

# School Catalog

October 2016



Locations:

### Main Location

2430 South High St., Suite B4  
Longview, TX 75602  
Phone: 903.236.9695  
Owner: Wray M. Wade



### Additional Location

101 E. Southwest Pkwy #115  
Lewisville, 75067  
Phone: 469.702.6480  
Owner: Wray M. Wade



Email: [info@bit.edu](mailto:info@bit.edu)

# BARBER INSTITUTE OF TEXAS

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# BARBER INSTITUTE OF TEXAS

## WELCOME!

We want to take this opportunity to welcome you to the very 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!

## CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Barber field. The following vocations are options that may be considered upon graduation.

- 9 **CLASS A BARBER:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State, Board Member/Examiner
- 9 **BARBER INSTRUCTOR:** Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner
- 9 **BARBER TECHNICIAN:** Barber Assistant, Shampoo Technician, Make-Up Technician
- 9 **COSMETOLOGY OPERATOR TO CLASS A BARBER:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State, Board Member/Examiner
- 9 **MANICURIST:** Professional Manicurist, Salon Owner or Manager
- 9 **HAIR WEAVING:** Professional Stylist, Salon Owner or Manager

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

## JOB DEMAND IN BARBER / RELATED FIELDS

Since 1990, NACCAS has commissioned several Job Demand Surveys, to provide quantitative data on barber careers, earnings potential, and job openings. The most recent survey, completed in May 2007, compiles data from 6,203 salons responding to a national survey. The survey indicates that the demand for well trained professionals in the barber industry outstrips the supply. According to the NACCAS study, the average annual salary for a salon professional in Texas is \$37,908. This amount does not include tips and gratuities. Nationally, the average salon professional's salary is between \$30,000 and \$48,000. According to the Texas Barber and Cosmetology Newsletter, as of 2010 there are 25,380 salons in Texas that employ 13,159 barbers. The Bureau of Labor Statistics expects the number of new jobs in this field to increase by 20% between 2008 and 2018.

The U.S. Department of Labor provides current (2014) job information at <http://www.careerinfonet.org>. 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:

Job Position / SOC Code	National Median Hourly/Yearly Wage	State Median Hourly/Yearly Wage
Barbers / 39-5011	\$12.22 / \$25,400	\$13.31 / \$27,700
Instructors (Vocational Education) / 25-1194	\$23.25 / \$48,400	\$21.23 / \$44,200

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## ADDITIONAL DISCLOSURE INFORMATION

Further information on potential employment for graduates can be found at [www.onetonline.org](http://www.onetonline.org).

AWARD YEAR: January 1, 2015 – December 31, 2015	Barber	Instructor
On Time graduation rate for students completing during this award year (Perfect attendance as scheduled).	89%	N/A
Percentage of students completing during this award year within Satisfactory Academic Progress standards.	89%	N/A
Pass rate on state licensing examinations	100%	N/A
Total number of students completing in the award year.	5	0
Job placement rate for students completing in the award year.	65%	N/A
Median Title IV loan debt for students completing in the award year.	n/a	n/a
Median private or alternative loan debt for students completing in the award year.	n/a	n/a
Median Institutional Finance Plan debt for students completing in the award year.	n/a	n/a

Tuition information for the programs listed above is located on page 9 of this catalog.

## ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in barbering or a related field should consider all aspects of such a decision.

Persons who want to become a professional in the barber industry must:

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

In addition, prospective students should be aware that:

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

## THE SCHOOLS

Barber Institute of Texas      2430 South High Street, Suite B4      Longview, TX 75602      903-236-9695

Barber Institute of Texas became a recognized school through the Texas Department of Licensing and Regulations on August 19, 2009, and soon opened its doors at the High Plaza Center located at 2430 South High Street, Suite B4, in Longview, Texas. The school provides professional training to students throughout the East Texas area.

The facility is approximately 3720 sq. ft. that is centrally heated, air conditioned and very well lighted. It is located in a

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one-story brick building which is part of a business complex. There are 21 styling chairs, one classroom, one lab for practical barbering, an office, a supply room and a student lounge.

In December 2015, Barber Institute of Texas-Lewisville became a recognized school the Texas Department of Licensing and Regulation and soon opened its doors at the Southwest Parkway Plaza Center located at 101 E. Southwest Pkwy #115 in Lewisville, TX 7506. The facility is approximately 4,122 sq. ft. that is centrally heated, air conditioned and very well lighted.

There are 13 styling chairs, one classroom, one lab for practical barbering, an office area, supply room, and student lounge.

*All client services are performed by students under the supervision of licensed instructors.*

## **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/Director
Ms. Shayla Lowe	Financial Aid Director
Ms. Sybil Gray	Admissions Representative
Mr. Curtis Durham	Instructor
Ms. Crystal Broadway	Instructor
Ms. Johnice Robinson	Instructor
Ms. Linda Jordan	Front Desk Coordinator
Ms. Bobbie Schroder	Front Desk Coordinator

## **MISSION STATEMENT**

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

## **GOALS AND OBJECTIVES**

It is our aim to:

- A. Educate all students in male and female clientele, hair design;
- B. Teach all students to master the required procedures to pass the State Board Examination and obtain a license, and;
- C. Provide the impetus for life-long motivation for success by understanding the unique opportunities for entrepreneurship in the Barber profession.

## **ACCREDITING AND LICENSING AGENCIES**

Barber Institute of Texas is accredited as a freestanding entity; by The National Accrediting Commission of Career Arts & Sciences (NACCAS), which is recognized by the United States Department of Education as a national accrediting agency for barber schools. We are also licensed by the Texas Department of Licensing and Regulation.

Accredited by:  
NACCAS  
3015 Colvin Street  
Alexandria, Virginia 22314  
(703) 600-7600

Licensed by:  
Texas Department of Licensing and Regulation  
P.O. Box 12157  
Austin, TX 78711  
800-803-9202

## **ADMISSION POLICY**

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Barber Institute of Texas (BIT) as a regular student. BIT must adhere to the U.S. Department of Education, Texas Department of Licensing and Regulation-Barbering and National Accrediting Commission of Career Arts and Sciences guidelines.

### **General Admission Requirements**

BIT is an equal opportunity employer and follows the same policies in accepting applications from potential students. BIT does not discriminate on the basis of sex, age, race, color, religion, disability or ethnic origin in admitting students. The admission policy is in compliance with the U.S. Department of Education, Texas Department of Licensing and Regulation-Barbering, National Accrediting Commission of Career Arts and Sciences guidelines and the Veterans Administration Education Department.

To be eligible for admission, an applicant must be able to read and write English, and the student must meet the following requirements.

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To enroll in any course 300 hours or greater offered by the school, a student must

- Be at least 17 years of age (Age will be verified with Individual's ID)
- Provide 3 letters of recommendation (from a non-relative)
- Provide a valid driver's license, state ID with photo, or valid passport.
- Students must also be able to provide proof of appropriate educational requirement such as:
  - 1) copy of high school diploma
  - 2) copy of high school transcript showing graduation date. (Note: The high school diploma or transcript requirement can also be from a foreign school if it is equivalent to a US high school diploma; 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.)
  - 3) Copy of GED certificate
  - 4) 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.)
- Be able to speak, read, and write fluently in English (all classes are taught in English).
- Provide documentation of eligibility to work in the United States.
- Pay the required Registration Fee of \$500.00.

Barber Institute of Texas does not accept Ability to Benefit (ATB) students and does not offer a Comprehensive Transition Postsecondary Program.

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. If enrolled under a training with a government agency, institution district, and/or other entity, students must meet the admission requirements set out in the training agreement and/or applicable state licensing or certifications requirements. \*Students may not be accepted for enrollment if they cannot prove credit worthiness. Please see "Method and Terms of Payment" on page 9.

The student must make financial arrangements with the Financial Aid Office in regards to FAFSA application, Scholarships and/or Cash payment plan prior to enrolling.

Prior to admission the prospective student is given an enrollment requirements form, an interview with a school official and is given a pre-enrollment questionnaire packet, which they are required to read, understand and sign. The interview will elaborate on course description, the career opportunities and the physical demands of the job, the school and State Board requirements.

An explanation on attendance and academic requirement will be given to the prospective student and how those requirements can affect the student's satisfactory performance requirements. The prospective student will be informed that attendance hours may be withheld for non-payment of tuition.

A staff member or instructor will give the prospective student a tour of the school facilities. Any questions from the prospective student will be answered truthfully, promptly and in sufficient detail to eliminate confusion.

## **Course Specific Admission Requirements**

**Note: This course is not Title IV, HEA eligible.**

**Instructor Training – Only**

- Students must have previously obtained a Class A Barber License

**Cosmetology Operator to Class A Barber – Only**

- Students must have previously obtained a Cosmetology Operator License

## **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 1000 hours and a transferring barber instructor 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 (see policy listed in the school catalog on page 25). Students accepted for admission may be required to purchase the school's current kit. 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.

## **ADMISSIONS PROCESS**

1. Tour the facility and attend an Informational Interview. Parents or spouses are encouraged to be present.
2. Submit the proof of age, diploma and employability.
3. Complete the Enrollment Agreement.
4. Pay the \$500 Registration Fee

## **Required Documentation (provided by School)**

This is a list of required documentation provided to the student during enrollment and orientation;

- TDLR Application
- Course Syllabus
- Anti-Drug Abuse Handbook
- Completion/Licensure Statistics form
- Pre-Requisites for Employment
- Campus Consumer Crime Statistics information
- Student Catalog
- Consumer information



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## TITLE IV ELIGIBILITY REQUIREMENTS RELATED TO ADMISSIONS

Guidelines for Federal Title IV eligibility is as follows:

1. Student has verifiable Social Security Number
2. Citizenship and residency requirement:  
To be eligible to receive Title IV, HEA program assistance, a student must:
  - Be a citizen or national of the United States or
  - Provide evidence from the U.S. Immigration and Naturalization Service that he or she is a permanent resident of the United States or
  - Is in the United States for other than a temporary purpose with the intention of becoming a citizen or permanent resident or
  - Be a citizen of the Federated States of Micronesia, Republic of the Marshall Islands, or the Republic of Palau is eligible to receive funds under the Federal Pell Grant programs
3. Selective Service Registration: Men aged 18-25 are required to register with the Selective Service; Men exempted from the requirement to register include:
  - Males currently in the armed services and on active duty (this exception does not apply to members of the Reserve and National Guard who are not on active duty);
  - Males who are not yet 18 at the time that they complete their application (an update is not required during the year, even if a student turns 18 after completing the application);
  - Males born before 1960;
  - Citizens of the Republic of Palau, the Republic of the Marshall Islands, or the Federated States of Micronesia\*;
  - Noncitizens who first entered the U.S. as lawful nonimmigrants on a valid visa and remained in the U.S. on the terms of that visa until after they turned 26.
4. Completed a FAFSA and the school must have a current ISIR to start the initial eligibility process.
5. Student must be in compliance with the schools Satisfactory Academic Progress (SAP) policy included in the school catalog.
6. Must not be in default on a loan under any Title IV, HEA loan program.
7. Must not have obtained loan amounts that exceed annual or aggregate loan limits under any Title IV, HEA loan program.
8. Not liable for any grant overpayment.
9. Be enrolled at least halftime to receive assistance from the Direct Loan Program.
10. The Pell Grant program does not require half time enrollment, but the student enrollment status does affect the amount of Pell a student may receive.

## PROGRAMS/SCHEDULES

Barber Institute of Texas operates continuously throughout the year except for recognized holidays. Day classes begin every Tuesday. Barber and Instructor programs are offered on a day schedule of Tuesday-Friday between the hours of 8:30am-6:00pm and Saturday 8:00am-2:00pm.

## HOLIDAYS AND SCHOOL CLOSINGS

The School recognizes the following days as legal holidays:

New Year's Day	Thanksgiving Holiday	Christmas Holiday
Independence Day		

The school reserves the right to close additional days with posted notice.

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**COURSES:**

Class A Barber.....	.50 weeks / 1500 clock hours .....	30 hours per week
Barber Instructor.....	.25 weeks/ 750 clock hours.....	30 hours per week
Barber Instructor.....	16 weeks / 500 clock hours.....	30 hours per week
Barber Technician.....	10 weeks / 300 clock hours.....	30 hours per week
Cosmetology Operator to Class A Barber.....	10 weeks / 300 clock hours.....	30 hours per week
Manicurist.....	20 weeks / 600 clock hours.....	30 hours per week
Hair Weaving.....	10 weeks / 300 clock hours.....	30 hours per week

All courses and schedules are available on a minimum class start. The school reserves the right to reschedule, postpone, or cancel classes. All education and learning environments in our school is conducted in English, to include classroom activity and clinic floor education. The School offers make up hours for students enrolled in classes who would like to make up missed hours.

<p><b>Class A Barber (1500 hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Tuition</td><td style="text-align: right;">\$22,500.00</td></tr> <tr><td>Registration</td><td style="text-align: right;">500.00</td></tr> <tr><td>Kit, Uniform, Books</td><td style="text-align: right;">1,300.00</td></tr> <tr><td>State Fees</td><td style="text-align: right;"><u>25.00</u></td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>\$24,325.00</b></td></tr> </table>	Tuition	\$22,500.00	Registration	500.00	Kit, Uniform, Books	1,300.00	State Fees	<u>25.00</u>	<b>Total</b>	<b>\$24,325.00</b>	<p><b>Barber Technician (300 hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Tuition</td><td style="text-align: right;">\$2,040.00</td></tr> <tr><td>Registration</td><td style="text-align: right;">100.00</td></tr> <tr><td>Kit, Uniform, Books</td><td style="text-align: right;">300.00</td></tr> <tr><td>State Fees</td><td style="text-align: right;"><u>25.00</u></td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>\$ 2,465.00</b></td></tr> </table>	Tuition	\$2,040.00	Registration	100.00	Kit, Uniform, Books	300.00	State Fees	<u>25.00</u>	<b>Total</b>	<b>\$ 2,465.00</b>
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<p><b>Barber Instructor (750 hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Tuition</td><td style="text-align: right;">\$5,100.00</td></tr> <tr><td>Registration</td><td style="text-align: right;">100.00</td></tr> <tr><td>Kit, Uniform, Books</td><td style="text-align: right;">0.00</td></tr> <tr><td>State Fees</td><td style="text-align: right;"><u>25.00</u></td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>\$ 5,225.00</b></td></tr> </table>	Tuition	\$5,100.00	Registration	100.00	Kit, Uniform, Books	0.00	State Fees	<u>25.00</u>	<b>Total</b>	<b>\$ 5,225.00</b>	<p><b>Cosmetology Operator To Class A Barber (300 hours)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Tuition</td><td style="text-align: right;">\$2,040.00</td></tr> <tr><td>Registration</td><td style="text-align: right;">100.00</td></tr> <tr><td>Kit, Uniform, Books</td><td style="text-align: right;">1,300.00</td></tr> <tr><td>State Fees</td><td style="text-align: right;"><u>25.00</u></td></tr> <tr><td><b>Total</b></td><td style="text-align: right;"><b>\$3,465.00</b></td></tr> </table>	Tuition	\$2,040.00	Registration	100.00	Kit, Uniform, Books	1,300.00	State Fees	<u>25.00</u>	<b>Total</b>	<b>\$3,465.00</b>
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ALL TUITION RATES ARE SUBJECT TO CHANGE WITHOUT NOTICE. THE CHANGED RATES WILL BE APPLIED TO NEWLY SIGNED CONTRACTS AND WILL NOT AFFECT EXISTING CONTRACTS.

**METHOD AND TERMS OF PAYMENT**

All students are asked to make a minimum \$50.00 payment each month 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

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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.

## **COST OF ATTENDANCE BUDGETS (COA)**

In order 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, child care and expenses related to disability. The following are standard **monthly** allowances that make up the cost of attendance budgets for the year.

Living at home with parents:

Room & Board	Transportation	Miscellaneous	Other	Total
\$412.00	\$156.00	\$241.00	Case by Case	\$809.00

Living away from home:

Room & Board	Transportation	Miscellaneous	Other	Total
\$804.00	\$156.00	\$241.00	Case by Case	\$1201.00

## **FEDERAL ASSISTANCE PROGRAMS**

The packaging of financial assistance is determined according to guidelines set by the U.S. Department of Education. A variety of programs are available for students qualifying for assistance:

### **Federal Grants:**

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.

**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.

The following Direct Loans are made through the William D. Ford Federal Direct Loan (Direct Loan) Program, which is administered by the U.S. Department of Education:

Federal Direct Subsidized Loan: This is a need-based-loan for which the Federal government subsidizes the interest until repayment begins and during any period of deferment. This is a loan and recipients must begin making payments at the end of their six-month grace period.

Federal Direct Unsubsidized Loan: This is a non-need-based loan for which the Federal Government does not pay the interest subsidy. Interest accrues during all periods. The recipient has the option to pay the interest or to defer payment of the interest for the grace period. This is known as capitalization. This is a loan and recipients must begin making payments at the end of their six-month grace period.

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 step-parent 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 of Texas are approved 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.

## **Incarcerated Applicants**

A student is considered to be incarcerated if she/he is serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or similar correctional institution (whether it is operated by the government or a contractor). A student is not considered to be incarcerated if she/he is in a halfway house or home detention or is sentenced to serve only weekends. Our attendance policy specifies that all classed and practical studies are done at the school's physical location; therefore, incarcerated students are not eligible for admissions.

## **EVALUATING THE VALIDITY OF HIGH SCHOOL DIPLOMAS**

Regulation 34 CFR 668.16 (p) requires Title IV schools to establish policies and procedures to confirm the authenticity of high school diplomas in the event that the school or the Secretary of the U.S. Department of Education has reason to question the validity of a student's high school diploma. Barber Institute of Texas may require further documentation in the form of a certified copy of final high school transcripts for the high school in question or information from a company that evaluates foreign diplomas (in the case of a foreign diploma). Student self-certification is not considered sufficient proof of validity. In addition to checking online for further information about the school issuing the diploma and its accreditation, the school may also contact the Department of Education in the state in which the diploma was issued to determine if the school listed on the diploma is on the state list of recognized schools. The school maintains a list of known diploma mills for the admissions staff to check when receiving a diploma from an unknown and questionable source. It is understood that this list may not be all inclusive as there are hundreds of diploma mills some known and some not currently known. It is also understood that the list of schools in the FAFSA drop down box online also may not be all inclusive. The school makes every reasonable effort to verify the validity of questionable high school diplomas.

## **VERIFICATION**

Each year approximately 30% of financial aid recipients are randomly selected for verification by the U.S. Department of Education. If a student is selected for federal verification they will be asked to complete a Verification Worksheet (provided by the Office of Student Financial Planning) and must provide additional information before financial aid can be disbursed to the student account. This documentation may include but is not limited to federal income tax transcript and W-2 forms (student's, spouse and/or parents/guardians), proof of untaxed income, housing allowances, etc. Students will be notified in writing of all documents required to fulfill this federal requirement. If after review by the Financial Aid Office, there are any changes to the financial aid package the student will be notified in writing. An adjustment will be made to the student's financial aid award as required by federal regulations and an addendum to the existing award letter or a new award letter will be issued.

The verification procedures will be conducted as follows:

1. When selected by the U.S. Department of Education for the process of verification, the student must submit all required documentation to the financial aid office within 10 days from the date the student is notified that the additional documentation is needed for this process.
2. If the student does not provide all of the required documentation within the 10-day time frame, the student will be required to make other payment arrangements until the documentation is received and the student's eligibility for federal student aid has been established.
3. The financial aid office reserves the right to make exceptions to the policy stated above on a case by case basis for extenuating circumstances.

## **CONFLICTING INFORMATION**

Barber Institute of Texas understands that all conflicting information must be resolved before any Title IV funds can be disbursed. Students with conflicting information in their files or paperwork may be selected for verification by the school or its servicer in order to resolve the information in question.

## **CODE OF CONDUCT**

Barber Institute of Texas is committed to ensuring the integrity of its employees and students with respect to all aspects of its schools and operations. Compliance with all applicable laws, regulations, company policies & procedures, and performance of duties according to the highest standards of honesty and integrity, is expected of all employees. Employees assisting students in the financial aid process are required to affirm that they will 1) be ethical and conduct themselves with integrity, 2) avoid any conflicts of interest and comply with all Codes of Conduct required by the school, 3) provide prospective and enrolled students with accurate and complete financial aid and policy information, 4)

keep student information confidential and comply with the Family Educational Rights and Privacy Act (FERPA), and 5) comply with federal and state laws and regulations, accreditor rules, and school policies & procedures.

## **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 <http://www.votexas.org/> or [www.longdistancevoter.org](http://www.longdistancevoter.org). Voter registration cards are provided by the school to the student upon request.

## **VACCINATION POLICY**

While the school encourages its students to lead happy healthy lifestyles and stay disease free it does not have any specific vaccination policy. Vaccinations are not a requirement to be licensed in the State of Texas.

## **STUDENT SERVICES, HOUSING AND COUNSELING**

The school conducts an orientation program on the first day of class which provides information about the instructional programs, goals of each course, policies affecting students and services available to students. Students have access to advising from members of the school staff regarding their program of study, progress, financial affairs, housing, placement or other areas in which the student may need assistance including referral to professional assistance when necessary. Professional assistance is referred for needs such as domestic violence, anger management, depression, and grief/loss, when necessary. Students whose progress in the course is unsatisfactory are advised and provided any additional assistance available. When requested, the school may provide assistance and advisement in acquiring adequate housing facilities. A student requiring housing assistance should contact the school prior to enrollment. Housing is not provided by the school.

## **CAREER COUNSELING**

Career counseling is stressed throughout the course in the areas of personal grooming and hygiene, and good posture. Also stressed throughout the course is communication with others both verbal and non-verbal. Areas that are discussed both in class and on a one-to-one basis are the different specialized fields; one may go into, such as competition and platform work, manager-operator, instructing, etc.

## **EMPLOYMENT ASSISTANCE**

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in how to write a resume, complete an employment application and prepare for an effective interview.

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

In accordance with the Crime Awareness and Campus Security Act of 1990, Barber Institute of Texas 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 of Texas provides police and hotline information to students, employees, and clients. The information is posted throughout the school to be reviewed at their discretion.

## **DRUG ABUSE PREVENTION**

Drug abuse is prohibited at all times 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 a copy of the school's pamphlet "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.

## Conviction for possession or sale of illegal drugs

- A Federal or state drug conviction can disqualify a student for FSA funds. The student self-certifies in applying for aid that he/she is eligible for. Barber Institute of Texas is not required to confirm this unless there is evidence of conflicting information.
- The chart below illustrates the period of ineligibility for FSA funds, depending on whether the conviction was for sale or possession and whether the student had previous offenses. (A conviction for the sale of drugs includes conviction for conspiring to sell drugs)

	Possession of illegal drugs	Sale of illegal drug
1st Offense	1 year from date of conviction	2 years from date of conviction
2nd Offense	2 years from date of conviction	Indefinite period
3+ Offense	Indefinite period	

- If a student was convicted of both possessing and selling illegal drugs, and the periods of ineligibility are different the student will be ineligible for the longer period
- A student regains eligibility the day after the period of ineligibility ends or when he/she successfully completes a qualified drug rehabilitation program. Further drug conviction will make him/her ineligible again.
- When a student regains eligibility during the award year the institute may award Pell and/or Loan for the current payment period.
- A qualified drug rehabilitation program must include at least two unannounced drug tests and must satisfy at least one of the following requirements:
  - Be qualified to receive funds directly or indirectly from a federal, state or local government program.
  - Be qualified to receive payment directly or indirectly from a federally or state-licensed insurance company.
  - Be administered or recognized by federal, state or local government agency or court.
  - Be administered or recognized by a federally or state-licensed hospital, health clinic or medical doctor.

## OSHA REQUIREMENTS

In compliance with United States Department of Labor Occupational Safety and Health Administration requirements, the school advises its students of the chemicals used in barber/related training. During the course work the student learns about the importance of safety in the work place and how to use and follow the Material Safety Data Sheets (MSDS) for chemicals used in barber or related training. During each unit of study, students are apprised of the various chemicals used and safe practices that apply. A complete file containing Material Safety Data Sheets for the chemicals used is available in the administrative office. The school endeavors to facilitate a safe environment for staff and students by teaching the proper and safe use of equipment, tools, and products. The school does not assume responsibility for injuries resulting from improper or unsafe use of equipment, tools, or products.

## PRIVACY AND FILE ACCESS POLICY

The Privacy Act of 1974 prohibits the release of privileged and confidential information concerning individual students unless authorization is received by the student and parents or guardians of dependent minors for each third party request. The school form may be used for this purpose. It is the school's policy that no information is released without written authorization by the student, with the exception of a parent who claims the student on their Federal tax return. The school will release

information to any federal, state or local official, auditor, or accrediting body having the authority to request such information. Upon request a student will be scheduled time to review or give permission to an outside individual to review his/her student records. These records may include academic, financial aid and advisement records. A student may not review income and asset information on parents in the file without written consent of the parents. All institutional records related to accreditation (NACCAS Standards and Policies) will be maintained from the effective date of the most recent grant or renewal of accreditation and in accordance with state and federal law. Newly accredited institutions that do not have a six-year accreditation history will maintain records from the Candidate Consultation visit forward. Student records will be maintained in accordance with state and federal law.

## **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 operations, 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.

## **Facilities/ Services for Student with Disabilities**

The school complies with the Americans with Disabilities Act of 1990 and is wheelchair accessible. The school will provide reasonable modifications and/or accommodations for students with disabilities depending on the student's need.

If you are interested in attending Barber Institute of Texas but are in need of accommodations, you should schedule an appointment with the Director. At this meeting we will discuss the nature of the reported disability and its impact on learning. We will also discuss the process of receiving reasonable accommodations at Barber Institute of Texas, and the types of accommodations available.

Please bring copies of current documentation of a disability to this meeting.

Documentation must be provided by a medical expert within the last three years and include:

- a diagnosis of the disability;
- how the diagnosis was determined (what tests were given and the results); and
- a clinical summary which includes an assessment of how the disability will impact the individual in a college environment and what accommodations are recommended.

Upon completion of the initial meeting, a formal request for the accommodation must be submitted in writing to the school. The school will respond to the request within 15 days of receipt. During this 15-day time frame, the school will consult with Texas Department of Licensing and Regulation in order to ensure the accommodation will also be granted during the state board licensing exam. The initial meeting, formal request, and response from the school must take place prior to the pre-enrollment process.

**Note:** In order to be eligible for Title IV funding, you must be able to benefit from the reasonable accommodations and be able to take the state board licensing exam.

## **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. A Leave of Absence must be requested in advance in writing unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the student's request and the student signature. A form can be obtained from the Director or Manager. There must be a reasonable expectation that the student will return from the LOA. The school will not assess the student any additional charges as a result of the LOA. Leaves of Absence together with any additional leaves of absence must not exceed 180 calendar days in any 12-month period and the institution will normally only approve up to one 30 day LOA. A student granted a leave of absence that meets the criteria is not considered to have withdrawn, and no refund calculation is required at the time. The school will extend the student's contract period by the same number of days taken in the LOA. In the event that the student does not return from the Leave of Absence or withdraws from the school, the withdrawal date for the purpose of calculating a refund is the student's last day of attendance.

## **GRADUATION REQUIREMENTS**

The graduation requirements for all courses are as follows: 1) Successfully complete all phases of study, required tests, and practical assignments 2) Maintain satisfactory academic progress requirements per the criteria of the Satisfactory Academic Progress Policy. 3) Take a final examination on practical procedures, and a final written examination-- having a score of not less than 70 %. 4) Fulfill all financial obligations to the school. 5) Completion of an exit interview and required exit paperwork. UPON GRADUATION A CERTIFICATE WILL BE AWARDED. Certification of hours will not be provided until all tuition charges have been paid in full.

## **LICENSING**

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

## **MAKE UP 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 they are made up. 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.

## **TERMINATION/WITHDRAWAL**

The school may terminate a student prior to the completion of their program for one or more of the following: 1) Insufficient academic progress. 2) Not fulfilling financial obligations to the school. 3) Failure to comply with the rules and regulations of the school. 4) Failure to comply with the Tardy/Attendance policy of the school. 5) Insubordination. 6) after 10 consecutive school days of absence or 7) in the case of a leave of absence on the documented date of return if the student does not return.

## **SCHOOL RULES AND REGULATIONS**

Students of 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:

### **Clinic 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.
- No food or drink is allowed on the clinic floor. Eat and drink only in the school's break room.
- 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. Any additional services requested by the



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.

## 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 week days, 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.

## 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.
- Being on time on Saturdays is MANDATORY. 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 smock when clocked in.
- Student Instructors are to wear black or grey slacks/skirts, a professional top of any color, and the provided black smock.
- Closed shoes must be worn; open shoes are not permitted.
- All pants must be clean, without holes, with no skin showing. No sagging.
- No hats allowed while on school premises.

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 (903-236-9695) 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.

16. 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.
17. Students are expected to avoid disrupting the learning environment or the education of other students. Students are not permitted to instruct other students.
18. Cheating, dishonesty, falsification of records or theft is not permitted.
19. Cigarette smoking is not permitted except in the designated area and NEVER inside the school.
20. Eating and drinking are only permitted in the student break area. No food or drinks are allowed in the classroom or clinic floor.
21. 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.
22. 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.
23. 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.
24. 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.
25. Students may not receive/make personal phone calls on business phones without permission from a staff member.
26. The school cannot accept responsibility for a student's personal equipment, property, or clothing.
27. 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.
28. 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.
29. 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.
30. Students who are nearing the completion of 1000 hours and 1500 hours are not allowed to schedule exams until they have completed all school requirements and passed the final written and practical exam.

# BARBER INSTITUTE OF TEXAS

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## RETURN OF 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. (Refer to institutional 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.

## **LOA**

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. A Leave of Absence must be requested in advance in writing unless unforeseen circumstances prevent the student from doing so. The request must include the reason for the student's request and the student signature. A form can be obtained from the Director or Manager. There must be a reasonable expectation that the student will return from the LOA. The school will not assess the student any additional charges as a result of the LOA. Leaves of Absence together with any additional leaves of absence must not exceed 180 calendar days in any 12-month period and the institution will normally only approve up to one 30 day LOA. A student granted a leave of absence that meets the criteria is not considered to have withdrawn, and no refund calculation is required at the time. The school will extend the student's contract period by the same number of days taken in the LOA.

## **Return of Funds**

The institution has 45 days from the date that the institution determines that the student withdrew to return all unearned funds for which it is responsible. The school is required to notify the student if they owe a repayment via written notice. The school must advise the student or parent that they have 14 calendar days from the date that the school sent the notification to accept a post withdraw disbursement. If a response is not received from the student or parent within the allowed time frame or the student declines the funds, the school will return any earned funds that the school is holding to the Title IV programs. Post-withdraw disbursements may occur within 90 days of the date that the student withdrew.

## **Withdraw Before 60%**

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

## **Withdraw After 60%**

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

Barber Institute of Texas measures progress in Clock Hours, and uses the payment period for the period of calculation.

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## The Calculation Formula:

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

Calculate the percentage of Title IV aid earned:

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

$$\frac{\text{HOURS SCHEDULED TO COMPLETE}}{\text{TOTAL HOURS IN PERIOD}} = \% \text{ EARNED}$$

- b) If this percentage is greater than 60%, the student earns 100%.
- c) If this percent is less than or equal to 60%, proceeds with calculation.

Percentage earned from (multiplied by) Total aid disbursed, or could have been disbursed = AMOUNT STUDENT EARNED.

Subtract the Title IV aid earned from the total disbursed = AMOUNT TO BE RETURNED.

100% minus percent earned = UNEARNED PERCENT

Unearned percent (multiplied by) total institutional charges for the period = AMOUNT DUE FROM THE SCHOOL.

If the percent of Title IV aid disbursed is greater than the percent unearned (multiplied by) institutional charges for the period, the amount disbursed will be used in place of the percent unearned.

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

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

Barber Institute of Texas will issue a grant overpayment notice to student within 30 days from the date the school's determination that student withdrew, giving student 45 days to either:

1. Repay the overpayment in full to Barber Institute of Texas or Sign a repayment agreement with the U.S. Department of Education.

## **Order of Return**

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

1. Unsubsidized Direct Stafford loans (other than PLUS loans)
2. Subsidized Direct Stafford loans
3. Direct PLUS loans
4. Federal Pell Grants for which a Return is required
5. Iraq and Afghanistan Service Grant for which a Return is required
6. Other Title IV assistance
7. State Tuition Assistance Grants (if applicable)
8. Private and institutional aid

## 9. The Student

### **Earned AID:**

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

### **Post Withdraw**

If you did not receive all of the funds that you have earned, you may be due a post-withdraw disbursement. Barber Institute of Texas may use a portion or all of your post- withdraw disbursement for tuition and fees (as contracted with Barber Institute of Texas). For all other school charges, Barber Institute of Texas needs your permission to use the post-withdraw disbursement. If you do not give permission, you will be offered the funds. However, it may be in your best interest to allow the school to keep the funds to reduce your debt at the school.

The post-withdrawal disbursement must be applied to outstanding institutional charges before being paid directly to the student.

### **Institution Responsibilities**

Barber Institute of Texas's responsibilities in regards to Title IV funds follow:

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

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

### **Overpayment of Title IV, HEA Funding**

Any amount of unearned grant funds that you must return is called overpayment. The amount of grant overpayment that you must repay is half of the grant funds you received or were scheduled to receive. You must make arrangement with Barber Institute of Texas or Department of Education to return the amount of unearned grant funds.

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

Includes:

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

### **Refund vs. Return to Title IV (R2T4)**

- The requirements for the Title IV program funds when you withdraw are separate from any refund policy that Barber Institute of Texas may have to return to you due to a cash credit balance. Therefore, you may still owe funds to the school to cover unpaid institutional charges. Barber Institute of Texas may also charge you for any Title IV program funds that they were required to return. If you do not already know what Barber Institute of Texas refund policy is, you may ask Financial Aid Counselor for a copy.



## **Return to Title IV questions?**

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

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

## **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 third 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

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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.

As stated in the enrollment agreement and Standards of Professional Conduct, any financial costs of damages due to willful destruction of school property or bodily harm to a client, student, or employee of the school will be deducted from any eligible credit balance refund.

In the event that a student withdraws or terminates who receives Post 9/11 or Montgomery G.I. Bill benefits, the Texas Veteran's Commission Refund Calculation Worksheet will be used to determine the refund amount. All other aspects of the School's Refund Policy will be adhered to with the exception of the calculation. Any eligible refund will be returned to the Texas's Veteran's Commission.

If a Title IV financial aid recipient withdraws prior to course completion, a calculation for return of TIV funds will be completed 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.

## **SATISFACTORY ACADEMIC PROGRESS POLICY**

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 Barber Instructor (750 hours), Barber Instructor (500 hours), Barber Technician, Cosmetology Operator to Class A Barber, Manicurist, and Hair Weaving 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.

## **ATTENDANCE PROGRESS**

Students must attend a minimum of 80% of the cumulative scheduled hours to maintain Satisfactory Progress and complete the course within the maximum allowed time frame. The attendance percentage is determined by dividing the total hours by the total number of hours scheduled. Students are expected to attend classes as per their enrollment agreement. Students are responsible 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.

## **MAXIMUM TIME FRAME**

The maximum time frame is equal to 1.25 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.

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COURSE	MAXIMUM TIME ALLOWED	
	Weeks	Scheduled Hours
Class A Barber (Full time, 30 hrs./wk.) - 1500 Hours	62.5	1875
Barber Instructor (Full time, 30 hrs./wk.) – 750 Hours	31	937.5
Barber Instructor (Full time, 30 hrs./wk.) – 500 Hours	21	625
Barber Technician (Full time, 30 hrs./wk.) –300 Hours	12.5	375
Cosmetology Operator to Class A Barber - 300 Hours	12.5	375
Manicurist (Full time, 30 hrs./wk.) –600 Hours	25	750
Hair Weaving (Full time, 30 hrs./wk.) –300 Hours	12.5	375

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 30 hours/wk.

## ACADEMIC PROGRESS

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

Practical and Theory:	90 – 100	A = Excellent
	80 – 89	B = Good
	70 - 79	C = Average
	69 or less	F = Failure

### Academic Year Definition:

Barber Institute of Texas academic year is defined as, 900 hours and 30 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:

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Course / Program	Scheduled Hours
Class A Barber	450, 900, 1200, 1500
Barber Technician	150, 300
Barber Instructor 750 hours	375, 750
Barber Instructor 500 hours	250, 500
Cosmetology Operator to Class A Barber	150, 300
Manicurist	300, 600
Hair Weaving	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 (80% cumulative attendance and a C or 70% GPA) for attendance and academic progress at the end of a payment period will be placed on a **Financial Aid Warning**. 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.

## APPEAL PROCEDURE

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

A student, who wished 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.

## 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.

## **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 80% 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

## **REENTRY STUDENTS/INTERRUPTIONS**

Students who have been terminated or withdrew from school may re-enroll (if determined eligible) within 180 days and will not incur additional charges, however these students will be responsible to pay any remaining balance from the previous enrollment that cannot be covered with reinstated federal funds. Students who have been terminated or withdrew from school and re-enroll (if determined eligible), after more than 180 days will pay a \$100 application fee and will be charged for contracted hours at the current tuition rate. All re-enrolling students will be provided the school's Re-Enrollment Policy and will be evaluated

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by the school Director for placement in the curriculum and kit needs. Re-enrolling students may be required to purchase the current school kit. Students applying for re-entry or transfer-in from other schools may be required, as a condition of enrollment, to bring delinquent prior student loans to a current status.

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

## **Transfer Hours**

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluation periods are based on actual contracted hours at the institution.

## **POLICY ON OTHER CHARGES**

### **9 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.

### **9 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.

### **9 PAYMENT SCHEDULE**

If tuition is paid in monthly payments, the payments are due on the 1<sup>st</sup> or the 15<sup>th</sup> 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.

### **9 TRANSCRIPT/CERTIFICATION OF HOURS/DIPLOMA**

For students who are no longer enrolled in school, a charge of \$25 will be incurred for certification of hours or record of completion and / or a diploma. The school may not retain records older than 4 years.

### **9 PURCHASE OF PRODUCTS/SUPPLIES**

Students may purchase professional styling products at a discounted rate while enrolled in school. Barber Institute of Texas only allows professional styling products that are available from the school to be used when performing client services, model services and practical exercises. The student kit provides all of the professional equipment and mannequins necessary for student training, however if a student chooses to perform additional or extensive haircuts or chemical services that render their issued mannequins unsuitable for assignments the student will need to purchase additional mannequins as necessary to complete their assigned activities. Several types of mannequins are available and range in price from \$20.00 to \$70.00. In addition, the school cannot be responsible for lost or stolen items. Students will be responsible to replace such items at their own expense.

### **9 CHECK CASHING POLICY**

Staff or students are not permitted to write checks for cash out of the cash drawer/cash register. Staff or students are not permitted to use the credit card machine to obtain cash. A \$20-dollar fee will be collected for any check written which is later returned to the school for insufficient funds or account closed.

## **STUDENT GRIEVANCE POLICY / PROCEDURE**

In accordance with the institution's objectives, Barber Institute of Texas will make every effort to resolve student grievances. The school maintains an open door policy in regard to grievances. All students have the right to voice concerns and expect appropriate corrective action to any issue that may be interfering with the educational process, or to receive an explanation of why the issue is not applicable. If an issue cannot be resolved by school Director the student may then forward their grievance in writing to the administration for mediation. 1) The written grievance should be given to the School Director/designee. 2) The information will be reviewed by the school owner/administration and a response will be sent in writing, every attempt will be made to respond within 15 days of receiving the grievance. The initial response may not provide for final resolution of the matter but will notify the student of continued investigation and actions being taken. In the case of continued investigation, the student will receive a response after the investigation has been completed. 3) Should the student find the response to be unsatisfactory, the student may appeal that decision to owner/administration. Appeals must be in writing and include copies of the original grievance, the original response, and any additional pertinent documentation. The owner/administration will review and further investigate the matter; they will then issue a final written response. Every attempt will be made to issue the final response within 30 days of receipt. Student should try to resolve the problem through the School's Grievance Policy, however if the student is unsatisfied at the conclusion of this process, a grievance may be filed with the School's accrediting agency or other oversight agencies. A record of grievances and procedures used to resolve issues will be maintained for the purpose of institutional improvement.

# BARBER INSTITUTE OF TEXAS

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## CLASS A BARBER COURSE

### **COURSE DESCRIPTION:**

The 1500 clock hour Class A Barber Program consists of two types of training, 180 hours of theory class that includes orientation and 1320 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 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	F = Failure

### **COURSE TEXTBOOK:**

*Milady's Standard Professional Barbering 5<sup>th</sup> edition*, by Maura T. Scali-Sheahan, Cengage Learning



# BARBER INSTITUTE OF TEXAS

## CLASS A BARBER COURSE UNITS

<b>THEORY</b>  Theoretical knowledge of the practice of barbering services (A) anatomy, physiology, and histology, consisting of the study of (50 hours) (i) Hair (ii) Skin (iii) Muscles (iv) Nerves (v) Cells (vi) circulatory system (vii) Digestion (viii) Bones (B) Texas barber law and rules, 35 hours (C) bacteriology, sterilization, and sanitation, 30 hours (D) disorders of the skin, scalp, and hair, 10 hours (E) Salesmanship, 5 hours (F) barbershop management, 5 hours (G) chemistry, 5 hours (H) Shaving, 5 hours (I) scalp, hair treatments and skin, 5 hours (J) Sanitary professional techniques, 4 hours (K) professional ethics, 4 hours (L) Scientific fundamentals of barbering, 4 hours (M) cosmetic preparations, 3 hours (N) shampooing and rinsing, 2 hours (O) cutting and processing curly and over-curly hair, 2 hours (P) haircutting, male and female, 2 hours (Q) theory of massage of scalp, face and neck, 2 hours (R) hygiene and good grooming, 1 hour (S) barber implements, 1 hour (T) honing and stropping, 1 hour (U) mustaches and beards, 1 hour (V) facial treatments, 1 hour (W) electricity and light therapy, 1 hour (X) history of barbering, 1 hour	180 Hours
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# BARBER INSTITUTE OF TEXAS

<p><b>PRACTICAL</b>  Instruction in practical work, consisting of the study of:</p> <p>(A) dressing the hair, consisting of (800 hours):  (i) men's haircutting  (ii) children's haircutting  (iii) women's haircutting  (iv) Cutting and processing curly and over-curly hair  (v) razor cutting  (B) Shaving, 80 hours  (C) Styling, 55 hours  (D) shampooing and rinsing, 40 hours  (E) bleaching and dyeing of the hair, 30 hours  (F) waving hair, 28 hours  (G) Straightening, 25 hours  (H) Cleansing, 25 hours  (I) professional ethics, 22 hours  (J) barbershop management, 22 hours  (K) hair weaving and hairpieces, 17 hours  (L) Processing, 15 hours  (M) Clipping, 15 hours  (N) beards and mustaches, 15 hours  (O) Shaping, 15 hours  (P) Dressing, 15 hours  (Q) Curling, 15 hours  (R) first aid and safety precautions, 11 hours  (S) scientific fundamentals of barbering, 10 hours  (T) barber implements, 10 hours  (U) haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics, 10 hours  (V) Massage and facial treatments, 10 hours  (W) Arranging, 10 hours  (X) Beautifying, 10 hours  (Y) Singeing, 7 hours  (Z) Manicuring, 8 hours</p>	<p>1320 Hours</p>
<p><b>Total Hours for Class A Barber Course</b></p>	<p>1500 Hours</p>

# BARBER INSTITUTE OF TEXAS

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## BARBER TECHNICIAN COURSE

### **COURSE DESCRIPTION:**

The training encompasses all phases of shampooing, skin care, and scalp care. This training includes the practical and theoretical training. Opportunities for supervised work with the public is provided.

### **COURSE GOALS:**

The barber technician program is designed to prepare the student for the state board licensing exam. The course offers training in shampooing, skin, and hair care as well as their practical applications preparing graduates for entry level employment as technician in a barbershop.

### **COURSE FORMAT:**

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

### **REFERENCES:**

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

### **COURSE EVALUATION:**

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

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	F = Failure

### **COURSE TEXTBOOK:**

*Milady's Standard Professional Barbering 5<sup>th</sup> edition*, by Maura T. Scali-Sheahan, Cengage Learning

# BARBER INSTITUTE OF TEXAS

## BARBER TECHNICIAN COURSE UNITS

<p><b>THEORY</b></p> <p>(A) hygiene, bacteriology, sterilization, and sanitation, 18hours          (B) common disorders of the skin; facial treatments, 4hours          (C) shampooing, equipment, and procedures, 4 hours          (D) Texas barber law and rules, 4 hours          (E) cosmetic applications and massage, 3 hours          (F) professional ethics, 3 hours          (G) good grooming; preparing patron and making appointments, 3 hours          (H) theory of massage, and structure of head, neck, and face, 2 hours          (I) rinsing, types and procedures, 2 hours          (J) scalp and hair treatments, 2 hours</p>	<p>45 Hours</p>
<p><b>PRACTICAL</b></p> <p>(A) application of shampoo and shampooing, 45 hours          (B) application of rinses and removal, 35 hours          (C) makeup application, 33 hours          (D) facial manipulations, 20 hours          (E) application of conditioner and rinsing, 20hours          (F) scalp manipulations, 20 hours          (G) brushing and drying, 18 hours          (H) sanitation and sterilization, 15 hours          (I) draping and scalp examination, 11 hours          (J) application and removal of creams, 10hours          (K) application and removal of packs, 8 hours          (L) set-up for facial, 8 hours          (M) preparation of work area for shampooing, 7 hours          (N) patron protection, 5 hours</p>	<p>255 hours</p>
<p><b>Total Hours for Barber Technician Course</b></p>	<p>300 Hours</p>

# BARBER INSTITUTE OF TEXAS

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## COSMETOLOGY OPERATOR TO CLASS A BARBER COURSE

### COURSE DESCRIPTION:

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 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	F = Failure

### COURSE TEXTBOOK:

*Milady's Standard Professional Barbering 5<sup>th</sup> edition*, by Maura T. Scali-Sheahan, Cengage Learning

# BARBER INSTITUTE OF TEXAS

## COSMETOLOGY OPERATOR TO CLASS A BARBER COURSE UNITS

<b>THEORY</b>  (A) History of Barbering, 1 hour (B) Barber Laws and Rules Review, 1 hour (C) Implements, Honing, and Stropping 5 hours (D) Shaving, 5 hours (E) Men's Haircutting and Tapering, 5 hours (F) Beard and Mustache Trimming and Design, 1 hour (G) Hair Color Review, 1 hour (H) Permanent Waving and Relaxing Review, 1 hour (I) Manicuring and Nail Care Review, 1 hour (J) Facial Treatments and Skin Care Review, 1 hour (K) Anatomy and Physiology Review, 1 hour (L) Blow-dry Styling Review, 1 hour (M) Shampooing and Conditioning Review, 1 hour	25 Hours
<b>PRACTICAL</b>  (A) Men's Haircutting and Tapering, 165 hours (B) Shaving, Mustache and Beard Trimming, 85 hours (C) Hair Coloring, 5 hours (D) Permanent Waving and Relaxing, 5 hours (E) Facial Treatments, 5 hours (F) Shampooing and Conditioning and Blow-dry Styling, 5 hours (G) Manicuring, 5 hours	275 Hours
<b>Total Hours for Cosmetology Operator Course</b>	<b>300 Hours</b>

# BARBER INSTITUTE OF TEXAS

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## BARBER INSTRUCTOR (750 Hours) COURSE

### COURSE DESCRIPTION:

The primary purpose of the Barber Instructor course is to train the student in the basic principles of barber instruction such as theory of teaching, practical demonstrations, conducting theory classes, state barber law, record preparation, clinic floor supervision, safety of clients/students, seeking and obtaining employment, salon management/record keeping, professional ethics, effective communication and human relation, and payroll deductions. The student instructor course consists of 750 hours of instruction of both theoretical and practical skill development required for licensure by the Texas State Department of Licensing and Regulation. Theory and practice are integrated throughout the course. All education and learning environments in our school is conducted in English, to include classroom activity and clinic floor education.

### COURSE GOALS:

To develop the ability to teach both theory and practical barbering using the four step teaching plan; Use various teaching aids, such as textbooks, audio-visual aids, etc. to the best advantage in classroom; To provide information about specific teaching techniques to be used in the classroom; To achieve professional competence as a teacher; and be prepared for State Licensing Examinations in order to receive a license as an Instructor

### COURSE FORMAT

Course will consist of a combination of lecture, demonstrations and student participation. Student instructors will demonstrate their theory of teaching through practical demonstrations and conducting theory classes. Clinic floor work, record preparation and Texas law will be a part of the curriculum. Instruction will be supplemented with visual aids and other instructional techniques.

### 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

All student instructors will be evaluated on both theory and practical grades, and also on attendance. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 70%. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	F = Failure

### COURSE TEXTBOOK:

*Milady's Master Educator: Student Course Book 2nd edition*, by Letha Barnes

# BARBER INSTITUTE OF TEXAS

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## BARBER INSTRUCTOR (750 Hours) COURSE Units

### Barber Instructor -750 Hour Curriculum

<p><b>INSTRUCTION IN THEORY</b></p> <p>(A) lesson planning, 15 hours                  (B) personality and professional conduct, 15 hours                  (C) development of a barber course, 15 hours                  (D) student learning principles, 10 hours                  (E) principles of teaching, 35 hours                  (F) basic teaching methods, 35 hours                  (G) teaching aids, 10 hours                  (H) Testing, 10 hours                  (I) Self-evaluation, 10 hours                  (J) teaching adults, 10 hours                  (K) classroom problems, 5 hours                  (L) classroom management, 5 hours</p>	175 Hours
<p><b>INSTRUCTION IN PRACTICAL WORK</b></p> <p>(A) assisting with students, 350 hours                  (B) theory class (assisting teacher, observing, teaching), 150 hours                  (C) learning office procedures and state laws, 50 hours                  (D) grading test papers (assisting teacher, observing, grading), 25 hours</p>	575 Hours
<b>Total Hours for Barber Instructor Course</b>	750 Hours



# BARBER INSTITUTE OF TEXAS

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## BARBER INSTRUCTOR (500 Hours) COURSE

### COURSE DESCRIPTION:

The primary purpose of the Barber Instructor course is to train the student in the basic principles of barber instruction such as theory of teaching, practical demonstrations, conducting theory classes, state barber law, record preparation, clinic floor supervision, safety of clients/students, seeking and obtaining employment, salon management/record keeping, professional ethics, effective communication and human relation, and payroll deductions. The student instructor course consists of 500 hours of instruction of both theoretical and practical skill development required for licensure by the Texas State Department of Licensing and Regulation. Theory and practice are integrated throughout the course. All education and learning environments in our school is conducted in English, to include classroom activity and clinic floor education.

### COURSE GOALS:

To develop the ability to teach both theory and practical barbering using the four step teaching plan; Use various teaching aids, such as textbooks, audio-visual aids, etc. to the best advantage in classroom; To provide information about specific teaching techniques to be used in the classroom; To achieve professional competence as a teacher; and be prepared for State Licensing Examinations in order to receive a license as an Instructor

### COURSE FORMAT

Course will consist of a combination of lecture, demonstrations and student participation. Student instructors will demonstrate their theory of teaching through practical demonstrations and conducting theory classes. Clinic floor work, record preparation and Texas law will be a part of the curriculum. Instruction will be supplemented with visual aids and other instructional techniques.

### 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

All student instructors will be evaluated on both theory and practical grades, and also on attendance. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 70%. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	F = Failure

### COURSE TEXTBOOK:

*Milady's Master Educator: Student Course Book 2nd edition*, by Letha Barnes

# BARBER INSTITUTE OF TEXAS

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## BARBER INSTRUCTOR (500 Hours) COURSE Units

<p><b>INSTRUCTION IN THEORY</b></p> <p>(A) lesson planning, 15 hours                  (B) personality and professional conduct, 15 hours                  (C) development of a barber course, 15 hours                  (D) student learning principles, 10 hours                  (E) principles of teaching, 10 hours                  (F) basic teaching methods, 10 hours                  (G) teaching aids, 10 hours                  (H) testing, 10 hours                  (I) self-evaluation, 10 hours                  (J) teaching adults, 10 hours                  (K) classroom problems, 5 hours                  (L) classroom management, 5 hours</p>	125 Hours
<p><b>INSTRUCTION IN PRACTICAL WORK</b></p> <p>(A) assisting with students, 250 hours                  (B) theory class (assisting teacher, observing, teaching), 50hours                  (C) learning office procedures and state laws, 50hours                  (D) grading test papers (assisting teacher, observing, grading), 25 hours</p>	375 Hours
<b>Total Hours for Barber Instructor Course</b>	<b>500 Hours</b>

# BARBER INSTITUTE OF TEXAS

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## MANICURIST COURSE

### COURSE DESCRIPTION:

The primary purpose of the Manicurist course is to prepare students in the basic skills for licensure and practice as a Manicurist as prescribed by Texas State Law. The course consists of 45 hours in theory and 555 hours in practical training. The subjects covered include bacteriology, sterilization, and sanitation; manicuring, equipment, and procedures; the nail and disorders, and skin

### 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 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	F = Failure

### COURSE TEXTBOOKS:

*Milady's Standard Nail Technology 6<sup>th</sup> edition*, Cengage Learning

*Milady's Standard Nail Technology Workbook*, Cengage Learning

*Salon Fundamental Nails: A Resource for Your Nail Care Career*, Pivot-Point International 2007

# BARBER INSTITUTE OF TEXAS

## MANICURIST COURSE UNITS

<b>THEORY</b>  (1) instruction in theory, consisting of: (A) bacteriology, sterilization, and sanitation, 16 hours (B) manicuring, equipment, and procedures, 4 hours (C) the nail and disorders, 4 hours (D) Texas barber law and rules, 4 hours (E) anatomy and physiology, 4 hours (F) skin, 4 hours (G) professional ethics, 3 hours (H) hygiene and good grooming, 3 hours (I) advanced nail techniques, 3 hours	<b>45 Hours</b>
<b>PRACTICAL</b>  2) instruction in practical work, consisting of: (A) shaping nails, 96 hours (B) applying polish, 74 hours (C) trimming cuticle and buffing nails, 59 hours (D) hand and arm massage, 57 hours (E) removal of polish, 57 hours (F) application of artificial and gel nails, 44 hours (G) applying cuticle remover and loosening, 40 hours (H) preparation of manicure table, 40 hours (I) softening cuticle, 37 hours (J) Bleaching under free edge 18 hours (K) cleaning under free edge, 18 hours (L) applying cuticle oil or cream, 15 hours	<b>555 Hours</b>
<b>Total Hours for Manicurist Course</b>	<b>600 Hours</b>

# BARBER INSTITUTE OF TEXAS

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## HAIR WEAVING COURSE

### COURSE DESCRIPTION:

The primary purpose of the Hair Weaving course is to prepare students in the basic skills for licensure and practice as a Hair Weaving Specialist as prescribed by Texas State Law. The course consists of 150 hours in hair weaving, 50 hours in shampooing client, weft and extensions, 40 hours in professional practices, 30 hours in anatomy and physiology, 10 hours in chemistry in hair weaving, 10 hours in sanitation and safety measures, and 10 hours in safety measures.

### 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 70% and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:	90 - 100	A = Excellent
	80 - 89	B = Good
	70 - 79	C = Average
	69 or less	F = Failure

### COURSE TEXTBOOK:

- *Natural Hair Care and Braiding*, 1997, Delmar
- *Milady's Standard Natural Hair Care and Braiding 1<sup>st</sup> edition*, by Diane Carol Bailey, Cengage Learning
- Various School Handouts

# BARBER INSTITUTE OF TEXAS

## HAIR WEAVING COURSE UNITS

<b>(1) Hair weaving:</b> Basic hair weaving, repair on hair weaving, removal of weft, sizing and finishing	<b>150 Hours</b>
<b>(2) Shampooing client, weft and extensions:</b> Basic shampooing, basic conditioners, semi-permanent and weakly rinses, basic hair drying, draping	<b>50 Hours</b>
<b>3) Professional practices:</b> Hair weaving as a profession, vocabulary, ethics, salon procedures, hygiene, grooming, professional attitudes, salesmanship, public relations, hair weaving/braiding skills, including purpose, effect, equipment, implements, supplies, and preparation	<b>40 Hours</b>
<b>(4) Anatomy and physiology-scalp:</b> Major bones and functions, major muscles and functions, major nerves and functions, skin structures, functions, appendages, conditions and lesions, hair or fiber used, structure, composition, hair regularities, hair and scalp diseases	<b>30 Hours</b>
<b>(5) Chemistry in hair weaving:</b> Elements, compounds, and mixtures, composition and uses of cosmetics in hair weaving	<b>10 Hours</b>
<b>(6) Sanitation and safety measures:</b> Definitions, importance, sanitary rules and laws, sterilization methods of unused hair and fiber droppings	<b>10 Hours</b>
<b>(7) Safety measures:</b> Client protection	<b>10 Hours</b>
<b>Total Hours for Hair Weaving Course</b>	<b>300 Hours</b>