



BAKERSFIELD BARBER COLLEGE

Welcome to California's Premier Barber College

**2844 Niles Street
Bakersfield, CA 93306
(661) 873 0512**

www.bakersfieldbarbercollege.com

Course Catalog

**Period Covered by the Catalog
January 1, 2026, to December 31, 2026**

Bakersfield Barber College is a private institution and is approved to operate by the Bureau for Postsecondary Education (BPPE). The Bureau's approval to operate means compliance with state standards set forth in the CEC and 5, CCR. The approval does not imply endorsement by the Bureau or the institution exceeds minimum state standards. Institutional approval is granted for a five-year period and is subject to renewal after that time.

Bakersfield Barber College is not accredited and does not offer degree programs.

Pursuant to Section 94909(a) of the Code, the Bakersfield Barber College catalog is provided to the applicants, students, and general public. The catalog contains updated information on all aspects of the educational programs, educational services, procedures and policies. The catalog is provided in either writing or electronically. Delivering the catalog in writing may be accomplished by personal or mail delivery. Electronic distribution is by email, fax or viewing the website.

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Catalog Disclaimer

Bakersfield Barber College's catalog contains updated information on all aspects of its educational programs, services, procedures, and policies. The College reserves the right to make necessary changes without prior notice. Pursuant to Section 71810(a) of the Code, the College updates the changes set forth in the catalog annually and periodically by using inserts or supplements. When periodic changes are made, the College will attempt to communicate the changes within a reasonable time to BPPE and other interested organizations.

Each student is responsible for comprehending and abiding with all the policies, procedures, rules and regulations included in the catalog and other publications distributed at the time of applying, enrolling and thereafter.

INSTITUTIONAL MISSION and OBJECTIVE

Institutional Mission

Bakersfield Barber College has been dedicated to educating quality barber graduates since 1991. Students receive hands-on instruction in the techniques and classroom theory affiliated with barbering. Each program is designed to prepare students to successfully pass the Board of Barbering & Cosmetology barber exam, as well as prepare for employment in an entry-level position in the barber profession.

Bakersfield Barber College. is an Equal Opportunity Employer/Program with auxiliary aids and services available upon request to individuals with disabilities.

Institutional Objective

The primary objective of Bakersfield Barber College is to provide each student with a high-quality hands-on barber education. Instruction is provided in an environment that is beneficial to attaining professional barbering skills.

Program Objective: Barber 1000 Hours

The Barber 1000 Hour program objective is to provide students with the knowledge and skills to enter the workforce. Students will be taught comprehensive skills and standards enabling them to pursue a successful career in the barbering industry.

Financial Stability

Bakersfield Barber College 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.).

Instructional Location and Facilities

All classes are direct, in-person at Bakersfield Barber College, 2844 Niles St., Bakerfield CA 93306.

The Nile Street facility accommodates up to 80 students. The 8,000 square-foot facility includes a classroom, administrative office, two additional offices, two practical training areas, shampoo bowls, hair cutting stations, library, kitchen, waiting area, staff lounge, and restrooms. The College maintains current permits required by public agencies for health and safety.

The library, located on the lower level, contains reference sources, current videos, a computer, and other barbering professional materials. These resources are readily available to students during school hours and may be checked out with instructor approval.

ADA Access

Bakersfield Barber College provides 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. 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 wheelchairs. The back bathroom is handicap accessible and is equipped with safety railings as well as signs to indicate location.

The institution does not impose extra charges upon individuals with disabilities to cover the costs of effective communication, reasonable accommodation or access features.

Equipment

Students are required to purchase a tool kit. For the classroom theory session, students receive a textbook, workbook, and practice book. PowerPoint presentations and DVDs are used as reference learning tools.

For the practical session, students are provided with a kit which contains All Hair Cutting Tools, Cool Care disinfectant, combs, drapes, smock, name tag and other necessary barber supplies and equipment to 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 practicing any procedure or preparing for the barber examination.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

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

ACCREDITATION STATUS

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

ANNUAL CALENDAR & OFFICE HOURS

Our administrative office is open from 10am-2:30pm, Tuesday through Friday. Instructional hours are from 8am-5pm Tuesday-Friday, and from 9:30am-2:30pm on Saturdays.

Bakersfield Barber College is closed during the following holidays:

New Year's Eve (December 31)
New Year's Day (January 1)
Fourth of July (July 4)

Veterans Day (November 11)
Thanksgiving (fourth Thursday in November)
Christmas Eve (December 24)
Christmas (December 25)

This institution operates on a 12-month year-round schedule — Open-Entry and Open-Exit basis.

ADMISSIONS POLICY

Prospective students are encouraged to contact the admissions office at (661) 873 0512 to schedule a tour of the facilities and discuss enrollment.

California statute 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.

- Prospective students must have either a high school diploma, GED, or successfully complete our institution's free prerequisite exam, passage of which demonstrates that the applicant is a qualified candidate for admission. NOTE: An appointment is required to take the free prerequisite exam; contact the office at (661) 873 0512 to schedule.
- The institution does accept admission of Ability-to-Benefit students.
- Applicants must have a valid Social Security number and current government-issued photo identification.
- If applicable, prospective students should provide proof of eligibility of participation in a financial aid program.
- If transferring from another institution, provide proof of training document(s) from prior school.
- Prospective students should read and consider the Satisfactory Academic Progress (SAP) policy before enrollment.
- Acknowledge receipt of Bakersfield Barber College's current catalog.
- Read and sign the School Performance Fact Sheet(s).
- Complete, sign, and date the Application for Student Registration.
- Attend an orientation session.

TRANSFER OF CREDIT

- This institution does not award credit for satisfactory completion of CLEP or other comparable examinations.
- This institution does not award credit for experiential learning.
- This institution has not entered into an articulation or transfer agreement with any other institution
- Training from this institution may or may not be accepted by other barber institutions.

Students who previously attended another barber college recognized by the State of California and have proof of their hours, may receive credit for all or a portion, or none of the barber training hours. Bakersfield Barber College makes no claim that training hours from another barber school will be accepted. A California Proof of Training form from the prior attended CA Barber or Cosmetology school is required in order for our institution to grant credit for the prior hours.

If previous hours are accepted, the prospective student must provide for evaluation the Proof of Training Document in a barber training course from the prior barber school at the time of admission. The prospective student must pay the transfer fee (\$300.00) at the time of enrollment. Additionally, the student must meet the institution's admission requirements and purchase all necessary items needed for the Barbering course.

Bakersfield Barber College will submit the prior training documentation upon completion of the Barber 1000-hour program to the State Board for determination. The State Board will make the final decision as to credit from the previous barber training.

Language Proficiency

A student's level of language proficiency overall, in either English or Spanish, will be determined using the United States Foreign Service Language Rating System, which uses the Interagency Language Roundtable (ILR) scale: students must demonstrate in conversation with admissions staff that they possess language proficiency which meets the qualifications of Speaking 3 (General Professional Proficiency) on the ILR scale.

Language of Instruction

Instructions will be given in no language other than English.

English as a Second Language Instruction

This institution does not provide ESL instruction. No languages services are provided by this institution.

Experiential Credit

Bakersfield Barber College does not award credit for prior experiential learning.

Definition of Clock Hours

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

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

Distance Education

Bakersfield Barber College does not offer distance education.

Policies and Procedures Regarding Financial Aid

Bakersfield Barber College is not a participant in the Federal Financial Aid Program, Title IV, but does allow students to make monthly payments to attend school. This institution does not participate in any federal or state financial aid programs. A student enrolled in an unaccredited institution is not eligible for federal financial aid programs.

FINANCIAL AID DISCLOSURES

In an effort to provide students with options regarding the cost of tuition. Bakersfield Barber College has established contracts with a variety of sources for student tuition assistance. Agencies that we work with:

Department of Rehabilitation Workforce Investment Act (WIOA)

Bakersfield Barber College is identified as an Eligible Training Provider (ETPL) by the California Employment Development Department, which provides funding under the Workforce Investment Act (WIOA). WIOA is a federal and state funding source of financial aid to students. Information on WIOA funding can be found at <http://edd.ca.gov/jobs> and Training/Workforce Investment Act.

Bakersfield Barber College 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:

1. The applicant must contact the administration office to schedule an appointment to be interviewed.
2. The applicant must provide at the time of the interview, proof of eligibility documents from the funding programs. Some examples are WIOA referral
3. If applicable, the counselors for the applicant may contact the institution for verbal referrals.
4. The applicant must meet the minimum admission requirements and enrollment requirements imposed by the state board and institution.
5. The student must have satisfactory progress defined by the institution.
6. The student must have satisfactory progress defined by the funding programs.
7. If the student is responsible for a portion of the fees, all the fees must be paid at enrollment or before completion of 850 hours.
8. If for some unforeseeable reason a funding program fails to pay the fees as stated on the agreement, the student is responsible for all unpaid fees.
9. Submission from the institution of monthly progress reports may be requested from some of the funding programs.
10. If the student cancels the program, the institution will refund the funding programs any unearned tuition or fees that they have been paid. The institution will follow the procedures applied in the refund policy.
11. If the student cancels the program, the students must understand that they may not be eligible for other
funding programs for education at a different school.
12. The student is 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.
13. If a student obtains a loan to pay for an educational program, the student will have the responsibility to
repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

14. Grievance Procedures for WIOA 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 for the grounds for 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
600 E. Belle Terrace
Bakersfield, CA 93307
661-635-2735

These procedures do not prevent you from reporting concerns to the Bureau for Private Postsecondary Education (BPPE).

TITLE IV

Bakersfield Barber College, does NOT participate in Federal Title IV financial aid programs.

LOANS

Bakersfield Barber College does NOT participate in federal and state loan educational programs.

ATTENDANCE POLICY

Students will determine their preferred schedule (full time, part time) upon enrollment and are asked to commit to a schedule prior to signing the enrollment agreement. The schedule will create the on time student completion date on the contract and will determine the period covered by the enrollment agreement. We enroll in an open rolling enrollment fashion, with class start dates on the first Tuesday of each month.

Good attendance will ensure graduation by the completion date. The Satisfactory Academic Progress (SAP) policy states each student must maintain a cumulative average attendance level of 80% of the scheduled hours indicated on the enrollment agreement. However, if a student only maintains 80% of attendance, this will extend the length of their program and delay their completion date. Students who drop below the required 80% attendance rate may incur extra training charges for hours beyond the permitted 125% completion timeframe.

SCHEDULES

Schedule	Course Name	Hours	Weekly Schedule	On Time Completion Scheduled Hours	No. of Weeks	125% Completion Scheduled Hours	No. of Weeks
Full Time	Barbering	1000	35 hrs/week	1000	29	1,250	36
Part Time	Barbering	1000	20 hrs/week	1000	50	1,250	63

ABSENCE POLICY

Saturdays are mandatory for the Barbering 1000 hours program. An unapproved Saturday absence will result in a two (2) day suspension. Saturdays are mandatory unless approved by school administration three (3) days in advance. Students must notify the front desk before their start time if they are going to be absent. Absence of three (3) or more consecutive days without notification shall be considered cause of a three (3) day suspension. Students should be prepared to provide a medical excuse signed by a doctor if absences persist. Excessive absences may result in termination of enrollment at this institution's discretion.

LEAVE OF ABSENCE POLICY

Students may take a leave of absence anytime during the barber course. To be approved, students must abide by this Leave of Absence (LOA) Policy. The student would request a leave of absence form from the administration office. The student may be granted a LOA for a minimum of 14 calendar days to a maximum of 180 calendar days in one (1) calendar year. The written request must include:

1. The reason(s) for the leave of absence,
2. The start and end dates of the requested leave of absence, and
3. The student's signature and date submitted.

Each LOA request is considered on an individual basis and may be granted to a student at the discretion of the school.

Students who fail to return from the LOA on the approved date of return will be considered dismissed as of the last class day of attendance prior to the start of the leave. While the student is on LOA, the school will not

assess additional tuition fees. The student returning from an approved LOA will retain all credit of clock hours and work projects prior to the LOA.

WARNING PERIOD

Students who fail to meet minimum requirements for attendance or academic progress will be placed on warning and considered to be making satisfactory academic 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 has not met both the attendance and academic requirements, the student may be placed on probation.

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 during the probationary period. The probation period is 30 days. Students must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. If at the end of the probationary period, the student has still not met both the attendance and academic requirements, the student will be determined as not making satisfactory academic progress and may be terminated.

SATISFACTORY ACADEMIC PROGRESS (SAP) POLICY

This Institution expects all of the students to maintain Satisfactory Academic Progress (SAP). The institution requires all students attending must be making satisfactory progress as determined in our guidelines. If a student fails to meet satisfactory academic progress standards for either attendance or academics at any evaluation point, the student will automatically be placed on a Warning and will remain in that status until the next evaluation point. At this warning a written academic plan will be agreed to by student and Director. If both parties cannot agree on the academic plan, enrollment may be terminated. The student will be counseled regarding actions required.

The student must:

- Maintain a cumulative academic average of "C" (70%) or better at the end of the evaluation period.
- Maintain a cumulative average attendance level of at least 80% of the scheduled hours indicated on their enrollment contract at the end of the evaluation period.
- Complete the course within a maximum time frame of one and one-quarter (1 1/4) time the length of the course as stated in the enrollment agreement. For example, if the student has contracted to complete the course 44 weeks he or she must complete within 55 weeks.
- Students meeting the minimum requirements at any evaluation point will be considered to be making satisfactory progress until the next scheduled evaluation. Students receive an update on their satisfactory academic progress on a weekly basis.
- The following factors will be measured to determine Academic Progress:
 - Theory test grades and practical work (including mannequin and patron work).

GRADING SYSTEM

Students are evaluated on a regular basis in theory and practical work. The evaluations are measures on a standard percentile basis and the percentage equated to a better grade. SAP check-ins are done weekly are provided to the students in a weekly meeting with their instructor. This SAP check-in reflects the overall

Attendance and Academic progress of the student. Students must maintain a minimum of 70% cumulative grade average or practical evaluation to maintain satisfactory academic progress status.

Unsatisfactory theory work must be reattempted and made up according to instructor assignment of makeup work. Practical work is graded as each service is completed. An instructor will notify you immediately if the service results in failing work.

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

The areas of study are theory and practical.

Students who have been dismissed for failure to make satisfactory academic progress may return only upon the recommendation of the director. Upon re-entering, the students will be placed on a 30 day- probationary period.

Grading Policy for Pass / Fail Standards on Attendance/Participation: Students are required to attend 100% of required hours of instruction. It is important for the school to be notified when a student is not able to attend class. It is the student's responsibility to inquire about make-up work for practical training sessions.

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

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

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

Grading System Standard

Evaluation of student achievement will be based on meeting the objectives for each program.

EMPLOYMENT & 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 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. 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.

REQUIRED PRACTICAL HOURS

School policy and regulations require students to complete practical training and develop satisfactory skills to be eligible for graduation. Operations may be completed on mannequins, models or clients. Practical assignments are evaluated as completed and counted toward course completion only when rated at Satisfactory or better. The instructor will indicate the grade, the month and year it was completed, and the instructor initials in the applicable category on the student's time card. This criterion shall be explained to the students and used uniformly when giving practical grades.

LICENSURE REQUIREMENTS

Professions – Requirements for Eligibility for Licensure

Licensure is a goal of the programs offered. The program requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a \$125 non refundable initial license fee accompany the completed application. Students are required to pre-apply to the California Department of Consumer Affairs for their licensure exam. The institution assists students in completing the necessary documents needed to file for the appropriate State California Department of Consumer Affairs Licensure Examinations

The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Barbering Program: Completed 1000 hours in a Board approved school.
- Be at least 16 years of age.
- Completed the 10th grade in a public school or its equivalency
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Have a valid Social Security number before taking an examination with the California Board of Barbering and Cosmetology.
- The license will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from the Cosmetology, Esthetician, Manicurist or Barber course described previously and passed the examination with an overall average score of 75%.

TOTAL & ESTIMATED COST OF 1000 HOUR BARBER COURSE

Tuition	\$ 7775.00
Registration Fee *	\$ 250.00
STRF Fee **	\$ 0.00
Toolkit **	\$1,950.00
Practical Kit **	\$ 650.00
Books **	\$ 650.00
Uniform Fee **	\$ 250.00
Technology Fee **	\$ 300.00
TOTAL COST	\$11,825.00

* *non-refundable.*

**** non-refundable after the cancellation period.**

TOTAL ENROLLMENT COST	\$ 11,825.00
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TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$11,825.00

TOTAL CHARGES THE STUDENT IS OBLIGATED TO PAY UPON ENROLLMENT \$2500.00 or more
Plus make monthly payment arrangements to cover the cost of the Barber course

Additional fees, if applicable:

Transcript Copies	\$ 50.00
Returned Check Fees	\$ 35.00
Late Monthly Payment Fees	\$ 35.00
Diploma Copies	\$ 15.00
Application Copy Fee	\$ 10.00
Transfer Fee	\$300.00
Additional Copy of Catalog	\$ 10.00
Copy State Board Packet	\$ 10.00
Additional Copy of Enrollment Agreement	\$ 10.00

Additional Charges

Any student who does not complete the course within the maximum time frame allowed may be charged at the same hourly rate for any additional time required for completion. The hourly rate would be \$7.75 .

This does not apply to appropriate Leaves of Absence or Change of Status. Leaves of Absence or Changes of Status are approved upon written request by the school and which can be substantiated in writing, and will therefore adjust the student's projected completion date. Normal enrollment periods provide adequate allowance for limited excused absences.

Changes to tuition rates will not affect current enrolled students. Tuition changes will only affect those students enrolling after the effective date of the tuition change. All fees are inclusive. There will be no additional charges to the student. There will, however, be a separate fee required for any replacement items, i.e., books, material, and equipment.

Bakersfield Barber College reserves the right to change without prior notice whenever necessary the registration, tuition, tool kit, state board chemical kit, smock and name.

Payment Policy

All tuition payments are the responsibility of the students or financial aid programs. Before the start of the course, the student will make financial arrangements. Students that are delinquent in making payment will be notified by the administrative staff. All payments must be current according to specific arrangements. At completion of the 1000 Hour Barber Course, all fees must be paid in full.

Method of Payment

Bakersfield Barber College accepts tuition and other fee payments in cash, personal checks, cashier checks, all major credit cards, third party financial aid programs, or payment plan. Personal checks will NOT be accepted when paying all the fees at completion of 1000 hours. All checks must be payable to Bakersfield Barber College, Inc. Installment payments of minimum of \$350.00 per month are paid in accordance with the Enrollment Agreement.

Programs

Name of Program	Barber
Program Description	This program covers all aspects of barbering, including hair styling, chemical hair services, and beard shaving and trimming techniques. Successful completion of this program will make the graduate eligible to take their licensure exam and obtain a Barbering license and pursue employment in the field. The Barbering course is designed to prepare students for the state licensing examination and for profitable employment as a Barber. The knowledge and skills gained in this course will prepare students to pass their licensing exam and obtain work as a barber.
Program Mission and Objectives	Upon completion of this program the student will have the ability to perform the following: • Acquire knowledge of laws and rules pertaining to health and safety and best practices for infection control and prevention • Demonstrate proper sanitation and sterilization of implements and workspace • Understand general the theory topics of Barbering • Understand and demonstrate the proper use of implements relative to all Barbering services • Acquire the skill for analyzing the hair and skin prior to all services • Use appropriate terminology used in performing all Barbering services • Execute proper and accurate procedures in hair and shaving services such as hair cutting, styling, chemical hair treatments, and shaving • Develop appreciation of good workmanship common to Barbering
Total Clock Hours	1000 Hours.
Is an Externship or Internship Required?	No.
Graduation Requirements	To complete this program a student must complete achieve at least a 70% cumulative grade average and pass the final skills exam.
Job Classification	This educational program is designed to prepare students for employment as a Barber (SOC 39-5011).
Final Tests or Exams	Yes, there is a final skills exam.

Outline of Subject Matter in Technical and Practical Instruction

Each of these major required subjects are addressed each week.

- **Health & Safety**
 - Infection Control & Regulations
 - Principles of Infection Prevention Measures
 - Chemicals and your Health
 - Safety Data Sheets: What you need to know
 - Protecting Yourself from Hazardous Chemicals
 - Safe Chemical Handling in the Establishment

- Communicable Diseases: Prevent the Spread
- Health and Safety Laws and Agencies
- Solving Health and Safety Problems
- Ergonomics: Fitting the Job to the Person
- Worker's Rights
- Sexual & Physical Assault Awareness
- **Disinfection and Sanitation**
 - Protecting the Health & Safety of the Consumer & You
 - Proper Hand Washing
 - Disinfectants
 - Cleaning and Disinfecting nonelectrical tools and implements
 - Standard protection precautions
 - Personal protective equipment
- **Chemical Hair Services**
 - Hair Analysis & Predisposition
 - Identify natural hair color and tone
 - How chemical services affect the structure of hair
 - Techniques for permanent waving
 - Soft Curl permanents
 - Techniques for chemical hair relaxers/straightening
 - Safety precautions for chemical hair relaxing services
 - Hair color consultation & strand tests
 - Alternative hair coloring techniques: Balayage, Ombre
 - Proper mixing and formulation of hair color
 - Applying hair color
 - Hair color retouches
 - Bleaching: How to use lighteners
 - Color correction and effective use of dye removers
 - Hair coloring safety precautions
- **Hairstyling Services**
 - Styling and arranging of various hair lengths and styles
 - Pin curls
 - Roller curls
 - Hair wrapping
 - Master comb-out techniques
 - Basic blow dry styling techniques
 - Thermal hair straightening
 - Curling iron techniques
 - Safety in thermal hairstyling
 - Shampooing principles and techniques
 - Basic haircutting techniques
 - Principles of wet and dry hair cutting
 - Proper use of haircutting tools: shears, razors, electrical clippers and trimmers, thinning shears
 - Posture and body position
- **Shaving and Trimming of the Beard**

- Shaving Safety Considerations
- Tools and Product Knowledge
- Station Setup
- Preparing the client for a shave
- Effective skin condition assessment
- Standard shave procedures and techniques
- Facial without shave (including traditional massage and rolling cream massage techniques)
- Facial with shave, including application of aftershave antiseptic

Textbooks include:

1. Milady Standard Barbering Textbook Online Access Code
2. Milady Standard Barbering CIMA
3. Milady Standard Barbering Foundations
4. Milady Standard Barbering Textbook

STUDENT'S RIGHT TO CANCEL

The student shall have the right to cancel the agreement and receive a full refund pursuant to section 71750 through attendance at the first class session, or the seventh day after enrollment, whichever is later. Cancellation is effective on the date written notice of cancellation is sent by email to Jacob Carreno at Jacob@Bakersfieldbarbercollegeinc.com . Written notices may also be delivered in person to Jacob Carreno or mailed to the school's administrative office, care of Bakersfield Barber College 2844 Niles St Bakersfield, CA 93306. Notice of cancellation must be in writing. If a student provides a verbal cancellation in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal cancellation and the date the verbal cancellation was made.

All records pertaining to the student's cancellation and refund issuance will be retained in the student's file, and the student will be added to the institution's cancellation log records, to include the student's name, address, telephone number, personal email address, date of cancellation and refund amount.

WITHDRAWAL POLICY

Withdrawals Initiated by the Student

A withdrawal for the current period of attendance may be effectuated by the student's written notice sent by email to Jacob Carreno at Jacob@Bakersfieldbarbercollegeinc.com . Written notices may also be delivered in person to Jacob Carreno or mailed to the school's administrative office, care of Bakersfield Barber College 2844 Niles St Bakersfield, CA 93306 . Notice of withdrawal must be in writing. If a student provides a verbal withdrawal notice in person or over the phone, the institution shall send a follow-up written notice via email to the student affirming their verbal withdrawal and the date the verbal withdrawal was made. The effective date of the student's withdrawal shall be the date it is received by the institution.

Withdrawals Initiated by the Institution

Withdrawal for the current period of attendance may also be brought about by the student's conduct or lack of attendance. This is referred to as an "administrative withdrawal" and will be effectuated by the institution's written notice to the student, which is to include the reasons for administrative withdrawal and the effective date of the administrative withdrawal. For students who are administratively withdrawn due to lack of attendance, the effective date of the administrative withdrawal shall be the student's last date of attendance.

Students attending programs at our institution may be administratively withdrawn for the following reasons:

- Disruptive and/or offensive and inappropriate behavior in class or outside of class to fellow classmates and/or faculty and staff.
- As the result of an investigation of plagiarism and cheating in which it was concluded the student did commit such actions.
- Being absent for more than seven (7) consecutive calendar days with no communication with the school to excuse the absences or otherwise seek to arrange a leave of absence.

All records pertaining to the student's withdrawal and refund issuance will be retained in the student's file, and the student will be added to the institution's withdrawal log records, to include the student's name, address, telephone number, personal email address, date of withdrawal and refund amount.

REFUND POLICY

What follows is the sole refund policy for this institution. No other refund policy shall be enforced other than this policy, as specified in our institutional catalog and enrollment agreement.

Timing and Documentation of Refunds

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's cancellation of, completion of, or withdrawal from, the educational program in which the student was enrolled. This institution shall provide the student with documentation specifying the amount of a refund, the method of calculating the refund, the date the refund was made, and the name and address of the person or entity to which the refund was sent, as well as the payment method of refund (check, cash, ACH transfer, Zelle, etc.).

How Refunds are Calculated in the Event of a Cancellation

If a student cancels their enrollment according to the Cancellation Policy, this institution shall refund 100 percent of the amount paid for institutional charges, less a reasonable deposit or application fee, not to exceed two hundred fifty dollars (\$250), as specified in the catalog and enrollment agreement. Any fees collected related to the Student Tuition Recovery Fund shall be refunded. Any fees collected for educational materials otherwise noted as non-refundable shall also be refunded.

How Refunds are Calculated in the Event of a Withdrawal

A pro rata refund pursuant to section 94919(c) or 94920(d) or 94927 of the Code shall be no less than the total amount owed by the student for the portion of the educational program provided subtracted from the amount paid by the student, calculated as follows:

{A} The amount of the refund owed to the student equals the total charges paid by the student, minus the daily or hourly tuition charge for the program (total institutional charge minus any non-refundable charges, divided by the number of days or hours in the program), multiplied by the number of days or hours the student attended prior to withdrawal, and minus any non-refundable charges. Any hours or days prior to the student's last day of attendance for which the student was scheduled to attend but was absent shall be included in the calculation of days or hours attended.

All amounts that the student has paid shall be subject to a pro rata refund unless the enrollment agreement and the refund policy outlined in the catalog specify a non refundable deposit or application fee, not to exceed two hundred fifty dollars (\$250), or non-refundable amounts paid for educational materials, or both. This institution does charge both a non-refundable deposit as well as non-refundable amounts paid for educational materials; these amounts are specified in our Charges and Fees section in the catalog and on the student's enrollment agreement. Please refer to the Fees section of the catalog and the enrollment agreement for an itemization of charges that are non-refundable as part of a pro rata refund.

REFUNDS TO 3RD PARTY PAYORS, as applicable

If a refund is made to a third party on behalf of a student who has cancelled or withdrawn from their enrollment in an educational program, the institution shall provide the student, within 45 calendar days after the date of cancellation or withdrawal, a written notice, as described in section 71920(b)(10), in hard-copy or electronic 2

format, itemizing the amount refunded to each third party, the name of the third party, and the date of each refund, as applicable.

REFUNDS OF PAYMENTS COLLECTED AND PAYABLE TO 3RD PARTY ENTITIES, as applicable

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

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

No student shall be charged nor collected from or on behalf of any amount for total charges that exceeds the amount listed in our catalog and on the student's enrollment agreement.

Within five (5) days of the institution's receipt of payments, students shall receive a written receipt or updated student ledger, in hard copy or electronic format, for any payments received from the student or on behalf of the student, including the date of the payment(s), amount of the payment(s), description of the payment(s), and the payor(s). A copy of the receipt(s) or ledger shall be kept in the student's records.

STUDENT SERVICES

Bakersfield Barber College makes no representations, does not guarantee, nor is responsible in relationship to the student services. However, the staff is willing to offer assistance and guidance whenever possible in the areas listed below:

- Referrals to social service agencies
- Temporary employment while in school
- Housing while attending classes
- Ride-sharing or transportation
- Referral to drug or alcohol programs
- Health service agencies
- Organizing student study groups
- Locating an interpreter
- Locating a model

HOUSING

Bakersfield Barber College does not operate dormitory facilities. The availability of housing located near the institution ranges from \$1,200 to \$3,000 for rentals of apartments. This institution does not have the responsibility to find or assist students in finding housing.

JOB PLACEMENT ASSISTANCE

Bakersfield Barber College does not guarantee employment to its students. Even though it is not the responsibility of the school, it does, at no charge, assist in locating employment and barber shops for sale or rent. The school posts in the classroom book information on availability of jobs and businesses for sale or rent.

VISA RELATED SERVICES

This institution does not admit students from other countries, so no visa related services are offered. Bakersfield Barber College does not provide any visa services and it does not vouch for student status and any associated charges.

COMPLAINTS

Individuals seeking to resolve problems or complaints may first contact the instructor in charge. Requests for further action may be made to Jacob Carreno or Al Carreno in writing in person or via email.

Bakersfield Barber College has the following procedure and operational plan for handling student complaints:

The students may 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 will provide the student with a written statement explaining the action the school will take. This is not required; you may file a complaint with the BPPE at any time.

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 (BPPE), 1747 N. Market Blvd. Ste 225 Sacramento, CA 95834 or P.O. Box 980818, West Sacramento, CA 95798-0818, www.bppe.ca.gov, (888) 370-7589 or by fax (916) 263-1897.

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

OSAR

"The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370 7589 toll-free or by visiting www.bppe.ca.gov."

PRIVACY ACT

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

STUDENT CONDUCT

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students must come to school prepared to learn and are expected to dress and act accordingly while attending this institution. Closed-toe shoes and comfortable yet appropriate dress code must be followed at all times – students wearing articles of clothing deemed inappropriate, offensive, or a distraction to the educational environment will be asked to change. In keeping with creating a distraction-free educational atmosphere, NO CELL PHONES will be allowed during clocked-in school sessions.

At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

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

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

NONDISCRIMINATION POLICY

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

STUDENT RECORDS and TRANSCRIPTS

Student records for all students are kept for five (5) years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records including a copy of the signed enrollment agreement, school performance fact sheet, diploma granted, transcript of grades earned, high school diploma or GED, copies of all documents signed by the student including contract, instruments of indebtedness and document related to financial aid, leave of absence documents, financial ledger, refund information as applicable, complaints received from the student or student advisories related to academic progress. Transcripts will only be released to the student upon receipt of a written request bearing the student's live signature.

GRADUATION REQUIREMENTS

To graduate and qualify for a diploma, the following levels of performance are required:

1. Complete 1000 clock hours for the barbering program
2. Achieve a minimum 70% cumulative grade
3. Have fulfilled all financial obligations or made other payment arrangements with the school

When the above graduation requirements are met the student will be awarded his/her graduation diploma and Proof of Training document. Students are then assisted in completing the necessary documents to file for the appropriate Board of Barbering & Cosmetology License exam.

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 student will receive the original Proof of Training in a sealed envelope that must not be opened. The student will take this sealed envelope on the day of their exam and give it to the testing administrator. If they do not have this sealed envelope with the Proof of Training, they will not be able to take the exam. 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 the State of California.

DISCLOSURES

The following state boards, bureaus, departments or agencies that set minimum standards for this institution's program of study:

- Bureau for Private Postsecondary Education (BPPE) Department of Consumer Affairs
- Board of Barbering and Cosmetology
- Department of Rehabilitation
- Worker's Compensation
- Workforce Investment Opportunity Act (WIOA)

Student Tuition Recovery Fund Disclosures

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident

while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

“It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 N. Market Blvd., Suite 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

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

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

GENERAL INFORMATION

- 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. There is no additional fee to students. However, Bakersfield Barber College is not responsible for any lost, mutilated, or stolen equipment: the student is fully responsible for his or her tools and must replace broken or lost articles.
- If a student is injured in school during school hours performing barber services only, medical insurance will be provided.
- This institution school reserves the right to postpone training 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

- The institution does not accept federal aid but students have financial options. (For details, see the catalog Section under Financial Aid).
- Loans obtained by a student to pay for any education program will have to be repaid in full by the student the amount of the loan plus interest, less the amount of any refund.
- The school reserves the right to change or modify the program content, equipment, staff, material, and organization as necessary with the 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.
- This institution 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 is in accordance with school's refund policy.
- 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 American Arbitration Association and the judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction.
- This agreement constitutes the complete contract between the school and the student. No verbal statements or promises will be recognized.
- 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.
- Bakersfield Barber College retains records of student files for a period of five (5) years
- Students, patrons, and staff members will be provided with and can expect a sanitary environment. The Board of Barbering and Cosmetology requires that sanitary conditions be maintained at all times in salons; therefore, part of the training offered at this institution is to demonstrate that sanitary environment as part of the education a student receives at our institution. 30 minutes each day are scheduled for sanitation or each student, and each student's daily sanitation requirements MUST be completed each day.

ACADEMIC SERVICES

Academic Freedom

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

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

Sexual Harassment

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

this institution. Students are responsible for conducting themselves in a manner consistent with the spirit and intent of this policy.

SCHOOL RULES & REGULATIONS

1. Class hours are Tuesday through Friday from 8:00 am to 5:00 pm AND Saturday from 8:00 am to 3:00 pm. All students will have a schedule that they are writing up and will follow through out their time at our college.
2. All students must take a lunch break between 11:30 am and 1:00pm Tuesday through Friday and 12:00 am and 1:00 pm on Saturday. Other than these times, approval must be authorized by personnel. Lunches will be scheduled accordingly so that adequate students are on the floor to serve customers. If student fails to clock in or out for lunch or at any time, one (1) hour will be automatically deducted. This complies with the California Labor Law, each student must take a minimum 30-minute lunch before six (6) hours of being clocked in.
3. Tuition payments are due each month on or before the 20th of each month.
A late fee of up to \$35 will be assessed monthly for being late on your payment.
4. The school reserves the right to change whenever necessary the registration, tuition, tool kit, state board chemical kit, smock & name tag, transcript fees, transfer 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.
5. Food is only allowed in the kitchen. Sunflower seeds or any other shell foods are absolutely forbidden inside or outside the school building.
6. Students 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 a student fails to comply, one (1) hour will be added to the breaks and lunches.
7. Students must never clock in or out for other students. If this is done, you will be suspended or expelled from school.
8. To project a professional image, students must have their hair clean and neatly combed. The uniform smock must be neat and clean. 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 property worn at the waist and not below. Open toe shoes are considered inappropriate attire and may not be worn. Since the name tags are considered part of the uniform, they should be worn visibly at all times at the upper left pocket of the smock; if name tag is lost, the student must pay a fee of \$15.00 for a new one.
10. Personal phone calls are not permitted on the business phone. Messages will be taken by administration or given to the student only if it is an EMERGENCY.
11. Students are 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 receptable and emptied into laundry hamper in the washroom for laundering at the end of each day. Each student is responsible for retrieving his/her own clean towels. After restroom use, the student must property dispose of towels and other trash in the restroom trash can.
12. Students must never visit with other students who are performing services on customers.
13. Students are not allowed to use equipment or supplies belonging to other students without permission from that student. When a student uses borrowed equipment or supplies, the student borrowing the equipment or supplies is solely responsible for any damages or losses incurred.

14. Students must have permission from the instructor to assist another student with customers.
15. Students must have the approval from the instructor to perform a service either on another student or mannequin.
16. Each student is responsible for his/her own barber equipment supplies, personal property like money, wallets, purses or cell phones.
17. 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 expulsion.
19. Workstations are selected by first come, first choice basis or assigned by personnel. No saving stations allowed.
20. All barber equipment and supplies used in the school must be professional and approved by administration.
21. Students may park anywhere in the parking lot behind the school building except in the administration parking area which is for employees ONLY. It is strongly suggested that all car doors be kept locked at all times.
22. Knives, guns, or other weapons are not allowed inside or outside the school building. Weapons will be confiscated and proper authorities may be contacted.
23. Smoking or checking tobacco is only allowed in the designated areas outside the building.
24. Monthly Service Sheets must be properly filled out in ink. The service sheets are due everyday so that the monthly hours can be issued in a timely manner.
25. Computers, sunglasses, head coverings like caps or hats, radios, headphones or any other items that may distract students are not permitted during school hours.
26. Students are not permitted to change the thermostat setting or radio at any time unless instructed by the instructor.
27. Students are not allowed in the barber shop at any time unless approved by the administration.
28. Written request for time or day(s) off must be submitted for approval at least one (3) days before the requested time off. Nonattendance on days scheduled is considered to be flagrant and will be dealt with accordingly.
29. In case of an emergency or illness, the student must contact the school before 9:00 am each day the student is absent. Absences on a 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 three (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 re-register and pay the \$250 registration and current tuition fees will be assessed.
30. The school has adopted and implemented a program to prevent 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 subjected to a drug test. If the test proves positive, the test fees will be paid by the 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 or a minimum one (1) year and may return only if a drug fee test is submitted. If accepted back to school, the student may be asked to provide a negative drug test on a weekly basis until completion of the course.

31. The school closes the doors to the public Tuesday through Friday at 4:15 pm and Saturday at 2:00 pm. All remaining customers will be serviced; therefore, a student must be aware that in some instances service to customers may begin after 4:15 pm or 2:00 pm.
32. Lockers are available upon request. The school is not responsible for any personal items left in lockers. Locks will be permitted to be used on the lockers. The administration has the authority to open lockers for reasons deemed necessary for safety of others.
33. In order to ensure quality service(s) to the clients, random services performed on clients will be checked by instructors before the client is dismissed from the chair.
34. Absolutely no loitering inside or outside the front or back of the building.
35. 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.
36. 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 or expulsion and may be reported to the property authorities.
37. All customers requesting service(s) assigned by instructors must be taken. Students cannot refuse any haircuts given to them by instructors.
38. In the opinion of the administration, visible body marking like tattoos or hickeys that are deemed offensive to others will be asked to be covered up.
39. Upon starting the barber course, each student is placed on a 30-day probation period.
40. 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 \$5.00 for each copy. Additional copies of diplomas or State Board Examination Instruction packet will require a fee of \$15.00 for each copy.

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

I HAVE READ AND UNDERSTAND THE RULES & REGULATION:

Student Signature_____ **Date** _____

Faculty

All faculty members demonstrate the professionalism and excellent communication skills required of an effective teacher, and are all required to have a minimum three (3) years' experience in the beauty industry. Our faculty members, detailed below, exemplify these qualities and possess the required qualifications, experience, and licenses.

Head Instructor -Rita Barraza- Miss Rita is a licensed barber and cosmetologist since 1999. She brings years of experience to our college. She is our head instructor at our college and goes over everything we do at our college.

Marissa Macumba – Mrs. Marissa is a licensed barber since 2013 and she is a great instructor at our college. She is always ready to help and go over all school work.

Mark Madrid – Mr. Mark is a licensed barber since 2013 and is a great instructor at our college. He is always doing our school room work and walking the floor to help all students.

Ben Acevedo - Mr. Ben is a licensed barber since 2017 and is a great instructor at our college. He is always ready to help out in the classroom and on the floor with all of our students.

REQUIRED DISCLOSURES

- The policy of this institution is to update the official school catalog annually, in January of each year.
- Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in supplements or inserts accompanying the catalog.
- This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office.
- This institution is a private institution. The school was granted institutional approval to operate by the Bureau of Private Post Secondary Education (BPPE). The Bureau's approval means compliance with state standards set forth in CEC and 5, CCR. This approval does not mean that: (1) the institution or its educational programs are endorsed or recommended by the state or by the bureau. Nor that (2) the approval to operate indicates that the institution exceeds minimum state standards as set forth in this chapter.
- This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code.
- As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement. The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling **(888) 370-7589, option #5** or by visiting (<https://osar.bppe.ca.gov>).