

MICHAEL'S **BARBER & HAIR STYLIST** **A C A D E M Y**

SCHOOL CATALOG

DATE OF PUBLICATION: MAY 12, 2019

All programs and classes are conducted in English

2413 WEST AIRPORT FREEWAY
IRVING TX 75062
Phone Number: 972-594-7700
Fax Number: 972-594-7707

Table of Contents

SCHOOL ADDRESS, PHONE AND FAX	1
DATE OF PUBLICATION	1
PRE-ENROLLMENT INFORMATION	1
CAREER OPPORTUNITIES	3
MISSION STATEMENT	3
ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS	3
IN ADDITION, PROSPECTIVE STUDENTS SHOULD BE AWARE THAT	4
EMERGENCY-RELATED SCHOOL CLOSING	4
TIME CLOCK POLICY & PROCEDURE	4
ADMISSION POLICY	5
ADMISSION REQUIREMENTS	5
ADMISSION PROCEDURE	6
TRANSFER OF HOURS	6
TRANSFER OF HOURS (OUT OF STATE)	7
RE-ENTRY STUDENTS	7
CLASS A BARBER COURSE OUTLINE/COURSE UNITS	8
BARBER INSTRUCTOR COURSE OUTLINE/750 HRS COURSE UNITS	10
BARBER INSTRUCTOR COURSE OUTLINE/500 COURSE UNITS	12
COSMETOLOGY CROSSOVER TO CLASS A BARBER COURSE OUTLINE/COURSE UNITS	14
FACILITY/EQUIPMENT:	16
SATISFACTORY ACADEMIC PROGRESS POLICY	17
GRADUATION REQUIREMENTS	21
REFUND POLICY	21
JOB PLACEMENT POLICY	24
SCHOOL CALENDAR/HOLIDAYS	24
NON-DISCRIMINATION STATEMENT	24
FERPA POLICY – ACCESS TO FILE	21
INFORMATION RELEASE	25
SCHOLARSHIPS AND FEE WAIVERS	25
STUDENT ADVISING	25
PERSONAL COUNSELING SERVICES	26
ACCREDITING AND LICENSING AGENCIES	26
OUTCOME RATE 2017	26
TARDY	27
EXCUSED/UNEXCUSED ABSENCES	27
MAKE UP WORK	27
CONDUCT:	27
VA STUDENT ATTENDANCE POLICY	27
LICENSING	27
TERMINATION	28
GENERAL RULES OF CONDUCT AND REGULATIONS:	28
GRIEVANCE PROCEDURE	30
CRIMINAL CONVICTION GUIDELINES	31
DRUG POLICY	32
LEAVE OF ABSENCE (LOA) POLICY	32
FACULTY AND STAFF	24
TUITION COST OF PROGRAMS	32
EXTRA-INSTRUCTIONAL CHARGES POLICIES	33
METHOD AND TERMS OF PAYMENT	33

MISSION STATEMENT

Our mission is to build a foundation of excellence in barbering, styling, and prepare our future professionals for a demanding and rewarding career in the ever-expanding profession of Barbering; and to be the preferred source of education by producing competent graduates. It is our aim to provide future professionals with the knowledge and technical proficiency that will make them employable upon graduation and receiving their license.

PRE-ENROLLMENT INFORMATION

Before enrollment into one of the courses, certain career information is available to the prospective student during the admissions interview. This information assists the prospective student in making an informed decision regarding the educational programs offered by this institution, as well as the expectations one should have in a career in the field of Barbering, Barber Instructor Training 500 hours, Barber Instructor Training 750 hours, Class A Barber and Cosmetology Operator to Class A Barber. This information includes but is not limited to completion rates, employment rates, and licensure rates, licensing requirements, safety requirements, demands and safety precautions of the industry and compensation information.

CAREER OPPORTUNITIES

The licensed professional may choose from a variety of jobs within the Barbering field. The following vocations are options that may be considered upon graduation. **CLASS A BARBER:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State, Board Member/Examiner **BARBER INSTRUCTOR:** Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner **COSMETOLOGY OPERATOR TO CLASS A BARBER:** Professional Stylist, Salon Owner or Manager, Product Representative, Platform Artist, Retail Specialist, State, Board Member/Examiner

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

ESSENTIAL CAREER CONSIDERATIONS / REQUIREMENTS

Applicants interested in pursuing a career in barbering or a related field should consider all aspects of such a decision. Persons who want to become a professional in the barber industry must:

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

6. Learn business skills applicable to the desired position.

IN ADDITION, PROSPECTIVE STUDENTS SHOULD BE AWARE THAT:

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

EMERGENCY-RELATED SCHOOL CLOSING

Weather Conditions:

The Director of the school will rely on the local media reports for weather-related school closings. Road and bridge conditions will be the main considerations. Students should consult the media and make decisions concerning their safety when traveling to and from school. If the local public school in your area is closed, then the probability of the School closing is likely. The school will re-open as soon as possible.

OTHER EMERGENCY CONDITIONS:

In addition to weather conditions, the school could be required to close due to a loss of electrical, gas or water services. In the event of a situation that would not permit the opening of the school, please keep in contact with the school and you will be notified of contingency plans for re-opening as soon as possible

TIME CLOCK POLICY & PROCEDURE

- The school is a clock hour school and gives appropriate attendance credit for all hours attended.
- The school does not add or deduct attendance hours as a penalty and does not round actual hours.

- Excused and unexcused absences are only for the purpose of determining satisfactory progress.
- Any clock hours missed must be made up by the students contracted graduation date or there may be a make-up charge as indicated on the Enrollment Agreement.
- School begins promptly at 9:30am and End 6:00pm
- A phone call is mandatory if a student is going to be late or absent. (See separate Rules/Tardiness) TARDINESS - Students reporting to school after 9:30am without an excuse are considered tardy.
- Tardy students must call the school (courtesy call) before class begins Always arrive to class promptly.
- Repeated tardiness is subject to suspension. Students that have been tardy/out early 3 times

ADMISSION POLICY

This Admissions Policy is used to define the enrollment requirements for individuals who wish to enroll at Michael's Barber & Hair Stylist Academy as a regular student. Michael's Barber & Hair Stylist Academy must adhere to the U.S. Department of Education, Texas Department of Licensing and Regulation-Barbering and National Accrediting Commission of Cosmetology Arts and Sciences guidelines

GENERAL ADMISSION REQUIREMENTS

OUR INSTITUTION does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study. OUR INSTITUTION requires that each student enrolling in Class A Barber, Barber Instructor, Barber Instructor with experience and Cosmetology Operator to Class A Barber must meet the Admission requirement accordingly.

1. Personal interview of each student
2. Complete all admission forms
3. Copy of high school diploma, or equivalent (GED)
4. 2 -1 ½ X 1 ½ photographs
5. Texas Department of Licensing and Regulation Permit Fee: \$25.00 Check or Cash to Institution.
6. Copy of Driver's License or Identification Card
7. Copy of Social Security Card or Birth Certificate
8. An applicant for Class A Barber license, must be at least 17 years of age

Should an enrolling student provide a foreign high school diploma, the institution will work with the student to obtain an English translation of the document along with confirmation that the

education received is equivalent to a U.S. high school diploma. This documentation must come from an outside agency.

In the absence of the above documentation, the applicant must take and pass an approved ability-to-benefit test administered according to the test publisher's guidelines by an approved Independent Test Administrator. In lieu of passing an ability-to-benefit test, the applicant may enroll in and successfully complete at least 225 clock hours, if the program is longer than 600 clock hours and must be at least 18 years of age

An applicant for a Barber Instructor Program:

must have a valid Class A Barber license and have a high school diploma or GED or High school diplomas/transcripts from other countries are acceptable as long as the diploma is equivalent to a U.S. high school diploma.

An applicant for Cosmetology Operator to Class A Barber program

Must have a valid Cosmetology license and must meet all of the above requirements as applicable

ADMISSION PROCEDURE

Before enrollment into one of the courses, certain career information is available to the prospective student during the admissions interview. This information assists the prospective student in making an informed decision regarding the educational programs offered by this institution, as well as the expectations one should have in a career in the field, Barber Instructor Training, Class A Barber and Cosmetology Operator to Class A Barber. This information includes but is not limited to completion rates, employment rates, and licensure rates, licensing requirements, safety requirements, demands and safety precautions of the industry and compensation information.

1. Personal interview plus Tour with staff
2. The student completes the application.
3. The student provide educational documentation.
4. The student required identification such as valid identification and social security card.
5. The student is assigned a date for orientation and school start date.
6. The student completes his /her enrollment agreement and tender make payment and/or payment arrangements.

TRANSFER OF HOURS

TRANSFER OF hours to all program will be determined on a case-by-case basis by the Director. We will accept any number of hours for transfer students. Student will receive the current hours that has been reported to The Texas Department of Licensing and Regulations and may start the program from that point. If the previous school did not report hours, the student will not be credited for such time. The transfer student will come in the program based on the hours they have attained from the previous school. Any student who wishes to transfer from another Barber College must meet all Admission Requirements and Procedures as outlined in the admission policy of this Catalog.

TRANSFER OF HOURS (OUT OF STATE)

Any student of a private licensed or certified barbering school may submit a request to the Texas Department of Licensing and Regulation to transfer the completed hours of instruction to a Texas school.

Re-Entry Students:

Students who were previously enrolled at this campus may apply for re-entry. The students must contact the School Director for the Re-Entry Application and meet the guidelines as outlined. Re-Entry's are not automatic and are approved on a case-by-case basis only.

CLASS A BARBER COURSE: 1500 hours

COURSE DESCRIPTION:

The 1500 clock hour Class A Barber Program consists of two types of training, 180 hours of theory class that includes orientation and 1320 hours of practical services training. Students attend theory class 5 hours each week and will normally be given a quiz/test on the material covered. There is no theory class on Saturday. Theory is taught on a modular basis to accommodate weekly start dates should the school so choose. A description of services that students will perform on actual clients while in training is listed below under "Practical Training" in the Barber Curriculum.

COURSE GOALS:

To provide the student with the skills, information and training through thorough and reliable theoretical and practical instruction to successfully complete the program and pass the licensure exam required by the state of Texas, and to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

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

REFERENCES:

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

COURSE EVALUATION:

Students are assigned theory study and a minimum number of practical experiences. Theory is evaluated by written exams given after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better. Practical skills are evaluated according to text procedures and performance standards established by the state licensing agency.

Students must maintain a theory grade average of 70% up and pass a final written and practical exam prior to graduation. Numerical grades are considered according to the following grading scale:

Practical and Theory:

90 – 100	Excellent
80 – 89	Very Good
70 – 79	Satisfactory
0 – 69 - Below	Below Standards - Unsatisfactory

COURSE TEXTBOOK:

Milady’s Standard Professional Barbering 5th edition, by Maura T. Scali-Sheahan, Cengage Learning

Class A Barber Curriculum

1500 Clock Hours— 30 hours per week---Total 50 weeks

<p>THEORY Theoretical knowledge of the practice of barbering services (A) anatomy, physiology, and histology, consisting of the study of (50 hours) (i) Hair (ii) Skin (iii) Muscles (iv) Nerves (v) Cells (vi) circulatory system (vii) Digestion (viii) Bones</p>	<p>180 hours</p>
--	-------------------------

<p>(B) Texas barber law and rules, 35 hours (C) bacteriology, sterilization, and sanitation, 30 hours (D) disorders of the skin, scalp, and hair, 10 hours (E) Salesmanship, 5 hours (F) barbershop management, 5 hours (G) chemistry, 5 hours (H) Shaving, 5 hours (I) scalp, hair treatments and skin, 5 hours (J) Sanitary professional techniques, 4 hours (K) professional ethics, 4 hours (L) Scientific fundamentals of barbering, 4 hours (M) cosmetic preparations, 3 hours (N) shampooing and rinsing, 2 hours (O) cutting and processing curly and over-curly hair, 2 hours (P) haircutting, male and female, 2 hours (Q) theory of massage of scalp, face and neck, 2 hours (R) hygiene and good grooming, 1 hour (S) barber implements, 1 hour (T) honing and stropping, 1 hour (U) mustaches and beards, 1 hour (V) facial treatments, 1 hour (W) electricity and light therapy, 1 hour (X) history of barbering, 1 hour</p>	
<p>PRACTICAL Instruction in practical work, consisting of the study of: (A) dressing the hair, consisting of (800 hours): (i) men's haircutting (ii) children's haircutting (iii) women's haircutting (iv) Cutting and processing curly and over-curly hair (v) razor cutting (B) Shaving, 80 hours (C) Styling, 55 hours (D) shampooing and rinsing, 40 hours (E) bleaching and dyeing of the hair, 30 hours (F) waving hair, 28 hours (G) Straightening, 25 hours (H) Cleansing, 25 hours (I) professional ethics, 22 hours (J) barbershop management, 22 hours (K) hair weaving and hairpieces, 17 hours (L) Processing, 15 hours (M) Clipping, 15 hours (N) beards and mustaches, 15 hours (O) Shaping, 15 hours (P) Dressing, 15 hours (Q) Curling, 15 hours</p>	<p>1320 hours</p>

(R) first aid and safety precautions, 11 hours (S) scientific fundamentals of barbering, 10 hours (T) barber implements, 10 hours (U) haircutting or the process of cutting, tapering, trimming, processing, and molding and scalp, hair treatments, and tonics, 10 hours (V) Massage and facial treatments, 10 hours (W) Arranging, 10 hours (X) Beautifying, 10 hours (Y) Singeing, 7 hours (Z) Manicuring, 8 hours	
Total Hours for Class A Barber Course	1500 Hours

Class A Barber - Level of occupation

Level of occupation available to professional Class A Barber

Self-employment - Own and operate their own business

Booth rental – self – employment, set your own hours for working.

Become employed in a professional barber facility Perform manicures

Specialization in the following fields: Artwork displayed in haircuts,

Chemical work – inclusive of highlighting color, curling and or removing curls from hair

BARBER INSTRUCTOR

(750 Hours) COURSE

COURSE DESCRIPTION:

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

COURSE GOALS:

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

Licensing Examinations in order to receive a license as an Instructor

COURSE FORMAT

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

Instruction will be supplemented with visual aids and other instructional techniques.

REFERENCES:

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

COURSE EVALUATION

All student instructors will be evaluated on both theory and practical grades, and also on attendance. All student instructors are given a grade in their theory and practical demonstrations. Students must maintain a theory grade average of 70%.

Numerical grades are considered according to the following grading scale: Practical and Theory:

90 – 100	Excellent
80 – 89	Very Good
70 – 79	Satisfactory
0 – 69 - Below	Below Standards - Unsatisfactory

COURSE TEXTBOOK:

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

Barber Instructor-

COURSE CURRICULUM

750 Hours 30 hours per week---Total 25 weeks

INSTRUCTION IN THEORY (A) lesson planning, 15 hours (B) personality and professional conduct, 15 hours (C) development of a barber course, 15 hours (D) student learning principles, 10 hours (E) principles of teaching, 35 hours (F) basic teaching methods, 35 hours (G) teaching aids, 10 hours (H) Testing, 10 hours (I) Self-evaluation, 10 hours	175
---	------------

(J) teaching adults, 10 hours (K) classroom problems, 5 hours (L) classroom management, 5 hours	
INSTRUCTION IN PRACTICAL WORK (A) assisting with students, 350 hours (B) theory class (assisting teacher, observing, teaching), 150 hours (C) learning office procedures and state laws, 50 hours (D) grading test papers (assisting teacher, observing, grading), 25 hours	575
Total Hours For Barber Instructor Course	750 Hours

BARBER INSTRUCTOR - Level of occupation 750 hours

Level of occupation available to Class A Barber Instructor:

BARBER INSTRUCTOR: Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner

Barber Instructor-

500 Hour — 30 hours per week---Total 16.67week

COURSE DESCRIPTION:

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

COURSE GOALS:

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

COURSE FORMAT

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

REFERENCES:

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

COURSE EVALUATION

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

Practical and Theory:

90 – 100	Excellent
80 – 89	Very Good
70 – 79	Satisfactory
0 – 69 - Below	Below Standards - Unsatisfactory

COURSE TEXTBOOK:

Milady’s Master Educator: Student Course Book 3rd edition, by Letha Barnes

Barber Instructor-

COURSE CURRICULUM

750 Hours 30 hours per week--Total 25 weeks

INSTRUCTION IN THEORY (A) lesson planning, 15 hours (B) personality and professional conduct, 15 hours (C) development of a barber course, 15 hours (D) student learning principles, 10 hours (E) principles of teaching, 10 hours (F) basic teaching methods, 10 hours (G) teaching aids, 10 hours (H) testing, 10 hours (I) self evaluation, 10 hours	125 hours
---	------------------

(J) teaching adults, 10 hours (K) classroom problems, 5 hours (L) classroom management, 5 hours	
INSTRUCTION IN PRACTICAL WORK	375 hours
(A) assisting with students, 250 hours (B) theory class (assisting teacher, observing, teaching), 50 hours (C) learning office procedures and state laws, 50 hours (D) grading test papers (assisting teacher, observing, grading), 25 hours	
Total Hours for Barber Instructor Course	500 hours

BARBER INSTRUCTOR 500 hours Level of occupation

Level of occupation available to Class A Barber Instructor:

Student Salon or Classroom Instructor, Salon Owner or Manager, State Board Member/Examiner, Director of Education, School Administrator or Owner

COSMETOLOGY OPERATOR TO CLASS A BARBER COURSE:

COURSE DESCRIPTION:

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

COURSE GOALS:

To provide the student with skills, information and training through reliable theoretical and practice instruction to successfully complete the program and pass the licensure exam required by the state of Texas, to educate the student in developing professional attitudes and habits necessary for initial employment and career advancement.

COURSE FORMAT:

The clock hour education is provided through a sequential set of learning steps which address specific tasks necessary for state exam preparation. Clinic equipment, implements, and products are comparable to those used in the industry. Each student will receive instructions that relates to the performance of useful, creative and productive career oriented activities.

The course is presented through well-developed lesson plans which reflect current educational methods. Subjects are presented by means of lecture, demonstration and student participation.

REFERENCES:

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

COURSE EVALUATION:

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

Practical and Theory:

90 – 100	Excellent
80 – 89	Very Good
70 – 79	Satisfactory
0 – 69 - Below	Below Standards - Unsatisfactory

COURSE TEXTBOOK:

Milady Standard Professional Barbering 5th edition, by Maura T. Scali-Sheahan Cengage

Cosmetology Operator to Class A Barber 300 hours Level of occupation

Upon completing and becoming licensed as a Cosmetology Operator to Class A Barber License, the licensee may work in either a licensed Cosmetology or Barbering facility. Additionally, they may perform any service associated with either Cosmetology or Barbering Booth rental – self – employment, set your own hours for working.

Become employed in a professional barber facility Perform manicures Specialization in the following fields: Artwork displayed in haircuts, chemical work – inclusive of highlighting color, curling and or removing curls from hair

COSMETOLOGY OPERATOR TO CLASS A BARBER COURSE CURRICULUM

300 Hours 30 hours per week---Total 10 weeks

300 Hours

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

FACILITY/EQUIPMENT:

The facility is conveniently located in a well populated area with public transportation to better accommodate students to and from school. The facility has a breakroom for students providing them a place to relax for breaks or lunch time. Student may bring their lunch, snacks etc. or they may grab a bite for lunch at a fast food place near the institution. A comfortable waiting area is available for visitors, vendors or perspective students. Staff and administrators have office space sufficient to conduct business,

conduct personal advising. The facility has a large classroom with ample lighting and plenty of work space.

The school meets standards prescribed by TDLR and in some instances exceeds licensing requirements. Equipment is modern and kept in excellent repair. Administrators frequently assess training equipment, books, library material, the exterior is maintained and kept in excellent repair and measures are taken by tenants to keep the facility looking professional and inviting for everyone.

SATISFACTORY ACADEMIC PROGRESS POLICY

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Michael's Barber & Hair Stylist Academy. It is printed in the catalog to ensure that all students receive a copy prior to enrollment. This policy applies consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time) The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education.

EVALUATION PERIODS

The first evaluation must occur no later than the mid-point of academic year or the course and/or program, whichever occurs sooner. And it's based on scheduled hours

Students are evaluated for Satisfactory Academic Progress as follows:

Class A Barber	1500 hours	450, 900, 1350, 1500	Scheduled hours
Barber Instructor	750 hours	375, 750	Scheduled hours
Barber Instructor with experience	500 hours	250, 500	Scheduled hours
Cosmetology Operator to Class A Barber	300 hour	150, 300	Scheduled hours

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

Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course.

ATTENDANCE PROGRESS EVALUATIONS

Students are required to attend a minimum of 67% of the hours possible based on the applicable attendance schedule in order to be considered maintaining satisfactory attendance progress. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued by the total number of hours scheduled. At the end of each evaluation period, the school will determine if the student has maintained at least 67% cumulative attendance since the

beginning of the course which indicates that, given the same attendance rate, the student will graduate within the maximum time frame allowed.

MAXIMUM TIME FRAME

The maximum time (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated below:

MAXIMUM TIME ALLOWED			
COURSE		Weeks	SCHEDULED HOURS
Class A Barber	(Full time, 30 hrs./wk.) - 1500 Hours	75	2250
	(Part time, 20 hrs./wk.) - 1500	112	2250
Barber Instructor	(Full time, 30 hrs./wk.) – 750 hours	37	1125
	(Part time, 20 hrs./wk.) – 750 hours	56	1125
Barber Instructor with experience	(Full time, 30 hrs./wk.) – 500 hours	25	750
	(Part time, 20 hrs./wk.) – 500 hours	38	750
Cosmetology Operator to Class A Barber	(full time, 30 hrs./wk.) - 300	15	450
	(Part time, 20hrs/wk.) - 300	23	450

The institution operates all programs according to a schedule of 900 hours per academic year of instruction.

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 67% of the scheduled contracted hours.

A student who exceeds his/her maximum timeframe must meet with the Director to determine if the program can be completed successfully within a specified time period, on a prepaid, cash only basis.

ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 – 100	Excellent
80 – 89	Very Good

70 – 79	Satisfactory
0 – 69 - Below	Below Standards - Unsatisfactory

DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students Satisfactory Academic Progress Determination will be maintain in the student file at the time of each of the evaluations and student may request a copy from the school Director at any time. Students will be notified in written format of evaluation result affecting Title IV eligibility Students. Students deemed not maintaining Satisfactory Academic Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

“Disclaimer” Michael’s Barber & Hair Stylist Academy does not offer Title IV funds at this time.

WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while 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 still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

“Disclaimer” Michael’s Barber & Hair Stylist Academy does not offer Title IV funds at this time.

PROBATION

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

RE-ESTABLISHMENT OF SATISFACTORY ACADEMIC PROGRESS

Students may re-establish satisfactory academic progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the warning or probationary period. **“Disclaimer” Michael’s Barber & Hair Stylist Academy does not offer Title IV funds at this time.**

INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

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

Access to SAP Results

Students Satisfactory Academic Progress Determination will be maintain in the student file at the time of each of the evaluations and student may request a copy from the school Director at any time. Students will be notified in written format of evaluation result affecting Title IV eligibility Students. **“Disclaimer” Michael’s Barber & Hair Stylist Academy does not offer Title IV funds at this time.**

APPEAL PROCEDURE

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

NONCREDIT, REMEDIAL COURSES, REPETITIONS

Noncredit, remedial courses, and repetitions do not apply to this institution. Therefore, these items have no effect upon the school's satisfactory academic progress standards.

TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student’s transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted.

GRADUATION REQUIREMENTS

Applicable to all programs offered at Michael's Barber & Hair Stylist Academy, we will grant a **diploma of graduation**, when the student has successfully completed all clock hours, phases of study, required tests, practical assignments; passed a final comprehensive written and practical examination and completed the program of study according to State requirements. Satisfy all financial obligations to the School; tuition and fees must be paid in full, or satisfactory arrangements made.

Refund Policy

Michael's Barber & Hair Stylist Academy complies with the State of Texas and Department of Licensing and Regulation Refund Policy guidelines. The refund policy is applied consistently to all terminations for any reason, by either party, including student decision, course or program cancellation or school closure. The refund is based on the period of the student's enrollment, computed on the basis of course time expressed in scheduled hours

Withdrawal date: Last physical date of attendance recorded in the school's records.

Determination of withdrawal from school: Michael's Barber & Hair Stylist Academy will determine that a student is no longer enrolled on the earliest of:

1. The date the student notifies the School Director of his/her intent to withdraw from school. Other staff members are not authorized to accept the student's notice of intent to withdraw and would be referred to the School Director.
2. A student on an approved leave of absence notifies the school that he or she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
3. The date the school terminates the student's enrollment due to continued non-satisfactory progress or for violation of its rules and policies stated in the catalog.
4. The date that is the 14th consecutive calendar day absence by the student without notice or an approved Leave of Absence and failed to inform the school that he/she is not withdrawing. In this case, the date of withdrawal shall be deemed to be (If attendance is required) the last date where physical attendance was recorded.
5. The date that is the next school day after a student fails to return from an approved Leave Of Absence.

Withdrawal Status:

A student's satisfactory Academic progress status at the time of termination will be the same as that of his/her status at their last evaluation period.

The Institutional Refund Policy:

- An applicant not accepted for training by the School shall be entitled to a refund of all monies paid.

- If a student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her contract and requests his/her money back in writing within three business days of the signing of an enrollment agreement or contract, all monies collected by the School shall be refunded less a registration or enrollment fee of \$150.00. The postmark on written notification will determine the cancellation date, or the date said information is delivered to the school director/Administrator in person. This policy applies regardless of whether or not the student has actually started training.

If a student cancels his/her contract after 3 business days after signing, but prior to entering classes in this case he/she shall be entitled to a refund of all money's paid to the school less a registration fee of \$150.00.

- Enrollment time is defined as the time elapsed between the actual starting date and the date of the student's last day of physical attendance in school. Any monies due the applicant or student shall be refunded within 30 days of formal cancellation by the student as defined in the second bullet of this policy or formal termination by the School which shall occur no more than 30 days from the last day of physical attendance, or in the case of a leave of absence, the earliest documented date of return. A student on leave of absence may call and tell the administration office that they are not planning to return. The phone call will be the documented date of withdrawal.

- The cost of extra items to the student, such as service charges, student activity fees, and other charges need not be considered in tuition adjustment computations. The cost of books and supplies as shown in the contract is included in the total cost of the course. However, these are not subject to refunds.

- Students who terminate prior to course completion will be charged a \$150.00 termination fee.

- If the School is permanently closed and no longer has offers instruction after a student enrolled, the student shall be entitled to a pro-rata refund of tuition.

- If a course is cancelled subsequent to a student's enrollment, the School shall at its option: - Provide a full refund of all monies paid; or - Provide completion of the course.

- In case of illness or disabling accident, death in the immediate family, or other circumstances beyond the control of the student, the School will make settlement, which is reasonable and fair to both parties.

- If a student who begins a course of training that is scheduled to run no more than 12 months withdraws from the course or is terminated from the course by the barber school, the barber school will retain 100% in tuition and fees paid by the student and is not obligated to refund any additional outstanding tuition if the student withdraws or is terminated during the last 50% of the course. If the student withdraws or is terminated before the last 50% of the course begin, the school shall retain the following percentages of any outstanding tuition below:

1500 Hour Course

Within 1st Week/less than 150 hours	10%	151-375 hours	25%
-------------------------------------	-----	---------------	-----

Within 2nd/3rd week/less than 150 hours	20%	% 376-750 hours	50%
		376-750 hours	100%

750 Hour Course

Within 1st week/less than 75 hours	10%	76 – 187.5 hours	25%
Within 2nd/3rd week/less than 75 hours	20%	187.6 – 375 hours	50%
		376-750 hours	100%

300 Hour Course

Within 1st week/less than 30 hours	10%	31-75	25%
Within 2nd/3rd week/less than 75 hours	10%	76-150	50%
		151-300	100%

School Closure:

If the school closes permanently and ceases to offer instruction after students have enrolled, or if a program is canceled after students have enrolled and instruction has begun, the school must make arrangements for student to implement any applicable teach-out plan in compliance with the following requirements:

- The arrangements or plan must offer the student a reasonable opportunity to promptly resume and complete the canceled program or course(s) of study or transfer to a substantially similar program or course at the institution (or institutions) that offer similar educational programs.
- The arrangements or teach-out is to be performed by an institution in the same geographic area as the original school that provided the program of course.
- The school at which students continue their education and training shall not charge the students an amount greater than that to which the original school would have been entitled under its contract with the student and for which the student has not yet paid.
- The original school shall notify affected students individually of the availability of the arrangement or teach-out plan, and diligently advertise such availability. The agreements among institutions may provide that these notices may be sent by the school(s) that are accepting student from the original school.
- The school that is closing or has closed must submit to NACCAS a list of all students who were enrolled at the time of closure, and indicate on it the arrangements made for each student to complete his or her education.
- The original school shall dispose of school records in accordance with state laws.
- If the closing school does not have a teach-out plan, students shall receive a pro rata refund of tuition.

JOB PLACEMENT POLICY

While the school cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings on a career opportunities bulletin board for students to review. Students also receive training in professionalism and job search skills including how to write a resume, complete an employment application and prepare for an effective interview. The curriculum places a great deal of emphasis on how to obtain and retain employment after graduation. Graduates are encouraged to maintain contact with the school and follow-up with the school on current employment or employment needs. In addition, the school maintains a network of relationships with professionals and employers who provide mentoring to students while they are in school. Job referrals are made known to interested graduates as available.

SCHOOL CALENDAR/HOLIDAYS

Michael's Barber & Hair Stylist Academy enrollment calendar is continuous throughout the year; new class starts every Tuesday of the week.

Business hours are Tuesday thru Saturday 9:30am until 6:00pm

Holidays: New Year's Day, Memorial Day, Independence Day – July 4th. Labor Day, Thanksgiving Day, Friday after Thanksgiving and December 25 to January 1.

NON-DISCRIMINATION STATEMENT

The school does not discriminate in its employment, admission, instruction, or graduation policies on the basis of sex, age, race, color, religion, or ethnic origin nor does it recruit students already attending or admitted to another school offering similar programs of study.

Faculty and Staff

Janet Brown:	Owner/Substitute
Kimberly Hudgins:	Instructor Part time
Dorcas Kwan	Instructor Full time
Makema Epting	Instructor Part time

FERPA POLICY – ACCESS TO FILE:

PRIVACY POLICY

Students and parents/guardians of dependent minors are granted the right to access and review the student's official school file. The student will be granted supervised access to

their records upon verbal or written request. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. Michael's Barber & Hair Stylist Academy requires a completed release form for each third party request for student information. Michael's Barber & Hair Stylist Academy provides access to student records without written consent to Texas Department of Licensing and Regulation, Texas Department of Assistive and Rehabilitative Services and United States Department of Veterans Affairs. The institution maintains a record of all release forms and requests for information

INFORMATION RELEASE:

PII, Personal Identifying Information, is protected; Michael's **Barber & Hair Stylist Academy** provides access to the student and other school records to its accrediting agency. Records will be reviewed under the supervision of an instructor or other designated official; documents may not be removed from the office. Any such exchange of information between an approved person and or agency will be done so only with encrypted password. Information provided to the school by other agencies is done so with the use of an encrypted password.

SCHOLARSHIPS AND FEE WAIVERS

The school does not offer any institutional fee waiver, and scholarships are at the discretion of the Director.

Student Advising

Michael's Barber & Hair Stylist Academy offers career advising services to all Students upon request. Advising is documented and placed in the student's file. Faculty members are available for advising students in the following areas:

- Texas Rehabilitation Commission (DARS)
- Woman Infants and Children (WIC)
- Scholastic and Career Advising

Faculty members may not advise students in the following areas. However, Michael's Barber & Hair Stylist Academy maintains a list of county and state agency assistance in the student Bulletin Board, listed below and may be requested from the School Director.

- Alcohol & Drug Addiction or Abuse
- Sexual Assault
- Domestic Violence
- Housing Shelters
- Depression or other medical needs

Personal Counseling Services

All students may contact the following off-campus organizations for counseling

Opportunities, alcohol and drug abuse education, crime prevention education, and **Sexual assault prevention.**

Michael's Barber & Hair Stylist Academy does not offer on-campus counseling services.

Drug Prevention Resources, Inc.
1200 Walnut hill Ln. #1500,
Irving, TX. 75038, 972.518.1821

Greater Dallas Council on Alcohol/Drug Abuse

4525 Lemmon Ave #300, Arlington, TX.76013, PH: 817.275.7576
The Parenting Center
1111 W. Abram St
Dallas, TX. 75219, 214.8284244

The National Domestic Violence Hotline 1.800.799.SAFE (7233) or 1.800.787.3224

National Women's Health Info. Center
U.S. Dept. of Health and Human Services Offices on Women's Health, 1.800.994.9662
<http://womanshealth.gov/faz/sexualassault.htm>
National Sexual Assault Hotline
1.800.656.HOPE (4673)

Approved By:

**Texas Department of Licensing and Regulations
Education and Examination Division
P.O. Box 12088
Austin, TX 78711
512-463-6599
1-800-803-9202**

**National Accrediting Commission Of Career Arts And Sciences
3015 Colvin St, Alexandria, VA 22314
703-600-7600**

Outcome Rate 2017

Graduation Rate: 83.33%(percentage of students that graduated from all programs)

Placement Rate: 80.00%(percentage of all students that graduated from all programs, who became employed in the industry)

Licensure Rate: 100.00% (percentage of all students that have set for both parts of the state mandated tests and passed, both written and practical)

VA STUDENT ATTENDANCE POLICY

Students using veterans' benefits to attend Michael's Barber Academy will have attendance monitored until the time the student drops, graduates, or complete the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours. Therefore the attendance policy (20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to the DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

LICENSING

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

a TARDY:

Students arriving more than 30 minutes after the class has begun may not enter the theory class. If there are other supervised educational activities occurring in the building the student may clock in and participate. If there are no such activities occurring the student may not clock in until the next scheduled class begins.

b EXCUSED/UNEXCUSED ABSENCES

The program is a clock hour program; student must accrue hours equaling the total program length prescribed by the licensing agency. An absence may be excused; however, time missed must be made up.

c MAKE UP WORK

Classroom/lab assignments that are missed may be made up, student must correlate make up time with immediate supervisor. Missed work must be made within one calendar week.

d CONDUCT:

Included in conduct performance is the organizational values, service provided in association with fellow students, management, clients etc. Your conduct should at all times be complimentary to the institution you represent. Professional behavior, even during difficult situations. Acceptable behavior is defined as behavior that demonstrates good sound judgement

e TERMINATION

Violation of the Academy's General Rules of Conduct may result in termination.

f GENERAL RULES OF CONDUCT AND REGULATIONS:

We believe that education is a continuing progression and that through educational training at our school students will be prepared to work as a professional. The student Standards of Conduct have been prepared to provide a necessary guideline for effective student relationships. The Standards of Conduct apply to all students enrolled at Michael's Barber & Hair Stylist Academy. Each Student is expected to know and comply with these standards.

A violation of these rules constitutes misconduct on the part of the student, which will result in appropriate disciplinary action. These rules are not all-inclusive. Disciplinary action may include, but is not limited to, suspension (1-30 days), revocation of student privileges (such as receiving services at School), or termination of enrollment. Director issue these punishments.

- **Smocks** are to be worn at all times while the student is on the clinic floor.
- Student are required to be neat and clean in appearance around the school premises.
- Students must demonstrate that they can adhere to minimum attendance and grade requirements. Students who fail to comply with attendance policy or grade requirements could be subject to termination of their enrollment.
- Stealing and/or possession of stolen property will be grounds for immediate dismissal.
- No shouting, whistling, singing, cursing, foul language, or talk of a suggestive nature is allowed.
- No disrespectful remarks or gestures are to be made to patrons, students, instructors, staff, or any other person at the School.
- Fighting or violence of any nature, including but not limited to possession and/or use of weapons, is prohibited.
- Willfully refusing or failure to leave School property when requested to do so by School employees is prohibited.
- Students do not receive calls or make calls on the office line. A student will not be called to the office for a phone call.
- Any student caught using, reasonably suspected to be under the influence of, in possession of, manufacturing, selling or distributing drugs or alcohol at or near School premises will be suspended or terminated.
- Abusing prescription drugs or possessing drugs that have not been prescribed for the student by a healthcare provider will be grounds for suspension or termination.
- Reckless driving at or near the School's campuses is prohibited.
- Students must not park in front of the School and other businesses since this area is reserved for employees and customers. All car radios must be turned down to a reasonable level.
- Relatives or friends of a student cannot be in the School for longer than ten (10) minutes.
- Excessive absences and/or tardiness are grounds for disciplinary action. Students are to arrive early enough to begin classes as scheduled and are expected to be prepared with textbooks and other supplies.
- No student is to walk out of theory class when class is in session without permission.
- Students must not sleep during class.
- Students are expected to return to class promptly following breaks.

- Computer use is limited to educational purposes only.
- No cell phones, "blue tooth" or other headsets, radios, TV's, whistles, balls, play toys, games, laser pointers, knives, guns, or any other item that an administrator or instructor deems unsuitable are allowed on the campus.
- Students are not allowed to use cell phones on the clinical floor or in classrooms by any means (including, but not limited to, texting, headsets, etc.).
- Students must make every effort to represent the School as professionals while they are on or near campus. Students are prohibited from harassing or disturbing any pedestrians or local businesses, which includes, but is not limited to, smoking and/or loitering at the entrance of the campus. We want to be good neighbors in our community, and any misbehavior will be taken seriously.
- The instructors and staff of Michael's Barber & Hair Stylist Academy must be respected and their requests must be followed to the best of each student's ability.
- Academic dishonesty is prohibited (see "Academic Dishonesty" section below).
- Students are responsible at all times for all their personal property and are asked not to bring personal items from home on campus. Michael's Barber & Hair Stylist Academy is NOT responsible for lost, damaged and/or stolen personal property of students.

Clinical Floor Rules

- Any violation of state or Federal law will be cause for disciplinary action.
- Refusal of service is grounds for disciplinary action.
- Students cannot perform services on the clinic floor unless an instructor has given the permission.
- Students may receive free services only on Tuesdays, Wednesdays and Thursdays when off the time clock. However, if a student receives any chemical treatment or any services requiring use of products from Michael's Barber & Hair Stylist Academy the student's discount shall be limited to 50% of the full price for that service.
- Students are not allowed to receive services on Friday and Saturday. At the discretion of the Director, on these days a student can only receive services if he/she pays in full and has clocked out of the time clock and the Campus Director has approved the services. Director has the right NOT to allow said services.
- Students are not to groom themselves while on the clinic floor.
- Students must keep their respective stations clean, as well as take turns in sweeping the clinic floor and washing towels.
- No smoking (this prohibition includes e-cigarettes), drinking or eating on the clinic floor. There are designated areas on campus for these activities. Campuses are non-smoking facilities, and smoking is to take place in an outdoor area back of the building. Students are prohibited from soliciting customers to pay more than the approved Michael's Barber & Hair Stylist Academy rate for any services. Students shall not solicit customers to have their hair cut by the student outside a campus location. Students service clients on a first-come-first-serve basis, and not by appointment. Any conduct deemed to be a disruption of clinic floor services will be grounds for suspension or termination.
- **Dress Code** Students must be neat and clean in appearance at all times.
- Students are not permitted to wear any suggestive or revealing attire.

- Students are required to wear a clean smock, the color of which will be determined by the School, when clocked-in. Decorating of smocks is not allowed.
- Females must wear bras at all times and a professional-type blouse or sweater must be worn.
- No shoes with heels over 1-inch in height.
- A blouse or shirt must be worn under the smock. Shirrtails must be tucked in.
- No tank tops, fishnet, half shirts, unapproved headgear or sunglasses (prescription only).
- All pants and/or jeans must be clean, without holes, with no skin showing, must go down to the ankle, of professional appearance and worn above hips at the waist.
- Skirt length must be to the knees or lower. Shorts are not permitted. Sweat pants, cut-off pants and similar informal attire is not permitted.
- Students cannot wear tights of any length or any revealing nature.
- Closed-toed and closed-back shoes of professional appearance must be worn. Open shoes and/or shoes with holes in them are not permitted.
- Socks or stockings must be worn with shoes.
- No excessive jewelry shall be worn at School. All chains, drops, symbols, medallions, etc. hanging from the neck shall be tucked under the student's shirt.

Sanitation

We believe that sanitation and cleanliness are essential to the barbering/beauty industry. All students will one day work in shops that require cleaning and sanitizing. Therefore, we require that all students participate in light cleaning throughout the School. Janitors have been contracted to take care of the majority of the work, but students must participate in the day-to-day cleaning of the School. Refusal to participate will be grounds for disciplinary action. Students receive hourly credit towards their program for cleaning and sanitizing and do not receive any payment from Michael's Barber & Hair Stylist Academy or performing these tasks.

GRIEVANCE PROCEDURE

In accordance with this institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation thereby assuring that all students know the steps to follow should they desire to register a complaint at any time. Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process.

1. The student should register the complaint in writing on the designated form provided by the institution within 60 days of the date that the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school Director.
3. The complaint will be reviewed by management and a response will be sent in writing to the student within 30 days of receiving the complaint. The initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.
4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.

5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee. Corporate management shall consider the report and either accept, reject, or modify the recommendations of the committee.
7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.

Texas Department of Licensing and Regulation
920 Colorado
Austin, Texas 78701
512-463-6599
Toll free 800-803-9202 Fax 512-475-2871

CRIMINAL CONVICTION GUIDELINES

These guidelines are issued by the Texas Department of Licensing and Regulation pursuant to the Texas Occupations Code, § 53.025(a). These guidelines describe the process by which the Texas Department of Licensing and Regulation (TDLR) determines whether a criminal conviction renders an applicant an unsuitable candidate for the license, or whether a conviction warrants revocation or suspension of a license previously granted. The questionable offenses are: assaults, homicides, *sexual offenders, and kidnapping. *Michael's Barber & Hair Stylist Academy reserves the right to refuse enrollment to sexual offenders

Drug Policy

Michael's Barber & Hair Stylist Academy is a drug free environment. In keeping with all local and state laws, our school prohibits the possession, use and or distribution of drugs and alcohol by students or employees while on school property or when involved in a school sponsored activity. If you are found guilty of the preceding you will be dismissed indefinitely from the school. Michael's Barber Academy has a zero tolerance policy as noted

Leave of Absence (LOA) Policy

This policy applies to all students enrolled in the school. Leave of Absence may be granted for the following reasons:

1. Death of a relative

2. An injury or illness of the student (medical),
3. Incarceration,
4. Any other allowable special or mitigating circumstance determined by the director.

All Leave of Absences must be requested by the student in writing and must specify the reason for the Leave of Absence. The Leave of Absence must be approved by the school in order for it to be official with reasonable expectation student will return from LOA. An emergency Leave of Absence, without prior written request, may be granted provided the student completes the Leave of Absence form and returns it to the school via mail, email, or in person within reasonable resolution of the emergency. The beginning date of the approved LOA would be determined by the first date the student was unable to attend due to the accident. The Leave of Absence may not exceed 180 calendar days and may not be less than a period of 2 weeks (14 calendar days).

Students on a leave do not accrue absent time and maintain the hours earned at the time of the leave. The institution will not assess the student any additional institutional charges as a result of the LOA, also a student who meets the criteria is not considered to have withdrawn, and no refund calculation is required at that time. All kit and personal items must be removed from the premises. If the student does not return on the specified date, and has not notified the institution, the student’s enrollment will be terminated. A leave of absence extends the students contract end date and maximum time frame by the same number of days taken in the leave. Changes to the contract period on the enrollment agreement must be initialed by all parties or an addendum must be signed and dated at that time. If a student does not return to the institution at the expiration of an approved LOA or student takes an unapproved LOA. The withdrawal date for the purpose of calculating a refund is always the students last day of attendance. Monthly tuition payments must still be satisfied during a Leave of Absence

CLASS A BARBER COURSE COSTS

Registration Fee (non-refundable)	\$150.00
Permit Fee	\$25.00
Two Photos	\$10.00
Books	\$386.59
Kit	\$1,371.41
Theory & Practical Study Tuition	\$15000.00
Total Cost of School	\$16,943.00

BARBER INSTRUCTOR COURSE COSTS

Registration Fee (non-refundable)	\$150.00
Permit Fee	\$25.00
Two Photos	\$10.00
Books	\$350.00
Kit	\$1,371.41
Theory & Practical Study Tuition	\$7500.00

Total Cost of School	\$9406.41
-----------------------------	-----------

COSMETOLOGY OPERATOR TO CLASS A BARBER COURSE COSTS

Registration Fee (non-refundable)	\$150.00
Permit Fee	\$25.00
Two Photos	\$10.00
Books	\$386.59
Kit	\$1,371.41
Theory & Practical Study Tuition	\$3000.00
Total Cost of School	\$4943.00

EXTRA-INSTRUCTIONAL CHARGES POLICIES

Each course/program has been scheduled for completion within an allotted time frame. It is not realistic to expect to receive an education for free. The school has reserved space, equipment, and licensed instructors for each student and course/program. If a student does not graduate within the contract period, additional training will be billed at the rate of \$10 per hour, payable in advance, until graduation. Students will not be allowed to clock in until applicable daily payments are made

Method and Terms of Payment

Upon enrollment, the tuition is payable in full. However, the student, at the school's option, may pay a deposit and which is different for each course. The balance will be paid in monthly installments as agreed upon on the enrollment agreement until tuition and fees are paid in full. Tuition may be paid by credit card, cash, cashier check, or check.