

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



**Catalog of Courses**  
**January 1, 2015 to December 31, 2015**

Publication Date: January 05, 2015

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### **3 School Location**

Urban Barber College  
1827 Willow Pass Rd  
Concord, CA 94520  
Office: (925) 708-3832

### **4 BPPE Approval**

Urban Barber College is a private institution and is approved to operate by the Bureau for Private Postsecondary Education. (BPPE)

### **5 Questions or Complaints**

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](http://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](http://www.bppe.ca.gov).

### **6 Review Documents**

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

### **7 Address of Instructional Location**

Urban Barber College  
1827 Willow Pass Rd  
Concord, CA 94520

### **8 Ownership**

Urban Cutz LLC

## 9 Programs - Barbering – 1500 hrs\*

| Course Name           | Course Description<br>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        |

## - Barber Crossover (For Cosmetologist) – 400 hrs\*

| Course Name           | Course Description<br>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 designed to aid prospective Barbers in completing the State Barbering Licensing Exam.   | 150 hrs       |
| 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        |

## - Barber Crossover (For Cosmetologist) – 200 hrs\*

| Course Name           | Course Description<br>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        |

**\*Level of occupation available to graduates of each program:** Upon successful completion of a course, the graduate will receive a Certificate of Completion to show they have met all Urban Barber College graduation requirements. After the student completes the course requirements and successfully passes the State Board exam, the graduate can obtain a California Barber License. With this license the new barber may be employed in a Barber/Styling establishment, a Beauty/Styling salon or own and operate his/her own barber business.

## **10 Professions – Requirements for Eligibility for Licensure**

To apply for an examination on-line the applicant must meet the following criteria for the Board of Barbering and Cosmetology.

You were trained in an approved California School or

You have Out-of-State/Country training and or experience

You have no outstanding fines with the Board of Barbering and Cosmetology

Have submitted a valid, completed proof of training document (proof of training must be submitted to the Board of Barbering and Cosmetology at P.O. Box 944226 Sacramento, CA 94244-2260 Attn: Online Transaction)

## **11 Faculty**

Alejandro Cuadra – Administrative Director

Abdullah Hasani – Administrative/Education Director

Debbie Bell – Lead Instructor (Licensed Barber in State of California)

Erin Sikes – Lead Instructor (Licensed Barber in State of California)

Abdul Jamali – Instructor (Licensed Barber in State of California)

James Saltorre – Instructor (Licensed Barber in State of California)

## **12 Admissions Policies (general)**

### Step 1 Admissions Requirements

Each applicant must meet all requirements to enter Urban Barber College. Students who are at least 16.5 years of age, have completed the minimum level of 10th grade education or have received a High School Diploma or GED may be admitted. Students who DO NOT have a High School Diploma or its equivalent are considered to be “ability to benefit students.” ATB students are required to take and pass an “Ability to Benefit” test known as the SLE exam which is published by Wonderlic Inc. and used at this school. A minimum passing score is 15. If the applicant fails the exam it may be retaken.

### Step 2 Documents Needed for Admissions:

THE ITEMS BELOW ARE NECESSARY FOR ADMISSIONS:

#### Student Enrollment Agreement

Proof of Education (High School Diploma or High School Transcript with graduation date or G.E.D.)

Proof of Age (valid Drivers License or Government Issued ID)

Copy of Social Security Card or Birth Certificate

Registration Fee \$100.00 due and payable at the time of pre-enrollment (Registration fee is non-refundable)

Cash, money order, credit card, or checks payable to Urban Barber College

Cosmetologist license, if applicable

### STEP 3 Turn in All Documents

#### DISCLAIMER STATEMENT

Urban Barber College. does not discriminate on the basis of race, religion, creed, sex, age, color, handicap, ethnic origin, national origin, marital status, sexual orientation, or parental status. However, 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. This institution does not award credit for experiential learning. This institution has not entered into an articulation or transfer agreement with any other college or university. It is up to the sole discretion of Urban Barber College whether or not hours will be accepted from other approved Board Barbering or Cosmetology Schools.

### **13 NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION**

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

### **14 Student’s Right to Cancel**

The student shall have the right to cancel the agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund as per the calculation consistent with the California Code of Regulations. If the institution delivered the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student’s return of the materials.

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.

### **How to Cancel**

A notice of cancellation shall be in writing, and a withdrawal 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 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. 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.

### **Refund Policy**

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

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

- 1 An applicant is not accepted by the school. The applicant shall be entitled to a refund of all monies paid.
- 2 A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment in writing within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
- 3 A student cancels his/her enrollment after three business days of signing the contract but prior to starting

classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$175.

- 4 A student notifies the institution of his/her withdrawal in writing.
- 5 A student on an approved leave of absence notifies the school that he/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.
- 6 A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- 7 In type 2, 3, 4 or 5, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.

For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

| <b>PERCENT OF SCHEDULED TIME<br/>ENROLLED TO TOTAL COURSE/PROGRAM</b> | <b>TOTAL TUITION SCHOOL<br/>SHALL RECEIVE/RETAIN</b> |
|---|--|
| 0.01% to 04.9%  | 20%  |
| 5% to 09.9%   | 30%  |
| 10% to 14.9%  | 40%  |
| 15% to 24.9%  | 45%  |
| 25% to 49.9%  | 70%  |
| 50% and over  | 100%   |

All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made. If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.

**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.**

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 P.O. Box 980818, West Sacramento, CA 95798-0818. [www.bppe.ca.gov](http://www.bppe.ca.gov) (916) 431-6959 (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 (800) 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet Web site [www.bppe.ca.gov](http://www.bppe.ca.gov).

### 15 Academic Probation and Dismissal Policies

The Chief Academic Officer may place a student on academic probation if the student is not making satisfactory academic progress as per this institution's published policy. The student's grade point average will be monitored at the end of each enrollment period as the grades are posted. Should the student's GPA fall below that required for graduation, a student may be placed on academic probation. This will result in a formal advisory, which will be sent to the student by mail, explaining the reason for the probation. After the completion of the currently enrolled term, the student will have two additional terms to bring his or her grade point average up to or exceeding the minimum standard of the institution. Thereafter, the student's failure to achieve satisfactory academic progress may result in dismissal from the program.

### 16 Attendance Policy – All Programs

1. Urban Barber College's prime objective is to train students for future employment. Students are expected to attend school as they would report to work. All absences and tardies are recorded.
2. Tardy means being late. Each tardy is recorded and accumulated. A total of four tardy is equivalent to a half day absence.
3. Absences may be excused only with doctors note or other serious condition reported to the instructor. If an absence is un-excused it will extend your course time to compensate for needed hours. More than 5 un-excused absences in a 30 day period may subject a student to termination.
4. Students shall attend school according to their enrollment schedule unless a change has been approved by the school.
5. Students are responsible for checking in and out, including lunch periods.
6. Theory class (classroom instructions) must be met with a minimum of 80 hours to meet California State Board of Barbering and Cosmetology Rules

### 17 Leaves of Absence

Should circumstances be such that a leave of absence is to be requested, a student must submit an application for a leave of absence. At the discretion of the Chief Academic Officer, a leave may be granted for a reasonable time, as warranted by the circumstances. Should the issuance of a leave of absence be such that it would significantly interfere with the planned completion of a program of study, the Chief Academic Officer may, in his/her sole discretion, may dismiss a student from the program and issue the appropriate refunds as may be required.

### 18 Charges: Tuition & Fees

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

| Course                     | Hrs   | Tuition    | Tools & Equipment | Registration Fee | Sales Tax | STRF Fee | Fees       |
|----------------------------|-------|------------|-------------------|------------------|-----------|----------|------------|
| Barbering                  | 1,500 | \$7,950.00 | \$458.72          | \$100.00         | \$41.28   | \$0.00   | \$8,550.00 |
| Barber Crossover           | 400   | \$4,000.00 | \$458.72          | \$100.00         | \$41.28   | \$0.00   | \$4,600.00 |
| Barber Crossover (200 hrs) | 200   | 2000       | 458.72            | \$100.00         | \$41.28   | \$0.00   | \$2,600.00 |

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

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



## **19 Policies and Procedures Regarding Financial Aid (Title IV)**

The school does not provide either State or Federal financial aid.

## **20 Loan Repayment**

If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the moneys not paid from federal student financial aid program funds.

## **21 Financial Stability – Bankruptcy History**

This institution has not had a pending petition in bankruptcy, is not operating as a debtor in possession and has not filed a bankruptcy petition within the last five years. It has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

## **22 Placement Services**

This institution offers placement assistance but does not guarantee placement.

## **23 STRF Disclosure**

STRF Fee (California Residents, Non refundable, \$2.50 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.

### **24-1 Beginning and End Dates**

January 1, 2015 through December 31, 2015

### **24-2 Mission, All Programs, & Training Outcomes**

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.

Urban Barber College instructors are professionals licensed by the State Board of Barbering and Cosmetology. Urban Barber College keeps up to date records of all rules and regulations pertaining to Barber Education. Urban Barber College is up to date with all of the newest trends and techniques used in today's Barber Industry.

Our Objective at Urban Barber College is for all of our students to pass the State Board of Barbering Licensing test and succeed with a happy healthy career in the California Barber Industry. Urban Barber College will maintain compliance with all rules and regulations of the Bureau for Private Post Secondary Education and the California State Board of Barbering and Cosmetology Standards to ensure students are receiving a high quality education.

### **24-3 Visa Related Services**

This institution does not admit students from other countries, so no visa related services are offered.

### **24-4 Language Proficiency**

The following apply to students for whom English is not their primary language:

For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, we will seek a score of 500 on the paper-test, 163 on the computer test and 61 on the Internet-based test (iBT) on a TOEFL. The TOEFL requirement does not apply to students who have received their high school diploma or the equivalent at an academic institution which has provided the instruction in the English language. Similarly, the TOEFL requirement does not apply to students who have completed coursework, in English, at the college level.

### **24-5 Language of Instruction**

Instructions will be given in no language other than English.

### **24-6 Financial Aid**

The school does not provide either State or Federal financial aid.

## **24-7 Experiential Credit**

This institution does not award credit for prior experiential learning.

## **24-8 Grades and Standards for Student Achievement - Satisfactory Progress**

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 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 |

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.

## **24-9 Graduation Requirements**

1. Must have no more than the maximum of 150% scheduled hours
2. Completed clock hours required for course
3. Have a minimum of 67% cumulative attendance
4. A written grade average of 75%
5. Successful completion of all steps on the Graduate Exit Survey
6. Make satisfactory arrangements for payment of all debts owed to Urban Barber College

## **24-10 Description of the Facilities & Type of Equipment Used for Instruction**

Urban Barber College is located in 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 a enough room for a 25 seat classroom on the bottom floor and a conference room and office upstairs.

Tool/Equipment are mandatory for all students enrolled: Textbook, Workbook, Practical Manual, Cool Care Blade Cleaner, 7 Detachable Blades, Electric, Curling Iron, Afro Pick, End Papers, After Shave Lotion, Guard Set (7pc Masters), All Purpose, Comb (2), Hair Clips (12), And is BGRC Clippers, Hand Mirror, And is Master Clippers, Handheld Hairdryer, And is Outliners, Large Tooth Handle Comb, Applicator Brush (2), Mannequin & Stand, Barber Towels (12), Mixing Bowl (2), Barber Briefcase, Neck Duster, Barbers Smock, Perm Rods(10), Blade Holder, Razor Blades, Blending Shears, Shampoo Cape, Chair Cloth / Drape, Shaving Cream, Chair Cloth Clip, Shears, Cleaning Brush (4), Spray Disinfectant, Clipper Combs (2), Steam Towels (12), Clipper Oil, Straight Razor, Styling Brush, Styptic Powder, Tail

Comb (2), Talc Powder, Water Spray Bottle. All student equipment will be purchased before the start of each Course.

### **24-11 Library Resources**

No library is needed to meet the instructional needs of the students. Library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands on skills are the critical elements for completion of these programs. Library materials and research projects are of no benefit to our students.

### **24-12 Student Services**

This institution provides orientations and student counseling. This institution does not provide airport reception services, housing assistance or other services. Further, this institution maintains a focus on the delivery of educational services.

### **24-13 Student Housing**

This institution does not operate dormitories or other housing facilities. This institution does not provide assistance to students in finding housing.

### **24-14 Student Grievance Procedures**

This institution is dedicated to fair dealing and professional conduct. Should any student have a complaint, the student is asked to discuss the matter directly with an instructor or administrator. That instructor or administrator will engage in an informal process endeavoring to settle the dispute in good faith. That informal process will involve three steps: 1: an effort to define the problem, 2: an effort to identify acceptable options for resolution, and 3: an attempt to resolve the conflict through the application of one or more of those options for resolution. The student may thereafter choose to file a written complaint directly with the institution's Chief Academic Officer who will work to resolve the matter. The Chief Academic Officer is the individual designated to resolve student complaints. That individual will investigate all formal (written) complaints, endeavor to resolve all such complaints, and record an entry into the institution's official log. The formal process will involve 1. The student's submission of a written description of the specific allegations and the desired remedy, accompanied by any available documentary items. The filing deadline is 60 days after the beginning date of the term following that in which the dispute(s) occurred or are alleged to have occurred. 2. The student may terminate the formal process should, in the interim, the informal process produce a satisfactory resolution. 3. The Chief Academic Officer will notify all parties involved of the receipt and nature of the grievance. If a policy is being grieved, the administrator responsible for the policy will be notified. 4. A timeline for resolution will be delivered to the principals by the Chief Academic Officer. 5. Interested parties will communicate with the CAO in order to make recommendations to resolve the grievance. 6. The party responsible for implementing the selected method of resolution will notify the principals of the decision reached. 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.

### **24-15 Student Records and Transcripts**

Student records for all students are kept for five years. Transcripts are kept permanently. Students may inspect and review their educational records. To do so, a student should submit a written request identifying the specific information to be reviewed. Should a student find, upon review, that records that are inaccurate or misleading, the student may request that errors be corrected. In the event that a difference of opinion exists regarding the existence of errors, a student may ask that a meeting be held to resolve the matter. Each student's file will contain student's records, including a transcript of grades earned. The first copy of the official transcript is provided at no charge. Subsequent copies are available upon advance payment of the transcript fee of \$25.00 for two copies. Transcripts will only be released to

the student upon receipt of a written request bearing the student's live signature. No transcript will be issued until all tuition and other fees due the institution are paid current.

### **Privacy Act**

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

Students and parent/guardians of dependent minors are guaranteed the right to access and review the student's educational file. Students must submit a written request to review their file to the school director. The student will be granted supervised access to their records within five business days of the request. Any third party request for information will require written authorization from the student or parent/guardian of a dependent minor. Urban Barber College requires a release form be completed for each third party request of information. Urban Barber College provides access to student records without written consent to its accrediting agency, the United States Department of Education, the State Licensing Agency, and any other school official. The institution maintains a record of all release forms and requests for information.

### **Student Conduct**

Students are expected to behave professionally and respectfully at all times. Students are subject to dismissal for any inappropriate or unethical conduct or for any act of academic dishonesty. Students are expected to dress and act accordingly while attending this institution. At the discretion of the school administration a student may be dismissed from school for reasons including, but not limited to:

- No cursing.
- No smoke odors.
- No cell phone use during class room hours or they will be taken until the end of the class day.
- Possession of drugs or alcohol on campus.
- Behavior creating a safety hazard to other person(s).
- Disobedient or disrespectful behavior to other students, an administrator or instructor.
- Refusing to perform Client Services
- Stealing or damaging the property of another.

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

### **Nondiscrimination Policy**

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

### **Academic Freedom**

Urban Barber College is committed to assuring full academic freedom to faculty. Confident in the qualifications and expertise of its faculty members, the college encourages its faculty members to exercise their individual judgments regarding the content of the assigned courses, organization of topics and instructional methods, providing only that these judgments are made within the context of the course

descriptions as currently published, and providing that the instructional methods are those official sanctioned by the institution, methods for which the institution has received oversight approval.

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

### **Sexual Harassment**

This institution is committed to providing a work environment that is free of discrimination, intimidation and harassment. In keeping with this commitment, we believe that it is necessary to affirmatively 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.

### **English as a Second Language Instruction**

This institution does not provide ESL instruction.

### **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 licensee 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.

### **Start Dates**

| Full Time |          |         | Part Time |
|-----------|----------|---------|-----------|
| 1/13/15   | 7/14/15  | 1/12/16 | 7/12/16   |
| 2/10/15   | 8/11/15  | 2/9/16  | 8/9/16    |
| 3/10/15   | 9/8/15   | 3/8/16  | 9/13/16   |
| 4/14/15   | 10/13/15 | 4/12/16 | 10/11/16  |
| 5/12/15   | 11/10/15 | 5/10/16 | 11/8/16   |
| 6/9/15    | 12/8/15  | 6/14/16 | 12/13/16  |

2/10/15  
4/14/15  
6/9/15  
8/11/15  
10/13/15  
12/8/15

2/9/16  
4/12/16  
6/14/16  
8/9/16  
10/11/16  
12/13/16

## School Holidays

### 2015:

|                  |   |
|------------------|---|
| New Year's Day   | January 1 <sup>st</sup> (Thursday)                            |
| Memorial Day     | May 25 <sup>th</sup> (Monday)                                 |
| Independence Day | July 4 <sup>th</sup> (Saturday)                               |
| Labor Day        | September 7 <sup>th</sup> (Monday)                            |
| Thanksgiving Day | November 26 <sup>th</sup> -27 <sup>th</sup> (Thursday-Friday) |
| Christmas Eve    | December 24 <sup>th</sup> (Thursday)                          |
| Christmas Day    | December 25 <sup>th</sup> (Friday)                            |
| New Years Eve    | December 31 <sup>st</sup> (Thursday)                          |

### 2016:

|                  |   |
|------------------|---|
| New Year's Day   | January 1 <sup>st</sup> (Friday)                                |
| Memorial Day     | May 30 <sup>th</sup> (Monday)                                   |
| Independence Day | July 4 <sup>th</sup> (Monday)                                   |
| Labor Day        | September 5 <sup>th</sup> (Monday)                              |
| Thanksgiving Day | November 24 <sup>th</sup> -26 <sup>th</sup> (Thursday-Saturday) |
| Christmas Eve    | December 24 <sup>th</sup> (Saturday)                            |
| Christmas Day    | December 25 <sup>th</sup> (Sunday)                              |
| New Years Eve    | December 31 <sup>st</sup> (Saturday)                            |