

Urban Barber College
1827 Willow Pass Rd. Concord, CA 94520



School Catalog
January 1, 2017 to December 31, 2017

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All courses taught in English

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1. Ownership, Licensure, and Accreditation

Urban Barber College is owned by Urban Cutz LLC. The school is located at 1827 Willow Pass Rd, Concord, CA 94520. The school phone number is (925) 671.0121.

Urban Barber College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE) 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 at 2535 Capital Oaks Dr., #400 Sacramento, CA 95833, P.O. Box 980818, West Sacramento, CA 95798, www.bppe.ca.gov, (888) 370-7589 Fax (916) 263-1897

The school is in "Candidate Status" of accreditation with the National Accrediting Commission of Career Arts & Sciences (NACCAS), located at 4401 Ford Avenue, Suite 1300, Alexandria, VA 22302-1432. NACCAS' phone number is (703) 600-7600.

Current licenses and certifications may be reviewed at the school during regular business hours. Please contact the school director during normal business hours to schedule an appointment to review certification documents and/or to obtain consumer information regarding the institution.

2. Facility & Equipment

Urban Barber College is located in Park and Shop Plaza in Concord, Ca the Largest city in Contra Costa County the space is 4,700 sq feet with 3,500 sq feet on the bottom floor and a 1,200 sq foot mezzanine. The School has a large work area for 25 barber stations and enough room for a 25 seat classroom on the bottom floor, a conference room, breakroom and office upstairs.

3. Mission Statement

The Mission of Urban Barber College is to provide high quality training that will prepare students to pass the California State Board of Barbering License test. Urban Barber College will also enrich students with the fundamentals, professionalism and excellent business ethics need to succeed in the Barber Industry. Urban Barber College will train students with the skills necessary to become part of the California workforce. Urban Barber College believes that the curriculum be taught in a professional manner in a safe positive learning environment. Urban Barber College will diligently prepare each student for employment in the Barber Industry as a Registered Barber.

4. General Objectives

The school's mission will be accomplished through the following performance objectives:

- To introduce and teach the techniques involved in the latest hair styling trends.
- Create the best learning environment available by emphasizing short-term progress, individualized attention, progressive teaching methods, and relevant equipment of "hands-on" education.
- To develop professional qualities within each student by teaching them the importance of good public relation and customer services.
- To teach our students the current Sanitation and Sterilization procedures, and the California State Barber Board Licensing Laws.

- To teach those subject areas which are most needed for the course through hands on instructional programs on the clinic floor.
- Produce a reasonable profit, which will insure growth and improvement in the students, staff, facilities, and equipment.
- Improvement of institutional effectiveness through assessment of student achievement and performance.
- Employing a faculty qualified by preparation, education or experience to carry out the educational objectives of the institution.
- Maintaining effective methods of organization and administration appropriate to the educational programs offered.
- Uniformly administering fair and equitable admissions policies.
- Providing a program of support services including academic advising to students and employment assistance.
- Offering well-organized courses of study designed to prepare graduates for licensing examinations and employment using both theoretical knowledge and skill development.
- Providing equipment, instructional space and other facilities to meet instructional needs and professional standards for safety and hygiene.
- Using systematic student evaluation to assist student learning and satisfactory student achievement.

5. Admissions and Enrollment Requirements

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. Urban Barber College does not recruit students already attending or admitted to another school offering similar programs of study. Urban Barber College requires that each student enrolling in the Barbering or Barber Crossover programs must meet the following admissions requirements;

- Complete an enrollment agreement;
- Proof of at least 16 years of age (one of the following);
 - Submit a certified copy of a Social Security Card
 - Submit a copy of a driver's license or state ID;
- Submit evidence of having graduated from high school OR successful completion of the equivalent of twelfth grade by providing one of the following:
 - copy of a high school diploma
 - copy of a high school transcript
 - copy of a GED
 - copy of a state issued credential for secondary school completion if homeschooled.
 - copy of an academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor degree
 - foreign student's high school diploma must be performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a high school diploma.
- Students who wish to re-enter the school after withdrawing must meet all of the above requirements, pay all prior debts owed to the school, sign a new enrollment agreement, and pay a \$200 re-entry fee and the current rate of tuition at time of re-enrollment. Students may be charged for an additional kit of equipment on a case by case basis dependent upon the condition of the original kit purchased.
- Students enrolling in the Barber Crossover programs must meet all of the above requirements as well as submit proof of a current CA Cosmetology license.

- Students seeking to transfer hours from another institution will be reviewed and accepted at the complete discretion of Urban Barber College.

DISCLAIMER STATEMENT

Urban Barber College reserves the right to deny admission to any person it believes does not have the ability to benefit from the training offered at this college. Urban Barber College reserves the right to revise or amend any of the items contained within this document without prior notice. This institution does not award credit for satisfactory completion of CLEP or other comparable examinations or experiential learning.

6. Class Schedule & Attendance

The school schedules are 9:00am-5:00pm Tuesday – Saturday or 4:00pm-9:00pm Monday-Friday. Full-time students are required to attend 37.5 hours weekly. Part-time students are required to attend 25 hours weekly, depending on the chosen schedule.

7. Time Accounting Policy

The student's hours are documented via a clock in/out system.

Students shall comply with the following procedure:

- Students shall clock only themselves in and out every day.
- Students are given credit only for the time shown as signed in.
- If a mistake is made, inform the instructor immediately for corrections. 🕒 Hours are calculated on the basis of completed minutes 🕒 Students are expected to arrive on time.
- Lunch is thirty (30) minutes for full time students. Students do not receive hours for lunch.

8. Absence & Tardiness Policy

- Students should call the school at (925)671-0121 at the beginning of the scheduled day to inform the director if they will be late or absent and/or expected to return.
- More than 10 un-excused consecutive absences may subject a student to termination
- Students shall attend school according to their enrollment schedule unless a change has been approved by the school.
- Students are responsible for checking in and out, including lunch periods.
- Theory class (classroom instructions) must be met with a minimum of 80 hours to meet California State Board of Barbering and Cosmetology Rules
- Request for days off are to be turned into the office in writing and must be approved.
- Leaving early is not permitted. Exceptions will be made only for doctor appointments or family emergency. Doctor appointments will require a note to be brought in the next day.
- Permission to leave early due to an emergency or any extenuating circumstance will be granted at the discretion of the director.
- Excessive absences may result in extra costs to the student and/or dismissal from the program.
- Any time missed, including personal days off, early punch outs and late arrivals will count towards the students absent hours.

9. Leave of Absence Policy

An authorized leave of absence (LOA) is a temporary interruption in a student's program of study. LOA refers to the specific time period during a program when a student is not in attendance. An LOA is not required if a student is not in attendance only for an institutionally scheduled break. However, a scheduled break may occur during an LOA.

An LOA must meet certain conditions to be counted as a temporary interruption in a student's education instead of being counted as a withdrawal requiring an institution to perform a refund calculation.

- A. All requests for leaves of absence must be submitted in advance in writing, include the reason for the student's request, and include the student's signature.
 - a. Students must apply in advance for an LOA unless unforeseen circumstances prevent the student from doing so. For example, if a student were injured in a car accident and needed a few weeks to recover before returning to Urban Barber College (UBC), the student would not have been able to request the LOA in advance
 - b. UBC may grant an LOA to a student who did not provide the request prior to the LOA due to unforeseen circumstances, if the institution documents the reason for its decision to and collects the request from the student at a later date. In this example, the beginning date of the approved LOA would be determined by the institution to be the first date the student was unable to attend the institution because of the accident
- B. Students may request no more than two personal leaves of absence.
 - a. There may be multiple days requested in one LOA, but the dates do not necessarily have to be consecutive. For example, if a student knows in advance what days will be missed during the contracted time period, one LOA may be approved with multiple dates requested at one time
 - b. Medical LOA do not count as personal
- C. Students must follow the institution's policy in requesting LOA
- D. There must be a reasonable expectation that the student will return from the LOA
- E. Approval of the student's request for an LOA is in accordance with the institution's policy
- F. The institution will not assess the student any additional charges as a result of the LOA
- G. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- H. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time
- I. UBC will extend the student's contract period by the same number of days taken in the LOA. Changes to the contract period on the enrollment agreement must be initiated by all parties or an addendum must be signed and dated by all parties.
- J. If a student does not return to Urban Barber College at the expiration of an approved LOA (or if a student takes and unapproved LOA), the withdrawal date for purposes of calculating a refund is always the student's last day of attendance.

10. Make-up Work Policy

It is the student's responsibility to make up any missed work due to absence or being late to class. The student shall contact the instructor as soon as they return in order to make arrangements to complete the assignments that were missed.

11. Class Calendar

Observed school closures include Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day. Breaks and additional days off are published well in advance via a memo or bulletin. Students will receive text messages regarding pertinent information pertaining to unexpected school closures due to extenuating circumstances. Additionally, the school posts closures on the school's Instagram page at [Instagram.com/urbanbarbercollege](https://www.instagram.com/urbanbarbercollege). New classes begin on the second Tuesday of every month.

12. Career Considerations

The school wants to ensure that students interested in pursuing a career in Barbering consider all aspects of such a decision. Persons who want to become professionals in this field must:

- Have finger dexterity and a sense of form and artistry
- Enjoy dealing with the public and be able to follow a client's direction
- Keep abreast of the latest barber techniques and technological innovations
- Work long hours while building a personal clientele in order to earn the desired income
- Make a strong commitment to the educational process and complete the course of study
- Learn the skills necessary to operate a personal business

Applicants and students should be aware that:

- The work can be arduous and physically demanding because of long hours standing over a stylist's chair.
- There will be exposure to various chemicals and fumes that may cause allergic reactions or could be harmful if used incorrectly.
- The practice of safety and infection control is essential for effective and successful performance within the industry.
- 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 or spa).

13. Outcome Rates

The school tracks its annual performance with respect to student completion rate, graduate licensure rate, and graduate employment rate. As per the NACCAS Annual Report 2014, Urban Barber College boasts the following statistics:

Completion: 87.8%

Licensure: 96%

Employment: 92%

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14. Graduation Requirements

Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Certificate of Completion:

- Completion of all phases of study, required tests, practical assignments;
- Pass a final comprehensive written and practical exam;
- Complete the program of study according to the State requirements;
- Complete all required exit paperwork;
- Make satisfactory payment arrangements for all debts owed to the school.

Upon completion of the course of study and all graduation requirements, a Certificate of Completion for the applicable course of study will be awarded. After all graduation requirements have been met and the scheduled course has ended, the graduate will be eligible to pay the required examination fee and complete an application for the state licensing exam. The application will be forwarded to the State by the school. Upon obtaining a valid license, the graduate may engage in his or her chosen field for compensation.

*** All fees for licensure and testing are the responsibility of the student and are not covered in student tuition fees.**

15. Career Opportunities and Occupations

Job placement or employment is not guaranteed, however, Urban Barber College offers reasonable assistance in job placement. A bulletin board is available for job postings; shop owners/managers are invited into the school to inform students of available positions; advice is given upon request of the student for potential employment. The school provides training in professional image, resume' writing, interviewing skills, the mechanics of owning and operating a shop, and a class which focuses on self-esteem, communication skills, continuing education, and building a clientele. A barber license provides many employment opportunities. Possibilities include hairstylist, barber stylist, texture specialist, specialist, educator, platform artist, shop manager or shop owner. Compensation will vary based on the type of shop, the location, and the number of hours worked.

STATE LICENSING REQUIREMENTS

In order to begin training in the Barber course, an individual must be at least 16 years of age. In order to work as a Barber in the State of California, an individual must possess a Barber License. As per the CA Board of Barbering and Cosmetology requirements each applicant shall:

- Be at least 17 years of age
- Have completed the 10th grade in a public school or its equivalency
- Have committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
- Have completed the following hours in a Board approved school: Barber 1500 Hours or Barber Crossover 200 Hours
- Pass an examination given under the direction of the board.
- Pay the prescribed fees.

16. Curriculum - Course Outlines

Barbering - 1500 Clock Hours

Education Objective:

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California Barber License

Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the California State Board Barbering test and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

- 93 - 100 Excellent
- 85 – 92 Very Good
- 75-84 Satisfactory
- 74 and BELOW Unsatisfactory

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Schedule. Every student shall be instructed in accordance with the following schedule:

Course Name	Course Description Class Name or Class Number (Hours)	Course Length
Theory of Barbering	Theory of Barbering is done through lecture and textbook reading in a formal classroom setting. All of the Theory of Barbering (Classroom) material is taken from Standard Textbooks assigned by the California Board of Barbering and Cosmetology designed to aid prospective Barbers in completing the State Barbering Licensing Exam.	150 hrs
Practical Application	Practical Application (Haircuts for Clients) is 1300 hours of the Barbering Course and helps students learn how to practically apply what they have learned in the classroom. Practical Application (Haircuts for Clients) is closely supervised by Urban Barber College Instructors at all times to ensure students are applying the proper barbering techniques with regard to the Board of Barbering and Cosmetology.	1300 hrs

State Board Exam Prep	The last segment of the Urban Barber College is additional preparation for State Board for a total of 50 hours. Urban Barber College wants to make sure Students are thoroughly prepared to pass the California State Board of Barbering Exam and will make sure every student is given the attention they require to succeed.	50 hrs
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Barber Crossover 400 Hr - 400 Clock Hours (Licensed Cosmetologists)

Education Objective: California Barber License

Course Description:

The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:

Upon completion of the course, the graduate should possess the required knowledge and skills to pass the California State Board Barbering test and gain entry level employment in the

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barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format:

The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading:

Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

- 93 - 100 Excellent
- 85 – 92 Very Good
- 75-84 Satisfactory
- 74 and BELOW Unsatisfactory

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Schedule. Every student shall be instructed in accordance with the following schedule:

Course Name	Course Description Class Name or Class Number (Hours)	Course Length
Theory of Barbering	Theory of Barbering (Classroom) teaching is done through lecture and textbook reading in a formal classroom setting. All of the Theory of Barbering (Classroom) material is taken from Standard Textbooks assigned by the California Board of Barbering and Cosmetology	150 hrs

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	designed to aid prospective Barbers in completing the State Barbering Licensing Exam.	
Practical Application	Practical Application (Haircuts for Clients) is 200 hours of the Barbering Course and helps students learn how to practically apply what they have learned in the classroom. Practical Application (Haircuts for Clients) is closely supervised by Urban Barber College Instructors at all times to ensure students are applying the proper barbering techniques with regard to the Board of Barbering and Cosmetology.	200 hrs
State Board Exam Prep	The last segment of the Urban Barber College is additional Preparation for State Board for a total of 50 hours. Urban Barber College wants to make sure Students are thoroughly prepared to pass the State Board of Barbering Exam and will make sure every student is given the attention they require to succeed.	50 hrs

Upon application to the Board, the cosmetologist will be given 1100 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1500 hour training requirement.

Barber Crossover 200 Hr – 200 Clock Hours (Licensed Cosmetologists)

Education Objective:
California Barber License

Course Description:
The course teaches barbering with special emphasis on practical training. Students blend theoretical training and practical training on a daily basis. The theoretical training is conducted in a classroom setting consisting of lecture and demonstration. Practical training takes place in our separate clinic which offers barber services to the public.

Course Goals:
Upon completion of the course, the graduate should possess the required knowledge and skills to pass the California State Board Barbering test examination and gain entry level employment in the barbering profession. In addition to theoretical knowledge, the student shall be able to perform all barbering services including regular haircuts, style haircuts, shaves, facials and advanced design techniques with entry level professional barbering abilities.

Course Format:
The course is taught in the English language using a variety of current educational instructional techniques including lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.

Grading:
Theoretical and practical evaluations and tests will be conducted regularly. Grades will be on a point system, with the following scale in effect:

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93 - 100	Excellent
85 – 92	Very Good
75-84	Satisfactory
74 and BELOW	Unsatisfactory

All theory, practical and examination grades are given as numerical with a scale of 0 - 100 points. A grade of 70% is considered passing in all such situations. Clinic grades, due to the nature of working with the public, are given as satisfactory or unsatisfactory.

Schedule. Every student shall be instructed in accordance with the following schedule:

Course Name	Course Description Class Name or Class Number (Hours)	Course Length
Theory of Barbering	The subject of Preparation and Performance shall include, but is not limited to the following techniques and procedures: Preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave antiseptic following facial services, massaging the client's face, rolling cream massages.	100 hrs
Practical Application	Practical Application (Shaves for Clients) helps students learn how to practically apply what they have learned in the classroom. Practical Application (Shaves for Clients) is closely supervised by Urban Barber College Instructors at all times to ensure students are applying the proper barbering techniques with regard to the Board of Barbering and Cosmetology.	40 hrs
State Board Exam Prep	The last segment of the Urban Barber College is additional Preparation for State Board for a total of 50 hours. Urban Barber College wants to make sure Students are thoroughly prepared to pass the State Board of Barbering Exam and will make sure every student is given the attention they require to succeed.	60 hrs

Upon application to the Board, the cosmetologist will be given 1300 hours of credit for subjects previously covered in the cosmetology training courses, to be applied to the 1500 hour training requirement.

a. Additional Course Information

Program Outcomes

Upon completing the courses, the student should be able to:

- Understand the importance of a professional image and how these skills relate to success.
- Understand the importance of and comply with the rules for infection control.
- Discuss the different types of disinfectants, their uses, and demonstrate how to safely sanitize and disinfect various tools and surfaces.
- Name and describe the structures associated with the hair.
- List the factors that should be considered in a hair analysis.
- Discuss the different types of hair loss, their causes, and options for treatment.
- Recognize hair and scalp disorders.
- Demonstrate proper shampooing and conditioning procedures.

- Recognize disorders or diseases of the scalp and hair.
- Understand product knowledge use and safety.
- Demonstrate basic haircuts and be able to choose which techniques and tools are required.
- Apply the basic haircutting techniques to accomplish more advanced styles.
- Demonstrate shaving with a straight razor.
- Demonstrate the ability to handle tools and implements properly.
- Explain the physical and chemical actions that take place during chemical texture services and demonstrate the proper procedures.
- Define terms relating to skin disorders and discuss which disorders may be handled in the school/shop and which should be referred to a physician.
- Identify and apply business and marketing strategies to be successful in the shop.
- Describe the various types of shop ownership and operations procedures.
- Explain the importance of and demonstrate the ability to sell retail products to promote client satisfaction and shop success.
- Understand the laws and regulations set forth by the California State Board of Barbering and Cosmetology

Classroom Reading Material

Milady's Standard Professional Barbering Textbook and Student Workbook

Lectures/Discussions

In addition to providing information, lectures/discussions are designed to:

- Help organize the reading materials
- Highlight important facts
- Discuss interpretations and experiences and to provide viewpoints on the materials being studied

Demonstrations

Instructors will demonstrate techniques and procedures for performing tasks.

Exams, Tests, and Quizzes

Chapter tests and a final exam will be given. Students must achieve a grade of 70% or higher. Quizzes and other short assignments may be given.

Grading System

Methods of evaluation include practical and written exams, workbooks, tests and assignments.

17. Dress Code

Urban Barber College has established a standard dress code for all students to maintain a professional atmosphere, Students not in dress code may be asked to leave school to change, which will also result in a loss of hours. The dress code is follows:

- School smocks must be worn, fully zipped up at all times while on school property
- Close toed shoes must be worn at all times. Open toed shoes are not allowed.
- No caps, hats, head wraps, hair nets, or bandanas
- No excessive jewelry
- No shorts

- Jeans are required
- No inappropriate graphics on shirts
- No revealing clothing

18. Equipment and Personal Items

Urban Barber College and/or staff are not responsible for lost or stolen kit items or personal items. It is the student's responsibility to replace such items. Lockers are available; however, the student must provide their own lock. Students are expected to have books and equipment ready for class and/or clinic every day.

19. Parking

Students are permitted to park in the parking lot behind the building. Students are not permitted to park along the front of the building.

20. Smoking

This is a non-smoking facility. All smoking shall be done outside the building on the left side or behind the building in a designated area away from the entrance of the building. Smoking is only allowed during breaks and lunch.

21. Emergency Evacuation Plan

There are two main exits from the building; one at the front of the building and one in the back. In case of emergency/fire, calmly leave the building through the closest exit.

22. Student Kit Policy

Kits and supplies purchased by the student are not refundable once they have been issued to the student. Students are responsible for the safekeeping of their personal items including the kit. The school reserves the right to distribute the student kit in intervals. The kit items may be changed at the discretion of the school.

23. Rules & Regulations

- A. Students must attend school regularly and arrive on time.
- B. Students must clock only themselves in and out every day.
- C. Students must be in the stated dress code. Smock must be worn at all times.
- D. Students must behave in a professional manner at all times.
- E. Students must keep their work area clean and sanitary and clean up after themselves.
- F. Students must be prepared to perform any service and have the necessary equipment.
- G. Participate in the learning process.
- H. Abide by all policies stated in the school catalog.
- I. Smock, Cape, chair, station, and floor must be clean and organized before servicing any client.

- J. Follow the school steps of service.
- K. If you are not engaged in a haircut, practice on mannequins; perform book work, and Observe Observe Observe! Do not be afraid to ask questions.
- L. If you make a mistake on a haircut. Do not draw attention or speak of it openly. Continue with the haircut and your director will be over to fix or help with any issues.
- M. Clients who come into the shop will be directed into your chair.
- N. The client in your chair is to receive your undivided attention. Please do not engage in lengthy conversations with others while performing a service.
- O. Cell Phones are to be on silent and put away during a service.
- P. Before leaving for the day, stations must be clean.
- Q. Students are not allowed in the office.
- R. No eating in the clinic.
- S. The practical floor is where students receive most of their training. It is important that you accept and complete the work that is assigned to you.
- T. Your full attention is required during the final inspection of your work. This is a ministry of growth, not criticism.
- U. Professionalism is a must at all times. Remember a good and positive attitude married with your talents is the key to your success.
- V. No personal services allowed when the school is busy.

ENGAGING WITH CLIENTS

Try to commit a client's name to memory during the haircut and address him as such. Engage your client as much as possible. Use compliments, and "ice breaker" questions to spark conversation and find similar interest.

Examples:

- "How did you hear about us?"
- "Are you from the area?"
- "Where do you usually get your hair cut?"
- "What line of work are you in?"
- Say goodbye to a client by saying "Thank you for your patience", "Thank you for the practice"
- Clients are to have your undivided attention during a haircut.
- No cell phones
- Avoid holding long conversations with other people that do not include the client

Barbershop and school etiquette

- A. **Professionalism is a MUST at all times.**
- B. Be mindful and respectful of who is around you when engaging in certain types of conversation. Speak courteously and use proper grammar.
- C. Four major topics that are not to be discussed on the practical floor in the presence of a new client: Politics, Religion, Race, Sex
- D. We **DO NOT** talk about other clients in any way in front of other clients.
- E. Clients who are balding are often times very sensitive to the fact. We want to make clients feel good about themselves so be conscious of your words.
- F. Issues or conflicts that may arise with any clients will be handled by the instructor; do not take issues into your own hands.
- G. Quality Customer service is our **number one** priority and key to our growth and continued success.

- H. NO Foul Language.
- I. We are in the service industry; no student will be allowed to refuse a service to a client.

Cutting Children

- A. Exhibit a Calm composure while dealing with an unruly child. Your energy may have a direct effect on the child's comfort and willingness to work with you.
- B. ALWAYS keep one hand on the child's head with firm but comfortable pressure. This will allow you to know when to pull your clippers away and avoid any possible injury. C. Never offer a Child Candy without quietly asking the parent if it is ok first.

24. Unlawful Discrimination or Harassment

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.

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 address 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.

Persons violating this policy shall face student discipline and/or suspension or termination from the program.

25. Cheating

No student shall engage in behavior that, in the judgment of the instructor of the class, may be construed as cheating. This may include, but is not limited to, acquisition without permission of school tests or other materials and/or distribution of these materials. Such behavior may result in the loss of a grade and/or suspension.

26. Theft/Vandalism

No one shall engage in the theft of or damage to property belonging to another person or to the school. Such behavior shall result in the dismissal from the program.

27. Conduct

No student shall behave in a manner that is unacceptable in a learning environment or that endangers or infringes on the rights and/or safety of themselves or another student or staff member.

28. Termination Policy

Students may be terminated from the program for non-compliance with the following: school policies, the enrollment contract, or State Laws and Regulations; improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; non-payment of fees, and theft or any illegal act.

29. Withdrawal Requirements

Students who officially withdraw from enrollment prior to course completion must:

- Provide a written notice to the school.
- Complete all required exit paperwork;
- Satisfy all debts owed to the school.

Upon payment of all debts owed to the school and a \$10.00 transcript fee, a certified Final Transcript of Hours will be given to the student. If withdrawal requirements are not met, no transcript will be released.

30. Personal Services

The instructor may grant permission for students to perform personal services on each other during down time. Clients come first and a student may be asked to stop a personal service to accommodate the client.

31. Sanitation Duties

Students are expected to maintain the highest level of infection control. Each student is responsible for cleaning his/her own station. Students will also be assigned a daily sanitation duty to help keep the school clean. All sanitation duties must be performed and checked.

32. Housing

Urban Barber College does not provide housing. However, if you need assistance or suggestions for housing please see the school director.

33. Advising and Professional Assistance Referral Policy

Urban Barber College provides academic advising to all students on a quarterly basis. Formal evaluations are conducted with students in accordance with the school's Satisfactory Academic Progress Policy. Additionally, the faculty and staff are available by appointment or informally to meet with the students to discuss any obstacle that may be in the way of success. Students may be referred to professional counseling in the community.

34. Student Records and Transcripts

Academic records are safely retained at the school under lock and key. Records of academic progress are furnished to the student. One transcript is provided to students upon graduation

and fulfillment of debt owed the school. Additional transcripts are available to students upon written request and notification of permission for a fee of \$25.00 for two transcripts. Student records will be provided only after receipt of a written request, which has been made by the individual student. Student records are maintained for a minimum of five (5) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately.

35. Student Information and Release Policy

Unless otherwise required by law, or as required for any accreditation process initiated by this institution, no information will be released to any party without written authorization from a student (or parent/guardian, in the case of a dependent minor), to release academic, attendance, enrollment status, financial, and/or any other information to agencies, prospective employers, or any other party seeking information about the student. Students and parents or guardians of dependent minor students may deny authority to publish "directory information" such as name, address, phone number, etc.

36. Family Educational Rights and Privacy Act – FERPA

Urban Barber College complies with the Family Educational Rights and Privacy Act of 1974 Buckley Amendment, Public Law 93-380 Section 438. All students' records are confidential. Students and parents or guardians of dependent minor students who are in regular attendance at the institution have the right to inspect and review the student's educational, financial, and attendance records to ensure they are accurate and factual. Students and/or parents or guardians of dependent minors should schedule an appointment with the school director to review the student's records.

37. Grievance Procedure

Grievance procedures are provided for students who believe that they have been unlawfully discriminated against, unfairly treated, or harassed in any way. Academic grievances relate to a complaint about a course, program of study, or grade.

Students are expected to address any disagreements or conflict directly with the individual involved in person with a written document outlining the complaint and communication. After this, if there is no satisfactory resolution, the student may set an appointment to see the school director. All communications regarding the complaint must be in writing and all meetings and communications will be documented in the student files. The grievance policy is as follows:

1. Complaints against students or employees must be made within one week of the issue.
2. If the complaint cannot be resolved formally the student shall write up the details and submit to the school director who will research the issue and respond with a resolution. Once received, solutions will be evaluated and returned within 10 business days with a resolution

If the complaint cannot be resolved after exhausting the institution's grievance procedure, the student may contact:

In the event that a student does not agree to the resolution proposed, the student retains the right to file a complaint with the Bureau for Private Postsecondary Education, Sacramento, CA.

38. Drug Free Workplace and School

Urban Barber College has a zero tolerance for drugs and alcohol. No student, educator, or employee may be on the institution premises or affiliate clinic under the influence of any substance. As a drug free work environment, individuals under the influence may be subject to immediate dismissal and/or removal. Students may request counseling for substance abuse and will be referred to community resources.

39. Satisfactory Academic Progress Policy

The Satisfactory Academic Progress Policy is consistently applied to all students enrolled at Urban Barber College. It is printed in the catalog to ensure all students receive a copy prior to enrollment. The policy complies within 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

Students are evaluated for Satisfactory Academic Progress as follows:

Barbering 450, 900, 1200 actual hours

Barber Crossover 400 hr 200 actual

Barber Crossover 200 hr 100 actual

*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 the 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 by 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:

Course	Maximum Time Allowed	
Barbering (Full Time, 37.5 hrs/wk) – 1500 hrs	60 weeks	2250
Barbering (Part Time, 20 hrs/wk) – 1500 hrs	112 weeks	2250
Barber Crossover (Part Time, 20 hrs/wk) – 400 hrs	30 weeks	600
Barber Crossover (Part Time, 20 hrs/wk) – 200 hrs	15 weeks	300

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.

Students who exceed the maximum time frame may continue in the program but are subject to overage fees

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 repeated. At least two comprehensive practical skill evaluations will be conducted during the course of the 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 75% 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:

93 - 100	Excellent
85 – 92	Very Good
75-84	Satisfactory
74 and BELOW	Unsatisfactory

Determination of Progress Status

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Academic Progress Determination at the time of each of the evaluations. 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.

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 on 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 attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

Probation

Students who fail to meet minimum requirements for attendance or academic progress are placed on probation and considered to be making satisfactory academic progress while on the probation 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 attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-Establishment 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.

Interruptions, Course, 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 attendance percentage calculation by the same number of days of leave. 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.

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, Incompletes, Repetitions

Noncredit, remedial courses, incompletes 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.

***The School is not currently eligible to participate in federal Title IV Financial Aid Programs. Tuition and Fees**

All fees are subject to change from time to time, without notice.

Course	Hrs	Tuition as of 02/1/17	Tools & Equipment	Registration Fee	STRF Fee	Fees
Barbering	1,500	\$14,950	\$400	\$100.00	\$0.00	\$15,550.00
Barber Crossover	400	\$4,000	\$400	\$100.00	\$0.00	\$4,500.00
Barber Crossover (200 hrs)	200	\$3,000	\$400	\$100.00	\$0.00	\$3,500.00

STRF fee is no longer required in the State of California.

Tuition Payment Plan:

A registration fee is due at time of enrollment. Please see the administrative office for available payment plans.

Publication Date 03/08/2016

Payment Methods: We accept cash, money order, cashier's check, credit cards, and personal checks.

40. Scholarships and Fee Waivers

Urban Barber College reserves the right to offer fee waivers and scholarships at any given time.

41. Extra Instructional Charges

School will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of \$6.00 per hour, or any part thereof, payable in advance until graduation. Students are allowed 10 personal days for the duration of the 1500 clock hour Barber program and 5 personal days for the Barber Crossover programs prior to extra instructional charges being incurred to complete the program. This means that students who do not graduate by the contract end date as stated on the enrollment agreement will pay \$6.00 per/hour, or any part thereof until graduation. This information is also stated on the enrollment agreement and acknowledged at the time of entry into the chosen program.

42. Faculty and Administration

Alejandro Cuadra – Administrative Director

Abdullah Hasani – Administrative/Education Director

Marty Russell – Instructor (Licensed Barber in State of California)

Jeremy Buggs – Instructor (Licensed Barber in State of California)

Denetra Buggs – Instructor (Licensed Cosmetologist in State of California)

43. Refund Policy – Notice of Cancellation

The student has the right to cancel the enrollment agreement and obtain a refund of charges paid through attendance at the first class session, or the seventh day after enrollment, whichever is later. 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.

Classroom Programs:

A notice of cancellation for the current term or from the school shall be in writing and submitted to the school administrative office. A withdrawal for the current term or from the school may be effectuated by the student's written notice or by the student's conduct, including, but not necessarily limited to, a student's lack of attendance.

The written notice of cancellation, if sent by mail, is effective when deposited in the mail, properly addressed with the proper postage. The 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).

The institution shall issue a refund for unearned institutional charges if the student cancels an enrollment agreement or withdraws during a period of attendance. The refund policy for students who have completed 60 percent or less of the period of attendance shall be a pro rata refund. The institution shall pay or credit refunds within 45 days of a student's cancellation or withdrawal.

The amount owed to the student equals the institutional charge for the instruction divided by the total number of clock hours in the period of attendance multiplied by the number of clock hours the student has not attended prior to withdrawal. No refunds are due once the student has received 60% of the clock hours of instruction in any given period of attendance.

For purposes of determining a refund, a student shall be considered to have withdrawn from an educational program when he or she withdraws or is deemed withdrawn in accordance with the withdrawal policy stated in this institution's catalog.

If an institution has collected money from 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 at the time of the student's withdrawal or cancellation, the institution shall refund the money to the student within 45 days of the student's withdrawal or cancellation.

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.

Students who withdraw or terminate prior to course completion are charged a cancellation or administrative fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

This institution shall refund any credit balance on the student's account within 45 days after the date of the student's completion of, or withdrawal from, the educational program in which the student was enrolled.

Any questions a student may have regarding this enrollment agreement that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at 2535 Capital Oaks Dr.,

Suite #400, Sacramento, CA 95833, www.bppe.ca.gov (888) 370-7589 (fax) (916) 263-1897.

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

*The School is not currently eligible to participate in federal Title IV Financial Aid Programs

44. STRF Disclosure

STRF Fee (California Residents, Non refundable, 0.00 per \$1,000 of tuition) §

76215. Student Tuition Recovery Fund Disclosures.

(a) A qualifying institution shall include the following statement on both its enrollment agreement for an educational program and its current schedule of student charges:

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

1. You are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition either by cash, guaranteed student loans, or personal loans, and
2. Your total charges are not paid by any third-party payer such as an employer, government program or other payer unless you have a separate agreement to repay the third party. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if either of the following applies:
 1. You are not a California resident, or are not enrolled in a residency program, or
 2. Your total charges are paid by a third party, such as an employer, government program or other payer, and you have no separate agreement to repay the third party."

(b) In addition to the statement described under subdivision (a) of this section, a qualifying institution shall include the following statement on its current schedule of student charges: "The State of California created the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic losses suffered by students in educational programs who are California residents, or are enrolled in a residency programs attending certain schools regulated by the Bureau for Private Postsecondary and Vocational Education.

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

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

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

Note: Authority cited: Sections 94803, 94877 and 94923, Education Code. Reference: Section 94923, Education Code.

45. California Business and Professions Code 480

(a) A board may deny a license regulated by this code on the grounds that the applicant has one of the following: (1) Been convicted of a crime. A conviction within the meaning of this section means a plea or verdict of guilty or convictions following a plea of nolo contendere. Any action which a board is permitted to take following the establishment of a conviction may

be taken when the time for appeal has elapsed, or the judgment of conviction has been affirmed on appeal, or when an order granting probation is made suspending the imposition of sentence, irrespective of a subsequent order under the provisions of Section 1203.4 of the Penal Code.

(2) Done any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; or (3) Done any act which if done by a licentiate of the business or profession in question, would be grounds for suspension or revocation of license. The board may deny a license pursuant to this subdivision only if the crime or act is substantially related to the qualifications, functions or duties of the business or profession for which application is made. (b) Notwithstanding any other provision of this code, no person shall be denied a license solely on the basis that he has been convicted of a felony if he has obtained a certificate of rehabilitation under Section 4852.01 and following of the Penal Code or that he has been convicted of a misdemeanor if he has met all applicable requirements of the criteria of rehabilitation developed by the board to evaluate the rehabilitation of a person when considering the denial of a license under subdivision(a) of Section 482. (c) A board may deny a license regulated by this code on the ground that the applicant knowingly made a false statement of fact required to be revealed in the application for such license.