

BAKERSFIELD BARBER COLLEGE, INC.

2844 NILES STREET
BAKERSFIELD, CA 93306

Phone: 661/873-0512

Fax: 866/857-6918

Email: bakersfieldbarbercollege@yahoo.com

Website: bakersfieldbarbercollegeinc.com

CATALOG

&

VETERANS' BULLETIN

JANUARY 1, 2012-DECEMBER 31, 2012

BAKERSFIELD BARBER COLLEGE, INC.

Physical Address: 2844 Niles Street
Bakersfield, California 93306

Mailing Address: P.O. Box 60485
Bakersfield, California 93386

Telephone No.: 661/873-0512

Fax: 866/857-6918

E-mail: bakersfieldbarbercollege@yahoo.com

Website: bakersfieldbarbercollegeinc.com

Approved by the Bureau for Private Postsecondary Education (BPPE)

Approved by the State of California Consumer Affairs Barbering & Cosmetology Program

Effective date: January 1, 2012

The information contained in this bulletin is true and correct in content and policy.

Signature of School Official

Date

Bakersfield Barber College, Inc.
2844 Niles Street
Bakersfield, CA 93306

VETERANS ONLY

I have received a copy of the Veterans Information Bulletin containing the rules, regulations, course completion requirement and costs for the specific course in which I have enrolled.

Name (Signature): _____

Social Security or C-Number: _____

Date: _____ Enrolled By: _____

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PHILOSOPHY/PURPOSE & OBJECTIVES

BAKERSFIELD BARBER COLLEGE, INC. is dedicated to educating quality barber graduates who are able to meet both the present and future demands of the barber industry.

BAKERSFIELD BARBER COLLEGE, INC. employs a staff of administrators and instructors that are highly qualified and competent. All of the instructors and administrators meet regularly to discuss and improve the quality of the graduates' opportunity to meeting the fundamental principles of the qualifications for both the barber examination and employment in the barber profession.

MISSION STATEMENT

The mission of **BAKERSFIELD BARBER COLLEGE, INC.** is to provide each student individualized instruction in the barber profession. The student will have adequate opportunity of supervised work with the public and mannequins. Each program offered is designed

- To form a solid foundation of education and technical skills.
- To provide exposure to the role of the professional barber, including opportunities for practical, "on hands" work.
- To fulfill all Barbering & Cosmetology Program requirements.
- To provide a sound educational basis in preparing the students for licensing examination and entry level position in the barber profession.

APPROVAL DISCLOSURES STATEMENT

The **BAKERSFIELD BARBER COLLEGE, INC.** is a private institution and is approved to operate by the Bureau for Postsecondary Private Education pursuant to California Education Code Section 94909(a)(2). Additionally, institutional approval is granted for a five year period, and is subject to renewal after that time.

Approved are the following courses:

<u>COURSE</u>	<u>HOURS</u>
Barber Course	1500
Cosmetology/Barber Course	400
Refresher	400

(Refresher does not apply to Veterans' Bulletin)

Instruction is in residence with facility occupancy level accommodating 50 students at any one time.

California statue requires that a student, upon successful completion of a course of study, be awarded an appropriate diploma or certificate verifying the completion.

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

The following state boards, bureaus, departments or agencies that set minimum standards for this program of studies in accordance with Education Code Section 94311 include:

Bureau for Private Postsecondary Education
Department of Consumer Affairs

Barbering and Cosmetology Program
California Indian Manpower Consortium, Inc. (CIMCI)
Department of Rehabilitation (DOR)
Tule River Tribal Education Program (TRTEP)
Veterans Administration (VA)
Workers' Compensation
Workforce Investment Act (WIA)

Persons seeking to resolve problems or complaints should first contact the instructor in charge. Requests for further action may be made to Gilbert Moreno President/Director.

Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the:

Bureau for Private Postsecondary Education,
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
www.bppe.ca.gov or (888) 370-7589 or fax (916) 263-1897

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

To Whom It May Concern:

It is hereby certified that Gilbert Moreno and Terri L. Moreno own and manage the **BAKERSFIELD BARBER COLLEGE, INS.** located at 2844 Niles Street, Bakersfield, California 93306. All students enrolled in the above school will be properly trained and all contractual agreements fulfilled in accordance with the training program approved by the Bureau for Private Postsecondary Education.

Signature _____
President

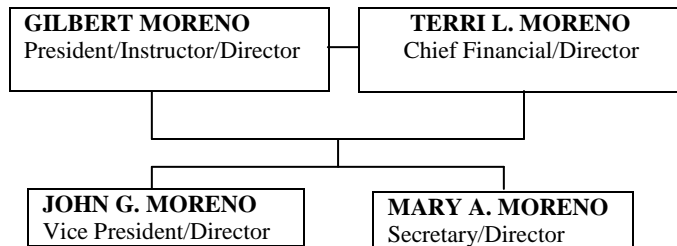
Signature _____
Chief Financial Officer

BANKRUPTCY

BAKERSFIELD BARBER COLLEGE, INC. DOES NOT have a pending petition in bankruptcy, is **NOT** operating as a debtor in possession, has **NOT** filed a petition within the preceding five years, has **NOT** had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 1101 et Seq.).

ADMINISTRATION

Owned and operated by
Gilbert Moreno and Terri L. Moreno
A Corporation
BAKERSFIELD BARBER COLLEGE, INC.



HISTORY OF BAKERSFIELD BARBER COLLEGE, INC.

BAKERSFIELD BARBER COLLEGE, INC. is a corporation co-founded, co-owned, and co-operated by Alfred A. Moreno and Rosa M. Moreno. The first establishment was opened on April 26, 1991 at 2936 Niles Street, Bakersfield, California and consisted of 1500 square feet. Due to rapid growth, the establishment became too small to accommodate 25 students. Therefore, the school relocated on July 9, 1993, to the present location at 2844 Niles Street, Bakersfield, California 93306. The school became a corporation on August 16, 2004.

On July 1, 2012, Alfred and Rosa sold the corporation to Gilbert Moreno and Terri L. Moreno. The corporation is now co-owned, co-managed and co-operated with 50% ownership each by Gilbert and Terri.

COLLEGE FACILITY/ADDRESS

All class sessions are provided at 2844 Niles Street, Bakersfield, California 93306, telephone number 661-873-0512, fax number 866-857-6918, email bakersfieldbarbercollege@yahoo.com, and website bakersfieldbarbercollegeinc.com.

The college facility is adequately equipped to accommodate up to 50 students. The facility consists of 8,000 square feet which accommodates one classroom, one administrative office upstairs, two offices downstairs (one enclosed and the other wide opened), two practical training areas, one kitchen, three storage areas, one large waiting area, upstairs staff lounge, and five restrooms (one equipped for the handicapped).

LIBRARY

BAKERSFIELD BARBER COLLEGE, INC. maintains a library in the downstairs wide open office. To enhance the knowledge and understanding of the barber courses, the library contains reference sources, current videos, computer, and other related material on the barbering profession. To encourage use of the learning resources, these resources are available to students at any time with the permission of the instructors.

EQUIPMENT

Upon purchasing the tool kit, **BAKERSFIELD BARBER COLLEGE, INC.** will provide each student for the theory session a textbook, workbook, and practice book. During

the theory session in the classroom, students are provided a table and chair. Power points and educational DVDs are used as reference learning tools. For the practical session in the practical area, each student is provided with clippers, combs, drapes, smock, name tag and other necessary barber supplies and equipment to adequately practice all the services at a designated booth. Each booth contains a barber chair, mirror, cabinet, and counter space. Mannequins are available in the classroom for the purpose of practicing any practical procedure or preparing for the barber examination.

In addition to the tool kit required to perform the practical barber examination, students are provided with a state board chemical kit required to perform all the chemical related procedures.

STUDENT SERVICES

BAKERSFIELD BARBER COLLEGE, INC. makes no representations, does not guarantee, nor is responsible in relationship to the student services. However, the school staff is willing to offer **assistance** and guidance whenever possible in the areas listed below:

- a) Referrals to social service agencies
- b) Temporary employment while in school
- c) Housing while attending classes
- d) Ride-sharing or transportation
- e) Referral to drug or alcohol programs
- f) Health service agencies
- g) Organizing student study groups
- h) Locating an interpreter
- i) Locating a model

CALENDAR/START DATES

School is closed on the following holidays in 2012
(Subject to change)

January 1	-New Year's
July 3-4	-Fourth of July
July 24-July 28	-Summer Vacation
November 10	-Veterans' Day
November 22-24	-Thanksgiving Break
December 25-29	-Christmas Vacation

The school operates on a 12-month per year schedule and on an open-entry and open-exit basis. New classes start every Tuesday. Students may either attend full-time or part-time (52-130 weeks) Tuesday through Friday 8:00 AM-5:00 PM and Saturday 8:00 AM-3:00 PM.

JOB PLACEMENT ASSISTANCE

BAKERSFIELD BARBER COLLEGE, INC. DOES NOT GUARANTEE EMPLOYMENT TO ITS STUDENTS. Even though it is not the responsibility of the school, it does, at no charge, **assists** in locating employment and barber shops for sale or rent. The school posts in the classroom poster board information on availability of jobs and businesses for sale or rent.

ADMISSION REQUIREMENTS/BUSINESS HOURS

EDUCATION: The Board of Barbering & Cosmetology requires that the student have a tenth (10th) grade education, GED, equivalent education, or life experience. All prospective students must be 15 1/2 years of age to enroll and 17 years of age upon examination date.

All applicants, including transfer students, must have both a valid social security card and valid and current government-issued photo identification. The school requires the prospective student to take view the Student Performance Fact sheet, the pre-entrance exam and pass by minimum 15 points, tour the school, and attend the orientation session prior to enrollment.

MORALS: Applicants must be of good moral character, have chosen success as the objective, and must be free of contagious disease. The administration and staff members **DO NOT DISCRIMINATE** in any of its policies based on race, religion, creed, national origin, financial status, marital status, sex, age, handicap, or sexual preference.

The administrative office is open for interested parties **Tuesday through Friday 9:30 AM -4:00 PM and Saturday 9:30 AM-2:00 PM.** The telephone number is 661-873-0512.

LICENSURE REQUIREMENTS

The qualifications required by the Board of Barbering & Cosmetology for licensure eligibility to practice the **profession of barbering** are as provided:

- (a) Is not less than 17 years of age.
- (b) Has completed the 10th grade in the public schools of this state or its equivalent.
- (c) Is not subject to denial pursuant to Section 480.
- (d) Has done any of the following:
 - (1) Completed a course in barbering from a school approved by the board.
 - (2) Completed an apprenticeship program in barbering approved by the board as conducted under the provisions of the Shelley-Maloney Apprentice Labor Standards Act of 1939, Chapter 4 (commencing with Section 3070) of Division 3 of the Labor Code.
 - (3) Practiced barbering as defined in this chapter outside of this state for a period of time equivalent to the study and training of a qualified person who has completed a course in barbering from a school approved by the board and the curriculum of which complied with requirements adopted by the board. Each three months of practice shall be deemed the equivalent of 100 hours of training for qualification under paragraph (1).
 - (4) Holds a license as a cosmetologist in this state and has completed a barber crossover course in a school approved by the board.
 - (5) Completed a cosmetology course in a school approved by the board and has completed a barber crossover course in a school approved by the board.
 - (6) Completed comparable military training as documented by submission of Verification of Military Experience and Training (V-MET) records.

FINANCIAL AID

BAKERSFIELD BARBER COLLEGE, INC. does participate in the following state or federal financial aid programs that have set minimum standards for the program of studies:

California Indian Manpower Consortium, Inc. (CIMCI)
Phone: 760-873-3419
Department of Rehabilitation (DOR)
Phone: 661-395-2525
Tule River Tribal Education Program (TRTEP)
Phone: 559-791-9136
Veterans Administration (VA)
Phone: 661-722-6790
Workers' Compensation (WORK COMP)
Phone: 866-721-3498
Workforce Investment Act (WIA)
Phone: 661-635-2735

BAKERSFIELD BARBER COLLEGE, INC. will provide barber training without regard to age, sex, race, color, religion, sexual orientation, creed, national origin, disability, financial status, or marital status. Those who qualify for any of the above financial aid programs must comply with the following policies, procedures, and disclosures:

- The applicants must contact the administration office to schedule an appointment to be interviewed.
- The applicants must provide at the time of the interview, proof of eligibility documents from the funding programs. Some examples are a WIA referral, TRTEP referral, or VA Certificate of Eligibility.
- If applicable, the counselors for the applicants may contact the institution for verbal referrals as well.
- The applicants must meet the minimum admission requirements and enrollment requirements imposed by the state board and institution.
- The students must have satisfactory progress defined by the institution.
- The students must have satisfactory progress defined by the funding programs.
- If the students are responsible for a portion of the fees, all the fees must be paid at enrollment or completion of 1420 hours.
- If for some unforeseeable reason a funding program fails to pay the fees as stated on the agreement, the students are responsible for all unpaid fees.
- Submission from the institution of monthly progress reports may be requested from some of the funding programs.
- If the students cancel the program, the institution will refund the funding programs any unearned tuition or fees that have been paid. The institution will follow the procedures applied in the refund policy.
- If the students cancel the program, the students must understand that they may not be eligible for other funding programs for education at a different school.
- The students are responsible in notifying the funding programs of a suspension, leave of absence, expulsion, completion of the barber course, results of the barber exam, employment, or other pertinent information.

ADMISSION/ENROLLMENT PROCEDURES

Admission Procedures:

In the initial appointment, **BAKERSFIELD BARBER COLLEGE INC.** opens the door for the opportunity to anyone that qualifies in a new and exciting career in the barber profession. All interested and prospective applicants are encouraged to follow the admission procedures:

- Contact the administrative office to schedule an interview.
- Tour the facility
- Provide documentation of proof of admission requirements. If applicable, provide proof of eligibility in a financial aid program. Or, if transferring from another barber college, provide Proof of Training document(s) from prior school for evaluation.
- View the School Performance Sheet.
- Attend the orientation session
- Take and pass the pre-entrance exam by minimum 15 points.
- Complete, sign, and date a copy of an Application for Student Registration form indicating the start date.
- Institution will provide the applicants a copy of the Application for Student Registration.

Enrollment Procedures:

A **BAKERSFIELD BARBER COLLEGE, INC.** representative from the administrative office will assure and assist the applicants with the following enrollment procedures:

- Applicants read and clearly understand the Student Performance Sheet, catalog, and Notice of Cancellation form prior to signing the Enrollment Agreement.
- Applicants read and clearly understand all the Rules and Regulations contained in the catalog prior to signing the Enrollment Agreement.
- Applicants provide copies of a valid social security card and valid and current government-issued photo identification.
- Applicants complete, initial, sign, and date the Enrollment Agreement and performance sheet.
- Institution will provide the applicants copies of the Student Performance Sheet, Enrollment Agreement, catalog, and Notice of Cancellation form.
- Applicants pay the required enrollment fees, and, if transferring from another barber college, the transfer fee.

GENERAL TERMS

1. All equipment for the course selected will be furnished by the school at the stated tool kit fees. A complete list of required texts, supplies, and equipment will be provided. Lost, mutilated, or stolen equipment will be replaced at the expense of the students.
2. If students are injured **in school during school hours performing barber services ONLY**, medical insurance will be provided.
3. The school reserves the right to postpone training in the event of Acts of God, labor disputes, or equipment failure for a maximum of 30 days. If applicable, the students will be duly notified and compensated.
4. All course schedules are subject to change in starting and completing dates. Students will be duly notified. Students will be offered the opportunity to consent as provided by law. In cases where such changes would

5. cause an undue hardship, a refund will be offered. The maximum postponement of class start date is 90 days.
6. If required, the cost of examination (medical or pre-entrance) is to be paid by the students.
7. The institution accepts federal or state financial aid. (For details, see the catalog section under FINANCIAL AID).
8. The school reserves the right to withdraw a scheduled course if the registration is insufficient to make up a class. All moneys paid will be refunded.
9. The school reserves the right to change or modify the program content, equipment, staff, material, and organization as necessary with approval of the Bureau for Private Postsecondary Education if required. Such changes may be required to keep pace with technological advances to improve teaching methods. Under no circumstances will these changes diminish the competency of any program or result in tuition changes for students currently attending.
10. The school reserves the right to reject any applicant for admission who does not meet the prerequisites for the course selected. The student's enrollment may be terminated at the election of the school director if the student's academic progress, conduct, absences, tardiness, dress, etc., does not conform to the attendance requirements and rules and regulations of the school (as stated in the catalog). For these reasons, the extent of the tuition obligation will be in accordance with school's refund policy.
11. If any particular provision of this agreement shall be deemed invalid or unenforceable, it shall not affect the other provisions hereof, and this agreement shall be construed in all respects as if such invalid or unenforceable provision were omitted. Any controversy or claim arising out of or relation to this agreement or breach thereof, not addressed by the California Education code shall be settled by arbitration in accordance with the Commercial Rules of the American Arbitration Association and the judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction.
12. This agreement constitutes the complete contract between the school and the student. No verbal statements or promises will be recognized.
13. Placement assistance may be provided in the form of the posting of possible job openings or referrals to potential employers. However, it is understood that the school **does not** promise or guarantee employment, nor level of income or wage rate to any student or graduate.
14. Graduation requirements are as stated in the catalog. (See the catalog GRADUATION REQUIREMENT section for details).

LEAVE OF ABSENCE

Students have the right to take a leave of absence anytime during the barber course. In order to be approved, the students must abide by the Leave of Absence Policy. Students may request in advance, a leave of absence form from the administration office, **unless** restricted by unforeseeable circumstances. For this circumstance, the school should document the reason for the determination. At a later day, the school must obtain the information from the student so the leave of absence start date can be determined. Students must fill out the leave of absence form by writing the reason(s) for the request, the start date, the anticipated date of return, sign, and date the form. The form must be returned to the administration office at least 24 hours before the time or day(s) requested either in person, mail, or emailed. And, it must be approved by the school administration. The leave of absence may not exceed **one hundred eighty (180)** calendar days. For those students receiving financial assistance, leaves are limited to a total of 180 days within a 12-month period, initiating from the first day the student goes on the first leave. It is the full responsibility of the students to notify the financial assistance agency. Students must file a Leave of Absence Form if they need to be off school from one scheduled day to less than 180 days. Should legal documentation necessitate the extension of a leave of absence, the school may grant the additional leave of absence, only if the maximum number of days was not exhausted. Upon the return of the leave of absence, the school will adjust the projected completion date.

While the student is on leave of absence, the school will not assess additional tuition fees. Students returning from an approved leave of absence will retain all credit of clock hours and work projects prior to the leave of absences. Students will also return to the same academic progress status they previously held. Students who fail to return from a leave of absence will be considered **dismissed** as of the last class day of attendance. Students must be reasonably certain of their intent to return. If the student does not return following an approved leave of absence period, a refund will be made within forty-five (45) calendar days from the end of the leave of absence. For those students who do not return as scheduled and are receiving financial aid, the funding may be cancelled.

STUDENT PERFORMANCE STANDARDS AND SATISFACTORY PROGRESS STATEMENT

Satisfactory progress is necessary in order to remain in school. Students are expected to complete by the end of the specified completion date. Monthly progress and hourly reports are given to each student. The school defines all students, including financial aid students, maintaining an average of 120 hours on a full-time schedule (60 hours for part-time students) per four (4) week period and an overall grade average of "C" as making satisfactory progress. Students who do not maintain a minimum average of 75% (with the exception of the first 30 days when a minimum average of 70% is required) are placed on probation for a period of 30 days. Students who do not improve their grade to 75% by the end of the probationary period will be terminated from veterans benefits and the DVA will be notified accordingly.

1500-HOUR BARBER COURSE

CI.P Code #12.0402-12.404 Barber

Program Length: 1500 Clock Hours (52-130 weeks)

The theory classes are scheduled Tuesday thru Friday from 8:00 AM to 9:00 AM.

The practical classes are scheduled Tuesday thru Friday 9:00 AM to 5:00 PM and Saturday 8:00 AM to 3:00 PM.

Courses in the program	Clock Hours
Theory	200
Practical	1300
Total	1500

Program Goal: The goal of this program is intended to provide students the knowledge and skills that will prepare them to enter at an employable level position and career in the barber industry. The interaction of working with the public and knowledge of barber skills will enhance the marketability in the **barber profession**.

Educational Objective: The educational objective of the barber course is designed to prepare students for the state board licensing examination and entry level in the barber profession. The job title of barber is not only limited to servicing the public with the barber skills, but also to the related occupation as barber shop managers and owners.

Course Description: All students will receive the minimum hours of instruction in the theory and practical curriculum as listed below:

<u>Theory Curriculum</u>	<u>Hours</u>
Study Skills	3.00
History of Barbering	3.00
Professional Image	2.00
Microbiology	4.00
Infection Control and Safe Work Practices	30.00
Implements, Tools, & Equipment	10.00
Anatomy & Physiology	4.00
Chemistry	8.00
Electricity & Light Therapy	2.00
Properties & Disorders of the Skin	5.00
Properties & Disorders of the Hair & Scalp	5.00
Treatment of the Hair & Scalp	10.00
Men's Facial Massage & Treatments	9.00
Shaving & Facial Hair Design	15.00
Men's Haircutting & Styling	12.00
Men's Hair Replacement	5.00
Women's Haircutting & Styling	2.00
Chemical Texture Services	10.00
Hair Coloring & Lightening	5.00
Nails & Manicuring	5.00
State Board Preparation & Licensing Laws	41.00
The Job Search	5.00
Barbershop Management	<u>5.00</u>
Total Hours	200

Practical Curriculum

750	Haircut & Hair Style
40	Shave
20	Facial/Scalp Manipulation
25	Shampoo
5	Color/Tint
5	Chemical Relaxing
20	Chemical Perm
30	<u>State Board Preparation</u>

Total Hours 1300

**Curriculum is subject to change at the discretion of the instructors.

The completion requirements for the course are:

- A minimum 75% cumulative grade is required.
- Students must pass and complete all the required final theory exams, projects, and assignments by minimum 75%.
- At completion of 1420 hours, students must pass the “pass or fail” final state board examination instructions that are based on step-by-step competency.
- At completion of 1420 hours, students must pass the final mannequin exam by minimum 16 points.
- Students must complete minimum 1500 hours as required by the state board.
- Students must pay all fees by completion of 1420 hours.

BAKERSFIELD BARBER COLLEGE, INC. does not have internship or externship requirements.

400-HOUR COSMETOLOGY/BARBER & REFRESHER COURSES

C.I.P Code #12.0402-12.404 Barber

Program Length: 400 Clock Hours (52 weeks)

The theory classes are scheduled Tuesday thru Friday from 8:00 AM to 9:00 AM.

The practical classes are scheduled Tuesday thru Friday 9:00 AM to 5:00 PM and Saturday 8:00 AM to 3:00 PM.

Courses in the program	Clock Hours
Theory	130
Practical	270
Total	400

Program Goal: The goal of this program is intended to provide students the knowledge and skills that will prepare them to enter at an employable level position and career in the barber industry. The interaction of working with the public and knowledge of barber skills will enhance the marketability in the **barber profession**.

Educational Objective for Cosmetology/Barber: The educational objective of the cosmetology/barber course is designed to prepare students who have provided Proof of Training of a 1600-Hour cosmetology course or cosmetology license for the state board licensing examination and profitable employment. The job title of cosmetology/barber is not only limited to servicing the

public with the barber skills, but also to the related occupation as barber shop managers and owners.

Educational Objective Refresher: **(DOES NOT APPLY TO VETERANS' BULLETIN)** The educational objective of the refresher course is designed to prepare students who have graduated from an approved barber college or apprenticeship training program and have either failed the examination, or failed to take the examination within one year, or, in the students' judgment, needs to take the course to prepare for the state board licensing examination and profitable employment. Or, the course may be taken if the students have a barber license and have not practiced barbering for a long period of time and just need to refresh on haircutting or other services. The knowledge and skills will prepare students to enter at an employable level position in a career in the barber industry.

Course Description: All students will receive the minimum hours of instruction in the theory and practical curriculum as listed below:

<u>Theory Curriculum</u>	<u>Hours</u>
Study Skills	2.00
History of Barbering	3.00
Professional Image	1.00
Microbiology	3.00
Infection Control and Safe Work Practices	25.00
Implements, Tools, & Equipment	5.00
Anatomy & Physiology	2.00
Chemistry	5.00
Electricity & Light Therapy	1.00
Properties & Disorders of the Skin	2.00
Properties & Disorders of the Hair & Scalp	2.00
Treatment of the Hair & Scalp	4.00
Men's Facial Massage & Treatments	9.00
Shaving & Facial Hair Design	15.00
Men's Haircutting & Styling	12.00
Men's Hair Replacement	5.00
Women's Haircutting & Styling	1.00
Chemical Texture Services	2.00
Hair Coloring & Lightening	2.00
Nails & Manicuring	1.00
State Board Preparation & Licensing Laws	26.00
The Job Search	1.00
Barbershop Management	<u>1.00</u>
Total Hours	130

Practical Curriculum

- Haircut & Hair Style
- Shave
- Facial/Scalp Manipulation
- Shampoo
- Color/Tint
- Chemical Relaxing
- Chemical Perm
- State Board Preparation
- Total Hours 270**

**Curriculum is subject to change at the discretion of the instructor.

The completion requirements for the course are:

- A minimum 75% cumulative grade is required.
- Students must pass and complete all the required final theory exams, projects, and assignments by minimum 75%.
- At completion of 320 hours, students must pass the “pass or fail” final state board examination instructions that are based on step-by-step competency.
- Students must complete minimum 400 hours as required by the state board.
- At completion of 320 hours, students must pass the final mannequin exam by minimum 16 points.
- Students must pay all fees by completion of 320 hours.

BAKERSFIELD BARBER COLLEGE, INC. does not have internship or externship requirements.

TOTAL & ESTIMATED COST OF 1500-HOUR BARBER COURSE

Registration (non-refundable)	\$ 75.00
Tuition	6000.00
Tool Kit	750.00
STRF (non-refundable)	17.50 (\$2.50 per \$1000 tuition charged)
State Board Chemical Kit	300.00
State Board Application Fees	134.00 (Paid to State Board)
TOTAL COST	\$7276.50 (SUBJECT TO CHANGE)

TOTAL ENROLLMENT COST \$1317.50

If applicable:

Transcript copies	\$ 30.00
Transfer to/from fees	100.00
Returned check fees	25.00
Late monthly payment fees	25.00
Extra copy of Diploma	5.00
Extra copy Application for Student Registration	2.00
Extra copy of Enrollment Agreement	2.00
Extra copy of Catalog	5.00
Extra copy State Board Proc. Inst.	5.00
Total	\$ 199.00
TOTAL ESTIMATED COST	\$7475.50 (SUBJECT TO CHANGE)

TOTAL & ESTIMATED COST OF 400-HOUR COSMETOLOGY/BARBER COURSE & REFRESHER COURSE

Registration (non-refundable)	\$ 75.00
Tuition	3000.00
STRF (non-refundable)	10.00 (\$2.50 per \$1000 tuition charged)
Smock & Name tag	50.00
State Board Chemical Kit	300.00
State Board Application Fees	134.00 (Paid to state board)
TOTAL COST	\$3569.00 (SUBJECT TO CHANGE)

TOTAL ENROLLMENT COST \$ 635.00

If applicable:

Tool Kit	\$ 700.00
Transcript copies	30.00
Transfer to/from fees	100.00
Returned check fees	25.00
Late monthly payment fees	25.00
Extra copy of Diploma	5.00
Extra copy Application for Student Registration	2.00
Extra copy of Enrollment Agreement	2.00
Extra copy of Catalog	5.00
Extra copy State Board Proc. Inst.	5.00
Total	\$ 899.00
TOTAL ESTIMATED COST	\$4468.00 (SUBJECT TO CHANGE)

TITLE IV

BAKERSFIELD BARBER COLLEGE, INC. does NOT participate in federal and state Title IV financial aid programs.

LOANS

BAKERSFIELD BARBER COLLEGE, INC. does NOT participate in federal and state loan educational programs.

TUITION AND FEES

Tuition and Fees

BAKERSFIELD BARBER COLLEGE, INC. reserves the right to change **without prior notice** whenever necessary the registration, tuition, tool kit, STRF fees, state board application fees, state board chemical kit, smock and name tag, transcript copies, transfer to/from fees, returned check fees, late monthly payment fees, or extra copies of a diploma, Application for Student Registration, Enrollment Agreement, catalog, or state board procedure instructions fees. Tuition changes will not affect the students that are currently enrolled. For contractual training, the school may negotiate with the financial aid agencies, a lesser tuition fee.

Payment Policy

All tuition payments in full are the responsibility of the students or financial aid programs. Before the start of the course, the students will make the financial arrangements. Those students that are delinquent in making payment will be noticed by the administrative staff. All payments must be current according to specific arrangements. At completion of 1420 hours (1500-Hour Barber course) or 320 hours (400-Hour Cosmetology/Barber course or Refresher course), all fees must be paid in full.

Method of Payment

BAKERSFIELD BARBER COLLEGE, INC. accepts tuition and other fee payments in cash, personal checks, cashier checks, money orders, credit cards like visa or master card, third party, financial aid programs, or payment plan. **Personal checks will NOT be accepted** when paying all the fees at completion of 320 hours or 1420 hours. All checks or money orders must be payable to **BAKERSFIELD BARBER COLLEGE, INC.**. Installment payments of minimum \$100 per month are paid in accordance to the Enrollment Agreement.

FACULTY & EDUCATIONAL SUPPORTING STAFF

GILBERT MORENO

President/Instructor/Director

Gilbert graduated from Tulare Union High School in Tulare, California in **1972**. He immediately enrolled at Moler Barber College in Fresno, California and became a barber in **1973**. Since **1973**, Gilbert has successfully owned, managed, and worked in two barber shops, one in Tipton and the other in Porterville, California. In addition, he has been instructing part time at Bakersfield Barber College, Inc. since April, **2012**.

TERRI L. MORENO

Chief Financial Officer /Director

Terri graduated from Delano High School in Delano, California in **1974**. Immediately after graduating, she attended Federico's Beauty College in Visalia, California and obtained her cosmetology license in **1975**. During the time she was attending the beauty college, she was also attending part time College of the Sequoias in Visalia, California where she was majoring in liberal arts. For two years, she successfully managed and worked at a beauty shop in Tipton, California. In **1980**, she began managing the finances in her family-owned farming business of 1500 acres of various crops in Pixley, California until it was sold in 2010.

JOHN G. MORENO

Vice President/Director

John graduated from Porterville High School in Porterville, California in June, **2011**. In April, **2010**, John enrolled at Bakersfield Barber College, Inc. and completed the barber course in December, **2011**. He obtained his barber license in February, **2012**. Since February, **2012**, John has been working as a part time barber in a barber shop.

MARY ADRIANA MORENO

Secretary/Director

In June, **2008**, Adriana graduated from Tulare Union High School in Tulare, California. After graduating, she attended Porterville College in Porterville, California for three years where she majored in art. She also attended Bakersfield Barber College, Inc in April, **2010**. In February, **2012**, she successfully obtained her barber license. Since February, **2012**, Adriana has been working part time in the barber profession.

ALFRED A. MORENO

Head Instructor

Alfred enrolled at Moler Barber College in Bakersfield, California and graduated and received his barber license in **1970** after graduating from Tulare High School in Tulare, California in **1969**. For two years, he also attended College of the Sequoias in Visalia, California where he majored in business administration. Alfred has been self-employed for the past 43 years and has successfully owned, managed, and worked at three barber shops located in Tipton, Woodville, and Porterville, California. When he opened the barber college in **1991**, he received his barber instructor

license in **July, 1991**. In addition to obtaining his instructor license, he also obtained his BPPE Certification of Authorization for Service, Instructor and Certification of Authorization for Service, Director. Even though he has sold the barber college, he continues to be employed as the head instructor.

ANDRES G. SANTILLAN

Instructor

Andres graduated from Highland High School in Bakersfield, California in June, **1996**. Upon graduating, he attended and enrolled in the barber course at Bakersfield Barber College, Inc. in Bakersfield, California. In June, **1997**, he successfully obtained his barber license. Since that time, he has worked in the barber profession. In **2003**, he received his BPPE Certification of Authorization for Service, Instructor. Since **2003**, he has instructed part time at Bakersfield Barber College, Inc..

The staff is continuously enhancing and improving the training and contractual agreement standards by attending weekly faculty meetings. They also participate in barber product shows where they view and demonstrate the latest implements and products. The staff also attends state board and California Barber College Association meetings.

SCHOOL MANAGEMENT

As president, instructor, and director, **GILBERT MORENO**, provides general supervision, establishes and makes final policy decisions. He insures that policies are implemented and is available to contribute to the instructional programs. He also attends all available meetings, conferences, and hair and barber supplies shows and competitions.

As chief financial officer and director, **TERRI L. MORENO**, is responsible for implementing school policies, student records, bookkeeping, direction of systems operation which includes, but not limited to the operation of the computer systems QuickBooks and Windows 7. She ensures storage and security of student records and government, state, city, and county records and correspondence. She also attends available meetings, conferences, and hair and barber supplies shows and competitions.

As vice president and director, **JOHN G. MORENO**, assists the president in establishing and making final policy decisions. He places orders of operating supplies, barber supplies and implements to adequately supplement tool kits available for distribution and sale to the students and the public. To enhance the barber education, he schedules appointments with representatives from different agencies to lecture and demonstrate to the students, hair cutting procedures, the latest barber supplies and equipment, health issues, business management skills, and other barber related lectures. He also attends all of the available meetings, conferences, and hair and barber supplies shows and competitions.

As secretary and director, **MARY ADRIANA MORENO**, assists in general supervision in preparing the theory barber exams and keeps track of all the students' hours in the time clock. She assists the instructors by setting up the mannequins and other supplies or equipment necessary for instruction or lectures. She also attends available meetings, conferences, and hair and barber supplies shows and competitions.

As head instructor, **ALFRED A. MORENO** provides general supervision and training in the instructional programs. He assists the director in insuring that policies are implemented. He also attends available meetings, conferences, and hair and barber supplies shows and competitions.

As instructor, **ANDRES G. SANTILLAN** assists the head instructor in providing general supervision and training in the instructional programs. He also attends available meetings, conferences, and hair and barber supplies shows and competitions.

CLASS SIZE

The maximum capacity of students for each course is as follows:

Course	# of Students
Barber	45
Cosmetology/Barber	3
Refresher	2
Total	50

REFRESHER COURSE DOES NOT APPLY TO VETERANS BULLETIN

TRANSFER OF CREDIT

Students, who have previously attended another barber college recognized by the State of California and have sufficient proof, may receive credit for all, or a portion, or none of the barber training hours. **BAKERSFIELD BARBER COLLEGE, INC.** makes no claim that we will accept training from another barber school.

If accepted, the same general admission requirements for all students will apply. The assessment fee for transferring in or out of the institution is \$100.00.

If hours are accepted, the students must provide for evaluation the proof of training document in a barber training course from the prior barber school to the administration office at the time of admission. Students must also pay the transfer fee at the time of enrollment.

The school will submit the prior training documentation along with the Pre-Application and Application for Initial Examination Fee forms at completion of 300 or 1500 hours to the state board for determination. The **state board** will make the final determination as to credit from the previous barber training.

Training from this institution **may or may not** be accepted by other barber institutions.

Any student requesting a transfer to another barber school must pay for earned tuition and other required fees, which include the transfer fee, before the transferring forms can be issued.

At this time, the institution does not issue the Ability-to-Benefit standards.

BAKERSFIELD BARBER COLLEGE, INC. has not entered into any articulation or transfer agreement with any other college or university.

ATTENDANCE POLICY

- A. Attendance is extremely important in order to fully benefit from the program. Students with two unexcused absences in any class will receive written notification of academic probation for a period of one month. Any unexcused absence during such probationary period will be a cause for interruption of the student's training program. Unsatisfactory progress may result in loss of financial aid. Any student absent on any Saturday without prior written request or a valid excuse from a doctor will be automatically suspended for three (3) consecutive

days. For each additional unexcused non-attending Saturdays thereafter, there will be three (3) consecutive days of suspension added. Cutting of classes will be considered as unexcused non attendance.

- B. Tardiness is a disruption of a quality learning environment and is to be discouraged. Tardiness without legitimate reason on two occasions will be considered as one unexcused absence. There is no grace period; **8:01 AM** is considered late.
- C. Make-Up Work will be required for any absence. However, hours of make-up work cannot be accepted as hours of class attendance. All tests or homework that is not submitted within two weeks will be automatically converted into a failure grade.
- D. Makeup Tests will be issued to students who fail to achieve a passing score on the written or practical portion of the instructions and **final examinations**. Students will be given an opportunity to improve their score or grade by retaking the written exams or performing additional assigned practical drills on another student or mannequins. Extra study time will be allowed. An instructor will be available to answer questions, offer guidance, and instruction.
- E. Good Conduct is important at all times. Students must conduct themselves in a professional, orderly, and considerate manner, and shall appear for classes in a sober and receptive condition. Violation of this condition or failure to comply with any other rules and regulation may result in disciplinary action and possible termination.
- F. Probation Dismissal will apply for all students after the automatic for 30-days upon first enrolling. Afterwards, students are placed on probation only if they fail to demonstrate satisfactory attendance, tardiness, make-up work, conduct, financial obligations, academic progress, or compliance with any other rule or regulation. The instructor or director will inform the student in writing. The instructor or director will work with the students to improve the situation. The probation will be removed when the students successfully comply with all the requirements. If students fail to complete the requirements, termination will be considered.
- G. Termination is deemed possible when the student becomes unruly in school after verbal or written warnings for failure to meet satisfactory grade requirements, attendance requirements, alcohol or drug abuse, or financial obligations. In such case(s), the School Cancellation and Tuition Refund policies will apply. (For details, see the catalog section under Cancellation, Withdrawal, and Refund Policy).
- H. Leave of Absence written request must be submitted at least 24 hours before the time or day(s) requested. Written requests may be either mailed, hand delivered, or emailed. If the student does not return following an approved leave of absence period, a refund will be made within forty-five (45) calendar days from the end of the leave of absence. (For further details, see Leave of Absence section in the catalog).
- I. Reinstatement will be granted to students who had an approved leave of absences. Those students who request reinstatement following unsatisfactory progress will be conditionally readmitted only upon the approval of the director. Such students may be subject to a 30-day probationary period.

GRADING SYSTEM

1. A minimum “C” or 75% grade is required for satisfactory progress. Students are graded on a 0 to 100 percent system. The grade point system is then converted to alphabetical letter as follows:

Percent		Point		Grade
100-90	=	Excellent	=	A
89-80	=	Good	=	B
79-70	=	Fair	=	C
69-60	=	Poor	=	D
59-below	=	Failing	=	F

2. The areas of study are theory and practical. The students will also be graded on attendance and conduct. The students will be notified and counseled by the instructor if they are receiving a “D” and will be placed on probation. The students’ grades must improve within 30 days or will be dismissed.
3. Students who have been dismissed may return to training only upon the recommendation of the director. Upon re-entering, the students will be placed on a 30-day probationary period.

PREQUALIFICATION REQUIREMENTS

In order for the students to qualify for prequalification, they must complete 75% of the required hours (1125 or 300). If applicable, students that have either misdemeanor or felony convictions must have court certified Register of Actions/Docket with original court stamp and a letter of explanation for EACH conviction available before the completion of 1125 hours. If the conviction documents are not provided at aforementioned time, the prequalification forms will not be processed. These documents will be included and mailed to the state board along with all the other documents.

All students must have submitted all the monthly service sheets, have satisfactory academic progress of minimum 75%, good attendance, good conduct, have valid social security cards, and valid and current government-issued photo identifications. In addition, the students must have paid the minimum 75% of the tuition fees.

At completion of the required prequalification hours, a Request for Pre-Application form (\$9.00) and Application for Examination and Initial License Fee form (\$125.00) must be properly filled out and signed by the students and administration. Any additional required forms like Proof Training, if student transferred from another board approved school, Reasonable Accommodations Form G, Interpreter or Interpreter Model Form H, or other required forms must be properly filled out, signed and accompany the pre app and app forms. All forms, a self-addressed stamped envelope, and ONE check for \$134.00 payable to the Board of Barbering and Cosmetology must be mailed by U.S. Postal Service Delivery Confirmation Receipt to the Board of Barbering & Cosmetology within five (5) business days of completion of the required hours.

It may take the board about 8 weeks to process the application. The students may contact the board at (916) 574-7570 if it has been more than eight (8) weeks.

GRADUATION REQUIREMENTS

In order to graduate and qualify for a **diploma** or request transfer transcripts, the following levels of performance are required:

- A minimum 75% cumulative grade is required.
- Students must pass and complete all the required final theory exams, projects, and assignments by minimum 75%.
- At completion of 320 hours or 1420 hours, students must pass the “pass or fail” final state board examination instructions final that is based on step-by-step competency.
- At completion of 320 hours or 1420 hours, students must pass the final mannequin exam by minimum 16 points.
- Students must complete minimum 400 hours or 1500 hours as required by the state board.
- Students must pay all fees by completion of 320 hours or 1420 hours.

If students fail to achieve a passing score on any of the final exams, they will be given the opportunity to **RETAKE** the exams. Upon successfully receiving a diploma, the institution will submit to the board the Proof of Training Document stating the completion date. The graduates will then qualify to take the licensing examination on the date issued by the state board. Upon passing the examination, the graduates will be issued a registered California barber license. The license is valid in any barber shop throughout California.

REFUND POLICY VA

This school maintains a policy for the refund of the unused portion of tuition, fees, and other charges in the event the veteran or eligible person fails to enter the course or withdraws, or is discontinued, therefore, at any time prior to the completion. The amount charged to the veteran or eligible person will not exceed the approximate pro rata portion of the total charges.

Note: The maximum non-refundable registration fee allowed by the VA is \$10.00 for non accredited schools.

Reimbursement to veterans and eligible persons:

For information or for resolution of specific payment problems, the veteran should call the **DVA** nationwide toll free number at **1-800-827-1000**.

STUDENT COMPLAINT GRIEVANCE PROCEDURES

BAKERSFIELD BARBER COLLEGE, INC has the following procedure and operational plan for handling students’ complaints.

First, the students must bring their concerns or complaints to the attention of the **instructor** who will initiate a written report. The instructor will review the declaration and must make every effort to reconcile the matter in a timely manner. If the situation remains unresolved, the students and the **director** will meet to determine an appropriate plan of action. **BAKERSFIELD BARBER COLLEGE, INC.** will provide the students a written statement explaining the action the school will take.

In the event a problem exceeds the jurisdiction of the director, students may contact the **Bureau for Private Postsecondary Education (BPPE)** at:

BUREAU FOR PRIVATE POSTSECONDARY EDUCATION
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
Toll free (888) 370-7589 or 916-431-6959 or www.bppe.ca.gov

STUDENT TUITION RECOVERY FUND (STRF)

You must pay the state-imposed assessment fee for the Student Tuition Recovery Fund (STRF) if all of the following applies to you:

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party.

You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:

1. You are not a California resident, or are not enrolled in a residency program, or
2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges:

The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

You are eligible for STRF if you are a California resident or are enrolled in a residency program, prepaid tuition, paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The school closed before the course of instruction was completed.
2. The school's failure to pay refunds or charges on behalf of a student to a third party for license fees or any other purpose, or to provide equipment or materials for which a charge was collected within 180 days before the closure of the school.
3. The school's failure to pay or reimburse loan proceeds under a federally guaranteed student loan program as required by law or to pay or reimburse proceeds received by the school prior to closure in excess of tuition and other costs.
4. There was a material failure to comply with the Act or this Division within 30 days before the school closed or, if the material failure began earlier than 30 days prior to closure, the period determined by the Bureau.
5. "An inability after diligent efforts to prosecute, prove, and collect on a judgment against the institution for a violation of the Act."

TRANSFER OUT

"The transferability of credits you earn at Bakersfield Barber College, Inc. is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the credits or diploma you earn in the 1500-Hour Barber Course or 400-Hour Cosmetology/Barber Course or Refresher Course is also at the

complete discretion of the institution to which you may seek to transfer. If the credits or diploma that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Bakersfield Barber College, Inc. to determine if your credits or diploma will transfer."

HOUSING

- A. The institution **DOES NOT** operate dormitory facilities under its control.
- B. The availability of housing is reasonably located near the institution's facility. The estimation of the approximate cost of the housing may range from \$300 to \$700.
- C. The institution **DOES NOT** have the responsibility to find or assist the student in finding housing.

VISA

BAKERSFIELD BARBER COLLEGE, INC. does not have visa related services.

The level of English language proficiency required of all students must meet the admission requirements.

All instructions are in English only.

EXPERIENTIAL CREDIT

BAKERSFIELD BARBER COLLEGE, INC. does not award credit for prior experiential learning.

DEFINITION OF CLOCK HOURS

One clock hour equals sixty (60) minutes, in which theory lectures, demonstrations, practical instructions, and related class activities are performed.

The clock hour also applies to contractual training for veterans and all eligible financial aid programs.

DISTANCE EDUCATION

BAKERSFIELD BARBER COLLEGE, INC. does NOT offer distance education.

HANDICAPPED STUDENTS

BAKERSFIELD BARBER COLLEGE, INC. will provide barber training without regard to physical and mental disabilities to students that are capable of performing all the required state board practical and written examinations and comply with all the admission requirements and procedures.

Handicap accessibility is available at the school. The double door entrance provides easy access in or out of the school. The front sidewalk and back entrance have street level accessibility to accommodate wheel chairs. The back bathroom is equipped with safety railings.

EMPLOYMENT AND LIABILITY DISCLAIMER

You are hereby informed that it is a violation of Section 7317 of the California Business and Professions Code and Section 965 of Title 16 of the California Administrative code for a student enrolled in a barber college to charge a fee or receive a commission for performing a barber service. You are further informed that a student's enrollment and relationship with this college is limited to a student relationship status; and you, as a student, shall not receive any type of wages, salaries, commissions, emoluments, or benefits. You are also informed that, as a student, you are not an employee, agent, or representative of Bakersfield Barber College, Inc.. The college representatives have no responsibility, liability, or obligation to you as an employer. There is no employee/employer relationship of any kind between the students and **BAKERSFIELD BARBER COLLEGE, INC.**

Bakersfield Barber College, Inc.
2844 Niles Street
Bakersfield, CA 93306
bakersfieldbarbercollege@yahoo.com

If the Enrollment Agreement is cancelled, the school will refund the student any money he/she paid, less a registration fee of \$75.00, or an administrative fee not to exceed \$250.00 within 45 days of cancellation.

Cancellation must occur prior to the receipt of the first lesson and materials, which will occur within seven (7) days after the institution accepts the student for admission.

WITHDRAWAL FROM THE PROGRAM/REFUND POLICY

You may withdraw from the school **at any time after** the cancellation period (described above) and receive a pro rata refund if you have completed 60 percent or less of the scheduled days in the current payment period in your program through the last day of attendance. The refund will be less a registration fee of \$75.00 or an administrative fee not to exceed \$250.00, and less any deduction for equipment not returned in good condition, within 45 days of withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

For the purpose of determining a refund under this section, a student shall be deemed to have withdrawn from a program of instruction when any of the following occurs:

1. The student notifies the institution of the student's withdrawal or as of the date of the student's withdrawal, whichever is later.
2. The institution terminates the student's enrollment for failure to maintain satisfactory progress; failure to abide by the rules and regulations of the institution; absences in excess of maximum set forth by the institution; and/or failure to meet financial obligations to the School.
3. The student does not return from a leave of absence.

For the purpose of determining the amount of the refund, the date of the student's withdrawal shall be deemed the last date of recorded attendance. The amount owed equals the daily charge for the program (total institutional charge, minus non-refundable fees, divided by the number of days in the program), multiplied by the number of days scheduled to attend, prior to withdrawal. If the student has completed more than 60% of the period of attendance for which the student was charged, the tuition is considered earned and the student will receive no refund.

EXAMPLE: A Student who completes 25% (or 1/4) of a course prorated refund of educational costs, less registration fee; as follows: $(\$1,075 - \$75 = \$1,000 \times .75 \text{ (or } \frac{3}{4}) = \750).

If a student obtains a loan, the student will have to repay the full amount of the loan plus interest, less the amount of any refund. If the student has received federal student financial aid funds, the student is entitled to a refund of money not paid from federal financial aid funds. If any portion of the tuition was paid from the proceeds of a loan or third party, the refund shall be sent to the lender, third party or, if appropriate, to the state or federal agency that guaranteed or reinsured the loan.

Any amount of the refund in excess of the unpaid balance of the loan shall be first used to repay any student financial aid programs from which the student received benefits, in proportion of the amount of the benefits received, and any remaining amount shall be paid to the student.

STUDENT RECORD RETENTION

BAKERSFIELD BARBER COLLEGE, INC.

maintains accurate and adequate records of all the students' files for a minimum of seven (7) years. All records are kept in locked steel fire-proof cabinets in the administration office.

The students have the right to review their records contained in the files. All student records are confidential. And, with the authorized written permission from the student, will state or federal agencies, or other authorized individuals applicable under the state or federal laws have access to the files.

TUITION REFUND TABLES

1500-HOUR BARBER COURSE

<u>AMOUNT</u>	<u>WITHDRAWAL %</u>	<u>AMOUNT OF REFUND</u>
\$6000	10%	\$5400.00
\$6000	25%	\$4500.00
\$6000	50%	\$3000.00
\$6000	60%	\$2400.00
\$6000	75%	\$1500.00

400-HOUR COSMETOLOGY/BARBER COURSE & REFRESHER COURSE

<u>AMOUNT</u>	<u>WITHDRAWAL %</u>	<u>AMOUNT OF REFUND</u>
\$3000	10%	\$2700.00
\$3000	25%	\$2250.00
\$3000	50%	\$1500.00
\$3000	60%	\$1200.00
\$3000	75%	\$ 750.00

(Refresher Course does not apply to the Veterans' Bulletin)

CANCELLATION, WITHDRAWAL, AND REFUND POLICY

STUDENT'S RIGHT TO CANCEL

The student has the right to cancel the enrollment agreement without any penalty or obligations, and obtain a refund of charges paid through attendance at the **first class session, or the seventh (7th) day after enrollment, whichever is later**. Cancellation is effective on the date the written notice of cancellation is hand delivered, mailed, or emailed to the following addresses:

BAKERSFIELD BARBER COLLEGE, INC.

NOTICE OF CANCELLATION

_____ [Enter date of first class]

You have the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh (7) day after enrollment, whichever is later.

If you cancel, any payment you have made and any negotiable instrument signed by you shall be returned to you within 45 days following the school's receipt of your cancellation notice.

But, if the school gave you any equipment, you must return the equipment within 10 days of the date you signed a cancellation notice. If you do not return the equipment within this 10-day period, the school may keep an amount out of what you paid that equals the cost of equipment. The total amount charged for each item of equipment shall be separately stated. The amount charged for each item of equipment shall not exceed the equipment's fair market value. The institution shall have the burden of proof to establish the equipment's fair market value. The school is required to refund any amount over that as provided above, and you may keep the equipment.

To cancel the contract for school, mail or deliver a signed and dated copy of this cancellation notice, or any other written notice, or send a telegram to:

BAKERSFIELD BARBER COLLEGE, INC.
2844 Niles Street
Bakersfield, CA 93306
Phone: 661/873-0512
Fax: 866/857-6918
Email: bakersfieldbarbercollege@yahoo.com
Website: bakersfieldbarbercollegeinc.com

No later than

_____ [Enter midnight of the first day of class, or the seventh calendar day after enrollment, whichever is later]

I cancel the contract for school,

Student's signature

Date

REMEMBER, YOU MUST CANCEL IN WRITING. You do not have the right to cancel by just telephoning the school or by not coming to class.

If you have any complaints, questions, or problems which you cannot work out with the school, write or call the

Bureau for Private Postsecondary Education,
2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833
P.O. Box 980818 West Sacramento, CA 95798-0818
www.bppe.ca.gov or (888) 370-7589 or fax (916) 263-1897
E-mail: bppe@dca.ca.gov

SCHOOL RULES & REGULATIONS

1. Class hours are: Tuesday thru Friday 8:00 AM to 5:00 PM and Saturday 8:00 AM to 3:00 PM. Theory classes are from Tuesday thru Friday 8:00 AM to 9:00 AM. Practical classes Tuesday thru Friday 9:00 AM to 5:00 PM and Saturday 8:00 AM to 3:00 PM. Full time student must clock in before theory class begins. If student arrives at **8:01 AM** or later, she/he will wait until the next hour to “clock in” so that the class will not be disturbed.
2. Student may take lunch between 11:00 AM and 2:00 PM Tuesday thru Friday, and 11:00 AM and 1:00 PM on Saturday. Other than this time, approval must be authorized by personnel. Lunches will be scheduled accordingly so that adequate students are on the floor to serve the clients. If student fails to clock in or out for lunch or at any time, **one hour will be automatically deducted.** To comply with the California Labor Law, each student must take a minimum 30 – minute lunch after 6 hours of being clocked in.
3. Tuition payments are due every month on or before the date designated on the Enrollment Agreement Contract. A late monthly payment fee of \$25.00 will be assessed if payment is made after 30 days. Any student that has an account that is 60 days or more overdue may have the class **INTERRUPTED until** the account is current.
4. Students have the right to take a leave of absence anytime during the barber course. (See the catalog under LEAVE OF ABSENCE for details).
5. A student may cancel the Enrollment Agreement at anytime by notifying the school in person or in writing. If the agreement is canceled within seven (7) business days after the start of class, all monies shall be refunded. If the agreement is canceled after the 7-day period, all monies shall be refunded on a pro-rated basis, less the Registration not to exceed \$75.00. A student rejected from training will receive a refund of all monies paid less an registration fee of \$75.00. Once purchased, the tool kit becomes the property of the student, unless they are returned in good condition allowing for reasonable wear and tear (some equipment may not be returnable due to health or safety reasons) within 30 days following the date of student’s withdrawal. All applicable refunds will be made within 45 days from the cancellation or failure to appear on or before the first day of class
6. The school reserves the right to change **without prior notice** whenever necessary the registration, tuition, tool kit, STRF fees, state board application fees, state board chemical kit, smock & name tag, transcript fees, transfer to/from fees, returned check fees, late monthly payment fees, and fees for extra copies of documents already issued. Tuition changes will not affect the students that are currently enrolled. For contractual training, the school may negotiate with the financial assistance agencies, a lesser tuition fee.
7. Food is only allowed in the **kitchen**. Sunflower seeds or any other shell foods are absolutely forbidden inside or outside the school building.
8. Student must not leave the school during regular school hours without permission from the administration. “Clocking out” and “clocking in” from breaks and lunches is mandatory. If student fails to comply, one hour will be added to the breaks and lunches.
9. Student must **never** clock in or out for other students.
10. To project a professional image, students must have their hair clean and neatly combed. The uniform smock, black pants, and appropriate comfortable shoes must be neat and clean as well. Smocks are required to be worn during school hours and must be zipped up unless she/he is receiving a service or during lunch. Pants must be properly worn **at the waist and not below**. Open-toe shoes are considered inappropriate attire and may not be worn. Since name tags are considered part of the uniform, they should be worn visibly at all times at the upper left pocket of the smock. No short shorts, miniskirts, or low cut tops are allowed to be worn on FREE DRESS days.
11. Unless previously authorized by personnel, a student is **NOT** allowed visitors.
12. Personal phone calls are not permitted on the business phone. Messages will be taken by the administration and given to student. EMERGENCY personal calls may be placed on the public phone only with the permission of the instructor. Cell phones are **not permitted** at anytime.
13. The student is responsible for cleaning up after her/himself. This includes the working station, floor, shampoo area, classroom, and kitchen. Hair is to be swept immediately after each haircut. Garbage is to be emptied in the large trash cans designated and dirty towels used for services are to be placed in a closed receptacle and emptied into the laundry hamper in the washroom for laundering at the end of each day. Student is responsible for retrieving her/his own clean towels. After restroom use, the student must properly dispose of towels and other trash in the restroom trash can.
14. Student must never visit with other students who are performing services on clients.
15. Student is not allowed to use equipment or supplies belonging to other students without permission from that student. When she/he uses the borrowed equipment or supplies, she/he is **solely responsible for any damages or losses incurred.**
16. Student must have permission from the instructor to assist another student with clients.
17. Student must have the approval from the instructor to perform a service either on another student or mannequin.
18. Each student is responsible for her/his own barber equipment supplies, personal property like money, wallets, or purses.
19. Dirty jokes, foul language, fighting, defiance of authority, cheating, stealing, actions demeaning to other students, pornography material, threats against others or property, whether real or implied, are **ABSOLUTELY FORBIDDEN**. This type of behavior may be grounds for immediate suspension and in extreme cases, expulsion. Fighting will entail a minimum 30–day suspension.
20. Student may take two 15–minute breaks between the hours of:
 - a. Morning break: 10:00 AM – 11:00 AM
 - b. Afternoon break: 2:00 PM – 3:00 PM
21. Working stations are selected by first come, first choice basis or assigned by personnel. No saving stations allowed..
22. All barber equipment and supplies used in the school must be professional and approved by administration.
23. Student may park anywhere in the parking lot behind the school except on the administration parking area or behind the other businesses in the complex. It is strongly suggested that all car doors be kept **locked** at all times.

24. Knives, guns, or other weapons are not allowed inside or outside the school building. Weapons will be confiscated and proper authority may be contacted.
25. Smoking or chewing tobacco is **ONLY** allowed in the designated areas outside the building.
26. Monthly Service Sheets must be properly filled out in ink. The Service Sheets are due by the first of each month so that the monthly hours can be issued on a timely manner.
27. Computers, sunglasses, head coverings like caps or hats, radios, headphones or any other items that may distract the student are not permitted during school hours.
28. Student is not permitted to change the thermostat setting or radio at any time unless instructed by the instructor.
29. Student is **not allowed** in the barbers shop at any time unless approved by the administration.
30. Written request for time or day(s) off must be submitted for approval at least one day before the requested time off. Nonattendance on days scheduled is considered to be flagrant and will be dealt with accordingly.
31. In case of emergency or illness, student must contact the school before 8:00 AM or after 9:00 AM on each day that student is absent. Absences on any Saturday without prior approved written request or a written medical excuse signed by a physician and dated on that Saturday will be subject to a minimum 3 – day suspension. A student that is absent 90 days or more and does not contact the school will be dropped from the barber course and may be required to reregister and pay the \$75 registration and current tuition fees will be assessed.
32. The school has adopted and implemented a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by a student. All students are urged to immediately report to personnel any criminal activity. The administration is responsible for investigating such reports and taking action deemed necessary. Any student suspected of using illicit drugs or alcohol may be subject to drug testing. If the test proves positive, the test fees will be paid by student. This type of behavior may be reported to the authorities and charges may be pressed by the school. Students guilty of such behavior will be **expelled for minimum one year** and may return only if a drug – free test is submitted. If accepted back to school, student may be asked to provide a negative drug test on a weekly basis until completion of the course.
33. The school closes the doors to the public Tuesday thru Friday at 5:00 PM and Saturday 3:00 PM. All remaining clients will be serviced; therefore, student must be aware that in some instances service to customers may begin after 5:00 PM or 3:00 PM.
34. Lockers are available upon request. The school is **NOT** responsible for any personal items left in the lockers. Only locks belonging to the school will be permitted to be used on the lockers. The administration has the authority to open lockers for reasons deemed necessary for the safety of others.
35. In order to ensure quality service(s) to the clients, random services performed on clients will be checked by the instructors before the client is dismissed from the chair.
36. **Absolutely** no loitering inside or outside the front of the building. This area is designated for the customers only.
37. At completion of required hours, a Proof of Training document and other paperwork required for processing and approval to take the state board barber exam will be issued to the board. (See the catalog under GRADUATION REQUIREMENTS for details).
38. The school **forbids sexual harassment** by students, vendors, administration, or the general public. This behavior includes unwanted physical touching (beyond normal greetings), verbal insults in reference to sexual orientation, race and gender, explicit sexual gestures, displays of sexually suggestive materials, photos, objects, and offering sexual favors in exchange for a favorable grade or other favors. This type of behavior will be cause for immediate suspension and may be reported to the proper authorities.
39. All clients requesting service(s) assigned by the instructors must be taken.
40. In the opinion of the administration, visible body markings like tattoos or hickeys that are deemed offensive to others will be asked to be covered up.
41. Upon starting the barber course, each student is placed on a **30-day probation period**. Tool kits may not be issued until after the probationary period.
42. For detailed information on prequalifying (see the catalog under PREQUALIFICATION REQUIREMENTS).
43. All Criminal documents **MUST BE** provided for viewing before completion of 1125 hours; otherwise, the Pre-Application and Application for Examination Fee forms will not be processed. Instead, the Application for Examination Fee and Proof of Training Document will be processed at completion of 1500 hours. This will therefore delay the barber exam up to three (3) months.
44. Additional copies requested of the Application for Student Registration, Enrollment Agreement, or any other forms issued at the time of registration will entail a fee of \$2.00 for each copy. Additional copies of diplomas or State Board Examination Instructions packet will require a fee of \$5.00 for each copy.

45. **WIA participant only:** A student who is being funded by the WIA program is solely responsible for paying for smock and name tag, the portion of the tool kit and board fees not paid by the WIA program, the State Board Chemical Kit, mileage, meals, lodging, and travel expenses incurred for both the state board barber practical and written examinations.

46. **Grievance procedures for WIA participants only:**

In case of unresolved issues(s) between participants and agency, the following procedure shall be implemented:

- a. Opportunity for an informal hearing and a prompt determination of any issue(s) which has not been resolved.
- b. If agency takes an adverse action against a WIA participant such procedure shall include a written notice and include the following:
 1. Setting forth the grounds for the adverse action.
 2. The participant has the opportunity to respond.
 3. The participant has the right to appeal the decision of the agency by contacting:

Employers' Training Resource Department
1600 E. Belle Terrace
Bakersfield, CA 93307
661/635-2735

PLEASE CONTACT THE ADMINISTRATION IF YOU HAVE READ AND DO NOT UNDERSTAND THE RULES AND REGULATIONS OR NEED FURTHER CLARIFICATION ON ANY OF THESE RULES AND REGULATIONS.

****ALL RULES AND REGULATIONS & PRICING ARE SUBJECT TO CHANGE WITHOUT PRIOR NOTICE**

I HAVE READ AND UNDERSTAND THE CATALOG & RULES & REGULATIONS:

Student signature

Date

