME:** Students will earn each minute needed to graduate by being ready and available to participate in the program in which they are enrolled. Student failure to participate in any part of their program will result in unearned time.

**DISMISSAL – FOR THE DAY:** Students unwilling to adhere to school policies whether during theory or clinic, will be made aware of the non-compliance. Failure to correct the behavior can result in the student being immediately clocked out and unable to earn any additional clock time until the behavior is corrected. As a last resort, the student can be sent home for the remainder of the day with unearned clock time.

**PROBATION or EXPULSION:** A student may be placed on probation for any infraction of the Standards of Conduct. The length of probation will be determined based upon the seriousness of the offense. If the student does not correct the behavior, he/she will be placed on a second probation or expelled from school.

**DISMISSAL – TERMINATION:** Enrollment may be terminated at the discretion of school administration for any reason, at any time deemed necessary to maintain the positive educational environment and general objectives of the institution including, but not limited to the following reasons:

- ▶ Non-conformance with the Standards of Conduct, General Policies, or Enrollment Agreement
- ▶ Non-conformance with the state laws and regulations governing schools and students

- ▶ Non-compliance with the school's SAP Policy
- ▶ An action that causes or could cause bodily harm to a client, student, or employee of the school
- ▶ Theft or engaging in the manufacture, distribution, dispensation, possession or use of drugs or alcohol
- ▶ Immoral or improper conduct as determined by school
- ▶ Willful destruction of school property

Disciplinary decisions may be appealed by submitting a clear, concise written statement containing all pertinent data and facts. The appeal will be reviewed by the school administration and the student will be notified of the decision within 30 days of the receipt of the appeal. Students are encouraged to voice their grievances with school management by means of the Institution's Grievance Procedure. Concerns not made known to management cannot be effectively addressed in a timely manner.

## **STUDENT SUPPORT SERVICES**

As students develop throughout the program, their professional and personal growth will invariably cross during the program and students may face challenges during their program of study. Therefore, we offer the following student services to all students and encourage students to take advantage of these services throughout their training, as necessary.

## **TUTORING**

Individual tutoring is offered to any student. Instructors are available to those students needing extra instruction outside of the normal classroom environment.

## **CAREER EMPLOYMENT ASSISTANCE PROGRAM**

While the Barber Institute cannot guarantee employment for graduates, assistance in finding suitable employment is provided by maintaining a network of relationships with area professionals and employers for the purpose of helping place graduates. The Barber Institute also posts area job openings for the student body on campus as well as through the school Facebook page. Letters of recommendation are provided to all students that maintain high attendance and academics. Students also receive training in how to seek employment that includes how to write a resume, life as a business owner and preparation for an effective interview. The Barber Institute places emphasis on how to obtain and retain employment after graduation. *When our graduates succeed, we succeed!*

## **CHILD CARE RESOURCES**

Students are prohibited from bringing their children to school during their scheduled course time and/or while earning clock hours. Please make appropriate arrangements for childcare. The Admissions Department is available to assist you in finding childcare resources.

## **EVALUATIONS AND ACADEMIC ADVISING**

Students are advised regarding progress and achievement throughout their program. Evaluations include how the student is performing with regard to attendance, theory grades, and practical skills as well as their professionalism. Student strengths and areas needing improvement are identified and plans for needed improvement are discussed. Information and advice regarding licensing regulations, reciprocity, employment, continuing education opportunities, and financial assistance is available to students as it is needed.

## **INSTRUCTOR SCHEDULING**

In order to expose students to a variety of instruction, students will have multiple instructors throughout their course.

## **NAME CHANGES**

All students who wish to make a name change in their Barber Institute of Texas academic records must submit the request in writing and include copies showing the legal name change. Proof of legal name change can be a copy of a student driver's license, social security card, marriage certificate, divorce decree, or other legal documents showing the name change. Request for name changes should be submitted to the Financial Aid Department. If the documentation is complete, the student's academic records will be updated with a copy of the legal documents in the student's academic file.

The student must provide one form of identification for their State Board Exam. The identification must be a VALID for of government-issued identification (driver's license, state ID, passport) which bears their printed name, photograph, and date of birth. Identification provided must match the name provided by TDLR, as listed on your Student Permit, to PSI upon eligibility. Failure to provide the required identification may result in forfeiting the examination fee.

## **ADDRESS/TELEPHONE NUMBER CHANGES**

Students are asked to notify the Financial Aid department when any information regarding their address and/or telephone number changes. Notification can be made by submitting a written request to initiate the change. A student's recorded

address will be automatically updated if correspondence is returned to the Barber Institute of Texas by the United States Postal Service with an address correction.

## **SCHEDULE CHANGES**

Students wishing to change their schedule must make their request in writing to the Financial Aid Administrator. The Financial Aid Administrator will meet with the Admissions Department to determine if and when the change can be accommodated based on education, schedule, and space availability. After consideration of the student's academic and financial aid files, they will review and render a ruling on the requested schedule change. If the student is dissatisfied with the ruling, the student has the right to meet with the Financial Aid Administrator and Admissions Department regarding the requested schedule change. The school reserves the right to change the established schedules, in the event it becomes necessary. Students will be notified in advance should such circumstances arise.

## **HANDICAP and DISABILITY POLICY**

The Barber Institute does not discriminate in its admissions practices or other policies against handicapped persons and persons with disabilities. The licensing requirements for courses offered at the school may restrict some applicants. Questions regarding licensing and physical demands of the industry may be answered by the campus director.

## **OSHA**

The United States Department of Labor of Occupational Safety and Health Administration requires the school to advise its students of the chemicals used in Barbering and related training. During Orientation, the student will learn about the importance of safety in the workplace and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in cosmetology or related training. During each unit of study students are apprised of the various chemicals used and safe practices that apply. In addition, a complete file containing Material Safety Data Sheets for the chemicals used at the school is available in the administration office.

## **Constitution Day**

The Barber Institute celebrates Constitution Day on or near September 17 of each year. For more information visit [www.constitutionday.com](http://www.constitutionday.com)

## **VOTER REGISTRATION**

The school encourages its students to be registered voters and to exercise their right to vote. Students can register to vote in Texas at [www.voterparticipation.org](http://www.voterparticipation.org) or [www.longdistancevoter.org](http://www.longdistancevoter.org). Voter registration cards are provided by the school to the student upon request.

## **EXTRA INSTRUCTIONAL CHARGES**

A Barber student will have seven (7) additional school days included in their contract end date, and Barber Instructor students will have four (4) additional school days included in their contract end date to complete their course of study, the student may be permitted to pursue the course until completion while adhering to the rules and regulations of the school and the policy of Extra Instructional charges. School will charge additional tuition for hours remaining after the contract ending date at the rate of \$250 per week, or any part thereof, payable in advance until graduation. \* these fees are not covered by Title IV funds.

## **COPYING CHARGES**

Any request for copies or documents in student files will be charged at the rate of 10 cents per page and \$20 per hour (with a minimum of 1 hour) for each staff member involved in completing the request. This charge must be paid in advance of the request being completed. A student must provide written consent before the school will disclose personally identifiable information from a student's records. The consent must 1) state the purpose of the disclosure, 2) specify the records that may be disclosed, 3) identify the party to whom the disclosure may be made, and 4) be signed and dated. In the event a student is unable to deliver the consent in person, the student's signature on the consent form must be notarized. If the consent is given electronically, the consent must identify and authenticate a particular person as the source of electronic consent.



**SAP-STUDENT ACADEMIC PROGRESS**

The satisfactory academic progress policy applies to all students enrolled in a NACCAS approved program whether receiving Federal Title IV funds, partial funding assistance, or self-pay. The Class A Barber is the only course that is eligible for Title IV funding at this time. The Cosmetology Operator to Class A Barber, are not eligible for Title IV funding at this time. Satisfactory Progress in attendance and academic work is a requirement. Academic work is evaluated on a cumulative basis. Students must maintain Satisfactory Academic Progress to continue eligibility for funding. To determine Satisfactory Academic Progress, 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.

**SAP -ATTENDANCE PROGRESS EVALUATIONS**

Cumulative attendance base of 75% or 108 hours per month out of the scheduled 144 hours for a full-time student. (36 hours per week). Students must meet the requirements on cumulative attendance and grades to be determined as making Satisfactory Academic Progress. Hours, Theory, practical progress and attendance for all courses will be evaluated according to payment method of achieving scheduled hours as outlined in the table below. 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 to clock 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 prior to the beginning of their scheduled shift. All absences are recorded and made a part of the school permanent record. The student is responsible for class material and/or tests missed while absent. Students are encouraged not to miss any days during their scheduled “freshman” phase. **Students who miss 10 consecutive school days (14 calendar days) without communicating with the School Director/designee may be terminated on the 11th consecutive school day.** 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.

**SAP -ACADEMIC PROGRESS EVALUATIONS**

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 75% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Practical skills performances are counted toward course completion only when considered satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. Numerical grades are considered according to the following grading scale:

<b>WRITTEN AND PRACTICAL GRADING</b>	
90% - 100%	EXCELLENT
80% - 89%	VERY GOOD
75% - 79%	SATISFACTORY
74% -LESS	FAILING

**MAXIMUM TIME FRAME**

The maximum time frame is equal to 1.43 times the published length of the course. Authorized leaves of absences will not be considered in the maximum time frame evaluation; LOAs will extend the student’s contract period and max time frame by the same number of days taken in the LOA. Transfer hours accepted by the school are counted as both attempted and completed hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on scheduled contracted hours at the school. Students who have not completed the course within the maximum time frame may continue as a student on a cash pay basis.

<b>COURSE</b>	<b>WEEKS TO COMPLETE</b>
Class A BARBER Full Time, 36 hrs./wk. 1000 hours	28 WEEKS MINIMUM 37 WEEKS MAXIMUM
Cosmetology Operator to Class A Barber Full Time, 36 hrs/wk) 300 Hours	8 WEEKS MINIMUM 13 WEEKS MAXIMUM

\*The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 80% of the scheduled hours. Please note that all classes are full time at 36 hours/wk.

**ACADEMIC YEAR DEFINITION**

Barber Institute of Texas academic year is defined as, 900 hours and 25 weeks for Title IV purposes. For Title IV 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 payments. The Class A Barber course is the only course that is eligible for 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. Students will receive a hard copy of their Satisfactory Academic Progress determination at the time of each of the evaluations with an emphasis on those that impact eligibility for financial aid, if applicable. 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:

<b>COURSE/PROGRAM</b>	<b>SCHEDULED HOURS</b>
Barber	450,900, 1000
Cosmetology Crossover Program	150,300

**Note:** Transfer students will be evaluated at the midpoint of contracted hours or the established evaluation periods, whichever comes first.

**WARNING**

Students who fail to meet minimum requirements (75% cumulative attendance and 75% GPA) for attendance and academic progress at the end of a payment period will be placed on a Financial Aid Warning. Any student on Financial Aid Warning may continue to receive assistance under the Title IV HEA programs for one payment period. At the end of the payment period if the student has met the minimum grade and attendance requirement the student is considered to be meeting Satisfactory Academic Progress. If the student is not meeting Satisfactory Academic Progress at the end of the Financial Aid.

**Warning Period:** there will be a loss of Title IV eligibility; with the right to appeal. The student will be placed on an Academic Probation Development Status and will be required to meet specific criteria of an improvement plan to assist them in regaining SAP and Title IV 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.**

**PROBATION**

A student placed on Financial Aid Probation may receive Title IV, /HEA programs funds for one payment period. 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 75% 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 test and projects assigned (test and projects must be completed and turned in when requested)
- The academic improvement plan will be monitored by the School Director (or designate)
- The school will notify the student each month on their academic improvement status during the monthly progress report
- Progress report/advising session. 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

**APPEAL PROCEDURE**

A student who losses 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 Satisfactory Academic Progress Evaluations. A student, who wishes to appeal Academic Probation Status and loss of Title IV 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 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 ten (10) business days. The School Director will notify the student in writing of the decision and all decisions are final. The documentation will be maintained in the student file. If the student wins the appeal, they will then be placed on Financial Aid Probation, which is a status assigned by the institution to a student who fails to make SAP, who has appealed and has had their Title IV eligibility for aid reinstated for one payment period.

**DETERMINATION DATE / WITHDRAWAL DATE (OFFICIAL / UNOFFICIAL WITHDRAWAL)**

The actual last date of attendance would be the last day the student was physically in attendance. A withdrawal date on a student who had been previously attending could be up to, but not to exceed 14 calendar days from that student's actual last date of attendance. An active student officially withdraws when they notify the school's administrative office of their intention to withdraw from school. An active student is considered unofficially withdrawn when they have been absent for 10 consecutive school days (14 calendar days) from their last date of physical attendance without notifying the school's administrative office.

**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 75% by the end of a Warning or Probation period.

**REINSTATEMENT OF FINANCIAL AID**

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

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

Course incompletes, repetitions and non-credit remedial courses have no effect on the institution's Satisfactory Academic Progress Policy

**DETERMINATION OF PROGRESS STATUS**

Any students meeting the minimum requirements for academics (75%) and attendance (75%) at the evaluation point are considered to be making SAP until the next scheduled evaluation. In order for a student to be considered making SAP as of course midpoint, the student must meet both attendance and academic requirements at the evaluation by the midpoint of the course. At evaluation periods, students will be provided their SAP reports to review. The administrative staff will notify students of any evaluation that impacts the student's eligibility for financial aid.

**WARNING and CONSEQUENCE**

Students must successfully complete the clock hours and weeks of instructional time in a payment period to progress to the next payment period. As a consequence, students who fail to meet any progress standards as of an evaluation date will be placed on warning and considered to be making SAP during the warning period. The student will be advised in writing on the actions required to attain SAP by the next evaluation. Federal aid recipients who fail to meet minimum requirements; the student will be placed on Financial Aid Warning (FAW) status and will remain eligible for federal student aid funds for the subsequent payment period. A student may not be placed on FAW for consecutive payment periods. At the end of the FAW period, the student must be meeting the published attendance and academic standards on a cumulative basis to be considered as making SAP and to remain eligible for further federal financial aid. Any student who fails to meet the published standards at the end of his/her FAW period is considered as not making SAP and is ineligible for further federal aid. The institution elects not to grant probationary periods or appeals in its SAP policy.

**RESERVED RIGHTS** \*The Barber Institute LLC reserves the right to make changes in the policies, procedures, schedules, uniforms, kits, and other provisions in this catalog in order to enhance the educational quality and effectiveness of the Institute. Students will always be given notification of any policy change. Tuition and fees are subject to change without notice.

## **STANDARDS OF PROFESSIONALISM**

### **Attendance**

- All students are expected to attend classes five days a week unless a specialized schedule has been worked out between the student and the school.
- Students are required to attend 120 hours per month. A warning will be issued for the 1st incident. The 2nd incident will result in a suspension. The 3rd incident will result in termination of enrollment.
- If a student misses 2 consecutive weekdays, a warning will be issued for the first incident. The 2nd incident will result in a suspension. The 3rd incident will result in termination of enrollment.
- Students who miss more than 5 days per every 500 hours, will be dropped from the program.
- Students are encouraged to schedule medical or dental appointments during non-school hours. Absences will only be excused for illness (with doctor's note), death in immediate family, and birth of a child.
- Saturdays are MANDATORY. The first missed Saturday will result in a warning. The 2nd incident will result in a suspension. The 3rd incident will result in termination of enrollment.
- The week before Thanksgiving Break, Winter Break, Spring Break, Memorial Day, Labor Day, Mother's Day, Father's Day, Easter weekend and any other holiday not mentioned is MANDATORY. Any unexcused absences during this week are subject to disciplinary action up to and including termination of enrollment.
- Students are allowed to take 30 minutes for lunch and two 15-minute breaks upon instructor approval.
- No student is allowed to clock/sign in or out for another student. All students caught in such misbehavior are subject to disciplinary action.
- Once a schedule of attendance is established, students are required to maintain it unless they have received written approval from the school's administration. Leaving prior to an unapproved schedule change will be deducted from the attendance rate.
- Students are allowed to only attend school during their regularly scheduled time. AM students will need to leave by 4:30 (pending release from cleaning checkout). PM students will need to arrive at 10:00 and leave at 6:00(pending release from cleaning checkout).
- Secure permission from a staff member before leaving the building at any time during training hours.
- If a student is unable to attend school on a given day or part of a day, they must contact the school administrator to inform them of their inability to attend. **Please call 903-236-9695**

### **Breaks**

Full-time students must clock out for a required lunch break daily, even if they remain inside the building. Students leaving the facility for any reason, including approved breaks, must clock out.

### **Student Break Areas**

Each campus has designated student break areas. No eating or drinking is permitted anywhere in the school other than assigned break areas.

### **Tardiness**

**Students are expected to be on time for school. If a student is tardy more than 2 times a month Tuesday-Friday, a warning will be issued. The 2nd incident will result in a suspension. The 3rd incident will result in termination of enrollment.**

- Saturday Attendance is MANDATORY. You must be on time and arrive at 7:45 am. A warning will be issued for the 1st tardy. The 2nd incident will result in a suspension. The 3rd incident will result in termination of enrollment.

### **Leaving Early**

- Students are expected to attend school for the entire day according to their schedule. If a student leaves prior to their scheduled time more than 2 times a month Tuesday-Saturday, a warning will be issued. The 2nd incident will result in a suspension. The 3rd incident will result in termination of enrollment. Hours lost due to leaving early are calculated at the end of each month. A total of three hours will be a loss of ½ day, five hours will count as a full day.

## DRESS CODE

- Students are required to wear a clean white Barber jacket when clocked in. It must be kept clean, pressed, and fastened at all times.
- Students should practice personal hygiene and cleanliness, use deodorant, maintain fresh breath, and present a well-groomed appearance at all times.
- Closed shoes must be worn; open shoes are not permitted.
- All pants must be clean, without holes, with no skin showing. No sagging. Yoga and Sweatpants are not approved
- Shear clothing without the correct skin covering fabrics are not approved
- Clothing that supports unprofessional or gang related behavior are not approved
- Tank tops need to be professional and the Barber Institute of Texas smock must be worn at all times. Hooded sweatshirts may be worn, but the hood may not be over your head.
- Armpits & Chests must be covered at all times
- No bare stomachs
- Slippers, house shoes, flip flops, low cut blouses, men's undershirts, shorts, lingerie, see through fabrics, and bare feet are not approved
- Bandannas, do rags, shower caps or any head coverings (unless Special Accommodations are made) are not approved
- Shoes may be any color but must be closed toe and heel. A work type shoe is recommended due to the long periods of standing required in the occupation.
- Denim jeans, khaki pants, or skirts below the knees are permissible
- No hats or sunglasses are to be worn in doors at any time or on top of your head while clocked in.
- Headphones, ear pods, I-Pads, MP3 players, laptops and all other personal listening devices are not allowed to be used by students during school hours. Unless special Accommodations have been made in writing for educational purposes and special needs only.

## BARBER INSTITUTE OF TEXAS

The school reserves the right to amend the rules and regulations at any time deemed necessary by the Administration. If changes occur, students will be notified in writing through handouts and/or posted notices.

### STANDARDS of PROFESSIONAL CONDUCT

The institution believes that education is a continuing progression and that through educational training at our school students will prepare 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 the school. **Each Student is expected to know and comply with these standards.**

1. Students are expected to attend classes as scheduled each day.
2. Students should practice personal hygiene and cleanliness, use deodorant, maintain fresh breath, and present a well-groomed appearance at all times.
3. Students should not walk out of theory or practical when class is in session without permission.
4. Theory classes are uninterrupted unless the student had made arrangements with the instructor or administration. Students that arrive late for class must obtain authorization from their instructor to remain in class that day.
5. If a student is unable to attend on any day, he/she shall notify the School Administrator in order for proper arrangements to be made with teachers and clients. An absence request form must be filled out in advance of the absence/tardy. If the absence/tardy is unexpected, the student must call the school number directly, or the corporate number at (855-855-5090) and inform the School Administrator or leave a message. Documentation to excuse the absence needs to be provided on letterhead with a date.
6. All students are responsible to clock in upon entering school and clock out at the end of the day. Students are to clock out each time they leave school during the day. The clocking procedure verifies the student's hours. The only documentation accepted for student hours is the time clock system. Manual clocking is not permitted. In the event that a student forgets to clock in/out for the day, the student will lose those hours for that day.
7. Students who are clocked in are to be available for theory, clinic, or practical. No exceptions. Students are expected to notify the Instructor/School Administrator prior to leaving the school building.
8. Students are required to be in compliance with the dress code policy. Students not in compliance with the dress code may not be allowed to clock in.
9. All implements, equipment, towels, and stations should be appropriately sanitized before use on any client as required by the state regulatory agency. Students should wash and cleanse hands before serving a client.
10. Each student is responsible for daily sanitation, cleanliness and care of equipment, workstation, and work area. Students will be assigned daily sanitation/clean up duties that shall be checked for completeness. Students may not refuse to perform daily sanitation/clean up assignments.
11. Students are expected to treat staff, clients, and fellow students courteously and with professionalism at all times; Clients should not be left waiting. Students are expected to adjust lunch periods, breaks, and end of the day leaving time accordingly to meet the needs of the clients.
12. Refrain from congregating in large groups during class hours unless instruction is taking place.
13. Only topics of ethical, moral, and professional subject matter should be discussed on the school premises. Unprofessional language, profanity, inappropriate slang, spreading rumors or gossiping, should be avoided. Topics concerning religion and politics should also be avoided. Cursing will not be tolerated. Such behavior will result in appropriate disciplinary action including, but not limited to suspension.
14. Conflicts of any nature with another student, staff member or client are not permitted on school premises. Students must avoid situations that could result in conflict including but not limited to romantic relationships with fellow students, borrowing money from fellow students, and borrowing property from fellow students. Actions or threats that could cause bodily harm or threaten the life of any client, student or staff member of the school are not permitted and will result in immediate termination.
15. Insubordination (defiance of authority) is not permitted and will result in appropriate disciplinary actions including, but not limited to suspension. Criticism of the school, staff, clients, or other students is not permitted on school premises. Any student having a suggestion, complaint or concern should register it with the School Administrator (see Grievance Policy in school catalog) rather than with other students or clients. Slander or defamation of character statements concerning the school or school personnel will not be tolerated at any time. Violation of this conduct standard may result in termination of enrollment.
16. Students are expected to avoid disrupting the learning environment or the education of other students. Students are not permitted to instruct other students.
17. Cheating, dishonesty, falsification of records or theft is not permitted.
18. Cigarette smoking is not permitted except in the designated area and NEVER inside the school.
19. Eating and drinking are only permitted in the student break area. No food or drinks are allowed in the classroom or clinic floor.
20. Never enter or attempt to enter BIT, or participate in any school sponsored event, while under the influence of or in possession of drugs or alcohol. Use, possession, or sale of nonprescription drugs (including alcohol) is not allowed on school premises. Students

whose behavior is influenced by the use of nonprescription or prescription drugs, alcohol, or any unknown substance will be asked to leave the premises.

21. Willful destruction of school property is not permitted. Any student vandalizing school property or equipment may be financially responsible for replacement of the article(s) and will be subject to disciplinary action.
22. Students are expected to refrain from having personal visitors during school hours. Friends and family (including children) are not permitted in classrooms or clinic floor unless receiving services. If friends or family come to meet you at school for lunch or at the end of the day, please ask them to wait in the reception area.
23. Students are expected to keep their personal cell phones on silent/vibrate during school hours and to refrain from using cell phones on the clinic floor or in classrooms. Cell phones or other recording devices are not permitted to be used to record class, meetings, or disciplinary/counseling sessions unless permission is obtained from School Administration.
24. Students may not receive/make personal phone calls on business phones without permission from a staff member.
25. The school cannot accept responsibility for a student's personal equipment, property, or clothing.
26. No radios, TV's, whistles, balls, play toys, games, laser pointers, knives, guns, or any other item that the administrator or instructor deems unsuitable for school grounds are allowed on the school premises.
27. The school prohibits the presence of firearms, weapons, or other hazardous devices or substances on school grounds, to include the school facility, break areas, or parking areas. Anyone in possession of such items on school premises may be subject to appropriate disciplinary action up to and including termination.
28. Students must not park in front of the school or other businesses. This area is reserved for customers. Students are expected to park only in the designated parking area.
29. Students who are nearing the completion of 1000 hours are not allowed to schedule exams until they have completed all school requirements and passed the final written and practical exam.

**The school reserves the right to amend the rules and regulations at any time deemed necessary by the Administration. If changes occur, students will be notified in writing through handouts and/or posted notices.**

## **CONDUCT AND EMPLOYABILITY STANDARDS**

Appearance, attitude and professional behavior are important elements of the student's career preparation and job success.

1. When a student's appearance and/or attitude is in opposition to the career education goals to which the school's academic and placement assistance are dedicated, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during the probation period, the student may be dismissed.
2. When a student's behavior interferes with the rights of others, disrupts and/or prohibits the learning process of other students, or is in opposition to policies and rules of the classroom and the school, the student may be advised, dismissed for the day and/or placed on probation. If no progress is shown during probation period, the student may be dismissed.
3. When a student is guilty of negligent and/or careless acts and/or omissions in the learning process so as to endanger or to cause injury to another person or property, the student may be advised, dismissed for the day and/or placed on probation or may be automatically dismissed.
4. Under certain circumstances, a student's conduct may warrant immediate dismissal. Examples of this include but are not limited to:
  - a. Engaging in verbal threats, intimidation, use of foul or profane language, physical threats, sexual assault, physical violence, racial or sexual harassment in or around the School.
  - b. Possession of weapons, firearms, and knives while on school property or when involved in any school sponsored activity
  - c. Possessing, distributing, or using alcohol and/or illegal drugs in or around the school.
  - d. Vandalizing, stealing or being in possession of stolen property.
  - e. Falsifying personal information on school documents and/or presentation of forged documents.

## **STUDENT CONDUCT**

Time is a critical factor for evidence collection and preservation for the proof of a criminal offense. An assault should be reported directly to local police. Upon request, BIT Administration will assist victims in reporting incidents of sexual assault to local police. Filing a police report will not obligate the victim to prosecute, nor will it subject the victim to scrutiny or judgmental opinions from officers. BIT seeks to handle each complaint and investigation with professionalism and discretion. A fair and effective investigation often requires that the details of the complaint and/or the identity of the complainant be shared with those individuals involved in and/or interviewed in the investigation. Such individuals will, however, be expected to maintain the confidentiality of the matter to the extent possible. You can obtain information about rape awareness and prevention, victim support, counseling and mental health from the Rape, Abuse, and Incest National Network, at 1-800-656-HOPE (4673) or their website: <http://www.rainn.org>. BIT does not offer on-campus counseling services. In the event a student has been apprehended for the violation of a law in the community, state or nation, the school will not request nor agree to special consideration for that individual because of his or her status as a student. The school will cooperate fully with law enforcement and other agencies in the enforcement of the law.

## **CONSTRUCTIVE INSTRUCTION**

Any student disrespect or lack of cooperation toward instructors as a result of constructive criticism will be regarded as exhibiting unprofessional behavior and may result in the student being withdrawn from school immediately.

## Equipment and Personal Belongings

Each student is responsible for his or her own equipment, books and personal belongings and is provided a metal case for storage of these items. Purses, coats, bags, backpacks, and other personal belongings must be kept in a locker at all times during school hours. BIT is not responsible for lost or stolen items and it is the student's responsibility to replace any missing equipment or supplies at his or her own expense. Students are required to have the equipment they need to complete services and assignments. If a student chooses to take these items home, it is the student's responsibility to bring them back to school. Students who do not come to school with their equipment will not be allowed to attend until they bring their equipment.

## Lockers

Students will be assigned a locker at course commencement. Students assigned a locker must use a combination lock to secure equipment and personal belongings within their locker and provide the Admissions Representative with the lock's combination. Lockers are for use by current, active students only. Students must remove all belongings from their assigned locker immediately upon graduation, termination, or withdrawal from BIT. Items found to be stored longer than 30 days after the student's last day of attendance or in unassigned lockers will be discarded. Lockers are the property of BIT and may be formally inspected at any time. Students are required to organize, clean, and sanitize their lockers daily and upon withdrawal. Care must be taken not to mix unsanitary personal belongings (food, money, and clothing) with sanitized implements and equipment. Students who damage lockers will be required to pay the cost of repairing or replacing the locker. Students may not remove school equipment from the School at any time.

## Time Clock

Students hours are recorded on a time clock each day. It is the responsibility of students to use the time clock correctly. Failure to clock in or out may result in the loss of clock hours. To receive full credit, a student must clock IN when beginning their day and clock OUT when ending their day. Students must clock OUT when beginning their scheduled lunch break (full-time day students only) and must clock back IN when their scheduled lunch break ends. All students must be off the clock when leaving the building for any reason. Students, regardless of enrolled course or schedule, may not clock more than their scheduled hours on any given scheduled course day, with the exception of approved field trips, unless prior approval is given by the Campus designate. Students must be engaged in a learning activity at all times while earning clock hours. Students not engaged in a learning activity or students that are on break or at lunch must be clocked out. **Any student found to be not engaging in a learning activity, in the break room or outside the facility while clocked-in or in violation of any part of 16 Texas Administrative Code, Chapter 83.72(i) (1-4), as posted at each time clock, may be subject to corrective action up to and including immediate dismissal from BIT.** Campus Designate will communicate daily with students in areas of attendance and dependability. At a minimum, students will be notified of their earned clock hours each month. If students have questions about total time, they should speak with the Financial Aid Advisor.

\*Students who attend 8:30 am to 4:30 pm may clock in at 8:15 am. Students who attend 10:00 am to 6:00 pm may clock in at 9:45 am. When students clock in, they must be engaged in Barbering Services, studies, or practical work.

## Social Media

BIT respects the rights of students and staff to use social media during their personal time. Social media includes all forms of online publishing and discussion, including but not limited to Facebook, Instagram, Twitter, YouTube, file-sharing and user generated video and audio. BIT students are personally responsible for the content that they publish on social networking sites. Be mindful that what you publish will be public for a long time. Respect your audience. BIT does not permit ethnic slurs, personal insults, obscenity, intimidation, cyber bullying or engaging in conduct that would not be acceptable in BIT facilities on any of our social media sites. BIT reserves the right to remove any posts at its discretion and take necessary disciplinary action as appropriate. It is the duty of BIT to protect itself from undue harm related to information that is shared on social networking sites.

## ACADEMIC DISHONESTY

Academic dishonesty is any incident whereby a student or group of students knowingly and willingly offers or seeks to gain an academic advantage by giving or receiving inappropriate assistance in the preparation and completion of assignments and evaluations. Students engaging in any form of academic dishonesty will be disciplined appropriately.

## SCHOOL RULES AND REGULATIONS

Students at the Barber Institute of Texas must abide by the rules and regulations governing the School. Any breach of the following may be cause for suspension or dismissal as determined by the School Director. The student agrees to:



## CLINICAL EDUCATION

Part of your education at BIT will be provided in our barber shop-modeled student clinic. The student clinic is designed to allow you to learn and practice your skills in a simulated Barber Shop environment. You will be learning by performing services on real, paying customers of the clinic. You will also learn how to sell professional-grade products to these customers. Learning in this environment and practicing on real clients is critical to your education. You will receive academic credit for the time you spend in the clinic. By enrolling in BIT, you are not an employee of the school, nor will you be paid a wage for the time spent learning in the student clinic. As a requirement of regulatory standards, BIT does not permit students to practice on live models or paying clients outside of the school facility, unless during an approved prearranged instructor supervised field trip. Distance Education will not be utilized as a method of delivery of clinical instruction in which the student is to perform practical applications on a live model and/or client.

### Clinic Floor Rules

- Follow all sanitation rules and regulations as outlined by TDLR. Any intentional violation of state law is grounds for suspension or termination.
- Accept work on any patron set up by the school. Refusal of service is grounds for suspension.  
**Students must complete a consultation with their client and have the Clinic Floor Instructor approve all hair services BEFORE the client leaves the chair.**
- No food or drink is allowed on the clinic floor. Eat and drink only in the school's break room.
- Students are not allowed to congregate around the front desk or hang out in the reception area.
- Cell phones are to be on silent mode while in classrooms or clinic area and are only to be answered in the break room or outside the building during breaks or lunch. Cell phones are not to be answered while assisting clients.
- Student Personal Service Days are Tuesday and Wednesday only. If a student is next in line to receive a cut while a personal service is being performed, the personal service must be postponed until after the client's service is completed.
- Students are expected to perform only the service that the client has paid for. Any additional services requested by the BARBER INSTITUTE OF Texas client must be paid for before the service is performed. Students who are caught performing additional services will be subject to disciplinary actions. A warning will be issued for the 1st incident. The 2nd incident will result in a suspension. The 3rd incident will result in termination of enrollment.
- Students are expected to bring all necessary equipment and supplies (toolkit, smock, books, etc....) to school every day. If a student arrives to school without the necessary equipment/supplies, the student will be asked to clock out to go retrieve the necessary equipment and supplies.

## **Student Non-Harassment Policy**

It is the responsibility of each program participant to refrain from sexual harassment, and it is the right of each individual program participant to work in an environment free from sexual harassment.

**Definition of Sexual Harassment According to the Texas Human Rights Act, sexual harassment is defined as:**

Unwelcome sexual advances or requests for sexual favors or conduct of a sexual nature when:

1. submission to such conduct is made either explicitly or implicitly a term of condition of an individual's employment.
  2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
  3. such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.
- Sexual harassment most frequently involves a man harassing a woman. However, it can also involve a woman harassing a man or harassment of members of the same gender.

The most severe and overt forms of sexual harassment are easier to determine. On the other end of the spectrum, some sexual harassment is more subtle and depends to some extent on individual perception and interpretation. The trend in the courts is to assess sexual harassment by a standard of what would offend a "reasonable woman" or a "reasonable man," depending on the gender of the alleged victim.

### **Responsibility of Individuals and Program Participants**

Each program participant has the responsibility to refrain from sexual harassment in the school environment.

An individual, clinic client, employee or program participant who sexually harasses an individual, employee, clinic client or program participant is, of course, liable for his or her individual conduct. Any occurrence of sexual harassment will be investigated by the school and if found to be true; be dealt with immediately and swiftly.

The harassing individual or program participant will be subject to disciplinary action up to and including discharge or dismissal from the program in accordance with the program policy. All tuition will be forfeited, and police involvement will be requested.

### **Procedures for Filing a Complaint**

A program participant who either observes or believes herself/himself to be the object of sexual harassment should deal with the incident(s) as directly and firmly as possible by clearly communicating her/his position to the instructor or program coordinator and offending employee or program participant. It is necessary for sexual harassment to be directed at the person making the complaint.

The school director will handle all complaint filings. False and Frivolous Complaints 26 False and frivolous charges refer to cases where the accuser is using a sexual harassment complaint to accomplish some end other than stopping sexual harassment. Given the seriousness of the consequences for the accused, a false and frivolous charge is a severe offense that can itself result in disciplinary action including removal from a program.

### **CAMPUS CRIME STATISTICS & SECURITY INFORMATION**

In accordance with the Crime Awareness and Campus Security Act of 1990, Barber Institute collects crime statistics and prepares a report for distribution to all students, employees and applicants for enrollment or employment. The report indicates the number of offenses reported on campus and on public property within the Longview police patrol beat or several square miles within which the campus is located. The report is provided to all individuals during enrollment or employment orientation. Barber Institute provides police and hotline information to students, employees, and clients. The information is posted throughout the school to be reviewed at their discretion.

The policy of the *Barber Institute* is to assist and advise the students whenever possible. The institute makes no representation or guarantees relating to the student services; however, the school staff is willing to help and guidance in the areas listed below when possible:

- National Committee to Prevent Child Abuse: **1-800-CHILDREN**
- National Domestic Violence Hotline **1-800-799-SAFE (7233)** & **1-800-787-3224** (TDD for the hearing impaired)
- Child help USA: **1-800-4-A-CHILD**
- Gay/Lesbian/Bisexual/Transgender/Transsexual folk, call **1-800-549-1749**
- Child Abuse National Hotline, call **1-800-252-2873, 1-800-25ABUSE**
- Cyber Tip line for reporting the exploitation of children, call **1-800-843-5678**.
- Cocaine National Hotline **1-800-COCAINE**
- If you know of a child in immediate risk or danger, call **1-800-THE-LOST**
- Elder Abuse Hotline, call **1-800-252-8966**
- Friends of Battered Women and Their Children, call **1-800-603-HELP**
- KID SAVE: Referrals to shelters, mental health services, sexual abuse treatment, substance abuse, family counseling, residential care, adoption/foster care, etc. **1-800-543-7283**
- KIDS PEACE: Parent and relative, concerned adults can call about mental health related problems--children and adolescents in crisis will be connected with a social worker for immediate help. Call **1-800-543-7283**
- NAMI Helpline National Alliance for the Mentally Ill, call **1-800-950-NAMI**.
- National Youth Crisis Hotline **1-800-448-4663**
- National Child Abuse Hotline **1-800-25-ABUSE**
- National Mental Health Assn. Provides free information on specific disorders, referral directory to mental health providers, national directory of local mental health associations, and a Stigma Watch. **1-800-969-6642** (M-F, 9-5 EST)
- National Institute of Mental Health Information Line: Provides information and literature on mental illness by disorder-for professionals and general public. **1-800-647-2642**
- National Runaway Switchboard: Lists of shelters, counseling; food pantries; transportation. Suicide & crisis counseling. Message relay from kids to parents or from parents to kids, 3-way calls arranged. **1-800-621-4000**
- Nine Line Nationwide crisis /suicide hotline. For runaways and homeless youth and their families. Provide short term counseling over the phone. Sponsored by Nine Line/Covenant House. **1-800-999-9999**
- SAFE (Self-Abuse Finally Ends) **1-800-DONT-CUT 1-800-366-8288**
- Youth Crisis Hotline: Crisis hotline and information & referral for runaways or youth in crisis. **1-800-HIT-HOME, 1-800-448-4663**
- To Report Child Abuse **1-800-4-A-CHILD**
- **Department of Veterans' Services 800-252-VETS**

A student desiring assistance in any of these areas listed in the Student Services may submit an oral or written request to an office Administrator or Director of the school. Referrals to social service agencies

- Referrals to housing while attending school
- Ride sharing or transportation
- Referral to drug or alcohol abuse programs
- Tutoring programs or remedial studies
- Health services agencies
- Assistance in organizing student study groups
- Assistance in locating an interpreter
- Referral to obtaining a GED

## **DRUG ABUSE PREVENTION**

Drug abuse is always prohibited at the school and is defined as “the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, including alcohol.” The School’s Drug Free Awareness Program includes providing information in regard to “Anti-Drug Abuse Community Service” and a copy of the Campus Security Policy to enrolling students. Off-campus services regarding Drug Abuse information and treatment are provided in the pamphlet. The school will notify the Department of Education within 30 days of an employee or student being involved in any criminal drug statute conviction for a violation occurring at Barber Institute of Texas.

## **DRUG ALCOHOL AWARENESS & POLICIES:**

The **Barber Institute of Texas Statement** on Drug-Free Campus In accordance with the Drug-Free Schools and Communities Act Amendments the **Barber Institute of Texas** is distributing this notification to all students and employees to inform them of The **Barber Institute of Texas** comprehensive program to prevent the use of illicit drugs and the abuse of alcohol.

This notification summarizes The **Barber Institute of Texas**:

1. Standards of conduct that clearly prohibit, at minimum, the unlawful possession, use or distribution of illicit drugs and alcohol on the **Barber Institute of Texas property or as part of the Barber Institute of Texas** activities.
2. A description of the applicable legal sanctions under Federal, State, or Local Law for the unlawful possession or distribution of illicit drugs and alcohol.
3. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol.
4. A list of drug and alcohol programs (counseling, treatment, rehabilitation, and hotline Numbers) that are available to employees and students.
5. A clear statement that the **Barber Institute of Texas** will impose disciplinary sanctions on students and employees (consistent with Federal, State, or Local Law), and a description of those sanctions, up to and including expulsion, or termination of employment and referral for prosecution for violations of the Standards of Conduct

\*It is the policy of The **Barber Institute of Texas** to enforce disciplinary action against any student or employee who engages in the conduct prohibited by law, including illegal and unauthorized use of intoxicating beverages such as alcohol and the illegal use, distribution, manufacture, possession, and sales of controlled substances.

The **Barber Institute of Texas** rules provide that any student or employee found in violation of these policies on campus or at any off-campus activities sponsored by The **Barber Institute of Texas**, will be subject to disciplinary procedures, which could result in sanctions, including referral for the completion of an appropriate rehabilitation program, termination of employment, termination from school, and referral for criminal prosecution, as is applicable.

Health risk of alcohol and another drug use:

### **Alcohol**

Alcohol consumption causes many different changes in behavior and even low doses significantly impair the judgement and coordination required to operate/drive a vehicle safely.

- **Low-Moderate doses of alcohol:**  
May increase the incidence of a variety of aggressive acts.
- **Moderate-High doses of alcohol:**  
May cause marked impairment in higher mental functions, severely altering a person’s ability to learn and retain any information.
- **Very High doses of alcohol:**  
May cause respiratory depression or death.

If combined with other depressants, dependency may occur. Sudden cessation of alcohol intake is likely to produce withdrawal and that can be life threatening. Long term consumption of large quantities of alcohol can lead to permanent damage to vital organs such as the brain and liver. Females who drink alcohol during pregnancy may give birth to infants with Fetal Alcohol Syndrome. These infants have irreversible physical abnormalities and mental retardation. In addition, research indicates that children of alcoholic parents are more at risk than other children not of alcoholic parents, of becoming alcoholics.

### **Marijuana/Cannabis**

All forms of cannabis can have negative physical and mental effects. Use of cannabis may impair or reduce short term memory and comprehension, can also alter the sense of time, and reduce ability to perform tasks requiring concentration and

coordination such as driving or operating a vehicle. Research also shows that students do not retain knowledge when they are high. Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis. Users often inhale (but not limited to) the unfiltered smoke deeply and hold it into their lungs for as long as possible. Marijuana can be damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco smoke. Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of the user's life.

## Cocaine

Cocaine stimulated the central nervous system the use of cocaine can cause death by cardiac arrest or respiratory failure. It's immediate effect includes dilated pupils, elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with contaminated equipment can cause AIDS, Hepatitis, and other diseases. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.

## Crack or Freebase Rock

Is extremely addictive, and its effects are felt within ten seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

## Ecstasy/MDMA

Ecstasy/MDMA (3-4 methylenedioxymethamphetamine) is a synthetic, psychoactive drug chemically similar to the stimulant Methamphetamine and the hallucinogen Mescaline. Street names for MDMA include "Ecstasy" "ETC" and "Hug Drug." In high doses, MDMA can interfere with the body's ability to regulate temperature. On rare, but unpredictable occasions, this can lead to a sharp increase in body temperature (Hyperthermia), resulting in Liver, Kidney, Cardiovascular System failure, and death. MDMA can interfere with its own metabolism (breakdown within the body) and potentially harmful levels can be reached by repeated drug use within short intervals.

## Tobacco

The smoking of tobacco products is the chief avoidable cause of death in our society. Smokers are more likely than non-smokers to contract heart disease. Some 30 percent of cancer deaths are linked to smoking. Chronic obstructive lung disease such as emphysema and chronic bronchitis are ten times more likely to occur among smokers than non-smokers. Smoking during pregnancy poses serious risks such as spontaneous abortion, preterm birth, low birth weights, stillborn deaths, and infant deaths. Possibly, the most dangerous substance in tobacco smoke is Nicotine. Due to Nicotine being highly addictive, smokers find it difficult to stop smoking/tobacco use. Out of 1,000 typical smokers, less than 20% succeed with quitting smoking on the first attempt.

## Anabolic Steroids

Anabolic Steroids are a group of compounds closely related to the male sex hormone testosterone. From liver cancer, acne, to psychological affects and physical reactions. The liver, the cardiovascular, and the reproductive systems are seriously affected by steroid use. In males, the use of Anabolic Steroids can cause withered testicles, sterility, and impotency. In females, irreversible masculine traits can develop along with breast reduction and sterility. Psychological effects include extremely aggressive behavior known as "Roid Rage" and depression. Some effects appear quickly and others such as heart attacks and strokes may not show for years.

## Depressants

The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles and large amounts can cause slurred speech, staggering gait, and altered perception. Large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can cause both physical and psychological dependence.

## Designer Drugs

Illegal drugs are defined in terms of their chemical formulas. To circumvent legal restrictions, underground chemist modifies the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate. Many of the so-called designer drugs are related to amphetamine/MDMAX. "Bootleg" manufacturing creates an opportunity for overdose and contamination risks. These substances can produce severe neurochemical damage to the brain. The narcotic analogs, such as Fentanyl and China White, can cause symptoms such as those seen in Parkinson's Disease (uncontrollable tremors, drooling, impaired speech, paralysis, and irreversible brain damage.)

It is the policy of The **Barber Institute of Texas** to enforce disciplinary action against any student or employee who engages in the conduct prohibited by law, including illegal and unauthorized use of intoxicating beverages such as alcohol and the illegal use, distribution, manufacture, possession, and sales of controlled substances.

The **Barber Institute of Texas** rules provide that any student or employee found in violation of these policies on campus or at any off-campus activities sponsored by The **Barber Institute of Texas** will be subject to disciplinary procedures, which could result in sanctions, including referral for the completion of an appropriate rehabilitation program, termination of employment, termination from school, and referral for criminal prosecution, as is applicable.

## **Drug and Alcohol Counseling or Rehabilitation Services and Hotline Numbers**

The following drug and alcohol counseling, rehabilitation services, or Hotline Numbers, are available outside of the **International Barber College** for students and employees, and the following list is provided merely for informational purposes only and not endorsed by The **Barber Institute of Texas**.

### **Community Assistance Contacts**

The Student Services Department offers support in areas related to transportation, day-care and other related areas to help student's complete their course. Student Services is available to meet with students to provide referrals for students at risk or in need of assistance while enrolled at the Barber Institute of Texas.

### **STUDENT ADVISING & GUIDANCE**

The Barber Institute of Texas makes reasonable effort to maintain close communication with all students. Students have access to faculty and administrative staff for both career and academic advising. Students experiencing personal problems that require professional help will be referred to the appropriate agency(s) or organization(s).

All students will receive on-going, informal daily advisement in the areas of behavior, attitude, attendance, respect, cooperation, image, pride and professionalism. When a student's problems are beyond staff capability, the student will be referred to the appropriate professional.

### **PERSONAL COUNSELING SERVICES**

Contact the following off-campus organizations for counseling opportunities, alcohol and drug abuse education, crime prevention education, and sexual assault prevention and response. Barber Institute does not offer on-campus counseling services.

### **East Texas Council on Alcohol and Drug Abuse**

#### **(ETCADA) Longview Location - Main Office**

**Call Us:** (903) 753-7633

**TTY:** (903) 247-9651 | (800) 441-8639

708 Glencrest Lane, Longview, TX 75601

Texas Youth Hotline

East Texas Veterans Resource Center  
501 Pine Tree Road  
Longview, TX 75604  
T: 903-291-1155  
Fax: 903-291-1033

Gregg County Health Department

#### **Phone:**

903-237-2605

#### **Reportable Diseases 24/7:**

903-237-2605

#### **Location:**

Gregg County Services Building  
405 E. Marshall Avenue, Suite 104  
Longview, TX 75601

Texas Abuse/Neglect hotline  
1-800-252-5400

Foster Care and Adoption  
1-800-233-3405

1-800-994-9662

National Suicide Prevention Lifeline  
1-800-273-8255  
suicidepreventionlifeline.org

The National Domestic Violence Hotline  
1-800-799-SAFE (7233)

Barber Institute of Texas Campus Locations



Main Location 2430  
South High St. Suite B4  
Longview, TX 75602  
Phone: 903.236.9695  
Owner: Wray M. Wade  
**Additional Locations**



Barber Institute of Texas/Lewisville Campus  
2325 S. Stemmons Freeway Suite #404  
Lewisville, 75067  
Phone: 469.702.6480



Barber Institute of Arizona 10217 N  
Metro Parkway W Suite 101  
Phoenix, AZ 85051  
Phone: 602.870.6800