



**Arkansas College of Barbering and Hair Design**

NORTH LITTLE ROCK • SOUTHWEST LITTLE ROCK • LITTLE ROCK

## **SCHOOL CATALOG EFFECTIVE SEPTEMBER 2016**

200 East Washington Avenue  
North Little Rock, Arkansas 72114  
(Main Campus)

9100 Rodney Parham Road, Ste 101  
Little Rock, Arkansas 72205  
(Branch Campus)

501-376-9696 (Phone) □ 501-374-5267 (Fax) □ [www.acbhd.edu](http://www.acbhd.edu)

**ARKANSAS COLLEGE OF BARBERING & HAIR DESIGN  
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**Welcome.** The staff at Arkansas College of Barbering & Hair Design would like to welcome you to our school and to the exciting field of barbering! This school catalog details our school's policies and was designed to inform, protect and prepare you for the time you spend at our school and onward in your new career. Please feel free to visit our website, [www.acbhd.edu](http://www.acbhd.edu)

**Rules are tailored to focus the attention of students on important facts of career preparation.**

Attractive appearance is stressed because of its importance to career success. Other rules draw attention to the need for cheerfulness, good manners, courtesy and consideration of customers, fellow students and supervisors. Proper sanitation procedures and safety practices are also stressed. Rules are applied regarding attendance. This is done in recognition of the need for self-discipline in work habits if success is to be achieved. Students must attend scheduled classes.

This school catalog outlines policies and procedures to be followed by students and staff of Arkansas College of Barbering & Hair Design. The institution reserves the right to make changes to this school catalog as the need may arise in order to keep current policies and procedures in place for staff and students.

Congratulations, you are one step close to your future career!

**OUTCOME RATES**

**North Little Rock Campus:**

Barber/Hair Design

Graduation: 55%

Licensure: 91%

Employment: 91%

TMI

Graduation: 100%

Licensure: 100%

Employment: 100%

**West Little Rock Campus:**

Barber/Hair Design

Graduation: 61%

Licensure: 100%

Employment: 88%

TMI

Graduation: 100%

Licensure: 100%

Employment: 100%

## **HISTORY**

Arkansas College of Barbering and Hair Design (ACB) was incorporated under the laws of the state of Arkansas in May 1974. The school was previously located at 401 Main Street in North Little Rock, AR.

In 1984, the school was relocated to its current location at 200 East Washington Ave and has been in continuous operation since that time. ACB opened with seven (7) students and sixteen (16) chairs and currently have forty-two (42) multi-purpose chairs and an average of sixty-five (65) students. Our purpose is to provide quality training in barbering and hairstyling to the residents of this and other states.

Two branch campuses were established; LR-Branch originally located at 2500 State Street in Little Rock Arkansas was opened on June 19, 2007. The second branch campus was opened June 8, 2012 and is located at 8521 Geyer Springs Road Unit 30 in Little Rock Arkansas. In April 2015, the LR-Branch was relocated to its current location at 9100 Rodney Parham Suite 101 in Little Rock Arkansas. In May 2016, the school closed the branch located at 8521 Geyer Springs Road.

December 2012 the school underwent a change of ownership to Arkansas College Management Co, Inc. DBA Arkansas College of Barbering and Hair Design.

## **CAMPUS LISTING**

North Little Rock Campus (NLR-Main)  
Arkansas College of Barbering & Hair Design  
200 E. Washington Ave.  
North Little Rock, AR 72114

Little Rock Campus (LR-Branch)  
Arkansas College of Barbering & Hair Design  
9100 Rodney Parham, Ste. 101  
Little Rock, AR 72206

## **OWNERSHIP**

Arkansas College Management Co, Inc. DBA Arkansas College of Barbering and Hair Design

## **ACCREDITATION & LICENSING**

Arkansas College of Barbering and Hair Design is:

Licensed by: Arkansas State Board of Barber Examiners  
501 Woodlane- Room 212N  
Little Rock, AR 72201

Accredited by: Accrediting Commission of Career Schools and Colleges  
2101 Wilson Boulevard, Suite 302,  
Arlington, VA 22201

Approved by: Department of Education  
400 Maryland Ave. SW  
Washington, D.C. 20241

The school has been approved by the US Department of Education to participate in Federal Title IV financial aid programs, as well as Veteran's Educational Benefits.

### **MISSION STATEMENT**

To prepare Arkansas' young men and women for a successful career in the Barber/Hair Stylist industry. We will challenge their imaginations as we teach the skills necessary to prepare them to pass the State Board Examination and to enter the profession. Arkansas College of Barbering & Hair Design has dedicated itself to this objective. Arkansas College of Barbering & Hair Design does not discriminate in its admittance on the basis of sex, age, race, color, religion, or ethnic origin.

### **SCHOOL PHILOSOPHY**

Arkansas College of Barbering and Hair Design is a leader in the education of hair stylists. The reason is simple...PRIDE. We take pride in our profession and in our school. Pride is a funny thing. It does not come easily; it must be earned. Pride is at once intangible and all prevailing, both a driving force and soothing balm. Pride often makes the only difference between mediocrity and excellence. Fortunately, pride can be extremely contagious. Arkansas College of Barbering and Hair Design can help you achieve your fullest potential in our profession. Together, we can make you a thoroughly qualified hair stylist. WE can reach this goal through hard work, perseverance, dedication, and most of all through pride.

### **PROGRAM OVERVIEW AND OBJECTIVES**

The school offers two well-organized programs. The programs consist of a 1500 Barber/Hair Stylist program and a 600 hour Teacher, Manager, Instructor program (TMI). The programs are designed to prepare graduates for the State Licensing Examination and enhance employment opportunities upon graduation. Program outlines and daily lesson plans ensure that all subjects are taught in correct sequence with a proper balance devoted to theory and practical instruction. Programs are designed to help students develop desirable work habits, attitudes, safety practices and awareness of their professional responsibilities. In order to provide students with a working knowledge of current practices, each program will be evaluated periodically and revisions of the programs are made so that new techniques, practices and products can be incorporated into the study programs.

### **GOALS AND COURSE OBJECTIVES**

The school has three main goals:

1. To educate students in men's and women's hair cutting, styling, perming, coloring, skin care, and various new techniques in the field of hair styling.
2. Educate students to be successful through personal motivation with the understanding of the financial aspects of hairstyling.
3. For students to master the necessary skills and procedures required to successfully pass the State Board Examination and obtain their license and, ultimately become a productive part of our society and profession.

## **FACILITIES & EQUIPMENT**

### **North Little Rock Campus (NLR)**

Arkansas College of Barbering and Hair Design (Main Campus) is equipped with 42 Collins multi-purpose barber chairs, 28 of the 42 chairs have their individual sink by Belvedere; each of the 28 also, have private workstations with mirrors. The remaining 14 chairs are in our styling section and each chair has a private workstation with mirror. In this section, there are two shampoo areas equipped with Belvedere Shampoo Bowls with Diverter Fixtures. Each of our clinic sections is conveniently located on the first floor and is equipped with TV/DVD capabilities in order to enhance the education of our students. Both clinic sections are well lighted with ample room for each procedure taught, and are air conditioned in order to provide a comfortable atmosphere for learning. Additionally, the campus is equipped with two large classrooms, a resource center, two break areas, and snack machines.

### **Little Rock Campus (LR)**

Arkansas College of Barbering and Hair Design (Branch Campus of Arkansas College of Barbering and Hair Design) opened on June 19, 2007. Located at 9100 Rodney Parham Little Rock, AR, is equipped with twenty-eight (28) private workstations featuring Belvedere multi-purpose chairs in a contemporary design and each station is accented with a full size round contemporary mirror. The open floor design of the clinic area includes twelve individual sinks with Belvedere shampoo chairs and seven contemporary design dryer chairs. Our facility can easily accommodate our forty (60) student capacity. The Learning Resource Center is equipped with TV/DVD and Computer to enhance learning and provides additional resources. We provide a kitchen area in our break room equipped with a full size refrigerator, microwave, sink, and two snack machines. The entire campus is handicap accessible. Our purpose is to provide quality training in barbering and hairstyling to the residents of this and other states.

## **CLASS START DATES**

Classes start on a monthly basis, on or around the first Tuesday of each month

## **SCHOOL YEAR CALENDAR OF HOLIDAYS**

The school observes the following holidays:

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day.

## **ACADEMIC CALENDAR**

Each campus operates on a continuous basis, 12 months a year.

## **ADMISSIONS REQUIREMENTS**

Arkansas College of Barbering and Hair Design is seeking motivated students with a desire to achieve a high standard of competency to function successfully as a member of the industry. An applicant seeking entrance in the institution must comply with the following admissions requirements. The school does not recruit students already attending or admitted to another school offering a similar program of study.

1. Be at least 17 years of age
2. Provide a high school diploma, high school transcript or GED.
3. A personal interview and visit to the school is required.
4. Proof of date of birth.
5. Provide a copy of social security card.

6. Must not have any pending legal matters
7. Credit for previous education will be considered only with an official transcript and a transfer student evaluation with one of Arkansas College of Barbering & Hair Design's instructors. Transfer credit will be accepted based on evaluation and transcript.

The Arkansas State Board of Barber Examiners carries out the directives of the Arkansas State Legislature (Arkansas Statute 71-523) in that a person must have at least an 8th grade education for consideration of admission to barber school. Additionally, a student must be at least 16 ½ years of age to take the State Board Examination.

#### **HOW TO ENROLL**

1. Make an appointment for a personal interview with the Admissions Office by calling 501-376-9696 or email [admissions@arkansascollegeofbarbering.com](mailto:admissions@arkansascollegeofbarbering.com)
2. Visit and tour the Academy.
3. Applicants should bring with them a copy of their
  - a. high school diploma or GED Certificate
  - b. Driver's License/ID
  - c. Social Security Card.

During the initial interview, applicants will complete the application for admissions, receive a copy of the school's brochure and is given a tour of the school facilities.

4. Complete all enrollment paperwork.
5. Complete Financial Aid or Financing with Financial Aid Department
6. Be accepted for enrollment.

**NOTE: Before enrollment applications are considered, applicants with felonies are required to be approved by the Arkansas State Board of Barbers Examiners.**

#### **RE-ENTRY STUDENT POLICY**

Former students of Arkansas College of Barbering & Hair Design who wish to re-enter must be approved by the school administration.

- Students who re-enroll within 180 days of withdrawal will be charged as on the original contract unless there has been a change in tuition and fees.
  - All previous payments will be credited to the contract less any refunds made
  - Credit for previous hours will be given
- Students who re-enter 180 days after the withdrawal may be evaluated in the same manner as a transfer student to determine class level.
  - Tuition will be as follows
    - \$12.10 per hour needed
    - Registration fee of \$250.00
    - Students that are absent are given the opportunity to make up hours. It is the student's responsibility to make up the hours.
    - **Additional fees for mannequins, textbooks and kits.**
- Arrangement for satisfactory payment of tuition and fees is required prior to returning to school.
- Students who withdraw from Arkansas College of Barbering & Hair Design and apply for a third re-enrollment must submit a written statement to the Director of Education and School Director to receive approval to re-enter school.
- A student that is allowed to re-entry in Arkansas College of Barbering & Hair Design may be required to complete a probationary period or mandatory attendance based on previous performance.
- All re-entry students are required to attend orientation. A student making satisfactory progress at the point of withdrawal may apply for re-entry in this school and will be considered to be making satisfactory progress at

the point of reentry. A student failing to meet minimum satisfactory requirements at the point of withdrawal will be placed on probation for one month when accepted for re-entry. The school does not have non-credit remedial programs.

### **TRANSFER STUDENT POLICY**

- The student must have previous training in barber hair styling.
  - They must have an official transcript of academic grades and hours
  - The student must have an official transcript of financial aid
- The student will be evaluated on his/her practical ability and theory through testing.
- Additional fees for mannequins, textbooks and kits
- The school has the right to recognize credit for all or part of the applicant's previous training
  - If it is recognized by the Arkansas State Board of Barber Examiners
  - According to degree of proficiency the student has on practical ability and theory
  - According to the length of time that has lapsed since previous enrollment
- Tuition will be as follows
  - \$12.10 per hour needed
  - Registration fee of \$250.00
- Acceptance of hours, practical requirements and exams will be based on the student's transcript as well as evaluation by an Arkansas College of Barbering & Hair Design instructor. A transfer student must be able to satisfactorily test out of each phase of the institution's program. For example, a student entering the senior level would be required to have written exams and practical evaluations transfer to Freshman and Junior levels of Arkansas College of Barbering & Hair Design.
- Transfer students are required to attend orientation.

### **STUDENT ACCESS TO RECORDS AND RELEASE/REQUEST**

1. All records concerning a student's academic, financial, or personal activities are confidential.
2. Students and parents, or guardians (where a student is a minor), have the right to review all the information, which is maintained by the academy on that student.
3. Records can be reviewed upon request to the Director.
4. Review of records must take place with the Director, by appointment only, who will not only supervise the review, but will also provide any required interpretations.
5. A written request, by the student or parent, in the case of a minor, is required before any information will be released to a third party. However, student records may be released to government officials and accrediting agencies without the expressed permission of the student or their parent or guardian.
6. The school will maintain students' cumulative educational records for at least five years after the student has left school.
7. The school provides and permits access to student and other school records as required for any accreditation process initiated by the institution.
8. Students must fill out the institution's "Release of Student Information Form" each and every time he/she request information to be released.

Student has the right to ask the school:

- a. The names of its accrediting organizations
- b. About programs, facilities and faculty
- c. The cost of attending and the school's refund policy for students who drop out
- d. The school's method of determining satisfactory progress and what happens if a student does not make satisfactory progress.
- e. About special facilities and services available to the handicapped

## **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT POLICY**

Certain rights are given to parents of students regarding their education records. These rights transfer to the student or former student upon reaching the age of 18. Students and former students to whom the rights have transferred are called eligible students.

1. Parents/guardians if the student is a dependent minor or eligible student have the right to inspect and review all of the student's education records maintained by the school. The school does not need to provide copies of these records but if it is impossible for the parents or eligible student to inspect the record personally, the school may charge a fee for any copies requested.
2. Parents of eligible students may request that correction be made if the records are believed to be inaccurate or misleading. Parents or eligible students have the right to a formal hearing if the school refuses to change the records. If after the hearing, the school still refuses the correction, the parents or eligible student has the right to place a statement in the records commenting on the contested information.
3. In most cases, the school must have written permission from the parents or eligible student before releasing any information from a student's record. The law does however, allow schools to disclose records, without contest to the following
  - School employees who have need to know
  - Other schools to which a student is transferring
  - Certain government officials in order to carry out lawful functions
  - Appropriate parties in connection with financial aid to student
  - Organizations doing certain studies for the school
  - Accrediting organizations
  - Individuals who obtained court orders of subpoenas
  - A person who needs to know in cases of health or safety emergencies
  - State or local authority to whom disclosure is required by state laws adopted before Nov. 19, 1974
  - "Directory" type information (school must inform parents or eligible students to request that information not be closed)

The above policy and procedures apply to all parents and eligible students in compliance with (FERPA) Family Educational Rights and Privacy Act of 1974.

## **STUDENT SERVICES**

### **Student Graduation**

Arkansas College of Barbering & Hair Design holds an annual graduation in December of each year for those students that graduated or will graduate during that year during the period of January 1 until December 31. The institution provides caps and gowns as well as invitations for graduates to give to their family and friends. A professional photographer will be available to take professional photos for the graduation. A school photo of graduation will be taken and posted at the institution. Currently attending students are welcome to join us at the upcoming graduation.

### Student of the Month

Once a month, the staff and instructors will select a student for student of the month. The qualifications of achieving student of the month include but are not limited to: attendance, grade average, citizenship, professional image, and professional ethics.

### Honor Roll

The student with the highest attendance and excellent academic achievement, 95% and higher will be recognized each month.

### Student Holiday Party

In December of each year, Arkansas College of Barbering & Hair Design holds a Holiday Party for currently attending students. The Holiday Party is a time for the students to celebrate the holiday season with their classmates and staff. Invitations are given to all students in November in anticipation. The institution gives prizes and gifts to students for the holiday season.

### Student Appreciation

Arkansas College of Barbering & Hair Design holds an annual student appreciation for currently attending students. The institution provides lunch for students as well as prizes and giveaways. The student appreciation is held for all students in appreciation of all their hard work, citizenship, and dedication to the program.

### Field Trip

Periodically throughout the program, students will be scheduled to take field trips to hair supply stores, hair shows, and hair salons. Field Trips are incorporated into the lesson plans of the institution and they are used to educate students in marketing, trends, and get students and staff involved in the community. Student participation in field trips is based on satisfactory performance in the program.

### Advising

Personal advising is available as an aid to student motivation and as a means of maintaining the productive attitudes and professional outlook through which students will be able to reach their fullest potential. Each student may meet with an advisor and/or instructor on an as needed basis for evaluation of progress. Students receive a progress report on a monthly basis.

### Housing

Arkansas College of Barbering and Hair Design does not have on-campus housing. Apartment housing is available near the school facility. The school office will gladly refer student to an agency for assistance.

### Transportation

Arkansas College of Barbering and Hair Design does not provide transportation to or from the school. Public transportation is readily available near the school. Approximate cost is \$3.00 round trip. The school will assist students in receiving bus passes for public modes of transportation. The cost of the bus pass is expensed to the students school account.

### Childcare Services

Arkansas College of Barbering and Hair Design does not provide childcare services. We can make recommendations to different childcare facilities to meet your needs. Payments and transportation would be the responsibility of the student.

### Employment Assistance

While Arkansas College of Barbering & Hair Design cannot guarantee employment for graduates, assistance in finding suitable employment is provided by posting area job openings or career opportunities on the bulletin board for students to review. Employment Assistance and Career Services is handled by the Student Service Coordinator. The Student Service Coordinator assists students in resume building, strengthening interview skills as well as establishing a portfolio.

### Learning Resource Center

Arkansas College of Barbering & Hair Design consistently maintains a Learning Resource Center on each campus for students and faculty to utilize throughout the training program. The Learning Resource Center encompasses desktop computers, flat screen televisions, a resource cabinet with books and materials that support the training programs, and a quiet area for studying.

To expand on the resources available to students and faculty, Arkansas College of Barbering & Hair Design partnered with Central Arkansas Library System-Main Bran and The Argenta Branch, William F. Laman Public Library System. The Central Arkansas Library System- Main Branch is located  $\frac{3}{4}$  of a mile from the Main Branch of Arkansas College of Barbering and Hair Design. The Argenta Branch Library is located 2  $\frac{1}{2}$  blocks from the Main Branch of Arkansas College of Barbering & Hair Design.

## **CAREER OPPORTUNITIES IN THE FIELD OF HAIR STYLING**

State Board Member  
Barber School Magazine Columnist  
Barber Editor  
Make-up Teacher

**IN EDUCATION:**  
Barber Instructor  
School Director  
State Board Inspector

### **PRIVATE, CHAIN OR DEPARTMENT STORE SALONS:**

Permanent Wave Specialist  
Hair Colorist  
Style Director  
Theatrical Hairstylist

Platform Stylist  
Salon Owner  
Free Lance Stylist  
Beauty Supply Salesman

## SCHOOL RULES AND REGULATIONS

### CODE OF CONDUCT

All students of Arkansas College of Barbering & Hair Design are expected to represent the school in a manner which is respectful and follows the guidelines as established in this school catalog and the school textbook. This does include but is not limited to proper school uniform during school hours, appropriate conversations with fellow students and staff and clients that does not contain sexually explicit language or profanity. Students are to conduct themselves as professionals at all times and be respectful of each other, clients, and staff members.

Students found to be carrying weapons in the school building or premises or students making threats against other students or faculty will be expelled.

**Anti-Harassment:** Students have the right to enjoy their learning experience in an environment free of harassment. If students feel that other students or staff members are harassing them, this matter should be brought to the attention of their instructor or School Administration.

Students found to be engaged in the harassment of other students or school faculty will be expelled.

**Anti-Violence:** Students have the right to enjoy their learning experience in an environment free from violence or the threat of violence. Arkansas College of Barbering & Hair Design does not permit weapons, including knives and firearms in the school building. Students with firearm permits are not permitted to carry their firearms while in the school building or premises.

Students found to be carrying weapons in the school building or premises or students making threats against other students or faculty will be expelled.

**Hate Crime Reporting:** Current federal regulations require institutions to report any of the following hate crimes: criminal homicide, sex offenses, robbery, aggravated assault, motor vehicle theft, burglary, larceny-theft, arson, simple assault, intimidation, destruction, damage, or vandalism of the property and any other crime involving bodily injury reported to local law enforcement agencies that manifests evidence that the victim was intentionally selected because of the perpetrator's bias. Students are encouraged to report crimes that fall into these categories to your instructor or directly to the School Administration as soon as possible.

### VISITOR POLICY

Due to security reasons, all visitors must check in at the front desk. Visitors are not permitted to go past the front desk without approval.

Arkansas College of Barbering & Hair Design has an open door policy. This policy is practiced by the faculty and staff at the institution. Any student having difficulty must follow the chain of command.

## STUDENT CHAIN OF COMMAND

1. Instructor
2. Program Director
3. Director of Academic Affairs
4. School President

## SCHOOL HOURS AND RECORD OF ATTENDANCE

1. Barber Schedules  
**NLR Campus**

Tuesday – Saturday 8:00am - 4:30pm  
Tuesday – Saturday 8:00am - 2:30pm

### **EVENINGS**

Monday- Friday 5:00pm-10:00pm

### **LR Campus**

Tuesday -- Saturday 9:00am – 5:30pm  
Tuesday – Saturday 9:00am -- 3:30pm

2. Full-time students must attend a minimum of 26 hours per week, but may carry a maximum of 40 hours per week. Evening shift students must attend a minimum of 23 hours per week, but may carry a maximum of 40 hours per week.
3. A record of your daily attendance is kept by downloading the time clock. Students must clock in and out to receive credit for hours attended. Clock in immediately upon arrival and departure. Students are required to clock in and out for a lunch period of 30 minutes.
4. Students may not clock in or out for each other. Any students found to be clocking in and out for other students will be subject to suspension or expulsion from program.
5. Students will be issued a nametag which students must have on their person at all times. Loss of this nametag will result in a replacement fee of \$10.00 for each card.
6. Student Absent hours:
  - a. Absent hours are accrued if a student comes to school late, leaves school early, or takes a longer than allocated lunch break.
  - b. Makeup hours remove absent hours.
  - c. Overtime charges result when a student does not make up missed time.
  - d. Overtime charges are due as accrued. Students are billed on a monthly basis. Payment for overtime charges is strictly enforced.
7. Students knowing in advance that they will be tardy or absent must fill out an “early departure/planned absence” form and submit it to their advisor for approval.
  - a) For unplanned absences or tardiness, the student must call in and speak directly to an available instructor. Students should NOT leave a message with anyone or on the voicemail for their instructor.
  - b) All students must call in 30 minutes prior to their schedules.

- c) Students with an unplanned tardy must receive permission from an instructor to come in late. In no case will arrival after 9:00am be approved for day students and 6:00 pm for evening students. Saturday attendance is mandatory for all students. Failure to attend on Saturday without prior approval may result in a three-day suspension. Friday is mandatory for night students; failure to attend on Friday without prior approval may result in a three-day suspension.
  - d) Failure to attend on Saturday without prior approval will result in a \$250 charge.
  - e) Excessive absences or tardiness may result in a non-approval of a planned absence. An unexcused absence is when a student does not call in or does not fill out an “early departure/planned absence” form. In both cases absent hours are accrued.
8. Students leaving the school building at any time during the day must notify their Instructor and clock in and out. Students should be aware that any time they are clocked out other than their lunch period, absent hours will be accrued.
  9. All students are required to attend on Saturdays. Saturdays provide students the greatest number of patrons, thereby giving them the best opportunity to develop their practical skills. Tardiness and unexcused absence on this day will be considered cause for possible interruption of training. An excused absence is one that is due to personal illness, illness, death in the immediate family, or an emergency. All work missed must be made up. There is \$250 charge for being absent on Saturday without prior approval.
  10. Students should strive for excellent attendance and are encouraged to maintain 85% or above attendance each month. Student’s attendance is monitored daily. However, progress reports are given out every month and at 100% completion for both Programs. If a student does not complete the minimum clock hours within the maximum period allowed, the student will be put on two- month probation.
  11. A student who misses 14 consecutive school days of scheduled class time and has not been granted an official leave of absence will be terminated.
  12. Hours from the time clock are recorded on a permanent record. Corrections in hours are not made after 30 days and submitted to Arkansas State Board of Barber Examiners.
  13. **Bringing children to school during your scheduled hours of attendance is NOT permitted.**

THEORY CLASSES

NLR

Day

- a. Freshman theory classes are held from 8:30 am until 9:30am, Tuesday through Friday.

Night

- b. Freshman theory classes are held from 8:00pm-9:00pm, Tuesday through Friday.

SWLR

- a. Beginner theory classes are held from 9:00am-10am, Monday through Friday.

Students are required to always be prepared for class by bringing your textbook, workbooks, pen or pencil and loose-leaf paper or spiral notebook as well as their kit.

Students may be sent home, required to clock out, or suspended for not having supplies.

Students are required to attend theory class during scheduled times. If you are not in class by the assigned time, you will not be allowed to clock in until theory has concluded.

Students must maintain a minimum of 75% in written and practical.

Two or more missed theory classes within a four-week grading period may result in suspension.

### MAKE-UP WORK

(1) Test may be made up on the third Tuesday of each month. Only two exams will be allowed on make-up day. This is the only time makeup test will be made.

(2) IT IS YOUR RESPONSIBILITY TO MAKE UP MISSED TESTS!

(3) Tests must be made up within a four-week grading period. Failure to make up missed tests within a grading period will result in delayed graduation.

### LUNCH

Day students have 30 minutes for lunch every day. The time for lunch will vary due to the nature of your training, but will be between 12:00pm and 2:00 pm.

Evening students do not have a scheduled lunch time.

Instructors are responsible for the smooth operation of the school and may assign lunch times, as they deem necessary.

Students **MUST** clock in and out upon leaving and returning from lunch. This applies to students leaving the premises as well as those remaining in the building for lunch.

Please do not make luncheon appointments as lunch times may vary.

### BREAKS

A student break room is provided for all students. There is a microwave, a refrigerator and vending machines available for all student use.

“Energizers” are scheduled for you daily during the Freshman phase. For the remainder of the program, energizers are taken on an individual basis with approval from an Instructor.

Please do not smoke, eat, drink, or chew gum in the classrooms or clinic areas.

Students must clock in and out when leaving the school building. Students are not required to clock out for breaks if they stay in the building. Should the break policy not be followed, the staff of Arkansas College of Barbering & Hair Design may require students to clock out and clock back in after breaks are concluded.

### ADVISING

(1) The student body is divided equally among instructors for advising.

(2) Advising hours for the administrative and education departments are posted outside those offices. Students can schedule an appointment in advance or receive assistance during those hours. If the student is experiencing an emergency, he/she may speak with their assigned Advisor so that assistance can be provided immediately.

(3) Individual advising is available for students with personal or academic problems. Schedule an appointment with your Advisor or one of the other staff members.

(4) Advising hours for the administrative office is posted outside of the office.

### HANDICAPPED POLICY

The school complies with the Rehabilitation Act of 1973 (Section 504) in that no qualified handicapped person, by reason of the handicap, will be excluded from enrolling in a course of instruction, though manual dexterity is required in the field of barbering/hairstyling.

### CREDIT UNIT AND CLASS SIZE

Arkansas College of Barbering and Hair Design, 200 E. Washington Ave, NLR, AR, 72114 and Arkansas College of Barbering and Hair Design 9100 Rodney Parham Ste. 101, LR, AR, 72205, operate on a clock hour basis. A clock hour is 60 minutes in length. The maximum number of students in a classroom or lab is 30.

### TRANSCRIPTS

Any transcript or certificate of completion is withheld until all fees and charges have been met. The student receives a copy of the written contract, rules and regulations, and the school catalog at the time of execution. Students may obtain a transcript from the school office upon request if he/she has fulfilled his/her financial obligation to the school.

### VACCINATIONS POLICY

Arkansas College of Barbering and Hair Design does not have an immunization requirement for admissions to this institution.

### VOTER REGISTRATION

In the United States, voter registration is the right and responsibility of all people. Approximately 70% of all Americans who are eligible to vote have actually registered. Register today and start exercising your civil right to make a difference. To register contact your county Supervisor of Elections Office, stop by and pick up a form at your local Revenue Office or in the Administration Office.

### **Drug-Free Schools and Communities Act (Public Law 101-226)**

1. Student's must certify that as a condition of the policies of this school, the student will not engage in the unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance during my enrollment at school.
2. Students must have received, reviewed, and do comprehend the rules, regulations and policies as set forth by the school and the Public Law 101-226 of the Drug Free Schools and Communities Act.
3. Students must certify that I do understand that the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful and the use or distribution of illicit drugs and alcohol by student on the school premises shall ensure immediate suspension and/or termination of my enrollment at school.
4. If any student cannot comply with the above code of ethics, the school will offer them a transcript to any

- other school that will accept them, as long as they meet their financial obligations.
5. These Rules and Regulations, and others which may be added, are designed to help the students and instructors carry out our training program. Failure to adhere to the above rules and regulations will result in dismissal from one (1) to ninety (90) days or indefinitely.

#### LEAVE OF ABSENCE

- A. An authorized Leave of Absence (LOA) is a temporary interruption in a student's program of study. A LOA must meet certain conditions to be approved:
- B. A Leave of Absence must be submitted in advance in writing and should include the reason for the student's request and student's signature.
- C. In instances of unforeseen circumstances that prevent the student from doing so, the student would not have to request the Leave of Absence in advance.
- D. The institution will not assess additional institutional charges as a result of the LOA.
- E. The LOA along with any additional Leaves of Absence must not exceed a total of 180 days in any 12 month period.
- F. A student granted a LOA that meets the school requirements is not considered to have withdrawn and no refund calculation is required at that time.
- G. A Leave of Absence extends the student's maximum time frame in the contract period by the same number of days taken in the LOA.
- H. If a student does not return from the LOA, the six month grace period for Student Loans will start as of their last day of attendance.
- I. A student applying for an LOA must be satisfactory in attendance and grades
- a. 67% attendance
  - b. 75% GPA
- J. A leave of absence expires on the end date and requires an extension if the student does not return on return date. If an extension is not completed in a timely manner, that student will be responsible for any absent hours that accrued from the days missed.
- K. A student on an approved leave of absence that notifies the school that he/she will not be returning will have a date of withdrawal based on the last date of attendance.

#### SANITATION AND EQUIPMENT

**Arkansas State Board of Barber Examiners governs sanitation regulations for Barber schools and salons. Unannounced sanitation visits are completed by inspectors. A grade is issued for the school's sanitation. The Board requires that all equipment is clean and sanitary at all times.**

**Students must have adequate supplies in their kit or they will be excused for the day. This school is not responsible for the loss or damage of personal belongings, money or equipment.**

**Periodically kit checks and station checks will be conducted at the discretion of the instructor. Students are responsible for keeping all equipment, supplies, stations, and kits in clean and sanitary condition. If items are found to be unsanitary, student will be required to clock out to clean the items and allow the items to be re-inspected prior to clocking back in. Chronically having unsanitary items may result in suspension.**

**Students are responsible for keeping their own station clean and sanitizing all equipment that is used on models. Each station should be neat and clean throughout the entire day. This will be expected in a salon setting also. Each student will be assigned a sanitation duty and must complete the assigned duty. Additional sanitation duties may be assigned as needed to assist in proper sanitation and upkeep of the institution.**

## TELEPHONE

*Cellular telephones may not be used in the school building during instructional time or while working on the clinic floor. Cellular phones may be used in student break rooms during authorized breaks. .*

Bluetooth's, IPODS, IPADS, laptops, tablets and MP3 Players may not be used. Students may not leave class or a client because of a message unless they have pre-arranged it with their instructor (for example, the student has told their child to text them if there is a problem, and the student has made the instructor aware of the situation before class begins.) All reading material should further your knowledge of hair, and skin.

## HAIR BENEFITS

Occasionally, with an instructor's authorization, depending on schedules and time, a student may be able to have personal hair services performed at a discounted rate. Students are to check with the Clinic Floor Instructor to make sure that they are not interfering with the smooth operation of the school.

- A. Students receive a 75% discount on chemical services. Non-chemical services, \$2.00 for shampooing and conditioning. There are no discounts given for family or friends of students.
- B. Students may not do their own hair while on the time clock.
- C. No more than once per week per student.
- D. Students who are absent on Saturday and who miss a theory class the previous week are not allowed to receive hair benefits for the following week
- E. A student has to have 80% in attendance, practical, and written averages. This rule also applies to students performing hair services on other students.
- F. Students must attend school the day that they receive hair benefits.
- G. A ticket is required and all supplies must be paid for before the service is given.
- H. Students are not allowed to bring in their own products.
- I. Do not begin any student service before **12:00pm** unless you have received permission from an instructor and do not begin any student chemical service after **3:00pm** on Friday
- J. No services are allowed on Saturday for day students.
- K. Students absent for that day or that are on suspension cannot receive discounted hair services.

## UNIFORM POLICY

All students at Arkansas College of Barbering & Hair Design are expected to present a professional image. The image you project to others is a reflection of you as an individual. Your personality, attitude, abilities, appearance and moral character all help to create emotional and mental pictures in the hearts and minds of every person you interact with in daily life.

The school uniform for barber students is black scrubs, school issued smock and any colored enclosed shoes. Students are required to wear school issued nametag at all times. There is a \$10.00 fee for each additional nametag issued.

School uniforms must be free of stains, wrinkles, and fit appropriately. Those students attending school and are found to be out of uniform will immediately be issued a new uniform and charged \$25. Student will automatically be billed when the school must issue them a uniform for not following the uniform policy. **Sagging is not allowed.**

Student's attire and hair must be neat in appearance. As a current student, you should project an image that reflects the industry.

Students may **not** wear: skin tight clothing, hats, vests, headgear, rags, bandanas, shorts or skirts, high heels, t-shirts with pictures or writing of any kind, sleeveless clothing, flip flops, opened heels or toes, jackets, or coats.

### SOCIAL MEDIA

Any negative comments containing the school on any social media website will lead to immediate termination.

### DAMAGE TO SCHOOL PROPERTY

Any damage resulting to school property through negligence on the part of a student shall result in that student being charged for that damaged property. The balance will be due in full prior to the student graduating from school. This includes but is not limited to the snack vending machine, soda machine, school stations, etc.

### INCLEMENT WEATHER

At the discretion of the School Director, classes may be cancelled. Notification of such cancellation will be broadcast on local news affiliate KARK Channel 4 as well as the schools social sites.

Fire Drills are conducted on a quarterly basis at Arkansas College of Barbering & Hair Design. In case of a hurricane, fire, tornadoes, or emergency, exit signs are displayed throughout the school to ensure that students exit through the appropriate doors. Evacuation plans are posted in each classroom, restroom, and in the facial room as well as salon floor. These drills are conducted to ensure that if there is a need to evacuate, the emergency evacuation will be done smoothly and successfully.

### HOUSING SERVICE

Housing services are not available at this school.

### SERVICES FOR STUDENTS WITH DISABILITIES

Prospective students with disabilities should contact the institution to ensure their needs can be fulfilled. This would include review of accommodations for classroom, practical, salon activities, job placement and licensure after graduation.

### DISCIPLINARY REGULATIONS:

When a student is found to not be in compliance with the rules and regulations as established by Arkansas College of Barbering & Hair Design that student is subject to disciplinary action. Depending on the severity of the non-compliance to policy, the instructor may submit a suspension or expulsion.

The following may result in disciplinary action, suspension, or dismissal.

- 1) Failure to follow policies as stated in the school catalog or as addressed by staff of Arkansas College of Barbering & Hair Design.
- 2) The use of obscene words or gestures on the school premises.
- 3) Any conduct disruptive to the proper functioning of the school's operation.

- 4) This school's management has a zero tolerance policy regarding behavior toward each other, staff, or customers, in which there is a loud verbal confrontation or any appearance (as determined by the staff) of the threat of physical violence. Any student participating in such a display will be discontinued.
- 5) Students who have been suspended or discontinued must leave the school premises when asked to do so by the instructor or Director of Education.
- 6) Unsatisfactory academic progress.
- 7) Failure to make up tests within the allotted time period.
- 8) Continued disregard of the uniform policy.
- 9) Repeated:
  - a. Failure to turn in required projects and record keeping at the end of a grading period.
  - b. Failure to have live model practice checked by an instructor.
  - c. Application of chemical solutions to live models without instructor authorization.
  - d. Application of products not distributed by the school, unless prescribed by a physician.
  - e. Performance of services not included on the client's ticket.
- 10) Refusal to participate in assigned clinic services or assignments.
- 11) Chronic patterns of missing theory and other scheduled classes.
- 12) Failure to clock in and out properly. Students will lose the hours from any missed punches.
- 13) Taking a longer than allocated lunch period or assigned break.
- 14) The use of alcohol or drugs while on school premises or coming to school with the appearance or smell of alcohol or drugs.

### COMPLETION TIME

***Hair Design/Barbering:*** Full time students attending 30 hours per week usually complete the **1500-hour** program in 12 months. Students may attend 40 hours per week and complete the course in 9 months. Upon completion, the student receives a diploma. One (1) clock hour = 60 minutes.

***Teacher/Manager/Instructor:*** Must complete **600 hours** and not to exceed six (6) continuous months. Upon completion, the student is awarded a diploma. One (1) clock hour = 60 minutes.

### GRADING SYSTEM

**GRADE REQUIREMENTS:** Students receive numerical grades in their theory and practical phases. A grade average of:

95 - 100 Excellent

85 - 94 Good

75 - 84 Satisfactory

65 - 74 Unsatisfactory

64 - Less Failing

Those students who fall below an overall average of 75% in theory or practical phases will be placed on probation. If by the end of the probationary period satisfactory progress has not been achieved the student may be discontinued.

### GRADUATION AND LICENSING REQUIREMENTS

In order to receive a **diploma** in the program from Arkansas College of Barbering & Hair Design and be certified for the Arkansas State Board of Barber Examiners licensing examination, a student must: (For graduation)

1. Satisfactorily complete our 1500-hour barber/hair stylist or 600-hour TMI program.
2. Satisfactorily complete all required practical performances.

3. Complete program with a minimum grade point average of 75% in practical and written grades and minimum 67% in attendance.
4. Pass the school's final written examination with at least a grade of 75.
5. Fulfill all contractual and financial obligations.

(To be licensed)

1. Receive a diploma from an approved school of barber/hair stylist or TMI.
2. File application for state examination 11 days prior to examination date.
3. Pay examination and licensing fee.
4. Pass the Arkansas State Board of Barber Examiners examination, which consist of both written and practical demonstrations.

## TUITION AND FEE INFORMATION

### **BARBER/STYLISTS**

TUITION:	\$18,150.00
REGISTRATION FEE:	\$ 250.00
BOOKS, SUPPLIES, UNIFORM AND KIT:	<u>\$ 1,496.00</u>
TOTAL COST:	\$19,896.00

### **TMI**

TUITION:	\$ 7,260.00
REGISTRATION FE:	\$ 250.00
BOOKS, SUPPLIES, UNIFORM, KIT	<u>\$ 1496.00</u>
TOTAL COST:	\$ 9006.00

** Official Transcript	\$10.00
**There is a copy of permanent record fee	\$2.00 per page
**There is a termination/withdrawal fee	\$150.00
**Replacement Name Tag fee	\$10.00
**Replacement Uniform	\$25.00
**Replacement Kit Fee	\$1221.00
** State Board Written/Practical Exam Fee	\$75.00 Barber \$80.00 TMI
**License fee	\$50 Barber \$40.00 TMI
**Intercampus Transfer fee	\$75.00
**Replacement Book	\$275.00

### EXTRA EXPENSES

Arkansas College of Barbering and Hair Design does not charge for housing, board, student activities, service charges, or rentals. Any other charge that may incur by the student is identified in the enrollment agreement and catalog furnished to the student before enrollment. For this purpose, when items of major expenses are separately identified the school also states its policy for reasonable settlement of such charges in the event of early termination.

Saturday's are mandatory for all students and will be charged **\$250.00** for each Saturday missed.

Students are responsible for replacing any personal tools or supplies that may be lost, stolen, or broken. A tool-kit checklist is available in the office.

## PROGRAM INFORMATION

Arkansas College of Barbering and Hair Design students receive competency based practical instruction. This method allows individuals to progress at their own practical ability with theory on a scheduled basis.

**Program Title:** Barber/Hair Stylist

### **Program Description:**

licensure

The 1500 hour Barber program consist of training in such topics as haircutting, styling, perming, men's shaving, men's clipper cutting, straightening, coloring, and scalp treatments. The primary purpose of the program is to train students in both theory and practical skills which will prepare them for state and enhance their employment opportunities into entry level positions within the industry. The program also provides information about career opportunities, seeking and obtaining employment and laws and regulations governing salon operations. The program is particularly directed toward developing in the student desirable habits and attitudes with respect to health, sanitation, safety, and encourages self-reliance, readiness to assist others, in an ethical approach to this profession, as well as business and legal aspects of salon operations.

### **Program Goals:**

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of barbering.
2. To prepare students to successfully pass the state board examination.
3. To prepare students to work in a professional hairstyling salon as a licensed barber.
4. To perform in barber related occupations.
5. To develop an awareness of their professional responsibilities to both the clients and employer / employee relationships and effective communication skills.

### **Program Format: (Instructional Techniques and Methods)**

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio-visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

### **Evaluation Procedures:**

1. Testing in both theory, practical, and clinic areas
2. Examinations after each unit of the program
3. Monthly practical/clinic workshops
4. State Board class
5. Final examination

### **Required Level of Achievement:**

All students are required to maintain at least a 75% grade point average in theory, practical and clinic subjects. In addition, a minimum grade of 75% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional requirements.)

### **PRACTICAL GRADING SYSTEM & PROCEDURES**

When students are being graded on their practical, the instructor will grade them with either all or none of the allotted points. (For example: proper draping is allotted 10 points, if the student does not drape properly then they lose all 10 points, they may not earn partial points.) Our grading scale will then explain the letter grade.

### **GRADING SYSTEM**

GRADE REQUIREMENTS: Students receive numerical grades in their theory and practical phases. A grade average of:

- 95 - 100 Excellent
- 85 – 94 Good
- 75 – 84 Satisfactory
- 65 – 74 Unsatisfactory
- 64 – Less Failing

Those students who fall below an average of 70% in theory or practical will be placed on probation. If by the end of the probationary period satisfactory progress has not been achieved the student may be discontinued.

### **Texts:**

- 1.** Milady’s Standard Textbook of Barber
- 2.** Theory and Practical Workbooks
- 3.** Milady’s State Board Exam Review Book

### **References:**

1. Milady’s Barber Management Guide
2. Milady’s Cosmetology Management Guide
3. Milady’s Standard Practical Workbook ( Barber)
4. Milady’s Standard Theory Workbook ( Barber)
5. Milady’s Standard Theory Workbook ( Cosmetology)
6. Milady’s Standard Practical Workbook ( Cosmetology)
7. Milady’s State Exam Review Book (Barber)
8. Milady’s State Exam Review Book ( Cosmetology)
9. Milady’s Theory and Practices of Therapeutic Massage Workbook
10. Milady’s Theory and Practice of Therapeutic Massage Textbook
11. Milady’s Workbook for the Professional Instructor
12. Milady’s Salon Management for Cosmetology students

13. State Exam Review for the Theory and Practice of Therapeutic Massage
14. Comprehensive textbook of Foot Surgery
15. Making faces
16. Twist Salon
17. Trend Vision 04' Spring/Summer Journal
18. 1001 Beauty Solutions
19. The color book Clairol Professional
20. Forever Young 2004
21. Milady's Playing it Safe : Milady's Guide top Decontamination, Sterilization , and Personal Protection
22. Color Guide Infectious Disease
23. Salon Ovations Tax and Financial Primer

## Program Content

### **PART I – ORIENTATION**

#### **CHAPTER 1 – STUDY SKILLS**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss study skills that can enhance your understanding of new information.
2. Discuss methods for mind-mapping a topic.
3. Identify the four steps of the writing process.
4. Discuss effective study habits.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

#### **CHAPTER 2 – THE HISTORY OF BARBERING**

*Objective: After completing this chapter, the student should be able to:*

1. Define the origin of the word *barber*.
2. Discuss the evolution of barbering.
3. Describe the barber-surgeons and their practices.
4. Explain the origin of the barber pole.
5. Identify some organizations responsible for upgrading the barbering profession.
6. Explain the importance and function of state barber boards.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

#### **CHAPTER 3 – PROFESSIONAL IMAGE**

*Objective: After completing this chapter, the student should be able to:*

1. Define professional image.
2. Discuss the ways in which life skills, values, and beliefs influence your professional image.
3. Explain the relationship between personality and attitudes and the demonstration of professional behavior.
4. List the guidelines to maintaining personal and professional health.
5. Demonstrate an understanding of effective human relations and communication skills.
6. List the qualities of professional ethics.
7. Discuss the basic principles of personal and professional success.
8. Explain the concepts of motivation and self-management.

9. Create short-term and long-term goals.
10. Discuss time-management skills.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **PART II – THE SCIENCE OF BARBERING**

### **CHAPTER 4 – MICROBIOLOGY**

*Objective: After completing this chapter, the student should be able to:*

1. Identify the two types of bacteria.
2. Identify the classifications of pathogenic bacteria.
3. Describe the growth and reproduction of bacteria.
4. Explain how blood borne pathogens can be transmitted.
5. Understand the differences between bacterial and viral infections.
6. Discuss hepatitis transmission and prevention.
7. Discuss HIV/AIDS transmission and prevention.
8. Discuss plant and animal parasites.
9. Understand immunity and related terms.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

### **CHAPTER 5 – INFECTION CONTROL AND SAFE WORK PRACTICES**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss the ways in which infectious materials may be transmitted in the barbershop.
2. Understand the reasons for maintaining an MSDS notebook.
3. Discuss federal and state agencies associated with infection control and safe work practices.
4. Define *decontamination* and list three levels used for the prevention and control of pathogen transmission.
5. Identify the chemical decontamination agents most commonly used in barbershops.
6. Demonstrate proper decontamination procedures for tools, equipment, and surfaces.
7. Discuss standard precautions and blood-spill disinfection.
8. Discuss disinfecting rules, decontamination safety precautions, and rules of sanitation.
9. Define *safe work practices*.
10. Recognize potential safety hazards in the barbershop.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

### **CHAPTER 6 – IMPLEMENTS, TOOLS, AND EQUIPMENT**

*Objective: After completing this chapter, the student should be able to:*

1. Identify the principal tools and implements used in the practice of barbering.
2. Identify the parts of shears, clippers, and razors.
3. Demonstrate the correct techniques for holding combs, shears, clippers, and razors.
4. Demonstrate honing and stropping techniques.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **CHAPTER 7 – ANATOMY AND PHYSIOLOGY**

*Objective: After completing this chapter, the student should be able to:*

1. Explain the importance of anatomy and physiology to the barbering profession.
2. Describe the structure and reproduction of cells.
3. Describe the structure of the skull, face, and neck and their relationship to barbering.
4. Identify important muscles of the head, face, and neck that relate to barbering services.
5. Identify important nerves of the head, face, and neck that relate to barbering services.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **CHAPTER 8 - CHEMISTRY**

*Objective: After completing this chapter, the student should be able to:*

1. Define organic and inorganic chemistry.
2. Define matter and its states.
3. Define pH and understand the pH scale.
4. Explain the characteristics of emulsions, suspensions, and solutions.
5. Understand why the pH levels of hair care products are important to the barber.
6. Discuss cosmetic preparations used in barbering including shampoos, conditioners, rinses, and tonics.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **CHAPTER 9 – ELECTRICITY AND LIGHT THERAPY**

*Objective: After completing this chapter, the student should be able to:*

1. Identify and define common electrical terms.
2. Discuss and recognize electrical safety devices.
3. Identify different modalities and their uses.
4. Explain the effects of ultraviolet and infrared lights on the skin.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **CHAPTER 10 – PROPERTIES AND DISORDERS OF THE SKIN**

*Objective: After completing this chapter, the student should be able to:*

1. Describe the structure and division of the skin.
2. List the functions of the skin.
3. Identify recognizable skin disorders.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **CHAPTER 11 – PROPERTIES AND DISORDERS OF THE HAIR AND SCALP**

*Objective: After completing this chapter, the student should be able to:*

1. Name and describe the structures of the hair.
2. Name and describe the layers of the hair shaft.
3. Describe the structure of hair protein.
4. Describe the growth cycle of hair.
5. List the characteristics of hair important in hair analysis.

6. Identify the different types of hair loss and treatments.
7. Identify common scalp disorders.
8. Identify common hair disorders.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

### **PART III – PROFESSIONAL BARBERING**

#### **CHAPTER 12 – TREATMENT OF THE HAIR AND SCALP**

*Objective: After completing this chapter, the student should be able to:*

1. Identify services associated with the treatment of the hair and scalp.
2. Demonstrate proper draping procedures for hair services.
3. Demonstrate the shampoo service.
4. Demonstrate scalp massage techniques and treatments.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

#### **CHAPTER 13 – MEN’S FACIAL MASSAGE AND TREATMENT**

*Objective: After completing this chapter, the student should be able to:*

1. Describe the benefits of facial massage and treatments.
2. Discuss the location and stimulation of facial muscles.
3. Discuss the location and stimulation of facial nerves.
4. Name and demonstrate massage manipulations.
5. Demonstrate the use of facial treatment equipment.
6. Discuss products used in facial treatments.
7. Identify skin types and appropriate facial treatments and products.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

#### **CHAPTER 14 – SHAVING AND FACIAL HAIR DESIGN**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss sanitation and safety precautions associated with straight razor shaving.
2. Demonstrate the ability to perform standard razor-holding positions and cutting strokes.
3. Identify the 14 shaving areas of the face.
4. Demonstrate a facial shave.
5. Demonstrate a neck shave.
6. Demonstrate a beard and mustache trim.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

#### **CHAPTER 15 – MEN’S HAIRCUTTING AND STYLING**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss the art and science of men’s haircutting and styling.
2. Discuss the term *envisioning* and the importance of the client consultation.
3. Discuss the principles of facial shapes and profiles.

4. Identify and name the sections of the head as applied to haircutting.
5. Understand the fundamental terms used in haircutting.
6. Demonstrate basic cutting techniques: fingers-and-shear, shear-over-comb, freehand shear cutting, freehand clipper cutting, clipper-over-comb, and razor cutting.
7. Demonstrate shaving the outline areas.
8. Demonstrate disinfection procedures.
9. Demonstrate basic hairstyling techniques
10. Discuss safety precautions used in haircutting and styling.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **CHAPTER 16 – MEN’S HAIR PLACEMENT**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss reasons why men may purchase a hair replacement system.
2. Recognize supplies needed to service hair replacement systems.
3. Demonstrate how to measure a client for a hair replacement system.
4. Explain how to create a hair replacement template.
5. Explain how to apply and remove a hair replacement system.
6. Describe how to fit and cut in a hair replacement system.
7. Describe how to clean and service a hair replacement system.
8. Discuss selling hair replacement systems.
9. Discuss alternative hair replacement methods.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **PART IV – ADVANCED BARBERING SERVICES**

### **CHAPTER 17 – WOMEN’S HAIRCUTTING AND STYLING**

*Objective: After completing this chapter, the student should be able to:*

1. Perform four basic women’s haircuts.
2. Demonstrate mastery of texturizing techniques.
3. Perform basic wet styling techniques.
4. Perform blow-dry styling techniques.
5. Perform thermal curling and straightening techniques.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

### **CHAPTER 18 – CHEMICAL TEXTURE SERVICES**

*Objective: After completing this chapter, the student should be able to:*

1. Explain the effects of chemical texture services on the hair.
2. Identify the similarities and differences between chemical texture services.
3. Discuss hair and scalp analysis for chemical texture services.
4. Perform permanent wave service.
5. Perform a reformation curl service.
6. Perform a hair-relaxing service.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **CHAPTER 19 – HAIRCOLORING AND LIGHTENING**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss the principles of color theory and relate their importance to hair coloring.
2. Identify the classifications of hair color products and explain their actions on the hair.
3. Explain the action of lighteners on the hair.
4. Identify the products used in hair coloring and lightening.
5. Demonstrate the correct procedures for applying hair color and lighteners.
6. Identify products used to color facial hair.
7. Discuss safety precautions used in hair coloring and lightening.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

## **PART V – THE BUSINESS OF BARBERING**

### **CHAPTER 21 – STATE BOARD PREPARATION AND LICENSING LAWS**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss how to prepare for written state board examinations.
2. Discuss barber board laws, rules, and regulations in your state.
3. Discuss how to prepare for practical state board examinations.
4. Explain what information may be found in candidate information booklets materials.
5. Identify the primary objectives of state barber board rules and regulations.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

### **CHAPTER 22 – THE JOB SEARCH**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss industry positions available for barbering students.
2. Explain the guidelines of goal setting.
3. List and discuss personal characteristics important to employment.
4. Discuss employment classifications and wage structures.
5. Write a resume and perform a job search.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

### **CHAPTER 23 – BARBERSHOP MANAGEMENT**

*Objective: After completing this chapter, the student should be able to:*

1. Discuss self-employment and barbershop ownership.
2. Understand responsibilities associated with business development and ownership.
3. Discuss types of business ownership.
4. Explain the differences among employment classifications.
5. Discuss the features of a business plan.
6. Design a floor plan.

7. Discuss different types of advertising.
8. Identify the types of records that barbershop owners must maintain.
9. Demonstrate services and retail product sales techniques.

**Note:** Additional training in these areas is available in lab class. Additional reference materials are located in the Learning Resource System.

**Program Title:** Teacher, Manager, Instructor (TMI)

**Program Description:**

The Teacher, Manager, Instructor program consists of learning all aspects of the teaching profession. This includes course outlining and developing, teaching principles, student learning principles, lesson planning, basic teaching methods, teaching aids, classroom management, classroom problems, and various other subjects. This program will prepare graduates for an entry level in the education field.

**Program Goals:**

1. Students will receive an education in both theory and practical skills and gain knowledge in all phases of instructing.
2. To prepare students to successfully pass the state board examination
3. To prepare students to work in a professional hairstyling salon as a licensed barber/hair designer
4. To perform in barber/hair stylist related occupations
5. To develop an awareness of their professional responsibilities to both the clients and employer/employee relationships and effective communications skills.

**Program Format: (Instructional Techniques and Methods):**

1. Program outlines and lesson plans
2. Lectures
3. Practical demonstrations
4. Audio- visual materials
5. Mannequin and live model practical and clinic workshops
6. Written and practical evaluations

**Evaluation Procedures:**

1. Testing in both theory, practical, and clinic areas
2. Examinations after each unit of the program
3. Monthly practical/clinic workshops
4. State Board class
5. Final examination

**Required Level of Achievement:**

All students are required to maintain at least a 70% grade point average in theory, practical, and clinic subjects. In addition, a minimum grade of 75% must be achieved on the final written examination in order to be eligible to receive a diploma. (Please refer to the Satisfactory Progress Policy for additional information)

**Text:**

1. Milady's Standard Textbook of Barbering
2. Milady's Master Educator Textbook
3. Milady's and Practical Workbook for Barbering

**References:**

1. Milady's Standard Practical Workbook
2. Milady's Theory and Practices of Therapeutic Massage Workbook
3. Milady's Theory and Practice of Therapeutic Massage Textbook
4. Milady's Workbook for the professional Instructor
5. Milady's Salon Management for Cosmetology Students
6. State Exam Review for the Theory and Practice of Therapeutic Massage
7. Comprehensive Textbook of Foot Surgery
8. Making Faces
9. Twist Salon
10. Trend Vision04 Spring/Summer Journal
11. 1001Beauty Solutions
12. The Color book Clairol Professional
13. Forever Young 2004
14. Milady's Playing it safe: Milady's Guide top Decontamination, Sterilizing and Personal Protection
15. Color Guide Infectious Disease
16. Salon Ovations Tax and Financial Primer

**Instructor Program Content**

**ORIENTATION**

- A. School Rules and Regulations
  1. School Policies and Procedures
  2. Program Outline
  3. Satisfactory Progress
  4. Dress Code
  5. Drug and Alcohol Awareness Prevention
  6. Campus Security Act
  7. Grading policy and procedures
- B. State Laws and Regulations Code
  1. Purpose

## **Volume I- Basic Teaching Skills for Career Education Instructors**

### **CHAPTER 1: THE CAREER EDUCATION INSTRUCTOR**

1. Qualities and Characteristics of a Master Educator
2. Roles of the Instructor
3. Loyalty to the Institution and Mission
4. Welcome Advice from Colleagues
5. Constant Pursuit of Knowledge
6. Effective Time Management and Organized Work Methods
7. Professional Ethics, Character, and Human Relations
8. Dependability and Flexibility
9. Cooperation and Teamwork
10. Interest in Other People
11. Initiative and Ability to Work Independently
12. Patience and Self-Control
13. Professional Image
14. Courtesy, Compassion, and Consistency
15. Desire and Motivation
16. Enthusiasm and Energy
17. Imagination and Pleasure
18. Effective Communication and Generational Skills
19. Winning Personality and Positive Attitude
20. General Instructor Responsibilities

### **CHAPTER 2: THE TEACHING PLAN AND LEARNING ENVIRONMENT**

1. The Teaching Plan
2. Teacher Organization and Preparation
3. General Organization
4. Assessing Students and Organizing Student Information
5. Managing the Atmosphere
6. Consider the environment
7. Adult Learner Characteristics
8. Student Demographics
9. Making it Happen
10. The Physical Environment
11. The Motivating Classroom
12. The Practical Classroom
13. Learning Facilities Checklist
14. Teaching Materials
15. Textbook Evaluation Checklist
16. Administrative Responsibilities
17. Attendance
18. Grade Records
19. Welcoming New Students

### **CHAPTER 3: BASIC LEARNING STYLES AND PRINCIPLES**

1. Why Learning Styles Are Important
2. The Role of the Educator
3. Learning Styles Defined
4. Learning Styles Profiles
5. Four Steps in Learning
6. Multiple Intelligences
7. Verbal/Linguistic Intelligence
8. Visual/Spatial Intelligence
9. Logical/Mathematical Intelligence
10. Intrapersonal Intelligence
11. Bodily/Kinesthetic Intelligence
12. Interpersonal Intelligence
13. Musical/Rhythmic Intelligence
14. Naturalist Intelligence
15. The Benefits and Importance of Identifying Learning Styles
16. How to Identify Preferred Intelligences
17. Developing Intelligences
18. Combining Intelligences

### **CHAPTER 4: EFFECTIVE CLASSROOM MANAGEMENT AND SUPERVISION**

1. Promoting a Positive Environment
2. Professionalism in the Classroom
3. Principles of Managing Learner Behavior
4. Managing Chronic Misconduct
5. Academic Advisement
6. Managing Difficult Learner Behavior
7. Constant Attention Seeking and Interruptions
8. Chronic Tardiness
9. Too Shy to Participate
10. Sleeping in Class or Inattentiveness
11. Distracting Side Conversations
12. Doubt and Pessimism
13. Having All the Answers
14. Conflict Management

### **CHAPTER 5: BASIC METHODS OF TEACHING AND LEARNING**

1. About Teaching and Learning
2. Teaching and Learning Methods and Techniques
3. Interactive Lecture
4. Demonstration and Practice
5. Group Discussion and Discovery
6. Role-Playing
7. Window Panning
8. Field Trips
9. Guest Speakers

10. Mind Mapping
11. Peer Coaching
12. Projects
13. Workbooks and Partially Complete Handouts
14. Case Studies
15. Concept Connectors
16. Visualization
17. Stories and Anecdotes
18. Mnemonics
19. Energizers
20. Characterizations
21. Experiments
22. Humor
23. Games, Group Synergy and Competitions

## **CHAPTER 6: PROGRAM REVIEW, DEVELOPMENT, AND LESSON PLANNING**

1. Planning Concepts and Preliminary Analysis
2. Curriculum Development
3. Steps for Developing a Course of Study
4. Advisory Council
5. Organizing Material
6. Instructional Outcomes
7. The Course Outline
8. Orientation Program
9. Lesson Plan Development
10. Advantages of Lesson Planning
11. The Lesson Plan: Pieces, Parts, and Points

## **CHAPTER 7: EDUCATIONAL AIDS AND TECHNOLOGY IN THE CLASSROOM**

1. The Master Educator's Role
2. Why Use Educational Aids and Technology?
3. Advantages of Using Instructional Aids and Technology
4. What to Consider
5. Important Concepts
6. Classifications of Educational Materials
7. Standard Print Materials (Non-projected)
8. Audiovisual Materials (Non-projected)
9. Audiovisual Materials (Projected)
10. Equipment

## **CHAPTER 8: EFFECTIVE PRESENTATION**

1. Communication Skills
2. Steps for Increasing Personal Awareness
3. CREATE
4. C- Consider the Topic
5. R-Research the Topic

6. E- Examples for Clarification
7. Analyze Your Learners
8. Teach with Poise
9. Enjoy and Be Enthusiastic
10. What Makes a Powerful Presentation?
11. Powerful Motivation
12. Creating Motivational Circumstances
13. Powerful Openings
14. Building Powerful Content
15. Closings with Impact
16. Connecting All the Parts
17. Varying the Stimuli
18. Questioning
19. Reinforcement

## **CHAPTER 10: MAKING THE STUDENT SALON AN ADVENTURE**

1. Practical Skills Training
2. The Student Salon Philosophy
3. The Essence of Teamwork
4. The Profitable Student Salon
5. What Does the Public See?
6. The Warm Reception
7. High-Tech, High-Touch Safety
8. Record-Keeping Requirements
9. The Efficient Dispensary
10. Cultivating Satisfied Clients
11. Recognizing First-Time Clients
12. Tender, Loving Client Care
13. Interacting with Clients
  - a. Building a Successful Clientele
14. Rebooking Clients for Future Services
  
15. Encouraging Repeat Services
16. Client Referrals
17. Upgrading Client Tickets
18. Effective Use of Downtime
  - a. The Professional Portfolio
  - b. Making the Student Salon an Adventure
19. In-School Promotions
20. Contests
21. Simple Surprises
  - a. Student Salon Teaching
22. The Three Elements of Zone Teaching
  - a. Supervising Multiple Students
  - b. Tools of the Educator

## **CHAPTER 11: CAREER AND EMPLOYMENT PREPARATION**

1. Preparing for Employment
2. Resume Development
3. Employment Portfolio
4. Targeting the School
5. Observe the Target
6. The School Visit
7. Arranging the Employment Interview
8. Interview Preparation
9. The Interview
10. The Employment Application
11. Success on the Job
12. The Institution
13. The Curriculum
14. Stay in Balance
15. Special Skills Needed
16. The Importance of Record Keeping
17. Purchase and Inventory Records
18. Services Records
19. Operating a Successful School
20. Planning the School's Layout
21. Personnel
22. Payroll and Employee Benefits
23. Managing Personnel
24. The Front Desk
25. The Reception Desk
26. The Receptionist
27. Booking Appointments
28. Use of the Telephone in the School
29. Good Planning
30. Incoming Phone Calls
31. Handling Complaints by Telephone
32. Selling in the School
33. Promoting the Clinic in the Community

### **Volume II- Professional Development for Career Education Instructors**

## **CHAPTER 1: EDUCATOR RELATIONSHIPS**

1. Relationships of a Master Educator
2. Human Relations
3. Communication Basics
4. Meeting and Greeting New Students
5. Educator-to-Learner Relationships
6. Educator-to-Educator Relationships
7. Educator-to-Supervisor/Employer Relationships
8. Other Educator Relationships

## **CHAPTER 2: ACHIEVING LEARNER RESULTS**

1. Special Learning Needs
2. Learning Disabilities
3. Dyslexia
4. Attention Deficit Disorder or Attention Deficit Hyperactivity Disorder (ADHD)
5. Chronic Behaviors
6. Coping with Chronic Behavior
7. Accommodation Plan
8. Barriers to Learning
9. Learner Apprehension
10. Learner Recall
11. Distractions
12. Rapid Response
13. Lack of Learner Motivation
14. Educator Behaviors

## **CHAPTER 3: LEARNING IS A LAUGHING MATTER**

1. The Best conditions for Learning
2. Learning and Laughter Defined
3. The Purpose of Laughter
4. The Mental Health Benefits of Laughter
5. Work-Related Benefits of Laughter
6. Physical Health Benefits of Laughter
7. This Thing Called Stress
8. Laughter Enhances Creativity
9. What is an idea?
10. Inspiring an idea
11. The Origins of Imagination
12. What if?
13. Integrating Humor into the Workplace
14. Integrating Humor into the Classroom

## **CHAPTER 4: TEACHING STUDY AND TESTING SKILLS**

1. Learning Is Lifelong
2. Developing Reading and Study Skills
3. Reading Skills
4. Underlining and Highlighting
5. Note-Taking Skills
6. When to Study
7. Fifteen Effective Study Habits
8. Forget the Five Failure Behaviors
9. Study Groups
10. Fitness Is a Must
11. Teaching Testing Skills
12. Preparing for the Test
13. On Test Day

14. Deductive Reasoning
15. Test-Taking Strategies
16. Educator Strategies

## **CHAPTER 5: TEACHING SUCCESS STRATEGIES FOR A WINNING CAREER**

1. Success Is a Choice
2. Value Yourself
3. Self-Assessment for Valuing Yourself
4. Actions for Valuing Yourself
5. Motivate Yourself
6. Self-Assessment for Internal Motivation
7. Actions for Self-Motivation
8. Expect to Win
9. Self-Assessment for Expecting to Win
10. Actions for Effective Goal Management
11. Effective Goal Management
12. Self-Assessment for Goal Management
13. Actions for Effective Goal Management
14. Develop a Strong Work Ethic
15. Self-Assessment for a Strong Work Ethic
16. Actions for Developing a Strong Work Ethic
17. Value the Client
18. Self-Assessment for Client Service
19. Actions for Outstanding Client Care

## **CHAPTER 6: TEAMS AT WORK**

1. The Concept of Teamwork
2. Teams and Team Work Defined
3. Team Motivation
4. The Team-Building Process
5. Determine the Need
6. Gaining the Team's Buy-in
7. Taking the Team's Temperature
8. Building the Team Essentials
9. Implementing the Plan
10. Evaluating the Results
11. Think Like Geese

## **CHAPTER 7: COMMUNICATING CONFIDENTLY**

1. Effective Communication Skills
2. What is Communication?
3. Sending and Receiving Information
4. Barriers to Communication
5. Getting the Message Across
6. The Spoken Word

7. Nonverbal Communication
8. Effective Listening
9. Communication Styles
10. Identifying Your Communication Style
11. Establishing Trust and Rapport
12. Tips for Communicating Confidently
13. In-School Communication
14. Communicating with Coworkers
15. Communicating with Managers

## **CHAPTER 8: THE ART OF RETAINING STUDENTS**

1. The Importance of a Sound Retention Plan
2. Establishing the Vision and Mission
3. Sound and Ethical Administrative Policies
4. Defining the School Culture
5. Admissions and New Student Orientation
6. Instilling Student Ownership
7. The Creative Curriculum
8. Energized Educators
9. Delivering Outstanding Customer Service
10. Investing in Your Educators
11. The P-R-A-I-S-E Policy

## **CHAPTER 9: EVALUATING PROFESSIONAL PERFORMANCE**

1. Performance Assessment
2. General Standards of Evaluation
3. Production
4. Thoroughness and Accuracy
5. Independent Action
6. Work Methods
7. Problem Solving
8. Interpersonal Skills and Professional Conduct
9. Work Habits
10. Cost Consciousness
11. Self-Motivation
12. Educator Position Description
13. Job Knowledge and Job Duties
14. Sources of Performance Assessment
15. Supervisors
16. Other Educators and Coworkers
17. Learners
18. Graduates and Their Employers
19. You, the Educator
20. Professional Development
21. Sample Professional Development Plan
22. Resources for Professional Development

## FINANCIAL AID INFORMATION:

### COST OF ATTENDANCE BUDGETS

Cost of Attendance is an overall look at tuition, fees, books, kit and what it will cost a student to live, room, board, transportation, etc., while attending school. The following is the COA Budget for our Standard 1500 Hair Design / Barber Program.

### **AWARD YEAR 2012 – 2013 COA BUDGETS**

#### **Hair Design / Barber:**

Live With Parents		No Children All Others:	
1) Tuition and Fees:	\$14,450	Tuition and Fees:	\$14,450
2) Room and Board:	\$548	Room and Board:	\$956
3) Transportation:	\$251	Transportation:	\$169
4) Misc/Personal:	\$223	Misc/Personal:	\$371
5) Other Cost:	\$0	Other Cost:	\$0
6) Kit/Supplies:	\$720	Kit/Supplies:	\$720

#### **Teacher/Manager/Instructor:**

Live With Parents		No Children All Others:	
1) Tuition and Fees:	\$5,950	Tuition and Fees:	\$5,950
2) Room and Board:	\$548	Room and Board:	\$956
3) Transportation:	\$251	Transportation:	\$169
4) Misc/Personal:	\$223	Misc/Personal:	\$371
5) Other Cost:	\$0	Other Cost:	\$0
6) Kit/Supplies:	\$340	Kit/Supplies:	\$340

**NOTE:** Tuition & Fees and Kits/Supplies are figured per enrollment.  
Room & Board, Transportation, Misc/Personal, and Other Cost are figured per month.

### FINANCIAL AID FOR STUDENTS

Arkansas College of Barbering participates in Financial Aid Programs to assist students who need money as a way to attend school. Whether a student is eligible for assistance and how much is determined by the need of each individual student. **Every student is different.** The Federal Financial Aid Programs that the school has available to students are the Pell Grant and Direct Loan Program. All students must complete a Free Application for Federal Student Aid (FAFSA) online or at the school before they can be considered for enrollment. Students will need to enter our school code (030234). Our Financial Aid Administrator will assist any student that needs help with their application.

### ELIGIBILITY

In general, an applicant is eligible for Federal Aid if he/she meets the requirements below. The applicant must:

- A. Be enrolled at least halftime as a regular student to receive aid from Pell Grant and Federal Direct Loan Programs.
- B. Be a US citizen or an eligible non-citizen.
- C. Show that he/she has NEED (*See Financial Need*)
- D. Not be in default on any Federal Student Loan or Perkins Loan.

- E. Not have an Over award on Pell Grant.
- F. The applicant must make satisfactory progress in their course of study.
- G. Sign a statement of educational purpose saying that you will use your federal student aid funds only for expenses related to attending your school.
- H. Sign a statement of registration status indicating you have registered with the Selective Service, if you are required to do so. The U.S. Department of Education will verify student's registration with the Selective Service. The names of any students, who claimed to have registered, but have not, will be referred to the U.S. Department of Justice.
- I. Be enrolled in a financial aid eligible course.

### **VERIFICATION PROCESS**

Arkansas College of Barbering and Hair Design have developed the following policies and procedures regarding the verification of information provided by applicants for Federal student financial aid under the Title IV Programs:

1. Only those students selected for verification by the U.S. Department of Education or who have conflicting information in their records will be required to submit supporting documentation. In most cases, the required documentation consists of a completed Verification Worksheet and a signed United States Income Tax Transcript from the prior year. Any conflicting information in the student's file must be resolved before any financial aid may be disbursed, regardless of the student's verification status.
2. No federal student aid funds (Pell grants or Direct loans) will be disbursed prior to the completion of verification.
3. The institution, prior to the completion of verification will certify a Direct Loan application. However, the student only has 45 days from the time the check arrives at the institution to provide the necessary documentation. If verification is not complete by that time, the check must be returned to the lender.
4. Students eligible to receive Pell grants will have until 60 days after their last day of attendance. However, in the interim, the student must have made arrangements with the school for payment of all tuition and fees due or risk termination from school. After the passage of the fore mentioned period, all financial aid that might have been due is forfeited.
5. All students will be notified on a timely basis if they have been selected for verification and what supporting documentation is required. At that time, the student will be informed of time parameters and the consequences of not completing the verification cycle. The institution will notify the student of the results of the verification process and any other documentation needed. The institution will assist the student in correcting any information that is inaccurate and will notify any student via award letter if an award changes. The institution will use as its reference the most recent Verification Guide supplied by the U.S. Department of Education.
6. If student receives an overpayment based on providing inaccurate or conflicting information on any application and refuses to correct the information or repay the Federal funds after counseled by the institution, the school will refer the case to the U.S. Department of Education for resolution. Unless required by the U.S. Department of Education, no Federal financial aid will be disbursed to the student.
7. The financial aid file must be documented with the date that verification is completed. Direct Loan checks are not to be released prior to this date.
8. ***All Theory and tests must be completed by 901 hours in order for any credit balances are credited to the student. If this is not done, we reserve the right to hold funds until graduation.***

### **FINANCIAL NEED**

Most Federal Student Aid is awarded based on financial need. Need is the difference between your cost of education (educational expenses such as tuition, fees, room, board, books, supplies, and other related expenses) and the amount you and your family are expected to contribute towards your education. A standard formula is used for all applicants that determine this amount, which is called the Expected Family Contribution (EFC) or Family Contribution (FC). The amount left over after subtracting the expected contribution from your cost of education is your financial need.

**Need-based:**

Federal Pell Grant  
Subsidized Loan

**Non-need based:**

Direct Unsubsidized Loan

FEDERAL AID PROGRAMS AVAILABLE AT ARKANSAS COLLEGE OF BARBERING AND HAIR DESIGN

- Federal Pell Grant
- William D. Ford Federal Direct Loan
- William D. Ford Federal Direct PLUS Loan**

FEDERAL PELL GRANT

Federal Pell Grants are awards of Federal Aid Funds ranging up to \$5,550.00 for the 2012-2013 award years. A Pell Grant is an entitlement, which means it does not have to be paid back. If a student qualifies for an award, he/she will receive it. The amount of the award is based on the Department of Education's determination of the student's need. How much you are actually eligible for depends on the following:

1. Your Student Aid Index Number
2. Cost of education at your school, whether you are a full-time or part-time student
3. How long you will be enrolled in the academic year

APPLYING FOR A GRANT

The necessary forms are available from the school office. The forms are to be completed accurately and submitted on time. The student is responsible for checking the status of his/her application and making sure that it has processed.

## RE-APPLYING FOR A GRANT

Federal financial aid does not automatically continue from one year to the next. Students must re-apply every award year. Forms are available from the school office during regular school hours. July 1st of each year begins a new award year.

## ARKANSAS RURAL ENDOWMENT FUND LOAN PROGRAM

Students may apply for the Arkansas Rural Endowment Fund Loan provided they live in a rural area or in a city with less than 7,000 in population.

## **INFORMATION ON LOAN PROGRAMS**

### WILLIAM D. FORD FEDERAL DIRECT LOAN PROGRAM

A Direct Loan provides low-interest loans for students and parents to help pay for the cost of a student's education after high school. The lender is the U.S. Department of Education...rather than a bank or other financial institution.

### DIRECT LOAN ELIGIBILITY REQUIREMENTS

Student eligibility is determined using Cost of Attendance (COA) budget that we establish including tuition based on your enrollment level and program, a room and board allowance, and an allowance for books and supplies, personal expenses and transportation costs. We subtract the Expected Family Contribution (EFC) as calculated on your FAFSA. The difference between these two figures is "Demonstrated Financial Need."

We may revise any student's eligibility if any elements of your COA budget changes. For example, an initial award is based on your intention for full-time enrollment may be reduced due to you changing to part-time enrollment.

### APPLYING FOR AN DIRECT LOAN

Applying for a Direct Loan must be done by filling out the FAFSA. The information on the student's FAFSA is transmitted to the school that the student lists on the application, and those schools use the information to assess your financial need for student aid. If you are an undergraduate student attending a school participating in the Pell Grant Program, the school will have to determine whether you are eligible for a Pell Grant before you can receive a Direct Loan.

## EXIT COUNSELING

Upon leaving school, graduated or withdrawn, federal regulations require that the student participate in an exit counseling session at [www.nsls.ed.gov](http://www.nsls.ed.gov). This session is designed to provide the student with information regarding rights and responsibilities with regard to loan repayment, which include but are not limited to grace period, loan terms and conditions, where to send payment, payment options, conditions to defer repayment and what happens when the student's loan goes into default. To get an idea of what the repayment schedule might be, the student can get customized estimates by using the on-line repayment calculators at Direct Loans at [www.direct.ed.gov/calc.html](http://www.direct.ed.gov/calc.html).

If the students completed Entrance Counseling for Direct Loans, the student will also receive an Exit Guide when they leave the school, as well as signing a statement that they have received the Guide and kept in the file for records. This can be given to them if graduated or mailed to them with their Official Withdrawal Letter.

## DIRECT LOAN BORROWER RESPONSIBILITIES AND REPAYMENT PLAN

If a student leaves school, he/she must contact the lender and arrange a repayment schedule. (A student is considered to have left school if he/she falls below half-time status according to the school's definition.) Repayment amount depends on the size of the debt. Students should ask the lender what the monthly payments would be prior to taking out a loan. A Federal Loan is a serious responsibility. Failure to repay a loan can result in the lender (or agency of the Federal government making the loan) suing the borrower to collect the loan. Your future credit rating can be affected and some states can withhold the student's state income tax refund to satisfy an outstanding Student Loan debt. Loan repayment begins 6 months after the student leaves school. The following chart is based on a minimum monthly payment of \$50.00 and a standard repayment period of 10 years. You can also find a Loan Payment Calculator on the Direct Loan website, [www.direct.ed.gov/calc.html](http://www.direct.ed.gov/calc.html) there are various repayment options; standard, graduated, extended, income-contingent or income based. Provisions are made for certain deferment or forbearance options.

## FEDERAL DIRECT PLUS LOANS

Direct PLUS loans are parent borrowers. This loan provides additional funds for educational expenses. FPLUS Loans have a fixed interest rate of 8.5%. Like Direct Stafford, a lender such as a bank, credit union, or saving and loan association make FPLUS loan. Unlike Direct Stafford borrowers, however, FPLUS borrowers do not have to show need, although they may have to undergo a credit analysis. The amount the parent may borrow under the Federal Direct PLUS Program will depend on the financial aid award established by the institution the student is attending. This loan may not exceed the student's cost of attendance minus other financial aid. Federal Direct PLUS may be used to replace the Expected Family Contribution (EFC).

## PLUS REPAYMENT

Borrowers must begin repayment 60 days from the disbursement date unless special circumstances apply.

## SELF-PAYMENT POLICY

The student agrees to pay Arkansas College of Barbering and Hair Design a monthly payment that shall be applied to the total educational cost. In addition, any receipt of the Title IV funds and/or credits due upon receipt of paperwork and funds shall also be applied to the total educational cost. Any extra charges will be added to the total education cost before financing is complete. Students are not charged interest while enrolled in school. If it is determined that any time during or after completion of the course that information has been falsified or not provided for the determination of the correct financial aid for the student; any refunds shall be charged back to the student's account.

## STUDENT WITHDRAWAL

When a student decides to withdraw from the program, they must complete a withdrawal form and exit counseling for financial aid with the institution. The Business Officer will review the withdrawal form with the student and determine if the student will have a balance or be owed a refund. During this time the return to title IV calculation will be reviewed with student so that they are aware of what funds if any the institution was entitled to.

Those students withdrawing that have a balance will be required to complete a cash promissory note for a payment plan. All payments are due the following month on the 1<sup>st</sup>. Withdrawn students that do not make satisfactory payment arrangements will be sent to collections.

## **REFUND POLICY**

- I. Any monies due to the applicant or student shall be refunded within 14 days of official cancellation or withdrawal. Official cancellation or withdrawal shall occur on the earlier of the dates that
  - A. The school does not accept an applicant. This applicant shall be entitled to a refund off all monies paid.
  - B. An applicant who has not visited the school prior to enrollment will have the opportunity to withdraw without penalty within three business days following either the regularly scheduled orientation procedures or following a tour of the school facilities and inspection of equipment where training and services are provided.
  - C. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  - D. A student (or in the case of a student under legal age, his/her parent or guardian) cancels his/her enrollment within three business days of signing the enrollment agreement. In this case all monies collected by the school shall be refunded, regardless of whether or not the student has actually started classes.
  - E. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases he/she shall be entitled to a refund of all monies paid to the school less the enrollment fee in the amount of \$150.
  - F. A student notifies the institution of his/her withdrawal in writing to cancel the enrollment. If the student does not notify the school a determination will be made according to the school's policies and procedures. **A written withdrawal is not required to process a refund payment.**
  - G. A student on an approved leave of absence notifies the school that he/she will not be returning. The date of withdrawal shall be the earlier of the date of expiration of the leave of absence or the date the student notifies the institution that the student will not be returning.
  - H. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
  - I. Cost of books, kit, and supplies is non-refundable.
  - J. For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

PERCENTAGE LENGTH COMPLETED TO TOTAL LENGTH OF PROGRAM	SCHEDULED HOURS AS OF LAST DAY ATTENDED	AMOUNT OF TOTAL TUITION OWED TO SCHOOL
0.01% to 4.9%	.15-74	20%
5% to 9.9%	75-149	30%
10% to 14.9%	150-224	40%
15% to 24.9%	225-374	45%
25% to 49.9%	375-749	70%
50% and over	750-1500	100%

- All refunds will be calculated based on the students last date of attendance. Any monies due a student who withdraws shall be refunded within 45 days of a determination that a student has withdrawn, whether officially or unofficially. In the case of disabling illness or injury, death in the student's immediate family or other documented mitigating circumstances, a reasonable and fair refund settlement will be made.
- If permanently closed or no longer offering instruction after a student has enrolled, the school will provide a pro rata refund of tuition to the student OR provide course completion through a pre-arranged teach out agreement with another institution. If the course is canceled subsequent to a student's enrollment, the school will either provide a full refund of all monies paid or completion of the course at a later time.
- Students who withdraw or terminate prior to course completion are charged a termination fee of \$150.00. This refund policy applies to tuition and fees charged in the enrollment agreement. Other miscellaneous charges the student may have incurred at the institution (EG: extra kit materials, books, products, unreturned school property, etc.) will be calculated separately at the time of withdrawal. All fees are identified in the catalog and in this enrollment agreement.

### **REINSTATEMENT OF TITLE IV AID**

When a student is reenrolling into Arkansas College of Barbering & Hair Design within 180 days of their termination date and there was a refund of their Title IV aid, the student may qualify for reinstatement of the Title IV aid. In this event, the school would fill out an administrative relief and send it to the Department of Education for approval of the reinstatement of the funds. As soon as the school has been notified of the approval and the monies reach the school, the student's account will be credited.

### **Policy for Return of Title IV Funds**

The Financial Aid Office is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed or take a leave of absence prior to completing 60% of a payment period or term. The federal Title IV financial aid programs must be recalculated in these situations.

If a student leaves the institution prior to completing 60% of a payment period or term, the financial aid office recalculates eligibility for Title IV funds. Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

A financial aid recipient who withdraws from Arkansas College of Barbering & Hair Design may have a portion of their aid returned to the Department of Education. The student will earn their aid based on the hours attended in a payment period, divided by the hours in the period multiplied by the aid received or eligible to be received. This will affect what tuition you owe the school.

Percentage of payment period of term completed = the number of days completed up to the withdrawal date divided by the total days in the payment period or term. This percentage is also the percentage earned aid.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula. Aid to be returned= (100% of the aid that could be disbursed minus the percentage of unearned aid) multiplied by the total amount of aid that could have been disbursed during the payment period or term.

If a student earned less aid than was disbursed, the institution would be required to return a portion of the funds and the student would be required to return a portion of the funds. Keep in mind that when Title IV funds are returned, the student borrower may owe a debt to the institution.

If a student earned more aid than was disbursed to him/her, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

Refunds are allocated in the following order:

- Unsubsidized Federal Stafford Loans
- Subsidized Federal Stafford Loans
- Unsubsidized Direct Stafford Loans other than PLUS loans)
- Subsidized Direct Stafford Loans
- Federal Perkins Loans
- Federal Parent (PLUS) Loans
- Federal Pell Grants for which a Return of funds is required
- Federal Supplemental Opportunity Grants for which a Return of funds is required.
- Other assistance under this Title for which a Return of funds is required.

**SCHOOL CLOSURE POLICY**

If Arkansas College of Barbering & Hair Design closes permanently and ceases to offer instruction after students have enrolled, or if its program is canceled after students have enrolled and instruction has begun the school will make arrangements for students. Students shall receive a pro rata refund of tuition, their official transcript, and a list of local schools approved by Arkansas State Board of Barber Examiners in order to transfer and complete educational requirements. Please see pro rata refund calculation chart below.

PERCENTAGE LENGTH COMPLETED TO			AMOUNT OF TOTAL TUITION
TOTAL LENGTH OF PROGRAM			OWED TO SCHOOL
0.01%	to	4.9%	20%
5%	to	9.9%	30%
10%	to	14.9%	40%
15%	to	24.9%	45%
25%	to	49.9%	70%
50%	and	over	100%

## **TRUTH-IN-LENDING STATEMENT & COLLECTION POLICIES**

All prices for courses are printed within the Catalog. There are no carrying charges or service charges connected or charged with any of these programs. Contracts are not sold to a third party at any time. Cost of credit is included in the price cost for the goods and services. The school may make every effort to collect overdue balances. Students are billed for 90 consecutive days. After this period, if payment or payment arrangements have not been made the account will be turned over to a collection agency for collection.

## **RECOVERY OF OVERPAYMENTS OF NON-INSTITUTIONAL EDUCATIONAL EXPENSES**

If a student withdraws, the overpayment of monies disbursed to the student for non-institutional education expenses shall be based on the percent of time completed over the time in payment period. The student shall be responsible for the repayment of the resulting overpayment. No overpayments shall result after half the payment period is completed.

### **SATISFACTORY PROGRESS POLICY**

The Satisfactory Progress Policy is consistently applied to all students enrolled at the school. It is printed in the catalog to ensure that all students receive a copy prior to the first day of class. The policy complies with the guidelines established by federal regulations established by the United States Department of Education. Students are informed of their progress status during evaluation periods.

### **EVALUATION PERIODS**

#### **Hair Design/Barber Program:**

Students are evaluated for Satisfactory Progress at 450, 900, 1200, and 1500 actual clocked hours. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

#### **Teacher/Manager/Instructor Program:**

Students are evaluated for Satisfactory Progress at 300 clocked hours. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress.

### **ATTENDANCE PROGRESS EVALUATIONS**

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

### **MAXIMUM TIME FRAME**

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

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

## ACADEMIC PROGRESS EVALUATIONS

The qualitative element used to determine academic progress is a reasonable system of grades as determined by assigned academic learning. Students are assigned academic learning and a minimum number of practical experiences. Academic learning is evaluated after each unit of study. Practical assignments are evaluated as completed and counted toward course completion only when rated as satisfactory or better (the computer system will reflect completion of the practical assignment as a 100% rating). If the performance does not meet satisfactory requirements, it is not counted and the performance must be repeated. At least two comprehensive practical skills evaluations will be conducted during the course of study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation with a grade of 75. Students must make up failed or missed tests and incomplete assignments. Numerical grades are considered according to the following scale:

95 - 100 Excellent  
85 – 94 Good  
75 – 84 Satisfactory  
65 – 74 Unsatisfactory  
64 – Less Failing

## DETERMINATION OF PROGRESS STATUS

Students meeting the minimum requirements for academics and attendance at the evaluation point are considered to be making satisfactory academic progress until the next scheduled evaluation. Students will receive a hard-copy of their Satisfactory Progress Determination at the time of each of the evaluations. Students deemed not maintaining Satisfactory Progress may have their Title IV Funding interrupted, unless the student is on warning or has prevailed upon appeal resulting in a status of probation.

### WARNING

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory progress while during the warning period. The student will be advised in writing on the actions required to attain satisfactory academic progress by the next evaluation. If at the end of the warning period, the student has still not met both the attendance and academic requirements, he/she may be placed on probation and, if applicable, students may be deemed ineligible to receive Title IV funds.

### PROBATION

Students who fail to meet minimum requirements for attendance or academic progress after the warning period may be placed on probation and considered to be making satisfactory progress while during the first probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Progress Policy standards by the end of the evaluation period may be placed on probation. 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 probationary period, the student has still not met both the attendance and academic requirements, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

### RE-ESTABLISHMENT OF SATISFACTORY PROGRESS

Students may re-establish satisfactory progress and Title IV aid, as applicable, by meeting minimum attendance and academic requirements by the end of the probationary period.

### INTERRUPTIONS, COURSE INCOMPLETES, WITHDRAWALS

If enrollment is temporarily interrupted for a Leave of Absence, the student will return to school in the same progress status as prior to the leave of absence. Hours elapsed during a leave of absence will extend the student's contract period 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 within 180 calendar days of the original official withdrawal date 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 progress, the student may appeal the determination. The student must submit a written appeal to the school on the designated form 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 AND REMEDIAL COURSES

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

### TRANSFER HOURS

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours.

### RE ENTRY STUDENTS

Students re-entering school and requires that students re-entering in less than 180 calendar days from the date of interruption, enter in the same progress status as when they left.

## **GRIEVANCE POLICY AND PROCEDURE**

It is the belief of Arkansas College of Barbering & Hair Design that every effort should be made by the parties involved to settle any disputes or misunderstandings among themselves. In the event that the parties are unable to resolve the dispute, the following grievance procedure should be adhered to.

Step 1 Students, teachers, and other interested parties are asked to try to resolve any issues with the school verbally before putting any complaints in writing.

Step 2 The school's chain of command should be followed before an official complaint is put in writing. (E.g. Instructor, Director of Education)

Step 3 All official complaints must be presented to the Director of Education in writing and should outline the allegations or nature of the complaint clearly and handwriting should be legible.

Step 4 The Director of Education will meet with the complainant within ten days of receipt of the written complaint. If the complaint cannot be resolved through discussion, the complaint will be referred to the School Director. The complainant will be provided a written record of the meeting with the School Director. The contact for the School Director is ray.n@arkansascollegeofbarbering.com

Step 5 The School Director will respond within twenty-one calendar days of receipt of the complaint and review allegations. If more information from the complainant is needed he/she will be written outlining the additional information needed.

Step 6 If no further information is needed the School Director will act on the allegations and a letter will be sent to the complainant within fifteen calendar days stating the steps taken to correct the problem or information to show that the allegations were not warranted or based on fact.

## **STUDENT COMPLAINT PROCEDURE**

Schools accredited by the Accrediting Commission of Career Schools and Colleges must have a procedure and operational plan for handling student complaints. If a student does not feel that the school has adequately addressed a complaint or concern, the student may consider contacting the Accrediting Commission. All complaints reviewed by the Commission must be in written form and should grant permission for the Commission to forward a copy of the complaint to the school for a response. This can be accomplished by filing the ACCSC Complaint Form. The complainant(s) will be kept informed as to the status of the complaint as well as the final resolution by the Commission. Please direct all inquiries to:

**Accrediting Commission of Career Schools & Colleges**  
**2101 Wilson Boulevard, Suite 302**  
**Arlington, VA 22201**  
**(703) 247-4212**  
**[www.accsc.org](http://www.accsc.org)**

A copy of the ACCSC Complaint Form is available at the school and may be obtained by contacting (name/position) or online at [www.accsc.org](http://www.accsc.org).

WE HEREBY CERTIFY THAT ALL THE PROCEEDING STATEMENTS IN VOLUME 19 ARE TRUE AND CORRECT.

(Rev. 5-14)

**Ray Nunziata, Chief Operating Officer**

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