.

URBAN BARBERCOLLEGE

School Catalog For

Main Campus:
1809 Willow Pass Rd.
Concord, CA 94520
info@urbanbarberbollege.com
(925)671-0121

&

Branch Campus:
311 N. Capitol Ave. Unit i N.
San Jose, CA 95133
info@urbanbarberbollege.com
(408) 645-5220

UrbanBarberCollege.com
January 1, 2022, to December 31, 2022

Published January 1, 2022

Volume 2022-1
Updated March 23rd, 2022

GI Bill®' is a registered trademark of the U.S. Department of Veterans Affairs (VA). more Information about education benefits offered by VA is Available at the official U. S. Government Web site at https://www.benefits.va.gov/gibill.

All information in this catalog is current and correct and is so certified as true by: *Alejandro Cuadra*

Table of Contents

Facilities and Equipment....5
Catalog Information....5
Emergency Evacuation Plan....6
Smoking....6
Parking....6
Mission Statement....6
Instructional Language....6
Visa Services....6
Admissions Policy....7
Transfer Policy (From Another Institution)....7
Re-Entry (Re-enrollment Policy)....8
Statement of Nondiscrimination....8
Recruiting....8
Programs Offered....8
Orientation....8
Program Schedules (Concord & San Jose)....8
Tuition and Fees....9
Tuition for Transfer Students....10
Overtime fees/ Extra Institutional Charges....10
Methods of Payment....10
School Calendar Holidays....10
Loan Repayment....10
Clock in and Clock out Procedures....10
Course Descriptions/ Course Outlines for Both Campuses....11
Satisfactory Academic Progress Policy (SAP)....15

Evaluation Periods 15
Attendance Progress 16
Qualitative Progress 16
Maximum Time Frame 16
Grading System 17
Warning 17
Academic Progress Status 17
Re-Establishment of Progress 17
Evaluation Results (SAP Reports) 17
Access to Satisfactory Academic Progress Reports 17
Interruptions, Leave of Absences & Withdraws 18
Noncredit, Remedial Courses, Incompletes, Repetitions 18
Transfer Students & SAP 18
Veteran's Funding & SAP 18
Excused and Unexcused Absences 18
Late Arrival (Tardy Policy) and Leaving Early Policy 18
Make up Work (Assignments, Exams & Hours) 18
Leave of Absence Policy (LOA) 19
Institutional Refund Policy 20
Withdraw Procedures 20
Personal Services 21
Equipment and Personal Items 21
Drug Free Workplace and School 21
Student Services, and Professional Assistance Referral Policy 21
Student Housing 22
Sanitation Duties 22
Dress Code 22
Conduct Policy and Conduct Probation (for Both Campuses) 22
Termination and Conduct Dismissal Policies 23

Library Resources....23
Career Opportunities and Occupations....24
CIP and SOC Codes....24
Return of Title IV Funds (R2T4)....24
Student Tuition Recovery Fund (STRF)....26
Family Educational Rights and Privacy Policy ACT – FERPA....27
Access to Student Records....27
Records Retention and Academic Transcripts....28
Ownership....28
Bankruptcy History....28
Approval Disclosure Statement....28
Accreditation....28
Veteran's Title 38 Benefits....29
Licenses and Certifications....29
NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION....29
Graduation Requirements....29
Industry Prerequisites & Physical Demands....29
Licensing Requirements....30
Career Considerations / Industry Prerequisites and Physical Demands....30
Social Media Policy....31
Senate Bill 803....31
Faculty and Administration, Both Campuses....32
School Catalog and Pre-Enrollment Disclosures Acknowledgement....33

Facilities and Equipment

Urban Barber College's Main Campus is in Park and Shop Plaza in Concord, CA. at 1809 Willow Pass Rd., Concord, CA 94520. The space is 6,500 sq. feet. This is **where all instruction occurs,** for students enrolled at this campus. The school has a large work area 35 barber stations, two 40 seat classrooms and 2 Shampoo bowls a State Board prep Area, break room and 4 offices. Equipment and Materials used in classroom are Milady 6th Edition Barbering Textbook, & Workbook, Exam Review Book, and instructional DVD's for viewing on an LED TV.

On the practical floor Urban Barber utilizes 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.

Urban Barber College's Branch Campus is located 311 N. Capitol Ave, Unit I San Jose, CA 95133 the space is 3,300 sq. ft. This is **where all instruction occurs,** for students enrolled at this campus The school has 20 Barber Stations, 2 Shampoo bowls, and enough room for 30 seat classrooms, State Board, a Prep Area, break room and offices. Equipment and Materials used in classroom are Milady 6th Edition Barbering Textbook, & Workbook and instructional DVD's for viewing on an LED TV.

On the practical floor Urban Barber utilizes 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.

Catalog Information

Urban Barber College is a private institution. Urban Barber College's catalog is provided to students via the web site or electronically and a print version is available at the school, upon request. 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 and is on the school's web page. Urban Barber College's catalog shall be updated annually, per the California postsecondary Act of 2009 (94909).

Any questions that you have regarding this catalog that have not been satisfactorily answered by this institution may be directed to the Bureau for Private Postsecondary Education at:

Physical Address: 1747 North Market Blvd., Suite 225, Sacramento, CA 95834
Mailing Address: P.O. Box 980818, West Sacramento, CA 95798-0818
Website address: www.bppe.ca.gov
Telephone & Fax #s: (888)370-7589 or (916)574-8900
by fax (916)263-1897

A student or any member of the public may file a complaint about the 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 website www.bppe.ca.gov.

Emergency Evacuation Plan

There are two main exits from the building: one at the front of the building and one in the back at both campuses. In case of emergency or fire, calmly leave the building through the closest exit. Both Campuses will have emergency evacuation drills during student orientation.

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 away from the entrance or exit of building.

Parking

Concord: 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 permitted to park in parking lot in front of the school.

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 licensed California Barber.

Instructional Language

Instruction is offered in English only. The level of English language proficiency required to succeed in the program is that of the equivalent of high school English in the United States. English instruction such as ESL are not provided.

Visa Services

This institution admits students from other countries but doesn't provide visa related services.

Admissions Policy

- Must be 16years of age or older.
- Applicant must provide a valid, government-issued picture ID, such as a California Driver's license, other state issued ID, or Passport.
- Provide their Social Security number or TIN
- Provide a copy of his/her High School Diploma, or GED or their transcript showing high school completion or documentation proving completion of homeschooling at the secondary level as defined by state law or have evidence that verification of a foreign student's high school diploma has been performed by an outside agency that is qualified to translate documents into English and confirm the academic equivalence to a U.S. high school diploma.
- An academic transcript showing completion of at least a two-year program that is acceptable towards a bachelor's degree will substitute for a Highschool diploma or GED.
- **If a high school information appears to be questionable,** for example (age and date of graduation are not reasonable, or the documentation doesn't look official, etc.) an official transcript will be requested and evaluated by the director of education prior to enrolling the student. Id the information cannot be verified by the school the student must pass a GED test prior to enrollment. Self-Certification will not be allowed for enrollment or Title IV purposes.
- **Transfer students only:** Transfer students shall provide transcripts from prior instructional institution ***prior to*** enrollment. Failure to provide the required documentation of previous training, in any circumstance, prior to enrollment, will result in not being able to apply those hours that could be accepted toward your enrollment at Urban Barber College.
- **Ability to Benefit Exam (ATB):** Urban Barber College does not currently accept ATB exams for enrollment, at this time.
- This institution has **not** entered into an articulation or transfer agreement with any other institution.
- **Veteran Students Only:** Veteran Students applying to use Veteran's Education benefits shall provide Urban Barber College with all transcripts and proof of prior credit from *all post-secondary training*, prior to enrollment, *if applicable.*
- 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 or completion of CLEP.**

Transfer Policy (From Another Institution)

The transferability of credits or services you've earned from another institution are determined **at the sole discretion of Urban Barber College's administration**; no more than 500 hours will be accepted for Barbering students transferring into the school's Barbering program; therefore, you *may* be required to repeat some or all of your coursework or services. No transfer hours are accepted the Barber Crossover Programs.

All transfer hours must be determined prior to enrollment and included in your enrollment agreement. VA student transcripts from **all** prior post-secondary schools will be evaluated prior to enrollment.

Re-Entry (Re-enrollment Policy)

A student who withdraws from Urban Barber College may re-enter into the same course of study without the loss of credit for prior hours and operations earned during prior enrollment and will re-enter at the same Satisfactory Academic Progress status as when they left if **re-entry occurs within 180 days of last day of attendance**. A student who was terminated for behavior reasons **may not** be eligible for re-entry. Students who re - enter more than 180 days after last day of attendance will have their transcripts evaluated for the number of credits and services, they will receive credit for and such review and transferring of hours will be at the sole discretion of the school's Director. A new registration fee will be paid at time of re-enrollment. Re-entry fee is $200.

Statement of Nondiscrimination

Urban Barber College is committed to providing equal opportunities to all applicants in all 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 or enrollment of students or employees based on race, color, religion, religious beliefs, national (ethnic) origin, sex, sexual orientation, perceived gender, or gender identity, marital status, pregnancy, age, disability, veteran's status, or any other classification that precludes a person from consideration as an individual.

Recruiting

Urban Barber College does not actively engage in recruiting students from other Barbering schools. The school strives to always follow ethical practices.

Programs Offered

Urban Barber College currently offers two programs, leading to state licensure, its Barbering Program for 1000 clock hours and its Barber Crossover Program 200 clock hours.

Orientation

Orientation is held on the first of class and is a requirement for all students to attend. At orientation students will review institutional policy and procedures, clock in and out procedures and participate in an emergency evacuation drill. Five clock hours are earned, and an orientation syllabus is provided at orientation.

Program Schedules (Concord & San Jose)

Barbering Program Length 1000 Total hours	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**
***Barbering** 35 Hours/ Week, 29 weeks total	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm
Barbering 25 Hours/ Week 40weeks total	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm
Barber Crossover Program	**Monday**	**Tuesday**	**Wednesday**	**Thursday**	**Friday**

Length 200 Total hours					
*Barber Crossover 35 Hours/ Week, 6 weeks total	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm	9:00 am to 5:00 pm
Barbering Crossover 25 Hours/ Week 8 weeks total	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm	5:00 pm to 10:00 pm
Weekends Concord Campus only			Saturday	Sunday	Monday
* Barbering (Weekends + Monday) 25 Hours/ Week, 40 weeks total	--------	----------	9:00 am to 8:00 pm	9:00 am to 8:00 pm	5:00 pm to 10:00 pm

* A 1 hour lunch included in the * programs (all programs except evening programs).

Tuition and Fees

(Concord Main Campus and Branch Campus Tuition Prices are the same for all Programs)

Program	Tuition	eBooks**	Kit**	Registration**	STRF***	Total Fees
Barbering 1,000 Hours	$19,950	$300	$1050	$100	$10.50	$21,410.50
Barber Crossover 200 Hours	$3,000	$300	$200	$100	$1.50	$3,601.50

**Non-refundable after cancellation period. Notice of cancellation is made through attendance at the first day of class session, or the seventh day after enrollment, whichever is later.

***Student Tuition Recovery Fund (STRF) fee is $0.50 per $1000 in the State of California paid to the BPPE. STRF will increase for all enrollments signed on or after April 1, 2022, to $2.50 per in $1,000.

Other: Re-entry fee is $200.

Non-Institutional Fees: California state exam fee is of $125.00 paid by the student outside these fees.

Barbering

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE: $7,135.00
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM: $20,410.00

Barber Crossover

1. TOTAL CHARGES FOR CURRENT PERIOD OF ATTENDANCE $2100.00
2. ESTIMATED TOTAL CHARGES FOR THE ENTIRE EDUCATIONAL PROGRAM $3,601.00

Tuition for Transfer Students

The tuition portion of a transfer students fees, excluding any books, uniforms, or kits required will be computed on a pro rata basis of the number of the hours they are contracting of the current tuition rate.

Overtime fees/ Extra Institutional Charges

Urban Barber College will charge additional tuition for hours remaining after the contract ending date stated on the enrollment agreement at the rate of $10.00 per hour, or any part thereof, payable in advance until graduation. Students are allowed 10 personal days for the duration of the 1000 clock hour Barber program and 5 personal days for the Barber Crossover program 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 $10.00 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. All monies received for extra-instruction prior to completion of the student contract are refunded if the student terminates prior to completion of the program.**

Methods of Payment

Acceptable methods of payments are cash, money order, cashier's check, PayPal (3% service charge), personal checks, Title IV Pell Grants, Title IV student & Parent Plus loans and Title 38 Veteran's Benefits.

School Calendar Holidays

Classes begin monthly please check at school for specific start dates as they may be subject to change due to COVID.

Observed school holidays and Closures for the catalog period are: New Year's Eve, New Year's Day 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.

Additional Holidays and closures for staff illness, COVID-19, weather, staff training or emergencies may be call and will be the school. Students will receive text messages regarding pertinent information pertaining to unexpected school closures due to extenuating circumstances.

Loan Repayment

There are public and private agencies that may provide tuition assistance in the form of grants or loans. If a student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student has received federal student financial aid funds, the student is entitled to a refund of the money not paid from federal student financial aid program funds.

Clock in and Clock out Procedures

The student's hours are documented via a biometric clock in/out system. Students shall comply with the following clock in clock out 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.

Course Descriptions/ Course Outlines for Both Campuses

	Barbering Program **1000 Hours**
Program Description	The course teaches barbering with special emphasis on practical training and preparing students for entry-level employment as Barbers. Students blend theoretical training and practical training. 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.
Program Mission & Objectives	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 licensed California Barber.
Graduation Requirements	Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Diploma at time of graduation: • Pass a final comprehensive written and practical exam with a score of 75%. • Complete all required exit paperwork; attended an exit interview. Title IV loan exit counseling, if applicable. To receive a proof of training required to take the California licensing exam, students must also have all requisite payments to school and have a zero-ledger balance.
Total Clock Hours	1000 Clock Hours
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to

	course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory academic progress. A final Practical Exam will be given and student must score a 75% or higher to pass and graduate.
Units of Instruction	The course includes 1000 hours of instruction, which includes including: • **100 Hours** - Health and Safety: Including instruction on hazardous substances, chemical safety, safety data sheets, protection from hazardous chemicals, preventing chemical injuries, health and safety laws and regulations, and preventing communicable diseases. This module includes in this module is Board Approved Health & Safety Course (B&P 7389(a)): Including instruction on hazardous substances, basic labor laws, and physical and sexual assault awareness. • **100 Hours -** Disinfection and Sanitation: Including instruction on disinfection procedures to protect the health and safety of consumers as well as the technician and proper disinfection procedures for equipment used in establishments. • **200 Hours -** Chemical Hair Services: Including instruction on coloring, straightening, waving, bleaching, hair analysis, predisposition and strand tests, safety precautions, formula mixing, and the use of dye removers. • **200 Hours -** Hairstyling Services: Including instruction on arranging, blow drying, cleansing, curling, dressing, hair analysis, shampooing, waving, and nonchemical straightening, and hair cutting, including the use of shears, razors, electrical clippers and trimmers, and thinning shears, for wet and dry cutting. • **200 Hours** - Shaving and Trimming of the Beard: Including instruction on preparing the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying aftershave antiseptic following facial services, and massaging the face and rolling cream massages. • **200 Hours** - Exam Preparation and Professional Development
Distance Education	None at this time.
Mode of Instruction	Lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.
Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558
Internship/Externship	None at this time
Faculty & Qualifications	Instructors must be currently licensed as a Barber by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.

Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/ Laws Regulations	Students will learn the laws and regulations pertaining to Barbering/Hairstyling, 20 hours of technical instruction, as set by Bureau for Private Postsecondary Education (BPPE) and the California Board of Barbering & Cosmetology.
Skills and competencies to be acquired by the student	At the completion of the program the student will have acquired the following skills (but are not limited to): o Clean and sanitize tools and work environment. o Schedule client appointments and accept payments. o Properly use and handle all barbering related tools such as; clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc. o Effectively use styling techniques which include, thermal styling, pressing, finger waving, pin curls, etc. o Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. o Perform haircutting services using clippers, trimmers, scissors, razors, and thinning shears. o Apply scalp and hair treatments including the use of therapeutic massage. Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.
Instructional Methods	Demonstration, lecture, videos & classroom participation.

	Barber Crossover Program **200 Hours**
Program Description	The course teaches barbering with special emphasis on practical training and preparing students for entry-level employment as Barbers. Students blend theoretical training and practical training. 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.
Program Mission & Objectives	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 licensed California Barber.
Graduation Requirements	Students must meet the following requirements in the applicable course of study to qualify for graduation and be issued a Diploma at time of graduation. ・Pass a final comprehensive written and practical exam with a score of 75%. ・Complete all required exit paperwork; attended an exit interview. Title IV loan exit counseling, if applicable. To receive a proof of training required to take the California licensing exam, students must also have all requisite payments to school and have a zero-ledger balance.
Total Clock Hours	200 Clock Hours
Exams	The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory academic progress. A final Practical Exam will be given and student must score a 75% or higher to pass and graduate.
Units of Instruction	The program consists of 100 hours of shaving instruction and shaving 100 hours hair cutting instruction, for a total 200 hours.
Distance Education	None at this time
Mode of Instruction	Lecture, demonstration, visual aids, textbook review, practice on live models (under the supervision of licensed instructors) and testing.
Textbooks	Milady's Standard Barbering, 6th Edition, #ISBN-13: 978-1305100558
Internship/Externship	None
Faculty & Qualifications	Instructors must be currently licensed as a Barber by the Board of Barbering and Cosmetology and have a minimum 3 years of experience, education and training. No less than 1 instructor per 30 students will be with students at all times.

Employment Assistance/Professional Development	Students will learn about communication skills that include professional ethics, customer service, resume writing, job search skills, preparing for an interview, salesmanship, decorum record-keeping, client service record cards, basic tax responsibilities related to independent contractors, booth renters, employees and employers, marketing and client retention.
State Requirements/ Laws Regulations	Students will learn the laws and regulations pertaining to Barbering/Hairstyling, 20 hours of technical instruction, as set by Bureau for Private Postsecondary Education (BPPE) and the California Board of Barbering & Cosmetology.
Skills and competencies to be acquired by the student.	At the completion of the program the student will have acquired the following skills (but are not limited to): ○ Properly use and handle all barbering related tools such as clippers, trimmers, scissors, razors, curling irons, blow driers, combs and brushers, etc. ○ Perform chemical services such as permanent waving, hair coloring, bleaching, chemical relaxing, etc. ○ . ○ Apply scalp and hair treatments including the use of therapeutic massage. Prepare the client's hair for shaving, assessing the condition of the client's skin, performing shaving techniques, applying after-shave anti-septic, massaging the client's face, rolling cream.
Instructional Methods	Demonstration, lecture, videos & classroom participation.

Satisfactory Academic Progress Policy (SAP)

Urban Barber College's Satisfactory Academic Progress is consistently applied to **all** students enrolled at the school, regardless of their class schedule. This policy is provided to all students prior to enrollment by printing in the school catalog. The policy complies with the guidelines established by the National Accrediting Commission of Career Arts and Sciences (NACCAS) and the federal regulations established by the United States Department of Education. Urban Barber College's Satisfactory Academic Progress Policy includes both quantitative (attendance) and qualitative (academic performance) elements that are evaluated on a cumulative basis, as explained in the policy.

Evaluation Periods

The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the course. Evaluations will be performed on **actual hours**. The chart below details the evaluation points applicable to each program:

Program	Course Length	Evaluation Points
Barbering	1000 Clock hours	450 actual hours & 13 weeks and 900 actual hours & 26 weeks

Barber Crossover	200 clock Hours	100 actual hours & 3 weeks

*The institution operates all programs according to a schedule of 900 hours & 26 weeks of instruction.

Attendance Progress

For a student to be deemed making satisfactory attendance progress (quantitative), the student must maintain a minimum attendance average of 67%. Evaluations are conducted at the end of each evaluation period to determine if the student has met the minimum requirements. The attendance percentage is determined by dividing the total hours accrued (clocked by the student), 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 of one and one-half (1 1/2) times the length of the course.

Qualitative Progress

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic (qualitative) learning. Students are assigned both academic learning (written exams) and a number of practical evaluations. Academic learning is evaluated during each unit of study, using class quizzes, written exams and practical tests. Practical skills are evaluated according to course rubrics adopted by the school and provided to students. Students must maintain a cumulative academic grade average of 70% to maintain satisfactory attendance progress. **Students may make up failed or missed tests and incomplete assignments, in accordance with the school's published policy for Scheduling and Grading, Make-Up Work, Incomplete's and Repetitions.** A student's grade point average is determined by a combined average of all practical and written examinations. Individual student academic records are kept by the school. Students will be notified of any evaluation that impacts their financial aid eligibility, *if applicable*.

Maximum Time Frame

Students are required to complete the program and/or course within 150% of the published program length. The maximum time frame permitted for transfer students who need less than the full course length will be determined based on the number of scheduled contracted hours. Any student who has exhausted the maximum time frame will be dropped from the program and may elect to re-enroll on a cash pay basis in a manner consistent with the school's admissions policy. VA benefits are paid based on the approved program length of 1000 or 200 hours only.

Barbering / Styling 1000 Clock Hours	Maximum Weeks 150%	Maximum Hours
BARBERING 35 hours/week 29 weeks total	43.50	1,500 Hours

BARBERING 25 hours /week 40 weeks total	60	1,500 Hours
BARBER CROSSOVER 35 hours/week 6 weeks total	9	300 hours
BARBER CROSSOVER 25 hours/week 8 weeks total	12	300 hours

Grading System

Students are graded by using a grading system of 0 to 100 points. Students are evaluated regularly on the practical and theoretical work. The system below is the grading system utilized in the institution.

90% - 100%	Excellent
80% - 89%	Very Good
70% - 79%	Satisfactory
69% and Below	Failing

Warning

Students who do not meet Satisfactory Academic Progress requirements will be placed in the status of Financial Aid Warning. Students on Financial Aid Warning may continue to receive Title IV funding, *if applicable*, until the next scheduled evaluation. Students must meet the minimum requirements for attendance **and** academics by the next scheduled evaluation, to be deemed making Satisfactory Academic Progress.

Academic 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. Urban Barber College does not allow for the status of probation. Students receiving Title IV Aid or VA educational benefits may have their benefits discontinued if the student fails to meet Satisfactory Academic Progress minimum requirements, *if applicable.*

Re-Establishment of Progress

Students not meeting Satisfactory Academic Progress standards will need to meet cumulative attendance of 67% and an academic cumulative grade 70% of by the next evaluation period to be reestablish academic progress.

Evaluation Results (SAP Reports)

All Satisfactory Academic Progress evaluations will be completed by the school within 7 school business days following the evaluation period, students will be notified of the results of their evaluation(s) either by email (electronically) or in person (paper).

Access to Satisfactory Academic Progress Reports

A hard copy of each Satisfactory Academic Progress evaluation is maintained in the student's file.

Interruptions, Leave of Absences & Withdraws

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

Noncredit, Remedial Courses, Incompletes, Repetitions

Incompletes, withdrawals, and repetitions do not apply to the institution have no effect upon the institution's satisfactory academic progress standards as the institution has no such items or policies.

Transfer Students & SAP

Transfer Students are evaluated at the midpoint of the contracted hours or the established evaluation periods, whichever comes first. Accepted transfer hours for students entering from another institution will be counted as both attempted and completed for the purpose of determining when the allowable maximum time frame has been exhausted.

Veteran's Funding & SAP

Students receiving Veterans Educational funding will remain be eligible for funding if they are not making SAP and are on Satisfactory Academic Progress warning, *if applicable.* Failure to meet SAP by next evaluation period will result in termination of such funding.

Excused and Unexcused Absences

An absence is an absence at Urban Barber College, there is no contract extension for an excused absence, but the school does appreciate you emailing info@urbanbarbercollege.com or calling their campus, for staffing and client scheduling purposes. **In the event any student is absent 14 consecutive calendar days, for any reason, said student(s) will be dropped and may re-enroll per the terms of the re-enrollment policy.** Additionally, 10 days for personal matters or illness are built into each Barbering student's contract and 5 such hours for Barber Crossover students. Students. may also use the Leave of Absence Policy in the event of a need for an extended absence (beyond 14 days).

Late Arrival (Tardy Policy) and Leaving Early Policy

Day time students arriving more than 5 minutes after their scheduled start time, will wind the school door locked and unable to clock in until 10:00 am and will be marked tardy. Students who are late may be subject to the school's conduct policy

Evening students will not be locked out, but may be subject to the school's conduct policy each time they arrive more than 5 minutes late.

All students (day and evening) are asked to stay to the end of their scheduled day. If they need to leave early due to a medical appointment, family emergency or other reason, please discuss with the Director or Instructor in advance, for scheduling of staffing and client services purposes. Students who are excessively late or leave early on a regular basis **may** be subject to the school's conduct policy.

Make up Work (Assignments, Exams & Hours)

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 to make arrangements to complete the

assignments that were missed. If a student wishes to attend outside their assigned schedule to make up missed hours, that student must first clear such with their teacher to assure staffing.

Leave of Absence Policy (LOA)

Occasionally students may experience extended personal, medical or other problems that make it difficult to attend class. Urban Barber College will review requests for a Leave of Absences (LOA) for **all** students. A LOA is granted or denied at the sole discretion of the School Director or staff designated in the Director's absence.

All students must follow Urban Barber College's policy in requesting a LOA.

- A Leave of Absence (LOA) request will be granted for **no less than 10 calendar days and cannot exceed 180 calendar days in any given 12-month period**.
- A written request, signed by the student, including the reason for the LOA request should be submitted in-person to their campus' Admission's Office or via email attendance@urbanbarbercollege.com.
- Requests will be granted for family medical reasons, jury summons, death in the family, military service; and other reasons approved by school's administration.

All requests must be made in advance unless unforeseen circumstances prevent the student from doing so. Urban Barber College may grant a LOA to a student who did not provide a request prior to the LOA due to unforeseen circumstance if the institution documents the reason for its decision and collects the request from the student at a later date. In this event, the beginning date of the approved LOA would be the first date the student was unable to attend school because of the accident, illness or other approved event.

A student granted a LOA in accordance with this policy is not considered to have withdrawn and no refund calculation is required at the time of approval.

A leave of absence **will extend the student's contract period and maximum time frame by the same number of days taken in the leave of absence.** There will be no additional charges as the result of an approved LOA.

- Student's contract period will be extended by the same number of calendar days taken in the LOA and these changes to the enrollment agreement will be initialed by all parties and/or on an addendum to the enrollment agreement, must be signed by all parties, **or** initialed by all parties if made to the original enrollment agreement.
- The student will be withdrawn if he/she takes an unapproved LOA or if student does not return by the expiration of an approved LOA. The student's withdrawn date for the purpose of calculating the refund will be the student's last date of attendance.
- Students returning from a leave of absence will return to the academic progress accomplished before the start of the leave.

Institutional Refund Policy

Applies to all terminations for any reason, by either party, including a student's decision, course or program cancellation, or school closure. **This Policy complies with California's state mandated policy and applies to both campuses.**

1. Urban Barber College shall refund 100% of the amount paid for institutional charges, less a reasonable deposit, registration or application fee not to exceed two hundred fifty dollars ($250**), if notice of cancellation is made through attendance at the first-class session, or the seventh day after enrollment, whichever is later (cancellation period).**
2. After the cancellation period, the institution provides a pro rata refund of ALL funds paid for tuition charges to students who have completed 60% or less of the period of attendance. Once more than 60% of the enrollment period in the entire course has elapsed (including absences), there will be no refund to the student.
3. This policy applies to all students.
4. This policy is based on **scheduled** hours.
5. The registration fee, equipment, books, kits and any other items issued and received by the student are **not refundable** after the cancellation period.
6. If you withdraw from school after the cancellation period, the refund policy described above will apply.
7. If the amount that you have paid is more than the amount that you owe for the time you attended, **then a refund will be made within 45 days of the official withdrawal date.** If the amount that you owe is more than the amount that you have already paid, then you will have to arrange with the Director to pay that balance.

Percent of Scheduled Time	Tuition Earned by School
0-60%	Pro-rata calculation based upon scheduled hours
60.01% and over	100%

Withdraw Procedures

Students who officially or unofficially withdraw from enrollment prior to course completion should:

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

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.

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.

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.

Grievance Procedure

Students are expected to address any disagreements or conflict or possible records in student records 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's 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 a regarding students or Urban Barber College staff must be made within one week of the issue.
2. If the complaint cannot be resolved informally (verbally) the student shall write up the details and submit to the school director (within 30 days of incident) who will research the issue and respond with a resolution. Please allow the school director up to 10 business days to respond to written complaints in writing.

If such response is not satisfactory student may reach out to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

All written complaints from students are saved for 6 years for review.

Student Services, and Professional Assistance Referral Policy

Urban Barber College provides academic advising-as needed for academic and practical skills related matters to all students.

Additionally, Urban Barber College's to offer assistance and guidance in the areas listed below when possible and contact information for such is located in bulletin board on campus

- Referrals to social service agencies

- Ridesharing or transportation
- Referral to drug or alcohol abuse programs
- Health service agencies
- Assistance in organizing student study groups

The school's administration's off is open Monday through Friday 11:00 am – 4:00 pm or by appointment at attendance@urbanbarbercollege,com to schedule student counseling.

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).

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.

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

Conduct Policy and Conduct Probation (for Both Campuses)

Urban Barber College requires that all students conduct themselves in a courteous & professional manner at all times. 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. Refusal to conduct themselves in an orderly and considerate manner, complying will all rules and regulations of the College, will be subject to the institution's Conduct Policy. Urban Barber College has a progressive Conduct Policy, beginning with a verbal warning, followed by a written warning, then conduct probation terminated for not correcting violations. **The following may be deemed violations of the conduct policy:**

- Failure to have books and equipment ready for class and/or clinic every day.

- Excessive tardy or absences
- Failure to follow school's requisite steps of service
- Refusing to provide client services
- Eating on School clinic floor
- Failure to put phone on silent while providing student services
- Failure to maintain infection control and clean his/her own station
- Failure to follow Personal Services Policy
- Violating smoking policy
- Eating on campus, other than in break room.
- Not completing assignments
- Theft or non-accidental damage to college property.
- Forgery, alteration or misuse of time records or documents
- Cheating, plagiarism or any other academic dishonesty
- Physical or verbal abuse of others or any threat of force
- Unauthorized entry into, unauthorized use of, and misuse of college property
- Failure to comply with directions of college officials acting in performance of their duties
- Disorderly, lewd, indecent, obscene or offensive conduct on school campus
- Obstruction or disruption of the educational process
- Failure to follow the directions of school staff
- Leaving campus early without notifying staff in advance
- Failure to comply with Dress Code

Termination and Conduct Dismissal Policies

The following acts *may* result in **immediate termination** from Urban Barber College

- Missing school for 14 sequential calendar days
- Intoxication on campus
- Cheating on clock hours
- Cheating on number of assignments completed
- Stealing
- Use, possession, sale, or distribution of drugs/alcohol.
- The use, possession, distribution, or being under the influence of alcohol, narcotics, or any other controlled substance on campus, or any off-campus college sponsored event
- Interference with any instructor or administrator in connection with carrying out their duties.
- Use, possession, or sale of illegal firearms, weapons, or dangerous objects is prohibited.
- Activities that involve holding, pushing, tackling, wrestling or any other type of physical contact or threat of physical contact

Library Resources

General library materials Are included on both campuses an located in the administrative officer. 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 in the administrative office. Staff members are also available to provide research assistance. **The library resources include:**

- YOUTUBE Channel Urban Barber College
- Back up Text & Workbooks
- Barber Gold Magazine (may be limited during COVID)
- The Whal Men's Method Curriculum (online)

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. **Job Placement is not guaranteed by the institution.**

CIP and SOC Codes

U.S. Department of Labor's Standard Occupational Classification Codes (CIP Codes) Labor's Standard Occupational Classification: #39-5011 Barbers. This applies to the Barbering and Barber Crossover programs. SOC #39-5010 Barbers

Return of Title IV Funds (R2T4)

The Federal Return of Title IV funds formula (R2T4) dictates the amount of Federal Title IV aid that must be returned to the federal government by the school and/or the student. The federal formula is applicable to an eligible student receiving federal aid when that student withdraws at any point during the payment period.

If a student did not start or begin attendance at the school, the R2T4 formula does not apply.

Official Withdrawal Process: If a student wishes to withdraw from school, they must notify the Director of the school. The notification may be in writing or orally. The date the notification is received is the date of determination. **Urban Barber College's** IV Administrator must begin the withdrawal process.

For unofficial withdrawals a student's withdrawal date at a school that is required to take attendance is their last day of physical attendance. Their date of determination is 14 days after they cease attendance.

The federal formula requires a Return of Title IV calculation if the student received or could have received (based on eligibility criteria) federal financial assistance in the form of Pell Grants, Direct Loans or Direct PLUS Loans, during the payment period. The percentage of Title IV aid earned is equal

to the percentage of the payment period that was completed as of the withdrawal date if this occurs on or before the 60% point of time. After the 60% point of the payment period (or period of enrollment depending on what your school uses) the student is considered to have earned 100% of the aid for the period. The percentage that has not been earned is calculated by subtracting the percentage of Title IV aid earned from 100%.

The percentage of the payment period completed is calculated by the hours scheduled in the payment period as of the withdrawal date divided by the scheduled hours in the payment period.

The amount to be returned is calculated by subtracting the amount of Title IV assistance earned from the amount of Title IV aid that was or could have been disbursed as of the withdrawal date.

If a student receives less Title IV funds than the amount earned, the school will offer the student a disbursement of the earned aid that was not received at the time of their withdrawal which is called a post-withdrawal disbursement. Post-withdrawal disbursements will be made from Pell Grant funds first, if the student is eligible. If there are current educational costs still due the school at the time of withdrawal, a Pell Grant post-withdrawal disbursement will be credited to the student's account. Any remaining Pell funds must be released to the student without the student having to take any action. The funds must be released as soon as possible but no more than 45 days after the date of determination.

Post-withdrawal Direct Loan funds will be offered to the student within 30 days, allowing the student at least 14 days to respond, letting the institution know whether they still want to borrow those funds or not. the Direct Loan funds must be applied to the student account first, and any resulting credit balance is disbursed to the student no later than 14 days after the calculation of the R2T4.

Any federal loan program funds due in a post-withdrawal disbursement must be offered to the student and the school must receive the student's authorization before crediting their account.

If a credit balance still exists on the student's account after the R2T4 and institutional refund calculations are done, that credit balance must be used to pay any grant overpayment that exists based on the current withdrawal within 14 days from the date that the R2T4 (calculation was performed. The overpayment must be eliminated prior to offering a credit balance to a student.

The following Title IV return distribution is used for all FSA students.

1. Unsubsidized Direct Loan
2. Subsidized Direct Loan
3. Direct PLUS Loan (Parent)
4. Federal Pell Grant

Returns must be made as soon as possible to the federal programs but no later than 45 days after the date of determination.

The law requires that a student is responsible for all unearned Title IV program assistance that the school is not required to return. This is determined by subtracting the amount returned by the school from the total amount of unearned Title IV funds to be returned.

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

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

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

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

A student whose loan is revived by a loan holder or debt collector after a period of 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.

Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 1747 North Market Blvd., Ste. 225, Sacramento, CA 95834, (916) 574-8900 or (888) 370-7589.

Family Educational Rights and Privacy Policy 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 complete a record request form and forward it to Urban Barber College's Admissions off by email at info@urbanbarbercollege.com or in person in the administration office of the campus (main or branch) they are enrolled in, and allow up to 10 business days for processing, records request forms can be obtained at school. Written consent is required before education records may be disclosed to the third party. Students are not entitled to inspect the financial records of their parents. A college official must be in the office at all times during the examination of the student's files.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific state law.

Access to Student Records

Students are guaranteed the right to access and review their educational file. Students must submit a written request to review their file to the school's Director. The student will be granted supervised access to their records within 10 business days of the request. Students have the right to request that a school correct records, which they believe to be inaccurate or misleading. Any third-party request for information will require written authorization from the student.

Urban Barber College provides access to student records without written consent to its accrediting agency, the United States Department of Education, the Bureau for Private Postsecondary Education (BPPE), National Accrediting Commission of Career Arts and Sciences (NACCAS) the Department of Veterans Education or any other regulatory agency. The institution maintains a record of all release forms and requests for information. Urban Barber College protects the privacy of student education records in compliance with the Family Educational Rights and Privacy Act (FERPA).

Records Retention and Academic Transcripts

Records must remain onsite for 6 years, and transcripts are kept permanently in compliance with California CEC 94900 and National Accrediting Commission of Career Arts and Sciences (NACCAS). Students who need a Proof of Training or a transcript of their training may contact the school office and request the form desired. **Transcripts are not provided to students who have ledger balances.** 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.

Ownership

Both of Urban Barber College's campuses are owned by Urban Cutz LLC a California Limited Liability Company.

Bankruptcy History

Urban Barber College and Urban Cutz LLC do not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, or 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 (11 U.S.C. Sec 1101 et seq.).

Approval Disclosure Statement

Urban Barber College's main campus is located at 1809 Willow Pass Rd., Concord, CA 94520 and its branch campus is located at approved and licensed to operate by the Bureau for Private Postsecondary Education(BPPE) P.O. Box 980818 West Sacramento, CA 95798 (by means of accreditation); pursuant to the California Private Postsecondary Education Act of 2009 (California Education Code Section 94817.5) Division 7.5 of title 5 of the California code of Regulations, and with state standards as set forth in the CEC and 5, CCR. The Bureau website is www.bppe.ca.gov.

The Bureau's approval means that the institution and its operation comply with the minimum standards established under the law for occupational instruction by private post-secondary educational institutions and does not imply any endorsement or recommendation by the State or by the Bureau. Institutional approval must be re-approved every five years and is subject to continuing review.

Accreditation

Urban Barber College's Main Campus is accredited with Nationally accredited by the National Accrediting Commission of Career Arts & Sciences, Inc.; and the Branch Campus is an Additional Location Accredited by the National Accrediting Commission of Career Arts & Sciences, INC.; The National Accrediting Commission of Career Arts & Sciences, INC.; NACCAS is located at 3015 Colvin St, Alexandria, VA 22314. NACCAS' phone number is (703) 600-7600.

Veteran's Title 38 Benefits

The Concord Main Campus and San Jose Branch Campus are approved for Veteran's training for the Barbering and Barber Crossover Programs.

Licenses and Certifications

Current licenses and certifications may be reviewed at either location during regular business hours and prominently posted near the entrance. 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 approval to participate in Title IV, through March 31, 2024, to the Institution. Urban Barber College does not participate in State Financial Aid.

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 diploma you earn in the **Barbering and Barber Crossover** program is also at the complete discretion of the institution to which you may seek to transfer. If the credits or diploma 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 credits or diploma will transfer.

Graduation Requirements

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

- Pass a final comprehensive written and practical exam with a score of 75%.
- Complete all required exit paperwork; attended an exit interview. Title IV loan exit counseling, if applicable.

To receive a proof of training required to take the California licensing exam, students must also have all requisite payments to school and have a zero-ledger balance.

Industry Prerequisites & Physical Demands

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California's criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov.

Additionally, prospective students should be aware of the physical demands required of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A

student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed barber. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, the professional in the Barbering field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

Licensing Requirements

The Board of Barbering and Cosmetology requires the completion of a Board approved course of instruction and achievement of a passing grade on a Board of Barbering and Cosmetology administered written and practical exam. The application can be found on the website of the California Board of Barbering and Cosmetology. The Board of Barbering and Cosmetology requires a $125 non-refundable initial license fee to accompany the completed application. The following are the eligibility requirements:

- Complete the required hours from a California Board approved school(s) and attached the Proof of Training Document(s).
- Be at least 17 years of age.
- Completed the 10th grade in a public school or its equivalency.
- Committed no acts or crimes constituting grounds for denial of licensure under Section 480 of the Business and Professions Code.
  Pass the state of California written barbering exam with a score of 75% or higher.

Career Considerations / Industry Prerequisites and Physical Demands

Students that have criminal convictions are encouraged to contact the California State Board of Barbering and Cosmetology to see if their conviction would exclude them from taking the state licensure exam, prior to enrollment. The state of California's criminal plea conviction application that can be found on the Board website at www.barbercosmo.ca.gov. 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, while standing

Additionally, prospective students should be aware of the physical demands required of a barber in this industry. Occupations in the barber industry generally require prolonged standing or sitting and

constant use of the upper torso, shoulders, arms, wrist and hands, upper back and neck. Prospective students should have finger dexterity and a sense of form and artistry, enjoy dealing with the public and be able to follow a client's direction and to have compassion and patience for people at all times. A student must be physically capable of performing all required activities conducted at the school and comply with all safety policies and procedures to work as a licensed barber. Individuals with allergies or other sensitivities may have reactions to typical chemical products used in barber industry. Exposure to chemicals used in the barber industry may cause cancer and birth defects or other reproductive harm to you and your unborn child. In addition, the physical demands required by the school curriculum could place unwanted stress on the mother and child during pregnancy. Please consider this and consult with your physician regarding these issues prior to enrolling and signing an enrollment agreement. Generally, the professional in the Barbering field must be in good physical health he/she will be working in direct contact with customers. This related field of study requires a great deal of standing while working on a patron, with shoulder, arm and hand muscle movements. A person must consider his/her physical limitations in terms of making a career choice that involves extensive physical demands. We promote the acceptance of students with physical limitations or disabilities if these students (their parents or physician) believe they can fulfill the training demands.

Social Media Policy

Urban Barber College respects 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, email 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. Urban Barber College reserves the right to request the removal of any posts at its discretion and take necessary disciplinary action according to Urban Barber College's conduct policy as deemed appropriate by school's administration.

Senate Bill 803

Beginning January 1, 2022, California Senate Bill 803 became law and allows Urban Barber College to offer a 1000-hour Barber course leading to California state Licensure.

As of the date of this catalog, students enrolled in the institution's 1500-hour program will be given the option to transfer to the new 1000 program (after reaching 1,000 hours), leading to the same licensure, or to complete the 1500-hour program There will be no pricing differences in the two programs.

Note state of California final practical will be required for the 1000-hour or 1500-program hour program, only state written exams will be given prior to licensure.

Faculty and Administration, Both Campuses

- **Alejandro Cuadra** – CEO (B.S Finance, SJSU, Barber Industry since 2009)
- **Angel Martinez** – Director of Education (10 years' experience in Barbering education, 18 years as Licensed Barber and 14 years Licensed Cosmetologist in State of California)
- **Nick Hernandez**– Financial Aid Officer

Concord Campus

- **Nargis Safi** – Assistant Director, social media (B.A. Communications, SFSU, 2 year as a licensed Barber in State of California)
- **Darcell Scottmiller** – Financial Aid Advisor
- **Raneisha Henry** – Admissions
- **Engelberto (Tito) Picazo** – Instructor (4 years as Licensed Barber in State of California)
- **Jaime Aleman** – Instructor (3 years as Licensed Barber in State of California)
- **Ashlee Ware** – Instructor (Veteran, 1-year Licensed Barber and 3 years licensed Cosmetologist in State of California.
- **Aimai Lai** – Instructor (32 years as Licensed Cosmetologist in State of California)
- **Alexandra Lee** – Instructor (8 years of teaching in Barber Schools, 2 years as Licensed Cosmetologist in State of California)
- **Christa Roberson** – Instructor (3 years as Licensed Cosmetologist in State of California)

San Jose Campus

- **Luis Chia** – Branch Instructor (17 years as a Licensed Barber in State of California)
- **Danny Holt** – Branch Instructor (10 years as a Licensed Barber in State of California)
- Ronald Quinata - Branch Instructor (7 years as a Licensed Barber in State of California)
- **Trent Hart** - Branch Instructor (4 years as a Licensed Barber in State of California)
- **Celissa Guerrero** - Branch Instructor (3 year as a Licensed Cosmetologist in State of California)

Urban Barber College

School Catalog and Pre-Enrollment Disclosures Acknowledgement
Main Campus: 1809 Willow Pass Rd. Concord, CA 94520
&
Branch Campus:311 N. Capitol Ave. Unit i N. San Jose, CA 95133

I have received a school catalog (in print or electronically), understand I can always print another on the school web page and understand the below policies are included in such:

_____**State Licensing Requirements:** I understand the State of California Licensing Requirements as put forth in the school's catalog.

_____**Satisfactory Academic Progress Policy (SAP):** I understand the policy set forth in the catalog.

_____**Industry Prerequisites:** I understand industry prerequisites for employment in the profession including, but not limited to physically demanding postures and other considerations covered in the school's catalog.

_____**Course Outline:** I understand the **Barbering & Barber Crossover** program's Course Outline set forth in the catalog.

_____ **R2T4 Return to Title IV policy in this catalog**

I have reviewed the below disclosures and understand they are also posted on the school's web page.

_____Program Outcomes and Performance data for State of California and on urbanbarbercollege.com

_____Program Outcomes and Performance data for NACCAS and on urbanbarbercollege.com

_____I have viewed the California State Board of Barbering & Cosmetology Act & Regulations Booklet Electronically at https://www.barbercosmo.ca.gov/laws_regs/act_regs.pdf

---

Student Name (Print):
Date:

Student Name (Sign):

Parent or Guardian of Dependent minor Signature, *if applicable:*
Date: