

La Barberia



INSTITUTE OF HAIR

WITH COURSES IN BARBERING AND ADVANCED ESTHETICS

1633 GOLDEN GATE PLAZA MAYFIELD HEIGHTS, OHIO 44124
440-565-7525

Volume VIII
Student Catalog
Policies and Procedures
Effective February 2022

This is to certify that the information contained in this publication is true and correct in content and policy

Signature of authorizing official:

Name: _____

Date: _____

Contents

| | |
|--|----|
| APPROVED/LICENSED BY | 4 |
| OHIO STATE COSMETOLOGY AND BARBER BOARD | 4 |
| NACCAS-National Accrediting Commission of Career Arts & Sciences | 4 |
| US DEPARTMENT OF EDUCATION FINANCIAL AID | 4 |
| US DEPARTMENT OF VETERANS AFFAIR..... | 4 |
| MEET THE STAFF..... | 4 |
| OUR MISSION STATEMENT | 5 |
| OUR HISTORY | 5 |
| EDUCATIONAL OBJECTIVE | 5 |
| FOREWARD | 5 |
| SCHOOL FACILITIES | 5 |
| GENERAL INFORMATION | 6 |
| CURRICULUM | 6 |
| BARBER REFRESHER PROGRAM | 6 |
| BARBER PROGRAM W/COSMETOLOGY LICENSE | 6 |
| BARBER PROGRAM..... | 7 |
| HOURS OF OPERATION..... | 7 |
| LUNCH | 7 |
| BREAKS..... | 7 |
| CLASS SCHEDULES | 7 |
| STUDENT BARBER ADMISSIONS POLICY | 7 |
| TRANSFERS..... | 8 |
| RE-ENTERING..... | 9 |
| TUITION | 9 |
| BARBER REFRESHER PROGRAM | 9 |
| BARBER PROGRAM W/COSMETOLOGY LICENSE..... | 9 |
| BARBER PROGRAM | 9 |
| PAYMENT OPTIONS | 9 |
| COLMERY ACT..... | 10 |
| COMPANY BUSINESS ETHICS | 10 |
| BUSINESS CONDUCT..... | 10 |
| CONFIDENTIALITY OF INFORMATION | 10 |
| COPYRIGHT INFRINGEMENT | 10 |

| | |
|---|----|
| CAMPUS SECURITY | 11 |
| THE CLERY ACT | 11 |
| CAMPUS SAFETY | 11 |
| HARASSMENT FREE ENVIRONMENT | 11 |
| SEXUAL HARASSMENT FREE ENVIRONMENT..... | 11 |
| DOMESTIC VIOLENCE | 13 |
| HATE CRIMES..... | 13 |
| A DRUG/ALCOHOL FREE ENVIRONMENT | 15 |
| A WEAPONS FREE ENVIRONMENT | 15 |
| A SMOKE FREE ENVIRONMENT | 16 |
| CRIME ALERTS AND TIMELY WARNINGS | 16 |
| EMERGENCY RESPONSE AND EVACUATION PROCEDURES..... | 16 |
| EMPLOYMENT ASSISTANCE..... | 17 |
| HOUSING..... | 17 |
| LOST OR STOLEN PROPERTY | 17 |
| SECURITY | 17 |
| HAZARDS AND REPORTING OF ACCIDENTS | 17 |
| HOUSEKEEPING..... | 17 |
| MAKE-UP WORK | 17 |
| DRESS CODE/PERSONAL APPEARANCE/IMAGE | 18 |
| SCHOOL RULES | 18 |
| DISCIPLINARY PROCESS..... | 20 |
| GRIEVANCE POLICY | 20 |
| FERPA..... | 21 |
| ATTENDANCE..... | 21 |
| EXTRA CHARGES | 21 |
| TARDINESS | 22 |
| LEAVE OF ABSENCE | 22 |
| STUDENT TERMINATION POLICY | 23 |
| REFUND POLICY | 23 |
| FEDERAL STUDENT AID | 25 |
| TIMING OF DISBURSEMENTS | 25 |
| FINANCIAL AID RESPONSIBILITIES..... | 26 |
| RETURN OF TITLE IV | 26 |
| SATISFACTORY ACADEMIC PROGRESS POLICY..... | 27 |

| | |
|--|----|
| EVALUATION PERIODS..... | 27 |
| ATTENDANCE PROGRESS EVALUATION | 27 |
| MAXIMUM TIME FRAME ALLOWED | 28 |
| ACADEMIC PROGRESS EVALUATIONS | 28 |
| GPA SUMMARY | 28 |
| DETERMINATION OF PROGRESS STATUS | 28 |
| WARNING | 29 |
| PROBATION | 29 |
| RE-ESTABLISHMENT | 29 |
| INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS | 29 |
| REPETITIONS AND NON-CREDIT REMEDIAL COURSES..... | 29 |
| APPEAL PROCEDURE..... | 29 |
| TRANSFER HOURS | 29 |
| GRADUATION REQUIREMENTS..... | 30 |
| CANCELLATION OF CLASSES | 30 |
| CAREER COUNSELING..... | 30 |
| CHARACTERISTICS OF A SUCCESSFUL STUDENT | 30 |
| EXPECTATIONS OF SUCCESSFUL GRADUATE..... | 30 |
| PHYSICAL DEMANDS OF BARBERING | 31 |
| SAFETY REQUIREMENTS | 31 |
| REQUIRED LICENSING | 31 |
| ADDITIONAL REQUIREMENTS | 31 |
| CLASS START DATES | 32 |
| NATIONAL HOLIDAYS | 32 |
| ADVANCED ESTHETICS PROGRAM..... | 32 |
| TUITION..... | 32 |
| EDUCATIONAL OBJECTIVE..... | 33 |
| COURSE DESCRIPTION/GOAL/FORMAT..... | 33 |
| PAYMENT OPTIONS..... | 33 |
| ATTENDANCE..... | 34 |
| STUDENT ESTHETICS ADMISSIONS POLICY..... | 34 |
| ACADEMIC REQUIREMENTS/GRADING POLICY..... | 38 |
| CLASS START DATES..... | 38 |
| CLASS SCHEDULES..... | 39 |
| BARBER INSTRUCTOR TRAINING PROGRAM..... | 39 |
| TUITION..... | 39 |

| | |
|--|----|
| EDUCATIONAL OBJECTIVE..... | 39 |
| COURSE DESCRIPTION/GOAL/FORMAT..... | 39 |
| PAYMENT OPTIONS..... | 40 |
| ATTENDANCE..... | 41 |
| STUDENT BARBER INSTRUCTOR ADMISSIONS POLICY..... | 41 |
| ACADEMIC REQUIREMENTS/GRADING POLICY..... | 42 |
| CLASS START DATES..... | 43 |
| CLASS SCHEDULES..... | 43 |

APPROVED/LICENSED BY

Ohio State Cosmetology and Barber Board

1929 Gateway Circle, Grove City, OH 43123

Phone: 614-466-3834

NACCAS-National Accrediting Commission of Career Arts & Sciences-3015 Colvin Street, Alexandria, VA 22314

Phone: 703-600-7600 Fax: 703-379-2200 (**EXCLUDES BARBER**

INSTRUCTOR TRAINING PROGRAM)

U.S. Department of Education

500 W. Madison Street Suite 1475, Chicago, Il 60661-4544

U.S. Department of Veterans Affairs

810 Vermont Avenue, NW Washington, DC 20420

MEET THE STAFF

Laura M. Clemente-Owner/Director/Substitute Barber Instructor

Carla Elig-President/Substitute Barber Instructor

Lisa Elig-Principal Administrator, Director of Financial Aid

Robert Clemente-IT

Angela Stubbs-Financial Aid Administrator

Yvonne Myers-Director of Education/Barber and Cosmetology Instructor

Waverly Willis-Director of Public Relations/Barber Instructor

Ramon Claudio-Marketing

Harold Corrothers- Barber Instructor

Carly Zehner-Barber Instructor

Carol Parker-Barber Instructor

Phillip Parker-Barber Instructor

Tami Roeder-Barber Instructor

Trisha Pierce- Substitute Barber Instructor

Jamie Bucar-Barber Instructor

Willy Rojas- Barber Instructor

Monique Martin-Administrative Support

Marianne Scibana- Administrative Support

Ciera Jacks – Administration Representative

Desiree Roeder- Administration Representative

Jillian Mismas – Esthetics Instructor

Kenleeta Armstrong- Esthetics Instructor

Kelley Giordano- Esthetics Instructor

Marjorie Bandy-Esthetics Instructor

Carla Rencz-Esthetics Instructor

All Programs at Cleveland Barber College Inc. DBA LaBarberia Institute of Hair will be taught in English. Catalog and Enrollment Agreements for all programs taught at LaBarberia Institute of Hair are in English.

OUR MISSION STATEMENT

LaBarberia Institute of Hair is a professional barber school that is committed to maintaining its standard of excellence. LaBarberia Institute of Hair provides its students with extraordinary training, educational experiences and state of the art tools necessary to prepare for a successful and fulfilling career in today's barber and beauty industry.

OUR HISTORY

The history of the institute begins in July of 2009. The history will be made by the achievements of each graduate. Dedicated and inspired by the diligence of the "old school barbers" and the beauty industry, Laura Clemente; barber since 1983 and business owner operator since 1989, spoke of the promise to one day open a barber college that would overcome mediocrity and cater to the students, guests and the community. The school was created to provide opportunities that will enrich lifestyles and inspire others to succeed, serve, and care.

EDUCATIONAL OBJECTIVE

The goal is to provide a well-rounded educational program, which will fit the needs and demands of prospective students interested in modern hair styling knowledge, while focusing on the traditional, customer service excellence, and male concentrated services offered by the barber profession. We are offering all that a student can learn at a barber school such as clipper and shear methods for buzz cuts, razor shaving, facial hair styling and trimming, combined with the chemical services, women's hairstyling techniques, and the knowledge of the best hair products of a cosmetology school. In addition, the student will understand anatomy and physiology of the hair to assist in chemical services in treating the hair, which is taught at cosmetology school. They will learn effective client retention and relationship building that keeps clients coming back. A student will graduate with full business practice awareness and knowledge including management, salon development, state law rules and regulations, consulting, human and public relations, record/bookkeeping, professional ethics, and will be taught the history of barbering as a benchmark for unrivaled service. The maximum number of students in a typical Theoretical Scientific Study classroom is twenty students. The maximum number of students of Scientific Barbering Practice is twenty students.

FOREWARD

This Student Catalog is designed to provide you with a better understanding of LaBarberia Institute of Hair policies and procedures. This Student Catalog includes general information regarding the school's policies and procedures, school operations, admissions, and education that apply to you during your educational relationship with LaBarberia Institute. These policies and procedures are guidelines to follow and are as complete as reasonably possible. However, they are not all-inclusive. Company management may make changes at any time by adding to, deleting, revising, or totally revoking any existing policies, practices and procedures without notice. Circumstances may arise that were not anticipated; therefore, management may vary from the stated policies and practices if, in their opinion, the circumstances dictate. Students will be notified if any changes are made. The information contained in this Student Catalog supersedes all prior oral or written representations or statements regarding personnel policies, practices and procedures of the institute. Final interpretation of any policy, practice, procedure, etc. is at the discretion of the Owner/Director. Violations of these policies are based on our Disciplinary Policies and may result in disciplinary action that could include immediate termination of student.

Our success is strengthened by our students' commitment to growth and continued excellence. We look forward to teaching you and hope your experience with LaBarberia Institute will be a happy and successful one. Once again, welcome to LaBarberia Institute of Hair.

SCHOOL FACILITIES

Our 2015 newly renovated school facility is located in the bustling Mayfield Heights suburban Golden Gate shopping center. A multitude of shopping and dining options are available within walking distance.

In 2018 approximately 3,150 square feet of classroom and clinic space were added including 58 barber stations and a

demo classroom.

In 2019 5,040 square feet of classroom and clinic space were added including 14 esthetic stations, as well as 2 theory and 1 demo classroom. An office, front desk, dispensary, breakroom, laundry area and waiting room space was also added.

Our building-The decor is pristine, modern and handicap accessible. Air-conditioned for comfort and strategically placed LED lighting for maximum visibility.

The Clinic Floor-State of the art equipment includes 40 barber chairs, 4 shampoo units, double equipped laundry room, computers with Milano and Genesis software for premium record keeping.

Demonstration and Theory Classrooms- include a progressive curriculum including curriculum taught on Chromebooks, interactive smart board, mannequin stands and mannequin heads, prepared lesson plans and activities. Conveniently available is a private kitchen lunch/break room with refrigerator, microwave, vending machines, sink and storage cabinets. Our stocked shelves with up to date, significant periodicals serve as our practical student reference library.

GENERAL INFORMATION

BARBER PROGRAM CURRICULUM

- Precision hair cutting, clipper, and shear methods for men - buzz cuts, tapered designs, lines and razor cutting
- Hygiene, grooming and personal development
- Bacteriology, sterilization, and sanitation
- Tools, equipment and implements in the areas of identification and usage
- Haircutting, hair tapering, hair styling, thermal curling, blow drying, shampooing, scalp and hair treatments, conditioning, hair analysis, and care of hairpieces, wigs and wefts
- Hair straightening, hair relaxing, thermal hair straightening and blow outs, permanents, hair coloring, tinting, bleaching and chemistry
- Shaving, beard and mustache shaping and trimming, updated styles of beards, goatees, and mustache designing, facials, theory of facial massages
- Anatomy and physiology of the hair
- Study of the hair, skin, scalp and structure of the head
- Product knowledge, product use and sales, preparing and consulting with customers for services
- Laws, rules, board authority, enforcement and disciplining, professional ethics, and history of the barber industry
- Business management practices, salon development, insurance, client consultation, salesmanship, professionalism, resume development, interview preparation, job search skills
- State law rules and regulations
- Individual student needs, industry trends, and electives (e.g. record keeping, banking, communications, human relations, public relations, first aid, etc.)

BARBER PROGRAM CURRICULUM OUTLINES

BARBER REFRESHER PROGRAM

200 Hours

General Barbering Practice-(150 hours) clinic barbering under the supervision of a teacher.

Scientific Barbering Practice- (50hours) practicing under the supervision of a teacher.

Barber Refresher Program will provide barbering services such as: cutting, trimming, shampooing, styling hair, trimming beards, facials and hot shaves.

Possible job titles after graduation: Barber, Barber Shop Operator, Master Barber, Stylist

BARBER PROGRAM W/COSMETOLOGY LICENSE

1000 Hours

Theoretical Scientific Study – (30 hours) classroom study under the supervision of a teacher of theoretical subjects of instruction in the art of barbering.
 Scientific Barbering Practice – (100 hours) practicing under the supervision of a teacher.
 General Barbering Practice – (700 hours) clinic barbering under the supervision of a teacher. Instructors will allocate the remaining 170 hours to related theory, practice or clinic practice, as it deems necessary.

Barber Program w/Cosmetology License will provide barbering services such as cutting, trimming, shampooing, and styling hair, trimming beards, facials and hot shaves.

Possible job titles after graduation: Barber, Barber Shop Operator, Master Barber, Stylist

BARBER PROGRAM

1800 Hours

Theoretical Scientific Study – (100 hours) classroom study under the supervision of a teacher of theoretical subjects of instruction in the art of barbering.

Scientific Barbering Practice – (200 hours) practicing under the supervision of a teacher.

General Barbering Practice – (1200 hours) clinic barbering under the supervision of a teacher.

Instructors will allocate the remaining 300 hours to related theory, practice or clinic practice as it deems necessary.

Barber Program will provide barbering services such as: cutting, trimming, shampooing, styling hair, trimming beards, facials, and hot shaves.

Possible job titles after graduation: Barber, Barber Shop Operator, Master Barber, Stylist

****SEE PAGE 37 FOR ADVANCED ESTHETICS PROGRAM CURRICULUM**

****SEE PAGE 42 FOR BARBER INSTRUCTOR TRAINING PROGRAM CURRICULUM**

BARBER PROGRAM HOURS OF OPERATION

9:00 AM – 5:30 PM Monday, Friday, Saturday. 9:00 AM – 8:30 PM Tuesday, Wednesday, Thursday

LUNCH - 1/2-hour lunch. Students must clock out for lunch. Students taking more than a 1/2-hour lunch will be considered tardy and charged accordingly.

BREAKS – 2 15-minute breaks-time determined by instructor.

BARBER PROGRAM CLASS SCHEDULES

The school will instruct the student in the class schedule listed below in accordance with Ohio State Cosmetology and Barber Board.

| Program | Full Time Barber Refresher Program | Full Time Barber Program W/Cosmetology License | Full Time Barber Program | 34 Hour Per Week Barber Program | Part Time Barber Instructor Training Program |
|--------------|------------------------------------|--|--------------------------|---------------------------------|--|
| Clock Hours | 200 | 1000 | 1800 | 1800 | 500 |
| Weeks | 5 | 25 | 45 | 53 | 30 |
| Daily Hours | 3-10 | 3-10 | 3-10 | 3-10 | 3-10 |
| Weekly Hours | 40 | 40 | 40 | 34 | 16 |

- ***SEE PAGE 39 FOR ADVANCED ESTHETICS PROGRAM CLASS SCHEDULES**

STUDENT BARBER ADMISSIONS POLICY

The school does not discriminate in its employment, admissions, instruction, or graduation policies on the basis of race, color, creed, religion, national origin, ethnic origin, gender identity, marital status, disability, age, sexual orientation, public assistance status, or any other basis protected by law nor does it recruit students already attending or

admitted to another school offering similar programs of study. The school requires that each student enrolling at LaBarberia Institute of Hair must:

- Complete an application for enrollment
- Provide proof of secondary education such as a diploma, a GED certificate, an official transcript of secondary school completion, or state certification of home-school completion.
 - Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. We currently sent foreign high school diplomas to The Spanish Group LLC. A charge of \$49 will be added to the student's ledger.
- Financial Aid-Only students in the 1800 Hour Barber Program are eligible for Federal Student Aid's Pell Grant Program or Direct Subsidized and Direct Unsubsidized loan programs.

The admission requirements and procedures of Ohio State Cosmetology and Barber Board requires a Student Barber License while attending, therefore the following documents are required for submission to the LaBarberia Institute of Hair and/or Ohio State Cosmetology and Barber Board:

- 17 years of age at enrollment and 18 years of age prior to state board testing
- Driver's License or a Picture State ID
- Barber Program W/Cosmetology License requires valid Ohio Cosmetology License
- Tuition or payment plan in place
- One current identical photo (head and shoulders only) no less than two and one-half inches by three- and one-half inches, no more than three inches by five inches and must be signed on the front by the applicant
- Copy of Birth Certificate
- All foreign birth certificates will be sent for translation to The Spanish Group LLC. A charge of \$49 will be added to the student's ledger.
- Any name changes documentation/Marriage, Court Order, etc.
- \$40.00 Ohio State Board Enrollment Fee (included in cost of program)
- Duffel bag, back-pack or rolling case recommended
- The institute does not accept ATB testing

Student requesting Financial Aid:

- Complete the Free Application for Federal Student Aid (FAFSA) online at www.fafsa.gov. LaBarberia Institute of Hair school code is **042257**.

A school visit by the prospective student is required. Each applicant will tour the facility and have a personal interview with the principal administrator and/or school representative. At the time of the interview, the applicant will complete an interview questionnaire; in addition to reviewing the Student Catalog and Enrollment Agreement.

****SEE PAGE 34 FOR ADVANCED ESTHETICS PROGRAM ADMISSIONS POLICY**

****SEE PAGE 41 FOR BARBER INSTRUCTOR TRAINING PROGRAM ADMISSIONS POLICY**

TRANSFERS

Students transferring to LaBarberia Institute of Hair: The student must complete a Request for Transfer of Clock Hours application found on the Ohio State Cosmetology and Barber Board website and send to the board.

The student transferring to LaBarberia Institute of Hair must remit:

- Application provided by the board
- 1 picture (signed across the front)-**BARBER PROGRAM AND BARBER INSTRUCTOR TRAINING PROGRAM ONLY**
- Enrollment documents that a new student would sign
- Tuition payment plan in place. Tuition for students transferring to LaBarberia Institute of Hair will be calculated based on the number of hours left to complete the course and the current rate of tuition.

Students transferring from LaBarberia Institute of Hair to another school: The student must complete a Request for Transfer of Clock Hours application found on the board website and send to the board. The administrator of institute must complete a Discontinuance Form found on the cosmetology and barber board website and send to the board. All fees due to the institute must be paid in full prior to release of hours to state board. All student transfers must have board approval.

RE-ENTERING

A student who withdraws and then reenters the same program within 180 calendar days is considered to be in the same payment period he or she was in at the time of the withdrawal. The student retains his or her original eligibility for that payment period and is treated as though he or she did not cease attendance. The student remains in the same period when he or she returns and is eligible to receive any Title IV, HEA programs for which he or she was eligible prior to withdrawal, including funds that were returned by the institution or student. If the withdrawal process has been completed the student will be charged a \$40 Enrollment Fee and a \$175 Registration Fee due prior to your reenter start date.

A student who withdraws and returns after 180 days will return in the same satisfactory academic progress status as at the time of withdrawal. The tuition rates current at the time of re-entry will apply to the balance of training hours needed. Students receive credit for hours earned. The student starts a new payment period when he or she reenters. The institute will treat the students remaining hours in the program as if they are the student's entire program. The number of payment periods and length of each payment period are determined by applying the rules in the appropriate part of the definition of a payment period to the hours remaining in the program upon reentry. The student will be charged a \$40 Enrollment Fee and a \$175 Registration Fee due prior to your reenter start date.

TUITION

• BARBER REFRESHER PROGRAM

- 200 Hours
- Total Cost of Program: \$2,000
- Items included in cost of program: Milady's Professional Textbook and 2 years access to MindTap \$224, Ohio State Cosmetology and Barber Board Enrollment Fee \$40, Registration Fee \$175, Smock \$30
- Tuition: \$1,531
- Tools will *not* be provided to students enrolled in the Barber Refresher Program. Students enrolled in the Barber Refresher Program needing tools may purchase their tools through the school
- Cost of State Board Exam is *not* included in cost of program \$90

BARBER PROGRAM W/COSMETOLOGY LICENSE

- 1000 Hours (Adding on a state barber license to existing cosmetology license)
- Total Cost of Program: \$10,000
- Items included in cost of program: Student Kit \$774, Milady's Professional Textbook and 2 years access to MindTap \$224
- Other fees included in the cost of the program: Ohio State Cosmetology and Barber Board Enrollment Fee \$40, Registration Fee \$175, State Board Exam Fee \$90 and Smock \$30
- Tuition: \$8,667
- Students enrolled in the Barber Program W/Cosmetology License needing additional tools may purchase the tools through the school

BARBER PROGRAM

- 1800 Hours
- Total Cost of Program: \$18,500
- Items included in cost of program: Student Kit \$774, Milady's Professional Textbook and 2 years access to MindTap \$224
- Other fees included in cost of program: Ohio State Cosmetology and Barber Board Enrollment Fee \$40, Registration Fee \$175, State Board Exam Fee \$90, and Smock \$30
- Tuition: \$17,167

****SEE PAGE 32 FOR ADVANCED ESTHETICS PROGRAM TUITION**

**** SEE PAGE 39 FOR BARBER INSTRUCTOR TRAINING PROGRAM TUITION**

PAYMENT OPTIONS

Tuition payments may be made by cash, credit card, money order, check, Title IV Funds, VA benefits

\$1,500 deposit made prior to start date.

Option 1: Payments on balance of tuition will be divided based on the number of months the student will be enrolled in school

Option 2: Tuition paid by credit card will have a 3 percent service fee added to each payment.

Option 3: 10 percent discount applied to tuition payments made in full prior to start date. If payment made by credit card option

2 will apply, (3 percent service fee added to each payment).

Option 4: Financial Aid – must be approved by the Department of Education

Option 5: VA benefits

COLMERY ACT-LaBarberia Institute of Hair will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from the Department of Veterans Affairs under Chapter 31 or 33.

TUITION AND ANY EXTRA FEES MUST BE PAID IN FULL PRIOR TO TAKING STATE BOARD EXAM

| 2017 ANNUAL REPORT | 2018 ANNUAL REPORT | 2019 ANNUAL REPORT |
|------------------------|------------------------|------------------------|
| Graduation Rate 70.00% | Graduation Rate 80.23% | Graduation Rate 71.30% |
| Placement Rate 97.14% | Placement Rate 77.94% | Placement Rate 62.96% |
| Licensure Rate 98.5% | Licensure Rate 82.81% | Licensure Rate 85.25% |

COMPANY BUSINESS ETHICS

LaBarberia Institute of Hair is committed to conducting its business in a lawful and ethical manner. LaBarberia Institute of Hair expects all students to meet the highest standards of legal and ethical conduct. Anything else is considered unacceptable. Each of us has an obligation to behave at all times with honesty and propriety because such behavior is morally and legally right, and because our business success is dependent on our reputation for integrity and on the trust and confidence of everyone with whom we deal. The commitment to ethical behavior is not a matter of vague principles and generalized comments. We have a strict code of conduct. LaBarberia Institute of Hair expects all students to read, understand and adhere to the rules outlined in this Student Catalog.

BUSINESS CONDUCT

LaBarberia Institute of Hair expects all students to be courteous and show a spirit of service to our clients and to one another. Unnecessary personal or negative comments about students, clients, or others associated with the company are unacceptable. No students or staff member shall use social media to slander the school, fellow peers, or others associated with the company. Honesty and ethical concern for the company's assets are essential. You should report any evidence of improper practices of which you become aware to an appropriate staff member. Improper practices mean any illegal, fraudulent, dishonest, negligent, or otherwise unethical action arising in connection with the company. Violation of any corporate policy, inappropriate behavior, and involvement in unethical activities or activities detrimental or destructive to our students, client relations, company funds, goodwill, or equipment will result in disciplinary action.

CONFIDENTIALITY OF INFORMATION

It is the responsibility of all students to safeguard sensitive client and company information. Any client or company business information is strictly confidential, and you should share the information with only those who have a business-related need to know. LaBarberia Institute of Hair financial or future business plans are confidential. LaBarberia Institute of Hair will view any unauthorized release or removal of such information as theft and will prosecute accordingly. The company takes this policy very seriously. Confidential information related to clients who use any of our services includes, but is not limited to, such items as client addresses, phone numbers, and client file information, etc. Other company information considered confidential includes but is not limited to such items as training materials, policies and procedure manuals, product materials, financial reports, personnel records, vendor purchase information, etc.

COPYRIGHT INFRINGEMENT

As a general matter, copyright infringement occurs when a copyrighted work is reproduced, distributed, performed, publicly displayed, or made into a derivative work without the permission of the copyright owner under section 106 of the COPYRIGHT ACT (Title 17 of the United States Code). In the file-the filing sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement.

Penalties for copyright infringement include civil and criminal penalties.

CAMPUS SECURITY

THE CLERY ACT

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (34 CFR 668.46), also known as the “Clery Act,” is a federal law that requires colleges and universities to disclose information about crime on and around their campuses. The act is named in memory of Jeanne Clery, a 19-year old Lehigh University freshman who was assaulted and murdered in her residence hall on April 5, 1986. The Annual Security Report is published to fulfill the requirements of this act. LaBarberia Institute of Hair’s annual security report presents campus safety information as well as the school policies concerning alcohol and drug use, crime prevention, and the reporting of crimes. These statistics include reported crimes that occurred on school property and on public property immediately adjacent to and accessible from the school. The Annual Security Report is available in hard copy format upon request in the administration office of LaBarberia Institute of Hair. This report may also be emailed or mailed upon request. (Telephone # for request 440-565-7525). This report is available, upon request, to all students and staff members as well as the general public, it is also in the school library. First report available September 2014.

CAMPUS SAFETY

LaBarberia Institute of Hair does not employ or contract for any law enforcement or security personnel.

HARASSMENT FREE ENVIRONMENT

LaBarberia Institute of Hair believes all students have a right to work in an environment free of discrimination. We will comply with all federal, state and local laws and regulations governing equal opportunity. The barber school and its staff does not discriminate in any of its policies based on race, color, creed, religion, national origin, ethnic origin, sex, marital status, disability, age, sexual orientation, gender identity, public assistance status, or any other basis protected by law. The company does not tolerate harassment of its students’ in any form by staff, students, owners, clients or suppliers. LaBarberia Institute of Hair will not subject students, male or female, to unsolicited and/or unwelcome sexual harassment.

SEXUAL HARASSMENT FREE ENVIRONMENT

All LaBarberia Institute of Hair staff is responsible for assuring that the institution is free of sexual harassment. Conduct of a sexual nature constitutes sexual harassment when:

- Submission to such conduct is made either explicitly or inexplicitly a term/condition of an individual’s employment or academic standing
- Submission to or rejection of such conduct by an individual is used as the basis of employment or academic decisions affecting the individual
- Such conduct has the purpose/effect of unreasonably interfering with an individual’s academic work or creating an intimidating/offensive working educational environment. Incidences of sexual harassment should be reported to the Director or Administration personnel. Allegations of sexual harassment will require a statement and will be investigated fully.

Individuals engaging in such prohibited activity shall be subject to disciplinary action up to and including termination from this institution as determined by the administration. This policy applies to acts of sexual harassment by any member of one sex against a member of the opposite sex and are the same at all levels of the institute (supervisor-subordinate, staff-student, employee-peer, student-student.)

SEXUAL MISCONDUCT

This institute defines sexual misconduct as actual or attempted sexual assault, rape, inappropriate sexual acts, non-consensual sexual behavior and sexual harassment. Sexual misconduct also includes non-consensual intercourse, sexual touching, exhibitionism, or sexual language of a threatening nature, committed by physical force, coercion or threat, actual or implied by a person(s) known or unknown to the victim. Non-consensual activity shall include, but not be limited to, situations where the victim is unable to consent because she/he is mentally incapacitated, fearful of harm or physically helpless due to drug or alcohol consumption or is unconscious. Any sexual activity, even if consensual, may not occur in common areas of the LaBarberia Institute or public places on its grounds.

LaBarberia Institute of Hair will notify the local authorities of sexual misconduct when the victim chooses to involve the local authorities. Victims of rape or sexual assault are strongly encouraged to seek medical and emotional assistance. The Cleveland Rape Crisis Hot-line is available 24 hours a day @ 216-619-6192. The Cuyahoga County Sexual Assault Response Team (SART) is a consortium of professionals who provide direct service (i.e. medical care, counseling, advocacy and justice system assistance) to individuals who have been sexually assaulted and represent

organizations that provide related services to special populations.

SEXUAL ASSAULT TRAINING

The Cleveland Rape Crisis Center
1228 Euclid Ave #200
Cleveland, OH 44115526

SEXUAL ASSAULT INVESTIGATION AND PREVENTION

- Sexual assaults continue to be an under-reported crime with many sexual assaults never reported to the police. LaBarberia Institute of Hair's staff urges anyone who is the victim of such an assault to report the incident to the police. The police will vigorously investigate all reported sexual assault cases and will work closely with the victims, other law enforcement agencies, and the courts.

If you are a victim of sexual assault:

- Whether or not you choose to report the sexual assault to the police, you should seek medical attention immediately, even if you do not feel you have been seriously injured.
- A medical exam is important to check for sexually transmitted diseases or other infection/injuries and for pregnancy.
- Medical evidence needs to be collected within 72 hours of an assault in case you decide now or later to pursue a police complaint.
- To preserve evidence, you should not wash, bathe, douche, brush your teeth or use mouthwash, comb your hair, change clothes, or take other action to clean up before going to the hospital.
- If you may have been given drugs to facilitate an assault ("date rape drug"), it is best to wait to urinate until you reach the hospital and a urine sample can be collected.
- If you are a victim of sexual assault, the police will not reveal your name to others except as provided by law. Court records are also afforded some degree of protection. Similarly, if you choose to report your victimization to a staff member, they will not reveal your identity to the police or others without your permission. The police and staff may share some demographic data for the purposes of the crime statistics, but this does not include a sexual assault victim's identity.

SEX TRAFFICKING

Sex trafficking occurs when a person is induced to a commercial sex act by force, fraud, or coercion, or when the person is under 18 years of age. Someone who is sex trafficking may be:

- Controlled by someone else
- Sold to have sex by parents, husbands, or boyfriends
- Forced to have sex with people, work in strip clubs, escort services or participate in pornographic movies against their will
- Forced to prostitute and is not allowed to keep the money they earn
- A minor and coerced in sex for survival (to get food or a place to stay)

Cleveland Rape Crisis Center provides expert, trauma-informed crisis intervention, advocacy, case management and therapy to survivors of domestic and international sex trafficking.

VICTIM SERVICES

The following victim services are available to assist a victim in dealing with a sexual assault and sex trafficking:

- **Cleveland Rape Crisis Center | 24 Hour Hot-line: 855-431-STAR (7827)**
- Sexual Assault Response Team

For more information, contact Teresa Matthews, Cuyahoga County SART Administrator at (216) 698-3237 or [via email CC_SART@yahoo.com](mailto:CC_SART@yahoo.com).

RESOURCES

- One in Four USA. Sexual Assault Statistics. <http://www.oneinfourusa.org/statistics.php>
- National Center for Victims of Crime, U.S. Department of Justice, Office for Victims of Crime (OVC). *National Crime Victim's Rights Week Resource Guide*. 2009.
- US Department of Justice. Center for Problem-Oriented Policing. *Acquaintance Rape of College Students*. <http://www.cops.usdoj.gov/pdf/e03021472.pdf>
- US Department of Justice. *2005 National Crime Victimization Study*. 2005.
- Crisis Connection. National College Health Risk Behavior Survey. Fisher, Cullen & Turner, 2000. Warshaw, 1998.

- http://www.crisisconnectioninc.org/sexualassault/college_campuses_and_rape.htm

DOMESTIC VIOLENCE

Domestic violence and abuse can happen to anyone, yet the problem is often overlooked, excused, or denied. This is especially true when the abuse is psychological, rather than physical. Noticing and acknowledging the signs of an abusive relationship are the first step to ending it. No one should live in fear of the person they love. If you recognize yourself or someone you know in the following warning signs and descriptions of abuse, reach out. There is help available.

*Classes on domestic violence are held during orientation so that every student will benefit.

CONSENSUAL AMOROUS RELATIONAL POLICY

Employees should be sensitive to the fact they have a professional responsibility for students in such matters as counseling, evaluating, supervising, advising, and providing services to students as a part of the school program. Consensual relations are defined as amorous, romantic, or sexual relationships into which both parties have voluntarily entered. They become a concern to the LaBarberia Institute of Hair when one person in a relationship is in a position of authority over another.

Examples of these situations include, but are not limited to, relationships between instructors and students, administrators and students, or supervisors and employees. Most critically, they contain inherent potential for abuse of power and authority.

Anyone who engages in a sexual relationship with a person over who he or she has any degree of authority must understand that the degree to which such a relationship is truly mutually consensual may be questioned at any time. Even when both parties have apparently consented at the onset, such content does not invalidate a subsequent charge of sexual harassment after one party withdraws his or her consent and communicates that decision to the other party.

HATE CRIMES

Hate Crime is a criminal offense committed against a person or property which is motivated, in whole or in part, by the bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their religion, race, ethnicity/national origin, gender, sexual orientation or disability.

When an individual is victimized by crime, he or she often asks, "why did this happen to me?" Frequently there is no reason that can be identified as to why that person was targeted, however in certain cases there is a specific reason. Although there are many possible categories of bias, under The Clery Act, only the following six categories are reported:

- Religion-A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, Jews, Protestants, Atheists).
- Race-A preformed negative attitude toward a group of persons who possess common physical characteristics (e.g., color of skin, eyes, and/or hair; facial features, etc.) genetically transmitted by descent and heredity, which distinguishes them as a distinct division of humankind (e.g., Asians, Blacks, Whites).
- Ethnicity/National Origin- A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs and traditions (e.g. Arabs, Hispanics)
- Gender- A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- Sexual Orientation- A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or member of the opposite sex (e.g. gays, lesbians, heterosexuals).
- Disability- A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenial or acquired by hereditary, accidental, injury, advanced age or illness.

For *Clery Act* proposes that hate crimes include any offense in the following two groups that are motivated by bias. Categories of hate crime offenses:

Group A

- Murder and Non-Negligent manslaughter
- Forcible sex offenses

- Non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson

Group B

- Larceny-theft
- Simple assault
- Intimidation
- Destruction/damage/vandalism of property

Ohio law broadly defines hate crimes as criminal acts motivated by prejudice or intolerance and directed toward a member of a gender, racial, religious or social group. Ohio law does not, however, consider hate crimes as stand-alone offenses. Rather, they are considered as factors in determining penalties or sentences for other crimes.

The only Ohio statute that speaks directly to hate crimes is the “ethnic intimidation” provision under section 2927.12 of the Ohio Revised Code, which prohibits commission of the misdemeanor crimes of aggravated menacing, menacing, criminal damaging, criminal mischief, and some types of telephone harassment, when done “by reason of” the race, color, religion or national origin of another person or group of persons.

What are the penalties for hate crimes in Ohio?

Penalties for hate crimes vary according to the criminal acts with which they are associated. Ohio law provides that the “hate” aspect of a crime is punishable either through a “penalty enhancement” or as a “discretionary sentencing factor.” Penalties vary depending on the underlying criminal act.

What is a penalty enhancement?

When the penalty for a misdemeanor offense specifically named in the ethnic intimidation statute (such as menacing or criminal damaging) is “enhanced,” the potential penalty is increased. In an ethnic intimidation prosecution, the motivation behind the specific underlying offense becomes an element of the crime. A judge or jury must find, beyond a reasonable doubt, that the criminal act was motivated by race, color, religion or national origin of another person or group of persons. Once this additional finding is made, the offense is elevated into a higher-level misdemeanor or felony.

If, for example, someone is charged with a first-degree misdemeanor offense of telephone harassment, which carries a possible penalty of up to six months in jail, that offense may be enhanced to become a felony of the fifth degree if the offender is also determined to be guilty of “ethnic intimidation.” This higher-degree offense will carry the greater possible penalty of one year in prison.

How is a hate crime considered as a “discretionary sentencing factor”?

In addition to allowing for penalty enhancement when certain offenses are found to be hate-motivated, Ohio law also allows judges to consider the hate crime aspect of an offense when imposing sanctions in felony cases.

Ohio judges must follow mandatory minimums, statutory maximums, presumptions and sentencing factors when sentencing offenders, especially in felony cases. When applying these guidelines, Ohio law allows judges to consider “hate” circumstances in sentencing if, “in committing the offense, the offender was motivated by prejudice based on race, ethnic background, gender, sexual orientation or religion.” At the sentencing hearing, the judge has broad discretion to decide how much consideration, if any, will be given to “hate crime factors.”

What should you do if it happens to you?

If necessary and possible, obtain medical attention or police assistance during or soon after the incident. Report the incident. The sooner you report the better in terms of a criminal investigation. We understand how difficult it can be to come forward and report a crime of this type, and we are committed to serving and protecting every member of our community with professionalism and sensitivity. There will be no tolerance for crimes of this nature at LaBarberia Institute of Hair.

Use your resources. It is important to talk to someone about the incident. We encourage you to use the professional resources available to you.

Cleveland Regional Office:
 Frank Lausche Building
 615 West Superior Avenue, Suite 885
 Cleveland, Ohio 44113-1897 Phone: (216) 787-3150 TTY: (216) 787-3549

The FBI Cleveland

Division 1501
Lakeside Avenue
Cleveland, OH 44114 Phone: (216) 522-1400 Fax: (216) 6226717 E-mail:
cleveland.cv@ic.fbi.gov

If you aren't sure whether an incident may be a Hate Crime call the Cleveland Regional Office or the FBI in Cleveland. They will listen to your story and help to provide any resources or services that may be necessary including a full investigation of the incident.

We Are Here to Help!

A DRUG/ALCOHOL FREE ENVIRONMENT

If we are to fulfill our responsibility to provide reliable and safe service to our clients and a safe learning and working environment, students must be physically and mentally fit to perform their duties in a safe and efficient manner. LaBarberia Institute of Hair will not tolerate the use of alcoholic beverages, mood altering, non-prescription chemicals and the abuse of prescription chemicals at school or during school hours. Possession of alcohol, mood altering drugs or non-prescription chemicals during school hours or on school premises will be a policy violation. Illegal use, possession, sale, or distribution of any state or federally controlled substance, including prescription will not be tolerated. Disciplinary action up to and including immediate dismissal may result from intoxication or being under the influence of non-prescription mood-altering chemicals or the abuse of prescription chemicals at school or on school premises. Suspected violations of this policy will be reported to the Cleveland Police Department. For reporting a violation, you should contact a staff member or owner/ director.

*** Drug and Alcohol Awareness class is held during orientation so that every student attending the institute will benefit.**

ALCOHOLIC BEVERAGES

LaBarberia Institute of Hair complies with Federal Alcohol Laws and State Law on institute grounds. Ohio State Law defines 21 years of age as the minimum for possession and/or consumption of beer, wine, mixed beverages, or spirituous liquor. It is illegal for ANY PERSON to possess an opened container of beer, wine, mixed beverages, or spirituous liquor on school property.

4709.13 Disciplinary Actions

The Ohio State Cosmetology and Barber Board may refuse to issue or renew or may suspend or revoke or impose conditions upon any license issued pursuant to this chapter for habitual drunkenness or possession of or addiction to the use of any controlled drug prohibited by state or federal law.

The following is a list of local and national resources:

Drug & Alcohol Services

| | |
|----------------------------------|---------------|
| Ala-non | 216-621-1381 |
| Alcohol/Drug Resource Hot-line | 800-252-6465 |
| Alcoholics Anonymous | 216-241-7387 |
| Recovery Resources | 216- 923-4001 |
| National Council on Alcoholism | 800-622-2255 |
| National Institute on Drug Abuse | 800-662-help |
| Cocaine/Crack Abuse Hot-line | 800-234-0420 |
| Heroin Addicts Hot-line | 216-623-6888 |

A WEAPONS FREE ENVIRONMENT

No student shall keep, use, possess, display, or carry any rifle, shotgun, handgun, knife, other edged weapons, or other lethal or dangerous instruments capable of maiming and/or casting a projectile by air, gas, explosion, or mechanical means on any property or in any building owned or operated by LaBarberia Institute of Hair or in any vehicle on school property. LaBarberia Institute of Hair will not permit unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals, or use of any such item, even if legally possessed, in a manner that harms or threatens others.

A SMOKE FREE ENVIRONMENT

LaBarberia Institute of Hair shall not permit smoking in any enclosed company facility. This includes common work areas, classrooms, student break room, restrooms, office. This policy applies to all staff members, students, clients, and

visitors.

LaBarberia Institute of Hair shall only permit smoking at a reasonable distance outside any enclosed area to ensure secondhand smoke does not enter the area through entrances, windows, ventilation systems, or any other means.
Smoking allowed in the back of the building or patio only.

Chapter 3794: SMOKING BAN

No proprietor of a public place or place of employment, except as permitted in section 3794.03 of this chapter, shall permit smoking in the public place or place of employment or in the areas directly or indirectly under the control of the proprietor immediately adjacent to locations of ingress or egress to the public place or place of employment.

CRIME ALERTS AND TIMELY WARNINGS

In the event that a situation arises, either on school property or off school property, that, in the judgment of the Director or Administrator, constitutes an ongoing or continuing threat, a school-wide “timely warning” will be issued. Depending on the situation, the means employed to convey the information may include: text alerts, e-mails to students and staff, written notices posted on the bulletin board, or notices posted on the entrance doors to the school.

Anyone with information warranting a timely warning or school alert should report the circumstances to the administration office or a staff member or by calling 440-565-7525.

LaBarberia Institute of Hair encourages anyone who is a victim or witness of a crime to promptly report the incident to the administration office or the Mayfield Heights Police Department. All crimes occurring on school property should be reported immediately to the administration office. If you need to report a crime, please provide the following information:

- Your name
- Location of the incident you are reporting
- A description of the scene and suspects
- A description of any vehicles involved in the incident, especially a license plate number

If you witness an event which you consider “life threatening” you should call 9-1-1. If you call 9-1-1, we would ask that you contact the Administration Office immediately afterward in the event there is a delay with the emergency response to the campus.

Incidents where the Administration Office should be contacted immediately at 440-565-7525

- Any crime whether actual or suspected
- Any suspicious or unknown packages left anywhere on school property
- Any suspicious person observed on or near school property
- Any injury whether accidental or intentional
- Any request for EMS
- Any slip and fall on school property
- Any hazard to the safety and welfare of students, i.e. fire, electrical, slippery conditions

Incidents where the administration office should be contacted but may not require and immediate response:

- Lost and Found items

If you have any questions or concerns regarding anything that occurs on school property, please feel free to call the administration office, at any time.

EMERGENCY RESPONSE AND EVACUATION PROCEDURES

In the event of an emergency, all staff and students are to proceed to the closest exit and meet at the edge of the back-parking lot. Emergency Evacuation Plans are posted throughout the school. Once the building has been evacuated, we will take attendance to ensure the safety of students and staff.

EMERGENCY ALERT SYSTEM

LaBarberia Institute of Hair has an emergency notification system to protect the safety of students and staff in the event of a disaster or emergency. Students and staff email addresses, cell phone carriers and contact phone numbers are entered in our system at time of enrollment, and receive notification via email, text message, and phone. Students are responsible for updating the administration office of any changes.

EMPLOYMENT ASSISTANCE

The school does not guarantee employment or guarantee to earn a specific salary range upon graduation to its students; however, assistance in finding employment is provided by posting area job opportunities on our bulletin board. The institute does attempt to locate employment for students who request assistance. This service is extended to all graduates from the institute. The school maintains a network of relationships with barbers and estheticians located in the greater Cleveland area. The curriculum includes training on preparing students for employment by creating resumes and proper interviewing techniques for employment.

VOTER REGISTRATION

LaBarberia Institute of Hair actively encourages students to register to vote. Registering and voting are important aspects of your rights and responsibilities as an informed citizen. The following information is provided to assist you in registering to vote in Ohio. In order to vote, you must be a U.S. citizen and at least 18 years old at the time of the next election. When completing your voter registration form please note that P.O. boxes are not permitted as your residential/home address. Ohio registration forms are available at the following website. <https://www.sos.state.oh.us/elections/voters/> This webpage contains everything you need to know about the requirements to be allowed to vote and how to become a registered voter as well as deadlines for submission of the applications. Forms are also available at LaBarberia Institute of Hair, post offices, libraries, city hall, or department of motor vehicle offices.

HOUSING

The school does not have its own housing; we can assist students in finding housing facilities within the school's vicinity.

LOST OR STOLEN PROPERTY

LaBarberia Institute of Hair strongly recommends that all students purchase a lock for their locker. LaBarberia Institute of Hair is not responsible for lost or stolen articles.

SECURITY

All employees are responsible for being attentive to the security of our employees, students, company assets, and maintaining a safe and secure environment. Strong emphasis is placed on reporting security-related incidents so that the proper action is taken. Security violations should be reported to the Principal Administrator or Director/Owner.

HAZARDS AND REPORTING OF ACCIDENTS

Everyone must comply with the safety precautions and practices established by LaBarberia Institute of Hair. You should always report any accidents or product hazards to a staff member. Students injured on school property need to fill out an accident report and submit to the office. (Accident report forms are available in the administrative office.)

HOUSEKEEPING

We should take pride in our school, our work environment, and the image we present to our clients and each other. LaBarberia Institute of Hair expects all students to assume their share of responsibility in maintaining high standards of cleanliness and order in their work areas. A clean and orderly work area makes a statement to our clients that we are conscientious of the quality of our services provided and the care and concern we have for them when they visit our school clinic. No student can leave for the day until his or her assigned job is complete and their station is clean. You are responsible for keeping all your personal equipment, combs, and brushes clean and in good working order. Your workstation must always be clean and tidy prior to starting the next clients service. Disposal places are provided for towels, used bottles and hair. Place all used items in their proper disposal container. Students are responsible to assist the instructors/staff in cleaning the kitchen and break room and all other cleaning responsibilities.

MAKE-UP HOURS

Students are required to attend per their contracted schedule. Students should notify intent to make up time to the Director of Education or Director of Operations.

Students who are absent are expected to make up all work and assignments before graduation. To document their makeup hours/makeup work, students must obtain the Make Up Hours Worksheet. The makeup hours worksheet may be obtained in the instructor's office or the admissions office. This document needs to be read as the rules

are clearly stated.

Students can make up hours by doing the following academic work in a teacher's classroom or on clinic floor.

- Getting help from a teacher/tutoring
- Making up a test
- Reading
- Studying
- Making up clinic floor hours
- Working on Mind Tap

DRESS CODE/PERSONAL APPEARANCE/IMAGE

LaBarberia Institute of Hair believes it is important to leave a favorable impression on all our clients. Because we are teaching you to work in a creative and fashion-oriented environment, the public will expect you to be an example of style and good taste. LaBarberia Institute of Hair expects you to project an image of neatness, cleanliness, fashion orientation, and be current in your hairstyle and dress attire. Our outward style can influence a client's perception of our entire school. The impression we make is vital to creating and maintaining a client's confidence in us. In addition to projecting a positive image, basic cleanliness and personal hygiene practices are essential. An untidy appearance will not be acceptable.

- LaBarberia Institute of Hair dress code is business casual
- Students must look conservative, neat, clean, and professional
- Student's attire must always be neatly pressed and clean

SCHOOL RULES

NO tolerance for violations of the following policies. Not following the policies below will result in disciplinary actions, including suspension or dismissal from the program based on institutes disciplinary policies. General school rules are strictly enforced.

DRESS CODE

- No dresses, skirts or shorts permitted unless religiously required
- No sweatpants
- No cut-offs
- No sagging pants
- Shoes
 - Must be clean and in good repair
 - No flip-flops or open toe
 - Shoes with laces must be tied
- Smocks
 - Students must always wear a smock-You are not permitted on the clinic floor or classroom without a smock. You will be sent home and charged per our attendance policy.
 - Student names will be embroidered on their smock. If a student rips their name off their smock, they will have to purchase a new smock for \$30
 - If a student loses their smock, they will be charged \$30 for a new smock
 - Smocks must be kept clean, neatly pressed and in good repair
 - Smocks must be zipped
 - No Jackets or coats on over smocks
- Jewelry/Accessories
 - NO mouth grills
 - NO excessive facial piercings
 - NO sunglasses
 - NO winter ski caps or du rags
 - Hats are permitted – brim hats only

ATTENDANCE

- Students must be in the classroom and prepared to begin promptly at your scheduled start time. If you do not arrive by your scheduled start time you will be charged per our attendance policy for time missed
- Students cannot have another student relay the message to a staff member
- Do not call or text a staff members personal phone

- Do not have another student call you in as tardy or absent
- Students must be at 77% attendance to stay out of warning or probation
- **VA students must be at 80% attendance to stay out of warning or probation**
- If you do not punch in/out for lunch the disciplinary policy will be enforced

ACCOUNTABILITY

- All breaks are given at the discretion of the instructor
- Students must be accountable always. If a student leaves the building, they must tell an instructor or front desk person.
- If a student refuses a service, they will be clocked out for the day
- If a student cannot be located, they will be clocked out for the day
- If you are not clocked in you are not permitted on the clinic floor
- Students are not permitted to clock in and leave for any unauthorized reason and receive hours

GUESTS

- All guests must sign in prior to being seated for service
- All guests must pay for service before being seated for service
- All guest services must be checked prior to client leaving student station
- All guests **MUST** enter through the front door. Back door is for staff and students **ONLY!**
- 1 guest per student station, other guests must wait in waiting area
- Guests are not permitted in break room/locker room
- You cannot bring your children to school

CLINIC FLOOR

- No eating or drinking on the clinic floor
- No purses, bags, suitcases, coats or other personal belongings
- No Sound -Cell phones may be used on silent for social media or educational purposes **ONLY!**
- No Headphones
- No Ear buds
- No Tablets
- No Electronics Devices
- No Sleeping
- License only to be hanging on your mirror
- Only school products are to be used on clinic floor
- Station back bar – tools, water spray bottles and powder **ONLY**
- Chairs must be in the upright position unless providing services to a guest
- School telephones used primarily for business purposes, emergency only personal calls should be limited 2 minutes. No student interrupted for telephone calls when working with a client. Students can return messages at lunch or after school.
- Smocks must be visible-No coats or sweatshirts over smocks
- We learn from our instructors, staff, advisors, books, and each other. Students may instructionally interact with other students with instructor's approval
- Students will be allowed personal services only with the permission of the instructor.
- So that students are able to build a clientele, the students are permitted to hand out business cards with discounted pricing on haircuts.
- You break it you bought it! Please treat all furniture, appliances, and tools as if they were your own
- Towels and capes are property of LaBarberia Institute of Hair and are **NOT** to leave the building

CLASSROOM/CURRICULUM

- Students must be at 80% academically to stay out of warning or probation
- No eating or drinking
- No Sound -Cell phones may be used on silent for social media or educational purposes **ONLY!**
- No Ear buds-May be used for Mindtap **ONLY**
- No Electronics Devices
- No class disruptions
- No Sleeping

WRONGFUL CONDUCT

- No profanity
- No alcohol/non-prescribed drugs
- No disrespect
- No disobedience
- No wrongful conduct/horseplay
- No Gambling
- No Non-Barber Games

NO LOITERING

- Front of building
- Back of building
- Front desk
- Guest waiting area
- Kitchen

BREAK ROOM/LOCKER ROOM

- No dishes in sink
- Refrigerator will be cleaned out weekly
- All items in refrigerator must be labeled with name and date
- All items in kitchen cabinets must be labeled with name and date
- Any items not labeled will be thrown out
- Do not leave personal items in lockers overnight (per the pest inspector -this attracts cockroaches and bed bugs)

DO NOT DISTURB- If a door is closed and the DO NOT DISTURB sign is hanging do not interrupt.

- Color Studio
- Financial Aid Office
- Admissions Office
- Classrooms

****Electronic Devices may only be used during designated times in designated areas!**

DISCIPLINARY PROCESS

Disciplinary Notice forms will be filled out and kept in student files for any student that does not follow the school policies and procedures listed above. 1st Disciplinary Notice will be a written warning, 2nd Disciplinary Notice you will be clocked out for the day, 3rd Disciplinary Notice you will have a 2-day suspension, 4th Disciplinary Notice you will have a 2-week suspension, 5th Disciplinary Notice you will be expelled. Suspension and expulsions are at the discretion of the School Director or Director of Operations. Attendance Policy fees will apply.

GRIEVANCE POLICY

Should the need arise; a student who has a grievance with a member of the school staff or a student of LaBarberia Institute of Hair should discuss the problem with the School Director, Director of Operations, Administrative staff member or an Instructor. The school staff will keep the complainant(s) informed as to the status of the complaint as well as the final resolution. All complaints must be in written form. Complaint forms are available in the administrative office.

- All complaint forms need to be registered within 14 school days of the date the act of the grievance occurred.
- The complaint form will be given to the Director or Principal Administrator.
- Interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, the Director will hold a meeting with the school advisory board. The hearing will occur within 30 days of registered complaint. The hearing will be informal with the student presenting his/her case followed by the school's response. The school advisory board will be allowed to interview all involved parties. Within 30 school days of the hearing, the advisory board will prepare a report summarizing each witness's testimony and recommend resolution for the dispute. School Director will consider the report and either accept, reject or modify the recommendations of the advisory board.

- A copy of the fully executed complaint form will be filed in students file.
- Students must exhaust the institutions internal complaint process before submitting the complaint to the Ohio State Cosmetology and Barber Board, when applicable at (614) 466-3834, 1929 Gateway Circle Grove City, Ohio 43123 or www.cos.ohio.gov
- The owner, director of operations and/or administration staff will address issues or complaints from the staff or consumers. Staff and consumers may also submit their complaint to the state board at the phone number and addresses listed above.

FERPA

ACCESS TO FILES POLICY

Students and parent or guardian of dependent minors, have a right to gain access to their student records by written request, at which time an appointment will be set up with the Principal Administrator. Information pertaining to the students' record will be released to a third party only upon written instructions and/or permission of the student, parent, or guardian unless the information is required by the accrediting body, government agency or other agencies by law, a record will be maintained of any disclosures in the student's file. Student's records are permanently retained on disk, and safely stored off premises after graduation or discontinuation. A copy of the student's file will be provided only if there is no balance due to the school.

FERPA RESPONSIBILITIES AND STUDENT RIGHTS

A school is required to:

- Annually notify students of their rights under FERPA
- Include in that notification the procedure for exercising their rights to inspect and review education records
- Maintain a record in a student's file listing to whom personally identifiable information was disclosed and the legitimate interests the parties had in obtaining the information (does not apply to school officials with a legitimate educational interest or to directory information)
- Complete a consent form in response to **each** third-party request, as the request must be approved for each third party separately.

A student has a right to:

- Inspect and review any education records pertaining to the student
- Request amendment to his/hers records
- Request a hearing (if the request for the amendment is denied) to challenge the contents of the educational records, on the grounds the records are inaccurate, misleading, or violate the rights of the student.

BARBER PROGRAM ATTENDANCE POLICY

Forty-Eight clock hours of absence are granted to students during the Barber Program. After the 48 hours of absence (non-excused) **charges will apply**. Twenty-Four clock hours of absence are granted to students enrolled in the Barber Program W/Cosmetology License. After the 24 hours of absence (non-excused) **charges will apply**. Eight clock hours of absence are granted to students enrolled in the Barber Refresher Program. After the eight hours of absence (non-excused) **charges will apply**. The following days are excluded in the non-charged allotted time: Holidays (that school is open), the day before a holiday and the day after a holiday.

If you request time off in advance for weddings, work, vacations, etc. the hours missed will be added to your missed hours for the month and you will be charged accordingly. Students having a doctor's excuse or other valid excuse on the **day they return to school** are not charged. Students will receive a monthly invoice relative to their total missed hours for that time period.

EXTRA CHARGES FOR BARBER PROGRAM

For students starting after February 1, 2021 the following fees will apply:

- Total hours missed X \$15.42 for a regularly scheduled day
- Total hours missed X \$30.84 for a holiday that the school is in session, the day before or after a holiday that the school is in session.

When a student is over their allotted 48 hours for missed days and owe make up fees the student will receive a monthly attendance detailed invoice showing the days and hours missed along with all excused documentation that the student has turned in on the day they return from their absence. Once the student signs the attendance detail report acknowledging the

hours missed the amount due will be added to the student ledger. Students will receive their attendance detail report and ledger by the 15th of each month for the previous month's attendance. Payment is due by the 30th of that month. If the 15th falls on a non-school day, attendance detail report and ledger will be given out on the next school day. If the 30th falls on a non-school day then the makeup fee total due must be paid on the students next scheduled day or the student can delay payment to receive 2 checks for their credit balance, 1 check for the amount owed for makeup fees and 1 for the balance of their credit balance. The student will cash the check for the amount owed to the school and the student ledger will be credited with this payment. Students having a valid excuse will not be charged missed day fees.

If you feel there is a discrepancy in the amount of extra instructional charges due to the institute, you may complete an Appeal Policy and Procedure Form, attach any applicable documentation and turn in to the administrative office. Appropriate personnel will review the appeal and a determination will be made within 10 school days.

TARDINESS

On occasion, tardiness may be unavoidable, and the student will need to make the time up. However, if tardiness becomes a regular issue and a member of the staff feels that the reasons are unacceptable, LaBarberia Institute of Hair will take disciplinary actions. LaBarberia Institute of Hair considers unreported absences unexcused absences. Repeated tardiness may result in just cause for dismissal. **A student is considered tardy fifteen (15) minutes for EACH fraction of a quarter hour they are late. The same applies for early departure.** Hours deducted for late time are applied to your allotted time. If a student believes they may arrive late, they MUST notify an appropriate member of the staff PRIOR to their Approved Scheduled Start Time. Students arriving later than 9:00 am without properly notifying a member of the staff may be sent home for the day without benefit of hours and will be considered an unexcused absence. If a student is tardy due to inclement weather, traffic or other conditions, the student MUST present the circumstances to a member of the staff for consideration.

If a student's tardiness becomes excessive, the student's attendance progress will be reviewed. At the discretion of the Director or Principal Administrator, the excessive tardiness may lead to suspension or termination.

Absent: The student is not present for the entire period of the student's scheduled instruction.

Tardy: The student arrives later than the starting time of the student's scheduled instruction.

Early Departure: The student leaves prior to the end of the student's scheduled instruction.

Excused: Any absence, tardiness, or early departure for which the student has a valid school approved excuse. Such excused non-appearance shall include personal illness, illness or death in the family, religious observance, quarantine, required court appearances, attendance at health clinics or other medical visits, military obligations, absences approved in advance by the school, and other reasons as may be approved by a faculty member.

Unexcused: Any absence, tardiness, or early departure for which the student has no valid school approved excuse. Such unexcused non-appearance shall include shopping trips, family vacation, oversleeping, skipping class, and any other absence not excused. LaBarberia Institute of Hair considers unreported absences unexcused absences.

LEAVE OF ABSENCE

- LaBarberia Institute of Hair's LOA policy applies to all enrolled students. The LOA Policy can be found in Student Catalog
- A LOA may be granted for illness, military duty, or death of an immediate family member.
- The LOA must not exceed a total of 180 days in any 12-month period.
- The student's graduation date will be extended by the same number of days taken in the LOA.
- All parties on an addendum to the enrollment agreement must sign all changes to the contract period.
- A student granted a LOA is not considered to have withdrawn, and no refund calculation is required at that time
- A LOA in excess of 180 days will result in withdrawal of the student from the program and the school is required to perform a Return Calculation.
- If school grants LOA that does not meet the conditions to be an approved LOA for Title IV purpose (ex. Academic reasons), the school will consider this a withdrawal for Title IV purposes.
- If a student does not return from a LOA and have received financial aid their 6-month Grace Period will have expired and student loan payment schedule will begin.
- A LOA will be granted only under exceptional circumstances and only after review by the Director of Operations, School Director or Principal Administrator.

- A student must request a LOA in writing in advance unless unforeseen circumstances prevent the student from doing so.
- Students requesting a LOA in advance must fill out a form provided by the school. Students must state the beginning and ending dates of the LOA, the reason for the LOA and provide any necessary documentation to support any claims of medical necessity or family emergency.
- In the case of an emergency LOA, the institute will document the reason and collect the request from the student at a later date. The institute would determine the beginning date of the approved LOA to be the first date the student was unable to attend the institute because of the emergency.
- There must be a reasonable expectation that the student will return from a LOA
- The student will not be charged any additional charges because of the LOA.
- If the student does not re-enter within the specified time and had not notified the school, the student's contract will be terminated, and he/she will be granted a refund according to the Refund Policy.
- When a student on an approved LOA notifies the school that he or she will not be returning, the date of withdrawal determination shall be the earlier of the scheduled date of return or the date the student notifies the school that the student will not be returning.
- The withdrawal date for the purpose of calculating a refund is always the student's last day of attendance.
- Students who take a leave of absence will have their contract period and maximum time frame extended by the same number of days taken in the leave of absence.
- A student returning from a LOA is permitted to resume training at the same point in academic program that he or she began the LOA.

STUDENT TERMINATION POLICY

The school reserves the right, without recourse on the part of the student, to suspend or terminate their course of study at any time for the following reasons.

- Student does not return from an approved leave of absence
- Student has extended a leave of absence without notification
- Absent for 14 consecutive days
- Conflicting with the school's moral standards
- Conflicting with the school's disciplinary principles
- Inability to meet attendance requirements
- Non-payment of tuition
- Failure to apply themselves to classes
- Unable to maintain satisfactory progress
- Student in violation of school policies and procedures set forth in this agreement

ENROLLMENT ADDENDUM

Students are permitted to change their original scheduled hours twice during their time enrolled at LaBarberia Institute of Hair.

REFUND POLICY

For applicants who cancel enrollment or students who withdrew from enrollment a fair and equitable settlement will apply. The following policy applies to all terminations, for any reason, by either party, including student's decision, course or program cancellation, or school closure.

Any monies due the applicant or students shall be refunded within 45 days of the official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that:

- An applicant not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- A student (or in the case of a minor under legal age, his/her parent or guardian) cancels his/her enrollment agreement in writing within 3 business days of signing the enrollment agreement, all monies collected by the school will be refunded even if the student has begun classes.
- If a student cancels the enrollment more than 3 business days after signing the contract but prior to starting classes, a refund of all monies paid to the school less the registration fee of \$175 (charged for

all programs offered) will be made.

- A student notifies the institution of his/her withdrawal in writing.
- A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
- A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
- 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. All refunds are based on scheduled hours:

| PERCENT OF SCHEDULED TIME ENROLLED TO TOTAL COURSE | TOTAL TUITION SCHOOL SHALL RECEIVE/RETAIN |
|--|---|
| 0.1% to 4.9% | 20% |
| 5% to 9.9% | 30% |
| 10% to 14.9% | 40% |
| 15% to 24.9% | 45% |
| 25% to 49.9% | 70% |
| 50% and over | 100% |

- All refunds will be calculated based on the students last date of attendance. Any monies due to a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. 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 OR provide course completion through a pre-arranged teach out agreement with another institution. 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. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.
- This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in this catalog and in this enrollment agreement.
- REFUND POLICY for students receiving DVA Educational Benefits: The amount charged to the student for tuition, fees and other charges for a portion of the course shall not exceed the approximate pro rata portion of the total charges for tuition, fees and other charges that the length of the completed portion of the course bears to its total length.
- If a Title IV financial recipient withdraws prior to course completion, a calculation for return of Title IV 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 Title IV 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. * **TITLE IV FUNDING BARBER PROGRAM ONLY**

ALL REFUND CALCULATIONS ARE BASED ON THE STUDENTS LAST DATE OF ATTENDANCE

COLLECTIONS POLICY

Default- I will be in default if any of the following occurs.

- I fail to make a payment when due
 - I fail to perform any condition or keep my promise of the agreement that I have made with the institute.
- Collections policies and procedures will apply to all students regardless of their situation. On or after default, to

the extent permitted by law, I agree to pay all reasonable expenses of collection. Expenses include (unless prohibited by law) reasonable attorneys' fees, court costs and other legal expenses. These expenses are due and payable immediately.

FEDERAL STUDENT AID

Federal Student Aid comes from the federal government-specifically, the US Department of Education. Federal Student Aid is money that helps a student pay for higher education. Federal Student Aid covers such expenses as tuition and fees, room and board, books and supplies, and transportation.

WHO gets federal student aid?

Basic eligibility requirements:

- Demonstrate financial need
- Be a US citizen or an eligible non-citizen
- Have a valid social security number
- Register (if you haven't already) with Selective Service, if you are a male between the ages of 18 and 25
- Maintain satisfactory academic progress while in school
- Have a high school diploma or

GED How do you apply?

- Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.gov enter our school code **042257**
- The Financial Aid Administrator will receive the information from your FAFSA and create an Award Letter which will tell you what aid you will be offered at LaBarberia Institute of Hair
- Federal Pell Grant-does not have to be repaid. Grants are based on student need
- Direct Subsidized Loan-must be repaid with interest. US Department of Education pays interest while borrower is in school and during grace and deferment periods. If you receive a Direct Subsidized Loan that is first disbursed between 7/1/17 and 6/30/18, the interest rate is 4.45%, (you will be responsible for interest that accrues during your grace period) student must be at least halftime and have financial need.
- Direct Unsubsidized Loan-must be repaid with interest. Borrower is responsible for all interest; if you receive a Direct Subsidized Loan that is first disbursed between 7/1/17 and 6/30/18, the interest rate is 4.45%, (you will be responsible for interest that accrues during your grace period) student must be at least half-time; financial need is not required.
- Direct PLUS Loan-Loan must be repaid with interest. For parents of dependent students, borrower is responsible for all interest; student must be at least half-time; financial need is not required; 7.9% interest rate.
- Additional documentation may be requested by the school Financial Aid Administer for verification or to clear C Codes from information found on the student FAFSA Application.
- Students account will be credited towards tuition and fees prior to funds being disbursed to student directly.

TIMING OF DISBURSEMENTS-LaBarberia Institute of Hair Barber Program is an 1800-hour program. In the financial aid world, this is two (2) 900-hour academic years. Each academic year has 2 enrollment periods. Pell Grants are requested by the financial aid office on day 1,450 hours, 900 hours, and 1350 hours. Direct Loans funds are requested by the financial aid office at 30 days, 450 hours, 900 hours, and 1350 hours. It may take up to 2 weeks for the school to be funded. Schools have an additional 14 days from the date DOE funds the schools to credit student accounts. Funds cannot be requested from DOE if the student Verification or C Code has not been cleared by the DOE.

Professional Judgment-A Professional Judgment is requested when the information that was reported on the FAFSA has changed; a special circumstance has taken place, which in turn has an effect on the family to pay for the student's education. Congress has allowed the financial aid administrator the authority to take into consideration the special circumstances on a case-by-case basis. The school must have adequate documentation to properly support this decision. A professional judgment is optional, not mandatory. The decision of the financial aid administrator is final. There is no appeal.

APPOINTMENTS CAN BE MADE WITH A FINANCIAL AID ADMISTRATOR LISA ELIG or ANGELA STUBBS IN THE ADMISSIONS OFFICE.

FINANCIAL AID RESPONSIBILITIES

- Entrance Counseling and MPN (Master Promissory Note) must be completed prior to getting your first loan disbursements. Log onto www.studentloans.gov.
- Periodic loan counseling will be taught during your time at LaBarberia Institute of Hair
- Guest speakers from local banks will also help explain
- Exit Counseling must be completed prior to graduation. Log onto www.studentloans.gov.

RETURN OF TITLE IV

The law specifies how LaBarberia Institute of Hair must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the return of Title IV process may result in the student owing the school for unpaid tuition and fees.

The requirements for Title IV program funds when you withdraw are separate from LaBarberia Institute of Hair institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges.

A student may withdraw from LaBarberia Institute of Hair at any time by notifying Lisa Elig-Director of Financial Aid in the financial aid office, in writing, of his/her decision to withdraw. It is highly recommended that the student speaks to a Financial Aid Advisor prior to withdrawing. The "formal cancellation date" will be determined by the postmark on written notification, the date the said notification is delivered to the school in person, the date of expulsion by the school, or 30 days after the last date of attendance or the expiration date of an approved Leave of Absence. Unofficial student withdrawals are determined by the school by monitoring attendance at least every 14 days.

The portion of Title IV funds a student is allowed to retain is calculated on a percentage basis by dividing the total number of clock hours scheduled to be completed as of the withdrawal date in the period, by the total clock hours in the payment period.

For example, if the student withdrew at 114 scheduled clock hours of a payment period that has 300 clock hours, the student has completed 38% of the period and therefore has earned 38% of federal student financial aid that was disbursed or could have been disbursed. That means that 62% of the aid that was disbursed or could have been disbursed remains unearned and must be returned to the federal student financial aid programs(s).

A student earns 100% of federal financial aid once he or she has completed more than 60% of the scheduled clock hours in the payment period.

If the amount of aid disbursed to the student is greater than the amount of aid earned by the student, the unearned portion must be returned to the federal student financial aid program(s). In returning unearned funds, LaBarberia Institute of Hair is responsible for returning the portion of the excess equal to the *lesser of*:

- The institutional charges for the payment period multiplied by the unearned percentage of funds
- The entire amount of excess funds.

A student may be required to return excess unearned Title IV funds. However, if the excess unearned funds consist of Title IV loans, then the student repays the loan(s) in accordance with the terms and conditions of the promissory note. If the excess unearned funds consist of a Title IV grant, the student is required to repay only the portion which exceeds 50 percent of the amount of grant received over \$50.

If the amount of aid disbursed to the student is less than the amount of aid earned by the student, a post-withdrawal disbursement may be available to assist the payment of any outstanding tuition and fee charges on the student's account. The post-withdrawal disbursement will be made from Title IV grant funds before available Title IV loan funds. If part of the post-withdrawal disbursement is a grant, the institution may apply the grant funds to tuition and fees or disburse the grant funds directly to the student.

If a student is eligible to receive a post-withdrawal disbursement from Title IV loan funds, the student (or parent in the case of a PLUS loan) will be asked for his/her permission to either disburse the loan funds to the student's account to reduce the balance owed to the institution or disburse the excess loan funds directly to the student. LaBarberia

Institute of Hair has 30 days from the date the student withdrew, determined by LaBarberia Institute of Hair, to offer the post-withdrawal disbursement of a loan to the student (or the parent in the case of a PLUS loan).

The student (or parent) has 14 days from the date LaBarberia Institute of Hair sends the notification to accept the post-withdrawal disbursement in writing. If the student accepts the post-withdrawal disbursement, LaBarberia Institute of Hair will make payment as soon as possible, but no later than 180 days from the student's withdrawal date. No portion of the post-withdrawal disbursement of loan funds will be disbursed if the student (or parent) does not respond to LaBarberia Institute of Hair's notification.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid program(s) within 45 days of the date of determination that the student withdrew. The order of return is specified below. The unearned funds will be "charged back" to the student's tuition account, and this may result in unpaid tuition and fees. The students will then be billed for any unpaid institutional charges that result from the return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance has been paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. UnSubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS
4. Federal Pell Grant

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

Evaluations are administered based on **actual hours**. Below is a list of the hours the students will be evaluated for each program. **VA student academic evaluations are based on scheduled hours.**

Barber Refresher Program: 100 hours

Barber Program W/Cosmetology License: 450 hours, 900 hours

Barber Program: 450 hours, 900 hours, 1350 hours

Barber Instructor Training Program: 250 hours, 475 hours

Advanced Esthetics Program: 187 hours, 375 hours

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluation ensures that students have ample opportunity to meet both attendance and academic progress requirements of at least one evaluation by midpoint in the program. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. At this time, students will receive a copy of their Student Status Report and have an opportunity to see their progress within the program. Students will have an opportunity to discuss challenges and concerns with the instructor. If necessary, both the instructor and the student will sign documents acknowledging that the student is clear on what he or she needs to improve upon. At any time during the program, a student may meet with a member of the faculty and request an evaluation.

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first.

ATTENDANCE PROGRESS EVALUATION: Students are required to attend a minimum of 77% of the hours possible based on applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 77% cumulative attendance since the beginning of the course which indicates that, given the attendance rate, the student will graduate within the maximum time frame allowed.

VA Students are required to attend a minimum of 80% of the hours possible based on applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each

evaluation period to determine if the student has met the minimum requirements. Attendance Evaluations are administered based on **actual hours**. Below is a list of the hours the students will be evaluated for each program.

Barber Refresher Program: 100 hours

Barber Program W/Cosmetology License: 450 hours, 900 hours

Barber Program: 450 hours, 900 hours, 1350 hours

Barber Instructor Training Program: 250 hours, 475 hours

Advanced Esthetics Program: 187 hours, 375 hours

MAXIMUM TIME FRAME ALLOWED

The maximum time (which does not exceed 130% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below.

| PROGRAM | MAXIMUM TIME ALLOWED | |
|--|----------------------|------------|
| | WEEKS HOURS | SCHEDULED |
| Barber Refresher Program (40 hrs/wk) – 200 Hours | 6.5 Weeks | 260 Hours |
| Barber Program W/Cosmetology License (Full time, 40 hrs/wk) – 1000 Hours | 32.5 Weeks | 1300 Hours |
| Barber Program (40 hrs/wk) – 1800 Hours | 58.5 Weeks | 2340 Hours |
| Barber Program (34 hrs/wk)-1800 Hours | 68.75 Weeks | 2340 Hours |
| Barber Instructor Training Program (16 hrs/wk) –500 Hours | 40.5 Weeks | 650 Hours |
| Advanced Esthetics Program (30 hrs/wk)-750 Hours | 32.5 Weeks | 975 Hours |

Students who take a leave of absence will have their contract period and maximum time frame extended by the same number of days taken in the leave of absence.

Students who have not completed the course within the maximum time frame may continue as a student at the institution on a cash pay basis.

ACADEMIC PROGRESS EVALUATIONS: The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted towards program completion only when rated as satisfactory or better. If the performance does not meet satisfactory requirements, it is not counted, and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated per text procedures and set forth in practical skills evaluation criteria adopted by the school. All students must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered per the following scale.

VA students- must maintain a written grade average of 80% and pass a final written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Academic evaluations are based on scheduled hours and are non-cumulative.

GPA SUMMARY

| | |
|---------------|----------------|
| 94%-100% | EXCELLENT |
| 87%-93% | VERY GOOD |
| 80%-86% | SATISFACTORY |
| 79% AND BELOW | UNSATISFACTORY |

DETERMINATION OF PROGRESS STATUS: Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be 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. Barber students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless student is on a warning or

has prevailed upon appeal resulting in a status of probation.

WARNING: Students who fail to meet minimum requirements for attendance or academic progress are placed on a warning and considered to be making satisfactory progress during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student still has not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, barber students may not be deemed eligible to receive Title IV funds.

PROBATION: Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the next evaluation. **If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.**

RE-ESTABLISHMENT: Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period.

Students who are dismissed from the program are permitted to reapply to the program in a subsequent new class start. Students will be readmitted on the same satisfactory academic progress status as the end of the prior enrollment.

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS: If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

REPETITIONS AND NON-CREDIT REMEDIAL COURSES: Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

APPEAL PROCEDURE: If a student is determined to not be making satisfactory academic progress, the student may appeal the determination within ten calendar days. Reasons for which students may appeal a negative progress determination include death of a relative, an injury or illness of the student, or any other allowable special or mitigating circumstance. The student must submit a written appeal to the school on the designated form describing why they failed to meet satisfactory academic progress standards, along with supporting documentation of the reasons why the determination should be reversed. This information should include what has changed about the student's situation that will allow them to achieve satisfactory academic progress by the next evaluation point. Appeal documents will be reviewed, and a decision will be made and reported to the student within 30 calendar days. The appeal and decision documents will be retained in the student file. If the student prevails upon appeal, the satisfactory academic progress determination will be reversed, and federal financial aid for barber students will be reinstated, if applicable.

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.

GRADUATION REQUIREMENTS

LaBarberia Institute will grant a certificate of graduation and a final report card for the applicable course when the student has successfully completed all phases of study, required tests and practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to state requirements; completed all exit paperwork; attended an exit interview, complete Loan Counseling, if applicable and made satisfactory arrangements for payment of all debts owed to the school.

Barber Refresher Program-Complete 200 hours. The student and director of the school must certify therein to the number of training hours completed by the student and submit an application.

Barber Program with Cosmetology License – Complete 1000 hours and complete a minimum number of services required.

Barber Program – Complete 1800 hours and complete a minimum number of services required.

Barber Instructor Training Program – Complete 500 hours.

Advanced Esthetics Program – Complete 750 hours.

CANCELLATION OF CLASSES

Due to inclement weather or other school crisis, LaBarberia Institute of Hair contacts the following stations: ABC, NBC, and FOX 8

CAREER COUNSELING

CHARACTERISTICS OF A SUCCESSFUL STUDENT

- Attend class regularly
- Be on time
- Listen and train themselves to pay attention
- Take responsibility for themselves and their actions
- Read the assigned material
- Balance home and school life
- Polite and respectful
- Participate in class
- Ask questions
- Take the job as a student seriously
- Turn in assignments that look neat, sharp, and on time
- Believe in themselves
- Lifelong learners
- Open-minded
- Prepared
- Good time management
- Self-motivated
- Self-disciplined

EXPECTATIONS OF SUCCESSFUL BARBER PROGRAM GRADUATE

- Once a student graduates and passes state board for the Barber Program, Barber Program W/Cosmetology License or the Barber Refresher Program the student will be a licensed barber
- Once a student graduates and passes state board for the Advanced Esthetics Program that student will be a licensed Advanced Esthetician
- Some barbers and estheticians are paid commission rates ranging from 50%-75%
- About 44 percent of all barbers and about 28 percent of all estheticians are self-employed; many also work flexible schedules
- Many barbers and estheticians own their own shop and a growing number of the self-employed lease booth space or a chair from the shop owner. In this case, workers provide their own supplies, and are responsible for paying their own taxes and benefits. They may pay a monthly or weekly fee to the owner, who is

responsible for utilities and maintenance of the building.

- It usually takes about six months to a year to be fully established as a barber. Some barbers begin with lower rates per hour until they are more experienced and better established. Starting out at around \$8 an hour is average for the beginning barber by the time they perform one haircut and then pay their chair rental or commission to the owner
- According to the National Bureau of Labor Statistics Barbers can expect up to 20% job growth from 2008 to 2018, which is much faster than the average for all occupations
- BLS Percentile wage estimates for barbers to range annually \$16,880-\$45,400. Projected hourly is \$8.12-\$21.83
- BLS Percentile wage estimates for estheticians range annually from \$19,330-\$59,790. Projected hourly is \$9.29-\$28.75

PHYSICAL DEMANDS OF BARBERING AND ESTHETICS

The barbering and esthetics professions require use of eyes, upper body and hands, and long hours of standing on your feet. Many professionals experience problems with shoulders, arms, hands, legs and backs due to the physical demands. Proper consideration (shoes, mats, etc.) will help to alleviate these problems.

SAFETY REQUIREMENTS

Maintenance of sanitation standards and the application of safety precautions in the workplace environment include but are not limited to:

- Handle tools and implements with care to avoid unnecessary injuries. Read and follow the directions of all products as determined by the manufacturer
- Always lower and lock your chair so that it does not spin before inviting the client to be seated or leave the chair
- Do not allow children to play, climb, or spin on hydraulic chairs
- Be safe in areas of water and electricity
- Keep floor free of water, hair and other debris to prevent falling
- Always test the water temperature on the inside of your wrist before applying to a client's hair or scalp
- Shoes should have non-skid rubber soles with good support
- Abide by instructions and testing of chemicals. Some circumstances may result in allergic reactions

REQUIRED LICENSING

- Although requirements may vary from state to state, all barbers and estheticians in the state of Ohio need to pass a state barber exam or advanced esthetics exam for their respective programs including written and practical tests in order to obtain a license to practice. State licenses may or may not be used across state lines, so licensed professionals should make sure to get a license applicable to the state in which you wish to seek employment.
- Licensed professionals that meet their state required combination of education, skill, and experience may advance to become shop managers or to own their own barber and beauty establishments.
- The Ohio State Cosmetology and Barber Board does have a general policy concerning who will be able to obtain a license. However, it should be first noted that O.A.C.4709-5-08 states the Ohio State Cosmetology and Barber Board shall refuse to issue or renew or shall revoke a license of anyone who has been adjudicated a sexual offender under Ohio Revised Code 2950. This rule is not subject to debate, the board does not license known sexual offenders.
- The current policy is to deny a license application and/or revoke the license of individuals who have been convicted of drug trafficking (or related offenses), sexual offenses, and murder/aggravated murder. All applicants, who have had their license application denied or revoked, may be reconsidered five years from the date of conviction.
- Ohio State Cosmetology and Barber Board evaluates each applicant on a case-by-case basis at the time the application made for a license.

ADDITIONAL REQUIREMENTS

- State laws require barbers and esthetic professionals to maintain a high level of hygiene and sanitation at their work area. If these standards are not adhered to, the barber's/esthetic license can be revoked. The student should sanitize all implements, including but not limited to clipper blades and Snap-On blade attachment, comb, tweezers, extractors and all implements according to state board regulations
- All professionals need certain people skills to communicate the services provided and make their guest feel comfortable
- License renewal is required bi-annually in State of Ohio (See Ohio State Cosmetology and Barber Board website for pricing)

- Continued education is required in the state of Ohio for both barbers and estheticians.

BARBER PROGRAM CLASS START/GRAD DATES

| Start Date | Full Time Barber Program 45 Weeks | 34 Hours Per Week Barber Program 55 Weeks | Full Time Barber Program W/Cosmetology License 25 Weeks | Full Time Barber Refresher Program 5 Weeks |
|------------|-----------------------------------|---|---|--|
| | 12/14/21 | 2/1/22 | 8/3/21 | 8/10/21 |
| | 2/1/22 | 3/22/22 | 9/21/21 | 9/28/21 |
| | 3/22/22 | 5/10/22 | 11/9/21 | 11/16/21 |
| | 5/10/22 | 6/28/22 | 12/28/21 | 1/4/22 |
| | 6/28/22 | 8/16/22 | 2/15/22 | 2/22/22 |
| | 8/16/22 | 10/4/22 | 4/5/22 | 4/12/22 |
| | 10/4/22 | 11/29/22 | 5/24/22 | 5/31/22 |
| | 11/22/22 | 1/17/23 | 7/12/22 | 7/19/22 |

*** START DATES ARE SUBJECT TO CHANGE

NATIONAL HOLIDAYS

LaBarberia Institute of Hair offers year-round programs. LaBarberia Institute of Hair recognizes national holidays of religious and historic importance. Therefore, the school will be closed on the following days:

| | | |
|-----------------------|-------------------------|-------------------------|
| New Year's Day | Memorial Day | Independence Day |
| Labor Day | Thanksgiving Day | Christmas Day |

ADVANCED ESTHETICS PROGRAM

TUITION

ADVANCED ESTHETICS PROGRAM

- 750 Hours
- Total Cost of Program: \$13,500
- Items included in cost of program: Milady's Esthetics Fundamentals E-book and 2 years access to MindTap, Milady's

Advanced Esthetics E-book and 2 years access to MindTap and \$239, Registration Fee \$175, Uniform \$70

- Tool Kit \$561
- Tuition: \$12,375
- Ohio State Board Exam fees \$80
- Students needing additional tools may purchase the tools through the school

EDUCATIONAL OBJECTIVE:

- Ohio Advanced Esthetician License

COURSE DESCRIPTION:

- Esthetics is a limited practice of Cosmetology and deals only with skin care. The Advanced Esthetics Course teaches both basic and advanced skills. This course goes beyond entry level and trains the student not only the basic skills needed for gainful employment in a Cosmetology or Esthetics salon, but also in the advanced techniques and knowledge necessary to manage or own an Esthetics salon.

COURSE GOALS:

- The goals of the Advanced Esthetics Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain an Advanced Esthetician License, and secure employment as an Advanced Esthetician.

COURSE FORMAT:

- The course is taught in the English language with theory, student practice and clinic experience under instructor supervision. It follows a sequence from basic to advanced subjects, in line with established instructional techniques and includes lecture, demonstration, visual aids, textbook review, actual practice, and testing.

PAYMENT OPTIONS

Tuition payments may be made by cash, credit card, money order, check, or VA benefits

***\$175 Deposit required at contract signing

Option 1: Payments on balance of tuition will be divided based on the number of months the student will be enrolled in school

Option 2: Tuition paid by credit card will have a 3 percent service fee added to each payment.

Option 3: 10 percent discount applied to tuition payments made in full prior to start date. If payment made by credit card option 2 will apply, (3 percent service fee added to each payment).

TUITION AND ANY OTHER EXTRA FEES MUST BE PAID IN FULL TO TAKE STATE BOARD EXAM

HOURS OF OPERATION

9:00 A.M. – 5:30 P.M. Monday, Friday, and Saturday 9:00 A.M. – 9:30 P.M. Tuesday, Wednesday, Thursday

Saturdays are MANDATORY for part time and full-time students unless approved by the Owner or Director of Operations.

GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- LaBarberia Institute will grant a Certificate of Graduation and a final report card for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to state requirements; completed all exit paperwork; attended an exit interview, completed loan counseling and made satisfactory arrangements of payment of all debts owed to the school.
- Advanced Esthetics Program-Complete 750 hours. The student and director of the school must certify therein to the number of

training hours completed by the student.

- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is **not guaranteed**.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to comply with the school's dress code always and project a professional image representative of the barber and beauty image industry.
- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that he/she is responsible for all travel related expenses for state licensing.

ATTENDANCE

Twenty clock hours of absence are granted to students during the Advanced Esthetics Program. After the 20 hours of absence (non-excused) **charges will apply**. The following days are excluded in the non-charged allotted time: Holidays (that school is open), the day before a holiday and the day after a holiday. **If you request time off in advance for weddings, work, vacations, etc. the hours missed will be added to your missed hours for the month and you will be charged accordingly.** Students having a doctor's excuse or other valid excuse on the **day they return to school** are not charged. Students will receive a monthly invoice relative to their total missed hours for that time period.

EXTRA CHARGES FOR ADVANCED ESTHETICS PROGRAM

The following fees will apply:

- Total hours missed X \$16.37 for a regularly scheduled day
- Total hours missed X \$32.74 for a holiday that the school is in session, the day before or after a holiday that the school is in session.

When a student is over their allotted hours for missed days and owe make up fees the student will receive a monthly attendance detailed invoice showing the days and hours missed along with all excused documentation that the student has turned in on the day they return from their absence. Once the student signs the attendance detail report acknowledging the hours missed the amount due will be added to the student ledger. Students will receive their attendance detail report and ledger by the 15th of each month for the previous month's attendance. Payment is due by the 30th of that month. If the 15th falls on a non-school day, attendance detail report and ledger will be given out on the next school day. If the 30th falls on a non-school day then the makeup fee total due must be paid on the students next scheduled day or the student can delay payment to receive 2 checks for their credit balance, 1 check for the amount owed for makeup fees and 1 for the balance of their credit balance. The student will cash the check for the amount owed to the school and the student ledger will be credited with this payment. Students having a valid excuse will not be charged missed day fees. If you feel there is a discrepancy in the amount of extra instructional charges due to the institute, you may complete an Appeal Policy and Procedure Form, attach any applicable documentation and turn in to the administrative office. Appropriate personnel will review the appeal and a determination will be made within 10 school days.

STUDENT ESTHETICS ADMISSIONS POLICY

The school does not discriminate in its employment, admissions, instruction, or graduation policies on the basis of race, color, creed, religion, national origin, ethnic origin, gender identity, marital status, disability, age, sexual orientation, public assistance status, or any other basis protected by law nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling at LaBarberia Institute of Hair must:

- Complete an application for enrollment
- Provide proof of secondary education such as a diploma, a GED certificate, an official transcript, or state certification of home-school equivalent to at least a tenth-grade education.
 - Should an enrolling student provide a foreign high school diploma, the institution will work

with the student to obtain an English translation of the document along with confirmation that the education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency. We currently send foreign high school diplomas to The Spanish Group LLC. A charge of \$49 will be added to the student's ledger.

The following items are required for submission to the LaBarberia Institute of Hair and/or Ohio State Cosmetology and Barber Board:

- At least 16 years of age
- Driver's License or a Picture State ID
- Tuition or payment plan in place
- Any name changes documentation/Marriage, Court Order, etc.
- Duffel bag, back-pack or rolling case recommended not required
- The institute does not accept ATB testing

A school visit by the prospective student is required. Each applicant will tour the facility and have a personal interview with the principal administrator and/or school representative. At the time of the interview, the applicant will complete an interview questionnaire; in addition to reviewing the Student Catalog and Enrollment Agreement.

| 600 Hour Esthetics Curriculum | 600 Hour Core | Clinic 50% Core | Theory 25% Core |
|--|------------------|--------------------|--------------------|
| SUBJECT AREA | | | |
| 1. Infection Control & Principles/Practices <input type="checkbox"/> Bacteriology <input type="checkbox"/> Dispensary Requirements & Operations | 60 | 30 | 15 |
| 2. Anatomy <input type="checkbox"/> Head <input type="checkbox"/> Bones (Full Body) <input type="checkbox"/> Muscles, Nerves, Cells, Tissues (Full Body) | 30 | 15 | 7.5 |
| 3. Specialized Equipment <input type="checkbox"/> Electricity (Principles/Safety/Effects/Therapies) <input type="checkbox"/> Ultra-Violet & Infra-red Light Therapies <input type="checkbox"/> Safety & Effects | 30 | 15 | 7.5 |
| 4. Massage <input type="checkbox"/> Client Health Issues & Pre-Screening <input type="checkbox"/> Preparation <input type="checkbox"/> Manipulations <input type="checkbox"/> Relaxation Treatments | 60 | 30 | 15 |
| 5. Chemistry <input type="checkbox"/> Compounds and Mixtures <input type="checkbox"/> Water, Chemistry and Effects <input type="checkbox"/> Ingredients <input type="checkbox"/> Cosmetics | 30 | 15 | 7.5 |
| 6. Skin Care Procedures & Practices <input type="checkbox"/> Skin Theory (Anatomy of Skin/Body Systems/Cells/ Tissues) <input type="checkbox"/> Diseases, Disorders, and Conditions <input type="checkbox"/> Basic Facials (Techniques/Treatments/Hair Removal) <input type="checkbox"/> Health History <input type="checkbox"/> Hair Removal | 200 | 100 | 50 |
| 7. Study of Skin <input type="checkbox"/> Skin Theory (Histology, Structure, Functions) <input type="checkbox"/> Nutrition <input type="checkbox"/> Skin Analysis <input type="checkbox"/> Diseases and Disorders | 55 | 27.5 | 13.75 |
| 8. Make-Up <input type="checkbox"/> Equipment, Implements and Products <input type="checkbox"/> Theory <input type="checkbox"/> Application (Corrective, Day/Night, Theatrical) <input type="checkbox"/> Brow Tinting | 67 | 33.5 | 16.75 |
| 9. Artificial Lashes/Extensions | 8 | 4 | 2 |
| 10. Salon Operations & Communication Skills <input type="checkbox"/> Salon Operation & Management (Sales/Consultation/Career Development/Professional Image) <input type="checkbox"/> Communication Skills (Listening Skills/Product & Service Education/Consultation) | 40 | 20 | 10 |
| 11. Cosmetology Laws & Rules <input type="checkbox"/> Ohio Administrative Code/ Ohio Revised Code/ Inspection & Enforcement <input type="checkbox"/> Continuing Education / Policies & Procedures <input type="checkbox"/> Human Trafficking (1 Hour) | 20 | 10 | 5 |
| Total: | 600 | 300 | 150 |
| Flexible Learning Hours | | 150 | |

150 Hour Advanced Esthetics Curriculum

| SUBJECT AREA | 150 Hour Core | Clinic 50% Core | Theory 25% Core |
|---|---------------|--------------------|--------------------|
| 1. Cosmetology Laws and Rules Ohio Revised Code Statutes Ohio Administrative Rules License and Permit Policy and Procedures Continuing Education Policies & Procedures Inspection and Enforcement Policy & Procedures | 50 | 25 | 12.5 |
| 2. Public Health and Safety Sanitation Practices & Procedures Sterilization Practices & Procedures Dispensary Operations & Procedures Bacteriology, Contagious & Communicable Disease Control Salon Operations & Procedures Consumer & Product Safety | 50 | 25 | 12.5 |
| 3. Advanced Techniques Advanced Anatomy of the Skin Advanced Treatment of Muscles and Nerves Advanced Facial and Body Treatment Salon Supervision and Management Specialized Equipment Use and Control Product and Service Sales Training Communication Skills | 50 | 25 | 12.5 |
| TOTAL: | 150 | 75 | 37.5 |
| Flexible Learning Hours: | | 37.5 | |

- Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary

ACADEMIC REQUIREMENTS:

All students shall take and pass all required examinations in order to continue in School.

1. "Pass" is defined as follows:
 - A. Individual Exams: A grade of 75% or better.
 - B. Cumulative Average: A grade of 80% or better.
2. "Required Examinations" are as follows:
 - A. Junior Final Examination
 - B. Periodic Senior Evaluations (must pass a minimum of 2)
 - C. Senior Final Examination
 - D. Advanced Examination

*See also **Satisfactory Academic Progress (SAP)** page 26 of this catalog as all policies at The Institute apply to all programs offered by the institute.

GRADING POLICY:

- Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 80% or better is considered passing, with the following grading scale in effect:

| | |
|---------------|----------------|
| 94%-100% | EXCELLENT |
| 87%-93% | VERY GOOD |
| 80%-86% | SATISFACTORY |
| 79% AND BELOW | UNSATISFACTORY |

Class Start & Grad Dates: subject to change

| START DATES | FULL TIME ADVANCED ESTHETICS (25 weeks) |
|-------------|--|
| 1/10/2022 | 7/18/2022 |
| 2/7/2022 | 8/15/2022 |
| 3/7/2022 | 9/12/2022 |
| 4/4/2022 | 10/10/2022 |
| 5/2/2022 | 11/7/2022 |
| 5/30/2022 | 12/5/2022 |
| 6/27/2022 | 1/2/2023 |
| 7/25/2022 | 1/30/2023 |
| 8/22/2022 | 2/27/2023 |

| | |
|------------|-----------|
| 9/19/2022 | 3/27/2023 |
| 10/17/2022 | 4/24/2023 |
| 11/14/2022 | 5/22/2023 |
| 12/12/2022 | 6/19/2023 |

CLASS SCHEDULES:

| PROGRAM | FULL-TIME ADVANCED ESTHETICS PROGRAM | SENIOR TRAINING OPTIONS (OFF MONDAY) |
|-------------------|--------------------------------------|---|
| CHECK PROGRAM BOX | | Must choose hours below to commence after first 9 weeks |
| HOURS IN PROGRAM | 750 | CIRCLE ONE BELOW |
| WEEKS | 25 | 9-3:30 + SAT |
| DAILY HOURS | 9 – 3:30 | |
| WEEKLY HOURS | 30 | |

BARBER INSTRUCTOR TRAINING PROGRAM

TUITION

BARBER INSTRUCTOR TRAINING PROGRAM

- 500 Hours
- Total Cost of Program: \$4000
- Items included in cost of program: Milady’s Master Educator Textbook \$112, Registration Fee \$175, Uniform \$30
- Tuition: \$3,683
- Other fees *not* included in cost of the Barber Instructor Training Program: Ohio State Cosmetology and Barber Board Enrollment Fee \$185 and Ohio State Board Exam fee \$185
- Students needing additional tools may purchase the tools through the school

EDUCATIONAL OBJECTIVE:

- Ohio Barber Teacher License

COURSE DESCRIPTION:

- The Barber Instructor Training Program is designed to train a professional barber on how to become an Educator. The student will receive specialized training in Ohio Laws and Rules, curriculum development, learning styles and classroom management. The curriculum meets the standards necessary for the student to receive proper training to become and educator

based on the Ohio State Board requirements.

COURSE GOALS:

- The goals of the Barber Instructor Training Course are to provide the training necessary for the student to satisfactorily complete the course, pass the State of Ohio examination, obtain a Barber Teacher License, and secure employment as Barber Instructor.

COURSE FORMAT:

- The course is taught in the English language with theory, student practice and clinic experience under instructor supervision. It follows a sequence from basic to advanced subjects, in line with established instructional techniques and includes lecture, demonstration, visual aids, textbook review, actual practice, and testing.

PAYMENT OPTIONS

Tuition payments may be made by cash, credit card, money order, check, or VA benefits

***\$175 Deposit required at contract signing

Option 1: Payments on balance of tuition will be divided based on the number of months the student will be enrolled in school

Option 2: Tuition paid by credit card will have a 3 percent service fee added to each payment.

Option 3: 10 percent discount applied to tuition payments made in full prior to start date. If payment made by credit card option 2 will apply, (3 percent service fee added to each payment).

TUITION AND ANY OTHER EXTRA FEES MUST BE PAID IN FULL TO TAKE STATE BOARD EXAM

HOURS OF OPERATION

9:00 A.M. – 5:30 P.M. Monday, Friday, and Saturday 9:00 A.M. – 9:30 P.M. Tuesday, Wednesday, Thursday

Saturdays are MANDATORY for part time and full-time students unless approved by the Owner or Director of Operations.

GENERAL TERMS OF AGREEMENT

School:

- Shall provide programs of study that meets minimum curriculum requirements as prescribed by the state regulatory agency.
- May change kit contents, textbooks, dress code, and curriculum format, teaching materials or educational methods at its discretion.
- LaBarberia Institute will grant a Certificate of Graduation and a final report card for the applicable course when the student has successfully completed all phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination; completed the program of study according to state requirements; completed all exit paperwork; attended an exit interview, completed loan counseling and made satisfactory arrangements of payment of all debts owed to the school.
- Advanced Esthetics Program-Complete 750 hours. The student and director of the school must certify therein to the number of training hours completed by the student.
- Will assist graduates in finding suitable employment by posting area employment opportunities and teaching Job Readiness classes, but placement is **not guaranteed**.
- May terminate a student's enrollment for noncompliance with General Policies, this contract, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

Student:

- Agrees to pay applicable school and state fees and provide all required registration paperwork in a timely manner.
- Agrees to comply with all Standards of Conduct, General Policies, State Laws and Regulations, and educational requirements including clinic assignments.
- Agrees not to refuse to perform client services or other program requirements.
- Agrees to comply with the school's dress code always and project a professional image representative of the barber and

beauty image industry.

- Agrees to comply with the assigned schedule for the applicable program of study which may change from time to time at the discretion of the school.
- Agrees to attend theory class as scheduled for the duration of the course of study regardless of whether all required tests have been taken and passed.
- Understands that he/she is responsible for all travel related expenses for state licensing.

ATTENDANCE

Twenty clock hours of absence are granted to students during the Advanced Esthetics Program. After the 20 hours of absence (non-excused) **charges will apply**. The following days are excluded in the non-charged allotted time: Holidays (that school is open), the day before a holiday and the day after a holiday. **If you request time off in advance for weddings, work, vacations, etc. the hours missed will be added to your missed hours for the month and you will be charged accordingly.** Students having a doctor's excuse or other valid excuse on the **day they return to school** are not charged. Students will receive a monthly invoice relative to their total missed hours for that time period.

EXTRA CHARGES FOR BARBER INSTRUCTOR TRAINING PROGRAM

The following fees will apply:

- Total hours missed X \$15.42 for a regularly scheduled day
- Total hours missed X \$30.84 for a holiday that the school is in session, the day before or after a holiday that the school is in session.

When a student is over their allotted hours for missed days and owe make up fees the student will receive a monthly attendance detailed invoice showing the days and hours missed along with all excused documentation that the student has turned in on the day they return from their absence. Once the student signs the attendance detail report acknowledging the hours missed the amount due will be added to the student ledger. Students will receive their attendance detail report and ledger by the 15th of each month for the previous month's attendance. Payment is due by the 30th of that month. If the 15th falls on a non-school day, attendance detail report and ledger will be given out on the next school day. If the 30th falls on a non-school day then the makeup fee total due must be paid on the students next scheduled day or the student can delay payment to receive 2 checks for their credit balance, 1 check for the amount owed for makeup fees and 1 for the balance of their credit balance. The student will cash the check for the amount owed to the school and the student ledger will be credited with this payment. Students having a valid excuse will not be charged missed day fees. If you feel there is a discrepancy in the amount of extra instructional charges due to the institute, you may complete an Appeal Policy and Procedure Form, attach any applicable documentation and turn in to the administrative office. Appropriate personnel will review the appeal and a determination will be made within 10 school days.

STUDENT BARBER INSTRUCTOR ADMISSIONS POLICY

The school does not discriminate in its employment, admissions, instruction, or graduation policies on the basis of race, color, creed, religion, national origin, ethnic origin, gender identity, marital status, disability, age, sexual orientation, public assistance status, or any other basis protected by law nor does it recruit students already attending or admitted to another school offering similar programs of study. The school requires that each student enrolling at LaBarberia Institute of Hair must:

- Complete an application for enrollment
- At least 17 years of age at enrollment

The following items are required for submission to the LaBarberia Institute of Hair and/or Ohio State Cosmetology and Barber Board:

- Driver's License or a Picture State ID
- Barber Instructor Training Program requires current Barber license issued pursuant to chapter 4709 Barbers of the Ohio Revised Code
- Tuition or payment plan in place
- One current identical photo (head and shoulders only) no less than two and one-half inches by three- and one-half inches, no more than three inches by five inches and must be signed on the front by the applicant
- Any name changes documentation/Marriage, Court Order, etc.
- \$185.00 Ohio State Board Enrollment Fee (*not* included in cost of program)
- Duffel bag, back-pack or rolling case recommended not required
- The institute does not accept ATB testing

| Barber Teacher Curriculum | 500 Hour Core | Clinic 50% Core | Theory 25% Core |
|---|------------------|--------------------|--------------------|
| SUBJECT AREA | | | |
| 1. Laws and Rules <input type="checkbox"/> Ohio Revised Code Statutes – O.R.C. 4709 <input type="checkbox"/> Ohio Administrative Rules – O.A.C. 4713 <input type="checkbox"/> License and Permit Policy and Procedures <input type="checkbox"/> Inspection and Enforcement Policy and Procedures | 50 | 25 | 7.5 |
| 2. Curriculum Development <input type="checkbox"/> Lesson Planning <input type="checkbox"/> Presentation Skills <input type="checkbox"/> Educational Aids <input type="checkbox"/> Use of Technology <input type="checkbox"/> Distance Learning <input type="checkbox"/> Grading <input type="checkbox"/> Assessment | 300 | 150 | 75 |
| 3. Learning Styles <input type="checkbox"/> Learning Modalities <input type="checkbox"/> Special Learning Needs <input type="checkbox"/> Learner Accommodations | 50 | 25 | 12.5 |
| 4. Classroom Management <input type="checkbox"/> Structuring the Learning Environment <input type="checkbox"/> Communication Skills <input type="checkbox"/> Professional Ethics <input type="checkbox"/> Conflict Management | 100 | 50 | 25 |
| Flexible Learning Hours | | 130 | |

A school visit by the prospective student is required. Each applicant will tour the facility and have a personal interview with the principal administrator and/or school representative. At the time of the interview, the applicant will complete an interview questionnaire; in addition to reviewing the Student Catalog and Enrollment Agreement.

- Flexible Learning Hours shall be used to create an Individualized Learning Plan if necessary

ACADEMIC REQUIREMENTS:

All students shall take and pass all required examinations in order to continue in School.

1. "Pass" is defined as follows:

- A. Individual Exams: A grade of 75% or better.
- B. Cumulative Average: A grade of 80% or better.

2. "Required Examinations" are as follows:

- A. Final Theory Examination
- B. Final Practical Examination (rubric)

*See also **Satisfactory Academic Progress (SAP)** page 26 of this catalog as all policies at The Institute apply to all programs offered by the institute.

GRADING POLICY:

- Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system. A grade of 80% or better is considered passing, with the following grading scale in effect:

| | |
|---------------|----------------|
| 94%-100% | EXCELLENT |
| 87%-93% | VERY GOOD |
| 80%-86% | SATISFACTORY |
| 79% AND BELOW | UNSATISFACTORY |

Class Start & Grad Dates: subject to change

| START DATES | BARBER INSTRUCTOR TRAINING (15 weeks) |
|-------------|---------------------------------------|
| 1/4/2022 | 8/2/2022 |
| 2/22/2022 | 9/20/2022 |
| 4/12/2022 | 11/8/2022 |
| 5/31/2022 | 12/27/2022 |
| 7/19/2022 | 2/14/2023 |

CLASS SCHEDULE:

****See Page 7 for Barber Instructor Training Program Schedule.**