

# **Urban Barber College**

**Main Campus 1809 Willow Pass Rd. Concord, CA 94520**

**Branch Campus 311 N. Capitol Ave. Unit i San Jose, Ca 95133**



## **School Catalog**

**January 1, 2021 to December 31, 2022**



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Throughout this document Urban Barber College maybe referenced as "UBC"

## 1. Ownership, Licensure, and Accreditation

Urban Barber College is owned by Urban Cutz LLC. The school is located at 1809 Willow Pass Rd, Concord, CA 94520. Our branch location is located 311 N. Capitol Ave. Unit i San Jose, Ca 95133. Our web address is <http://www.UrbanBarbercollege.com>. The Concord school phone number is (925) 671 – 0121 and the San Jose branch phone number is (408) 645 – 5220.

Urban Barber College is a private institution and Concord and San Jose Campus 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](http://www.bppe.ca.gov), (888) 370-7589 Fax (916) 263-1897.

The Main Campus is accredited with the National Accrediting Commission of Career Arts & Sciences (NACCAS), and the Branch Campus is an Additional Location Accreditation by NACCAS. NACCAS is located at 3015 Colvin St, Alexandria, VA 22314. 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.

The Department of Education granted Urban Barber College Concord and San Jose Full Certification to participate in IV, HEA program not to exceed March 31, 2024 to the Institution. \*

\*The Concord Main and San Jose Branch Campus are approved for Veteran's training for the Barbering, Barber Crossover (200).

## 2. Facility & Equipment

Urban Barber College Main Campus is located in Park and Shop Plaza in Concord, Ca the Largest city in Contra Costa County the space is 6,500 sq. feet. The School has a large work area for 35 barber stations, two 40 seat classrooms, State Board Prep Area, break room and offices. The Branch Campus is located 311 N. Capitol Ave. Unit i San Jose, Ca 95133 in Santa Clara County the space is 3,300 sq. ft. The School has 20 Barber Stations and enough room for 30 seat classroom, State Board Prep Area, break room and offices.

Equipment and Materials used in classroom are Milady 6<sup>th</sup> Edition Barbering Textbook, Workbook, Exam Review Book, instructional DVD's for viewing on an LED TV. On Practical floor our school has for use Urban Barber Pomade, Urban Barber Shave Gel, Urban Barber Mist Shine, Lucaside Disinfectant, Electric Curling Irons, Afro Picks, End Papers, After Shave Lotion, All Purpose, Combs, Hair Clips, Handheld Hairdryers, Large Tooth Handle Combs, Applicator Brushes, Mannequins & Stands, Barber Towels, Mixing Bowls, Perm Rods, Shampoo Capes, Shaving Cream, Hot Towel Machines and Hot Steam Towels.

### 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 copy of Social Security Card, Submit a copy of 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 (Must show Completion)
  - copy of a high school transcript (Must show Completion)
  - 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's 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.
- Barbering Program Students seeking to transfer hours from another institution will be reviewed and a maximum of 1000 hrs. will be accepted at the complete discretion of Urban Barber College. No transfer hours are accepted for either of the Barber Crossover Programs. UBC will consider credits earned from other institutions accredited by an agency recognized by the United States Department of Education (USDE) provided the student can produce course descriptions from the originating institution's catalog of the units earned and if the courses are comparable to those offered by Urban Barber College. Official transcripts or Proof of Training must also be provided by the transferring student applicant.
- This institution has not entered into an articulation or transfer agreement with any other college or university.
- This institution does not award credit for prior experiential learning.

#### 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. This institution has not entered into an articulation or transfer agreement with any other institution. 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.

## 6. Class Schedule & Attendance

The school schedules for Full Time are:

9:00am - 5:00pm Tuesday – Saturday (35 hours week)

12:30pm - 9:00pm Tuesday – Friday (32 hours week)

9:00am - 4:00pm Monday – Friday (30 hours week)  
9:00am - 4:00pm Tuesday – Saturday (30 hours week)  
10:00am - 5:00pm Monday – Friday (30 hours week)  
10:00am - 5:00pm Tuesday – Saturday (30 hours week)  
9:00am – 8:00pm Saturday – Monday (30 hours week)

Full-time students are required to attend 30, 32, 35 hours weekly depending on the chosen schedule.

The school schedules for Part Time are:

4:00pm - 9:00pm Monday – Friday (25 hours week)  
9:00am - 3:00pm Monday – Friday (25 hours week)  
9:00am - 3:00pm Tuesday – Saturday (25 hours week)

Part-time students are required to attend 25 hours weekly.

All schedules are subject to change depending on availability please contact school for available schedules. Concord class sessions are conducted at 1809 Willow Pass Rd Concord, Ca 94520 and San Jose sessions are conducted 311 N. Capitol Ave. Unit i San Jose, Ca 95133.

## 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 sixty (60) minutes for full time students. Students do not receive hours for lunch.

## 8. Absence & Tardiness Policy

- Students should email the school at [attendance@urbanbarbercollege.com](mailto:attendance@urbanbarbercollege.com) 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.
- Request for days off are to be given to the director 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 the next day.
- Permission to leave early due to an emergency or any extenuating circumstance will be granted at the discretion of the director.
- Each student will be allowed 1 sick day and 2 tardies per month. These absences WILL NOT roll over each month if unused.
- 1st unexcused Absence or 1st unexcused Tardiness will result in a written warning
- 2nd unexcused Absence or 2nd unexcused Tardiness will result in a 3-day suspension
- 3rd unexcused Absence or 3rd unexcused Tardiness will result in termination from program.



- Absences or Tardiness that exceeds the personal/sick time accrued will become mandatory make-up hours.
- Excessive absences or tardiness may result in extra costs to the student and/or dismissal from the program.
- Personal days are not to be used on consecutive Fridays for PT or Saturdays for FT.
- Any time missed, including personal days off, early punch outs and late arrivals will count towards the student's absent hours.
- Theory class (classroom instructions) must be met with a minimum of 80 hours to meet California State Board of Barbering and Cosmetology Rules
- 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 student's 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 LOA may be granted for Vacation, Personal, Death of a relative, Medical Emergencies, or similar emergencies.

- 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
  - c. Medical LOA do not count as personal
- B. Students must follow the institution's policy in requesting LOA
- C. There must be a reasonable expectation that the student will return from the LOA
- D. Approval of the student's request for an LOA is in accordance with the institution's policy
- E. The institution will not assess the student any additional charges as a result of the LOA
- F. The LOA together with any additional leaves of absence must not exceed a total of 180 days in any 12-month period.
- G. A student granted an LOA that meets these criteria is not considered to have withdrawn, and no refund calculation is required at that time

- H. 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.
- I. If a student does not return to Urban Barber College at the expiration of an approved LOA (or if a student takes an 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 2019, Urban Barber College boasts the following statistics:

#### Main and Branch Campus

<b>Graduation Rate:</b>	75.00%
<b>Placement Rate:</b>	81.82%
<b>Licensure Rate:</b>	97.67%

### 14. Graduation Requirements

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

- 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; attended an exit interview
- Make satisfactory payment arrangements for all debts owed to the school.

Upon completion of the course of study and all graduation requirements, a Proof of Training 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. 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. Professions – Requirements for Eligibility for Licensure

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

You were trained in an approved California School.

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).

The Registered Barber License will be granted by the Barbering & Cosmetology Board only after the student has successfully completed and graduated from either of the Barber courses described previously and passed the Barber Examination with an overall average score of 75%.

### 16. 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.

## 17. Curriculum - Course Outlines

### Barbering - 1500 Clock Hours

SOC #39-5010 Barbers

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 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:

90 - 100	Excellent
80 – 89	Very Good
70 - 79	Satisfactory
69 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:

<b>Course Name</b>	<b>Course Description</b> Class Name or Class Number (Hours)	<b>Course Length</b>
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 - 200 Hr. –200 Clock Hours (Licensed Cosmetologists)

SOC #39-5010 Barbers

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:

- 90 - 100           Excellent
- 80 - 89            Very Good
- 70 - 79            Satisfactory
- 69 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:

<b>Course Name</b>	<b>Course Description</b> Class Name or Class Number (Hours)	<b>Course Length</b>
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.

### 17a. 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, 6th Edition, Hardcover, ©2017 ISBN-13: 9781305100558, Student Workbook ISBN-13: 9781305100664 and Exam Review ISBN-13: 9781305100671.  
The Barbering and Cosmetology Act and the Rules and Regulations of the Board of Barbering and Cosmetology.

#### 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.b Courses Not Required for Licensure

All courses offered are required for Licensure in the State of California:

## 18. Library Resources

General library materials would not be compatible with the objectives of this program as the acquisition of specialized knowledge and hands-on-skills are the essential elements for completion of the programs offered. Learning resources provided include access to books, periodicals, videos, and access to specially selected internet sources of information which support the learning objectives of the programs offered. Student may access learning resources by asking any staff member during normal business hours. Students have access to learning resource materials during normal business hours of operation. The learning resources are located in the administrative office. Staff members are also available to provide research assistance.

## 19. 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 including customer cape.
- 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 or Skirts
- Jeans/Slacks are required
- No inappropriate graphics on shirts
- No revealing clothing

## 20. 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.

## 21. 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. San Jose Students are not permitted to park in the onsite Parking Lot.



## 22. 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.

## 23. 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.

## 24. 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.

## 25. 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.

## 26. 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.

## 27. 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.

## 28. 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.

## 29. 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.

## 30. 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.

## 31. 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.

## 32. 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.

## 33. 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.

## 34. Student Housing

Urban Barber College does not provide housing. However, if you need assistance or suggestions for housing please see the school director. This institution does not operate dormitories or other housing facilities. This institution does not provide assistance, nor does it have any responsibility to assist students in finding housing. Housing in the immediate area is available. Monthly rent for a one bedroom unit is approximately \$1,500 - \$1,800 a month. ([www.apartmentguide.com](http://www.apartmentguide.com))

## 35. 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.

## 36. 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. An additional transcript is available to students upon written request and notification of permission for a fee of \$10.00. 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 six (6) years. All students shall maintain a current name, address, and phone number with the school. Inform the school office of any changes immediately. Student Transcripts will be kept permanently.

## 37. Student Information and Release Policy

Unless otherwise required by law, or as required for any accreditation process initiated by this institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission. 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.

## 38. 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.

## 39. 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

The student retains the right to file a complaint at any time with the Bureau for Private Postsecondary Education, Sacramento, CA.

## 40. 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.

## 41. 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 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. Is applied consistently to all students enrolled in a specific program and scheduled for a particular category of attendance (part-time/full-time). The evaluation includes both quantitative (attendance) and qualitative (academic performance) that are evaluated on a cumulative basis at the designated evaluation periods. Urban Barber College shall evaluate Satisfactory Academic Progress at the conclusion of each evaluation period excluding the conclusion of final period. 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 (VA benefit students are paid for approved program length only):

<b>Course</b>	<b>Maximum Time Allowed</b>
Barbering (Full Time, 35 hrs./wk.) – 1500 hrs. – 43wks SAP #1: 450hr 13wks, SAP #2: 900hr 26wks, SAP #3: 1200hr 35wks	64 weeks, 2250 hrs.
Barbering (Full Time, 32 hrs./wk.) – 1500 hrs. – 47wks SAP #1: 450hr 15wks, SAP #2: 900hr 29wks, SAP #3: 1200hr 38wks	70 weeks, 2250 hrs.
Barbering (Full Time, 30 hrs./wk.) – 1500 hrs. – 50wks SAP #1: 450hr 15wks, SAP #2: 900hr 30wks, SAP #3: 1200hr 40wks	75 weeks 2250 hrs.
Barbering (Part Time, 25 hrs./wk.) – 1500 hrs. – 60wks SAP #1: 450hr 18wks, SAP #2: 900hr 36wks, SAP #3: 1200hr 48wks	90 weeks, 2250 hrs.
Barber Crossover (Full Time, 35 hrs./wk.) – 200 hrs. – 6wks SAP #1: 100hr 3wks	9 weeks, 300 hrs.
Barber Crossover (Full Time, 32 hrs./wk.) – 200 hrs. – 7wks SAP #1: 100hr 4wks	10 weeks, 300 hrs.
Barber Crossover (Full Time, 30 hrs./wk.) – 200 hrs. – 7wks SAP #1: 100hr 4wks	10 weeks, 300 hrs.
Barber Crossover (Part Time, 25 hrs./wk.) – 200 hrs. – 8wks SAP #1: 100hr 4wks	12 weeks, 300 hrs.

### **The institution operates all programs according to a 900 clock hour academic year.**

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 shall be terminated from the program and the student would be permitted to re-enroll in the program on a cash-pay basis in a manner consistent with the re-enrollment provisions of the admissions policy.

### **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 70% and pass a FINAL written and practical exam prior to graduation. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

90 - 100	Excellent
80 - 89	Very Good
70 - 79	Satisfactory
69 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 be notified and receive a digital or hard-copy of all their Satisfactory Academic Progress Determination results 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. The Institution will notify students of all evaluations and if they impact the student's eligibility for financial aid.

### **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. VA educational benefits will be discontinued when the veteran or eligible person ceases to make satisfactory academic progress. No more than two terms (evaluations periods), quarters or semesters on warning/probation will be permitted.

### **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.

## **42. Tuition/Fees**

All fees are subject to change from time to time, without notice. Concord Main Campus and Branch Campus Tuition Prices are the same for all Courses.

<b>Course</b>	<b>Hours</b>	<b>Tuition</b>	<b>Books/Kit</b>	<b>Registration Fee</b>	<b>STRF Fee</b>	<b>Fees</b>
Barbering	1,500	\$19950	\$1350	\$100.00	\$10.50	\$20,410.00
Barber Crossover	200	\$3000	\$500	\$100.00	\$1.50	\$3,601.50

*STRF fee is \$0.50 per \$1000 in the State of California paid to the BPPE.*

Barbering

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: \$6500.50
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: \$21410.50

Barber Crossover

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE \$2100.00
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM \$3600.00



Tuition Payment Plan:

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

Payment Methods: We accept cash, money order, cashier's check, PayPal (3% service charge), personal checks and through non-federal agency or loan programs.

Verification of Student Identity: There are no additional charges associated with the verification of student identity including the cost of verifying the identity of distance-learning students at each session of instruction.

### 43. Scholarships and Fee Waivers

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

### 44. 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.

### 45. Faculty and Administration

Alejandro Cuadra – CEO (B.S Finance, SJSU, Barber Industry since 2009)

Christopher James– CAO Chief Academic Officer (B.A. Psychology, ESU, M.A. Counseling, NYU)

#### Concord Campus

Claudia Zelaya – Financial Aid Officer (5 years in Financial Aid)

Kami Lopez – Admissions (Licensed Cosmetologist in State of California)

Malik Holmes – Instructor (3 years as Licensed Barber in State of California)

Gaynel Riley – Instructor (30 years as Licensed Barber in State of California)

Aimai Lai – Instructor (31 years as Licensed Cosmetologist in State of California)

Andrea Guerrero – Instructor (3 years as Licensed Barber in State of California)

Nargis Safi – Education Lead, Social Media (B.A. Communications, SFSU, 2 years as a licensed Barber in State of California)

#### San Jose Campus

Angel Martinez – Branch Director (10+ years as a licensed Barber in State of California)

Trent Hart - Branch Instructor (4 years as a Licensed Barber in State of California)

Anayitzin Amezcua - Branch Instructor (4 years as a Licensed Barber in State of California)

Arecely Ruiz – Branch Instructor (3 year as a Licensed Barber in State of California)

Celissa Guerrero - Branch Instructor (3 year as a Licensed Cosmetologist in State of California)

## 46. Refund Policy – Student’s Right to Cancel

This Policy applies to all terminations for any reason, by either party, including student decision, course or program cancellation, or school closure. 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 registration 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 charges for the instruction divided by the total number of days or clock hours in the period of attendance multiplied by the days or number of clock hours the student has not been scheduled to attend prior to withdrawal. No refunds are due once the student has received 61% 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. 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. This refund policy applies to tuition and fees charged in the enrollment agreement. Books/Kit is non-refundable after being accepted. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) are non-refundable after being accepted. All fees are identified in the catalog and in the enrollment agreement.

Any questions a student may have regarding the catalog or 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](http://www.bppe.ca.gov) (888) 370-7589 (fax) (916) 263-1897.

### Notice:

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).

## 47. NOTICE CONCERNING TRANSFERABILITY OF CREDIT HOURS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credit hours 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 the educational 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." **A STUDENT TRANSFER WITHIN URBAN BARBER COLLEGE** may occur between the Main to Branch location or Branch to Main location, only for the same program and will remain in the same status, only with written approval by the Regional Director.

## 48. 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.

## 49. STRF Disclosure

"The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition.

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

"It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

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

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120-day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120-day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the

institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.

4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.

5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.

6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.

7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

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

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

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

## 50. Visa Related Services

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

## 51. LANGUAGE PROFICIENCY

The following apply to students for whom English is not their primary language and will be taught in English. For a student whose high school or equivalent coursework was not completed in English, and for whom English was not a primary language, the student must attain qualifying score of 97 on the CELSA. This 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, this requirement does not apply to students who have completed coursework, in English, at the college level.

## 52. 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.

### 53. 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 preceding five years nor has had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under chapter 11 of the United States Bankruptcy Code

### 54. Policies and Procedures Regarding Financial Aid (Title IV)

#### Return of Title IV Funds

If a student (parent/guardian in the case of a student under legal age) cancels his/her contract, the cancellation date will be determined by the postmark on written notification or the date said information is delivered to the school's Financial Aid Director/Owner in person. Should any aid be disbursed prior to the start of class, all funds will be returned in full to the appropriate agency. The Financial Aid Department administers the Return to Title IV Funds Calculation (R2T4). A student withdrawal can include those students who officially or unofficially withdraw. Examples would be 1) a student who did not return from an approved or unapproved Leave of Absence, 2) those who were terminated from enrollment. 3) those who withdrew from the program and notified the school, 4) the school was notified by a second party due to circumstances beyond the student's control. All R2T4 calculations are based on the students last date of attendance as provided by the student's attendance records. The R2T4 determines the amount of aid that was earned. The R2T4 is based on the payment period. After the student has completed 60% of the payment period, no refund is due. The R2T4 is completed for all withdrawals to determine if the student is approved for a post withdrawal disbursement. The calculation for the percent of completion of the payment period is as follows: School will determine the actual date the student started the payment period and the last date of attendance and will figure the scheduled clock hours within that period of time. The number of clock hours the student was schedule to complete within that payment period is divided by the total number of clock hours in that payment period to determine percent completed. Days a student was on a Leave of Absence are not included in this calculation. Students who owe an overpayment of Pell grants as a result of withdrawal from the program, initially will retain their eligibility for Title IV funding for forty-five (45) days of the earlier of 1) date the school sends the student notification of the over award 2) the date the school was required to notify the student of overpayment. Within thirty (30) days of determining that the student's withdrawal created a repayment of all or part of the Pell Grant, the school must notify the student that she/he must repay the overpayment or make satisfactory arrangements to repay. The student will be notified of overpayment of Title IV funds and that the student's eligibility for additional Title IV aid will cease if the student fails to take a positive action by the forty fifth (45th) day following notification from the school. The student will have the options of paying the overpayment in full or arranging a repayment agreement with the Department of Education. If the student fails to take action to repay during the forty-five (45) days allotted, the school will

report this to NSLDS. Any student who withdraws officially or unofficially will be made aware of the possible consequences of withdrawing. For financial aid students, repayment on Federal Loans begins 6 months from their last date of attendance. Students who took a full 180 day Leave of Absence (LOA) and who did not return from the LOA will go into immediate repayment. The R2T4 does not dictate the schools refund policy and is not based on the student's education charges, only the scheduled time within the payment period in which the student drops. This policy is separate from the schools Institutional Refund Policy. All students who utilize Title IV funding will have the R2T4 calculation completed prior to calculating the Institutional Refund Policy. A student may owe funds for unpaid charges to the school to cover education charges. If the school is required to return federal funds, the school will return Federal Aid disbursed that was credited to the student's account for the payment period in which the student withdrew. The school will refund any unearned Title IV aid due within forty-five (45) days of the date of determination, which is no later than fourteen (14) days from the last date of attendance. Title IV Refunds are allocated in the following order:

1. Unsubsidized Direct Stafford Loans
2. Subsidized Direct Stafford Loans
3. Direct PLUS Loans

4. Federal Pell Grants for which a return of funds is required If the school is allowed a post withdrawal disbursement, the school will advise the student or parent they have fourteen (14) calendar days from the date the school sent notification to accept a post withdrawal disbursement. A student who qualifies for a post withdrawal disbursement must meet the current award year requirements and time frames for late disbursements. A post withdrawal for Pell Grants of which the student is awarded will be disbursed within forty-five (45) days of the date the school determined the student withdrew. Post withdrawal loan funds a student accepts will be made within one-hundred and eighty (180) days from the date the school determined the student withdrew. If the schools Institutional Refund Calculation indicates the student still owes the school, the debt to the school must be paid in full before the release of transcripts (unless your state law indicated otherwise). The school's responsibility in regard to the Return to Title IV funds are as follows:

- To provide students with the information contained in the R2T4 Policy.
- Identifying student who have withdrawn and will be affected by the R2T4Policy.
- Return all unearned Title IV Funds in compliance with The Department of Education requirements.

The student's responsibilities in regard to the Return to Title IV funds are as follows:

- Return unearned Title IV Funds that were disbursed to the student where in the student was deemed ineligible, based on the R2T4 calculation.
- When possible, the student should notify the school in writing of official withdrawal.
- If the student cancels their decision to withdraw, the student must notify the school in writing within three business days of the date of the original withdrawal.
- All requests to withdraw or cancel a request to withdraw must be delivered to the schools financial aid office.
- Student borrowers of the Direct Stafford Loans are required to attend or complete online an Exit Interview before leaving school.

## 55. Veterans Benefits and Transition Act

Veterans Benefits and Transition Act of 2018, Section 3679 of title 38

Urban Barber College will permit any covered individual to attend or participate in the course of education during the period beginning on the date on which the individual provides to the educational institution a certificate of eligibility for entitlement to educational assistance under



chapter 31 or 33 (a “certificate of eligibility” can also include a “Statement of Benefits” obtained from the Department of Veterans Affairs’ (VA) website – eBenefits, or a VAF 28-1905 form for chapter 31 authorization purposes) and ending on the earlier of the following dates:

1. The date on which payment from VA is made to the institution.
2. 90 days after the date the institution certified tuition and fees following the receipt of the certificate of eligibility.

In accordance with Title 38 US Code 3679 subsection (e) Urban Barber College will not impose any penalty, including the assessment of late fees, the denial of access to classes, libraries, or other institutional facilities, or the requirement that a covered individual borrow additional funds, on any covered individual because of the individual's inability to meet his or her financial obligations to the institution due to the delayed disbursement funding from VA under chapter 31 or 33.

## 56. Social Media Policy

Urban Barber College respect the rights of students to use social media during their personal time. Social media includes all forms of publicly accessible communications which include, but are not limited to, written and verbal communications (including podcast and video uploads) and all forms of electronic communication including discussion groups, forums, news groups, e-mail distribution, blog postings, and or social networking sites (such as Facebook, Instagram, Twitter, You Tube, Friendster, etc.). Students are personally responsible for the content they publish on social networking sites. Students are expected to treat each other with fairness and respect, consistent with Urban Barber College's code of conduct. Urban Barber College does not permit ethnic slurs, personal insults, obscenity, and intimidation, cyber bullying or engaging in conduct that would be unbecoming of an Urban Barber College Student and misrepresent Urban Barber College's conduct. Urban Barber College reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action as appropriate.

## 57. Catalog Update Policy

The policy of this institution is to update the official school catalog annually, in January of each year. Annual updates may be made by the use of supplements or inserts accompanying the catalog. If changes in educational programs, educational services, procedures, or policies are updated or required to be included in the catalog by statute or regulation are implemented before the issuance of the annually updated catalog, those changes shall be reflected at the time they are made in the catalog and uploaded to [urbanbarbercollege.com](http://urbanbarbercollege.com).

## 58. Policy – Distribution of This Catalog and Program Brochures

This institution makes its current catalog and current program brochures available to the public at no charge. Individuals who wish to obtain a copy can make arrangements by simply calling the school's office. Catalog is also available online at [www.urbanbarbercollege.com](http://www.urbanbarbercollege.com) under disclosures.