



HELLO GORGEOUS BARBER SCHOOL

Barber / Barber Crossover /

Master Barber Instructor

School Catalog

2021-2022

Campus Location:

2207 West 6th Ave.,

Stillwater, OK 74074

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ADDITIONS & AMENDMENTS

Additions and amendments to this catalog will be changed or added with prior notice. These changes will be announced during roll call and posted in the break/lunchroom and/or on the school website.

In this catalog, barber/crossover students in the barber/crossover program may be referred to as future graduates, and students in the instructor program may be referred to as future instructors.

Any questions about any policies, procedures, professional commitments, or the entire contents of this catalog should be directed to school associates. All students are expected to be aware of the entire contents of this catalog and to follow each as outlined throughout this catalog. To promote and maintain the professional atmosphere, we ask that any problems be taken to the instructor(s) or school official(s), rather than discussing with another student. Other students do not have the authority to comment on or interpret the information within this catalog.

LANGUAGE USED

All programs are taught in English. In addition, the school catalog and Enrollment Agreement are published in English.

SCHOOL FACILITY

Hello Gorgeous Barber School is located at 2207 W. 6th Ave., Stillwater, OK 74074. This facility has Student Salon and Barber facilities, Theory and Practical Classroom, Dispensary, Library, Barber Supply Department, Break/Lunchroom, and an Administrative Office. The

school is well lit, modernly furnished, heated, and centrally air-conditioned for students' comfort. The square footage is approximately 2,200. The school is handicap accessible and has a public transportation stop on premises. This facility has all necessary equipment to conduct classes and operate the Student Barber Shop.

OWNERSHIP

Hello Gorgeous Barber School is owned by Hello Gorgeous Barbers, LLC. The President and Chief Executive Officer is Heather Sinclair.

EDUCATIONAL MISSION STATEMENT

Hello Gorgeous Barber School is dedicated to providing the highest quality education and experience to students, giving them an opportunity to pursue a career in the Art and Science of Barbering.

ENROLLMENT REQUIREMENTS

1. All students are required to attend an interview at the school.
2. All students are required to participate in a financial planning information session with the Financial Aid assistant, if applicable.
3. All students are required to provide documentation needed for a complete file and must submit all documentation before beginning class.
4. All students are required to provide proof of name change if applicable.
5. All students, if under the age of 18, must bring a parent or legal guardian/caretaker to one of the interviews.

Registration-Barber/Barber Crossover/Master Barber Instructor

Appointments may be made for an entrance interview by contacting the Director of Admissions (See Office Hours Dir. Of Admissions). This is by appointment only. To contact the Admissions Office, use the following telephone number:

Hello Gorgeous Barber School: 405-533-3990

ADMISSIONS

Admission Requirements-Barber

Students must:

1. Have successfully completed high school or its equivalent as evidenced by any of the following:
 - a. a copy of an official high school diploma,
 - b. a copy of an official GED certificate, or
 - c. a copy of a transcript showing high school completion containing school seal.* Official requires a school or official seal.
2. Have a state issued credential for secondary school completion if home schooled.
3. Must be at least 16 years of age and provide proof.

Admission Requirements-Barber Cross Over

Students must:

1. Have successfully completed high school or its equivalent as evidenced by any of the following:
 - a. a copy of an official high school diploma,
 - b. a copy of an official GED certificate, or
 - c. a copy of a transcript showing high school completion containing school seal.* Official requires a school or official seal.

2. Have a state issued credential for secondary school completion if home schooled.
3. Must be at least 18 years of age and provide proof
4. Have a valid cosmetology license or have filed for cosmetology state licensing or have scheduled to take the cosmetology licensing state board exam. If failing the exam, all hours obtained at that point are not credited
5. Have maintained a 75% or above G.P.A. in a cosmetology technology college by providing documentation supporting this average (if available)

***Admission Requirements- Master Barber Instructor
(1000 hours)***

Students must:

1. Have successfully completed high school or its equivalent as evidenced by any of the following:
 - a. a copy of an official high school diploma,
 - b. a copy of an official GED certificate, or
 - c. a copy of a transcript showing high school completion containing school seal.

* Official requires a school or official seal.
2. Have a state issued credential for secondary school completion if home schooled.
3. Must be at least 18 years of age and provide proof

4. Have a valid barber license or have filed for barbering state licensing or have scheduled to take the barber licensing state board exam. If failing the exam, all hours obtained at that point are not credited
5. Have a sincere desire to motivate and educate students in the art and science of barbering, and
6. Be able to assist with every service the school offers.

Admission Requirements- Master Barber Instructor (300 hours)

Students must:

1. Have successfully completed high school or its equivalent as evidenced by any of the following:
 - a. a copy of an official high school diploma,
 - b. a copy of an official GED certificate, or
 - c. a copy of a transcript showing high school completion containing school seal.

*Official requires a school or official seal.
2. Have a state issued credential for secondary school completion if home schooled.
3. Must be at least 18 years of age and provide proof
4. Have held a valid barber license for minimum of 2 years,
5. Be able to prove 2 years of work experience in the barbering field,
6. Have a sincere desire to motivate and educate students in the art and science of barbering, and
7. Be able to assist with every service the school offers.

Secondary Students:

For those secondary students not enrolled under a training agreement, the applicant must meet the following admission requirements:

- Meet the state requirements for admission (complete 10th grade and be 16 years of age)
 - Proof of completion of 10th grade can be shown through high school transcripts
 - Proof of age can be shown through a driver's license, birth certificate, etc.
- Provide permission in writing from the secondary school in which they are enrolled
- Successfully complete the pre-enrollment evaluation

TRANSFERS/RE-ENTRY POLICY

Hello Gorgeous Barber School does not recruit students already attending or admitted to other schools offering similar programs. The school does not guarantee the transferability of its credits to any other institution unless it has a written agreement on file of current acceptability of such credits from other institutions. Students transferring in or re-entering the school will be given credit for a documented official transcript of hours in accordance with the regulations of the State Board. Credit will be given for all legally acquired hours of previous training as certified by the State Board or school from which transfer occurs. Transfer-in and/or re-entry students may be required to purchase the books, equipment, and supplies necessary to complete the course of study.

Transfer-In Policy

The school only accepts transfer hours into the Barbering Program. A maximum of 750 clock hours of transfer hours from other colleges will be accepted. The school does not accept transfer hours into the Master Barber Instructor Program or Barber Crossover Program. The school reserves the right to recommend to an applicant with previous clock hours, enrollment into the full program.

Re-Entry Policy

A student who has withdrawn, officially or unofficially, will re-enter the school under the following conditions:

1. Students will enroll with the same satisfactory academic progress status as at the time of withdrawal;
2. Students must re-enroll within 1 year of their withdrawal date to continue at the point (in hours) of leaving the program. Student hours are only valid for 1 year;
3. For students who re-enter within 6 months from the time of withdrawal, all tuition payments made, and the remaining balance will be honored;
4. If approved for re-entry after 6 months from the time of withdrawal, the student will be charged for the remaining clock hours at the current hourly rate for the program of study, plus the registration fee, and a new enrollment agreement must be completed. A student, who re-enters more than 6 months after the original withdrawal date, may be evaluated

- scholastically in the same manner as a transfer student to determine class level assignment; or
5. Students who were terminated by the school for violations of any of the policies may not be accepted back for re-enrollment, unless mitigating circumstances apply.

Transfer/Transcript Policy

A copy of the official transcript, including the school seal, will be provided when all financial obligations have been satisfied. A release form must be signed by the student if he/she wants the official transcript sent to another school/agency.

High School Diploma Verification Procedures

Hello Gorgeous Barber school will verify the validity of any transcript or diploma, if a transcript or diploma is in question:

- The school may ask the student to provide an electronically verified copy of the transcript through National Student Clearinghouse.
- The school may ask the student to provide the school's name and address and then consult with the school or the Department of Education in that city to confirm the student's graduation year.

Should an enrolling student provide a foreign high school diploma, the prospective student must provide a verification that the diploma is the equivalent of a U.S. high school diploma by submitting it to an outside agency that is qualified to translate into English and confirm academic equivalence. If he/she cannot provide proof from another

source of authenticity, then this certificate cannot be accepted as official proof of high school education.

TITLE IV AID PROGRAM

The school participates in the Federal Pell Grant and William D. Ford “Direct Loan Program” Subsidized, Unsubsidized and Plus loans. Subsidized loans are need based; based on the school’s COA and the Students EFC a determination is made concerning need or lack thereof. Unsubsidized loans are not need based. School personnel counsels each student carefully as a means of enabling students to minimize the amount of debt incurred while attending school. The Pell Grant is a grant to those that qualify (qualifications is based on family earnings) and does not have to be repaid except in cases where a student fails to complete a specified percentage of a pay period of which they are currently attending. In cases where a student withdraws before completing 60% of the specified pay period, a portion of the grant becomes the student’s liability and as such may create a greater liability on the student in the terms of balance owed to the school. The financial aid administrator works with students in determining loan amount need(s) and loans must be certified by school’s financial aid office. All student loans are binding agreements between the student and the U S Department of Education and as such must be repaid. Failure to repay student loans by students to the U S Department of Education as scheduled on the promissory note will have adverse effects on the individual’s credit history. Students are apprised of expected federal funds for a specified award on or before the first day of class based on financial and other pertinent information the student provides to the school when filing or verifying FAFSA information. Federal funds are

disbursed in pay periods hour increments. Disbursement of federal funds is contingent on students being in satisfactory progress at the scheduled disbursement date. Failure to maintain satisfactory progress as defined in the school's satisfactory progress policy will cause a student's federal funds to be withdrawn.

FINANCIAL AID RESOURCES

Financial Aid is available to those who qualify.

FEDERAL PELL GRANTS are monies given to people to help pay for school awarded based on financial need.

DIRECT LOANS are borrowed monies through the U.S Department of Education that must be repaid (with interest)

DIRECT SUBSIDIZED LOANS are awarded to student who show financial need and don't accrue interest while the student is in school. You have six months grace period after you graduate, withdraw, or drop below half-time.

DIRECT UNSUBSIDIZED LOANS are available to all student, regardless of financial need. Interest does accrue on this loan while the student is in school.

DIRECT PLUS LOANS are only available for parents of Dependent Student. Financial need is not a consideration, but a credit check is required.

Eligibility for Title IV Funds criteria:

For a student to be eligible to receive any Title IV funds, the student must:

- Comply with the school's Satisfactory Academic Progress (SAP) Policy, included in the school's catalog.

- Not be in default on a loan made under any Title IV, HEA Loan program.
- Must not have obtained PELL or loan amounts that exceed annual or aggregate PELL or loan limits under any Title IV or HEA PELL or Loan Program.
- Not liable for grant overpayment.
- Be enrolled at least halftime to receive assistance from the Direct Loan Program. (The Pell Grant Program does not require halftime enrollment, but the student's enrollment status does affect the amount of Pell a student may receive.)
- Attendance for full time student is 30 hours per week, part-time 15 hours per week. Enrollment status is stated on the student's enrollment contract.
- Student must have a High School Diploma or a GED Certification
- Be a United States Citizen or an eligible non-Citizen
- Have a Social Security number
- Make Satisfactory Academic Progress (SAP)
- Sign a statement of updated information
- Sign a statement of educational purpose or certification statement on refunds and default.
- The students must be enrolled as regular student in an eligible program in order to participate in Title IV.

Federal Student Aid awards are based on financial need. Need is the difference between your cost of education (expenses such

as tuition, fees room, books, supplies, and other related expenses). Also, the amount you and your family are expected to contribute towards your education.

Apply for Financial Aid

Financial Aid is available for those who qualify. In order to apply for Federal Financial Aid you must complete a Free Application for Financial Aid (FAFSA). This can be done by submitting a paper FAFSA by calling and requesting one at 1-800-4-FED-AID or on the web at www.fafsa.ed.gov. Federal Financial Aid awards and amount are based on the information provided by the student on his/her FAFSA and are determined by the Department of Education.

Hello Gorgeous Barber School's Code for FAFSA is 042973.

NONDISCRIMINATION POLICY

Hello Gorgeous Barber School does not discriminate in its admissions and graduation policies, practices no discrimination based on sex, age, race, color, ethnic origin, religion, creed, financial status or country of origin or residence.

DISABILITY DESCRIPTION

Hello Gorgeous Barber School is accessible by persons with disabilities in conformance with the law, and, upon receipt of documentation indicating the existence of a disability. The instructors and staff are trained to, and, provide assistance and accommodations to persons with disabilities. Persons with intellectual disabilities may request assistance including, for example, assistance in reading materials, assistance in test-taking, re-phrasing of some documentation, and offering make-up hours to allow

additional time for completion or comprehension, as needed. The school is committed to assuring that persons with disabilities have, and receive, the same opportunities for completion of the course of study as other persons.

HOLIDAYS

The list of holidays always observed is:

HOLIDAY
New Year's Day
Independence Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas Day
Day after Christmas

SCHOOL CLOSINGS

Unexpected school closings will be reported to students by 7:00 am for that day. Students will be notified by school officials in the event of inclement weather and will receive updates via phone or Facebook messages.

HOUSING

No housing is available on the school campus; however, school personnel can assist those students from out of town who wish to find housing in Stillwater during their barbering/crossover/instructors' education.

PROFESSIONAL ASSISTANCE REFERRAL POLICY

Hello Gorgeous Barber School staff are available to listen to any personal problems/issues that a future graduate wants to share, and the school has information to share with the future graduates as to how and where he/she can go for professional help. The school staff is not qualified to counsel; however, they can lead the future graduate in the direction of qualified assistance. Any and all personal matters are confidential and are never shared with anyone, unless a release form has been signed by the future graduate stating who the school can release the information to in accordance with the Family Educational Rights and Privacy Act.

ADVISING OBJECTIVES

If a student needs career advising or just needs someone to share his/her confidential thoughts and/or problems with, the educational staff are readily available. Advising Objectives are:

1. To assist student(s) with personal & career goal setting,
2. To assist student(s) with job placement,
3. To listen to personal problems and give information as to where help can be found, when necessary,
4. To assist with locating grants, loans, scholarships and other forms of financial aid for any student if needed and is eligible,
5. To review, with a student, his/her progress on a monthly basis concerning practical skill grades, test scores, attitude, salesmanship abilities, people skills, attendance and appearance,

6. To advise with personality conflicts, disciplinary actions, S.A.P. concerns whenever necessary,
7. To listen and evaluate concerns that students have about school staff, education, etc.

EMPLOYMENT ASSISTANCE

Prior to the successful completion of the course, the student may register for employment assistance, and the school will use its best efforts to successfully place the student. Current listings of job openings in the area are kept available in the director's office and are posted under Employment Opportunities on the school bulletin board.

Initial introductory telephone contact with a prospective employer may be made by the school upon a student's request. However, the student is advised that the law prohibits any school, college, etc., from guaranteeing placement as an inducement to enter said school. Hello Gorgeous Barber School offers lifetime job placement assistance to all Hello Gorgeous Barber School graduates. A release form must be completed by the student before Hello Gorgeous Barber School staff can discuss personal information about the student with the salon. One form per salon is required.

OFFICE HOURS

A student may talk to the School Director, Director of Admissions or other office personnel by appointment only, after or before scheduled school hours, Tuesday through Friday.

Please observe these hours and make appointments accordingly.

FACULTY AND STAFF

Office Associates:

President / Chief Executive	Heather Sinclair
Fiscal Officer	Derrick Sinclair
Data Processing	Derrick Sinclair
Finance Director	Carrie Wilhelm
Public Relations.....	Heather Sinclair

Admissions Associates:

Director of Admissions	Heather Sinclair
School Director	Heather Sinclair
Educational Associates	Heather Sinclair/ Rachel Blackmon

Instructors:

Heather Sinclair – licensed cosmetologist, licensed barber, licensed master barber instructor.

Rachel Blackmon – licensed barber, licensed master barber instructor

*All instructors teach Barber, Barber Cross Over and Master Barber Instructor programs.

Staff:

Derrick Sinclair – B.S in Business Administration, Concentration in Finance, licensed barber, licensed master barber instructor

Carrie Wilhelm – B.S. in Accounting, Associates Degree in Business.

All school staff members are available during their scheduled work hours to assist enrolled or prospective students in obtaining information. The Director of Admissions is best suited for handling questions of prospective students. Upon reasonable notice, any staff member can be made available. Please refer to the office hours above for availability.

ORGANIZATIONAL AFFILIATIONS

License: Oklahoma State Board of Cosmetology and Barbering
2401 NW 23rd Street, Suite 84
Oklahoma City, OK 73107
(405) 521-2441

Accreditation: National Accrediting Commission of Career Arts & Sciences (NACCAS)
3015 Colvin St.
Alexandria, VA 22314
(703) 600-7600

* Copies of licenses or approval letters are available upon request in the school office.

ATTENDANCE

Attendance / Absentee Policy

If a student is going to be absent, he/she will need to call the school to notify and SPEAK to an associate before the scheduled class begins for the day. Failure to notify the school of absence and failure to SPEAK to an associate before class begins may result in a one-day suspension*.

A report of the absence will be accepted from the student or his/her immediate family.

If hours are completed and are attending to complete other graduation requirements, the student is required to attend his/her regular schedule. There is zero tolerance for tardiness, so all students must arrive before the class start time.

Be Responsible.....Be here!!

*NOTE – Suspensions do count as an absence, so excessive absences could result in a student attending beyond his/her enrollment agreement (contract) ending date, which could cost him/her additional money (See Cost of Course Information).

A student is a student until all graduation requirements are met. Therefore, a student will attend his/her regularly scheduled hours per enrollment agreement until all graduation requirements are met. ***One cannot attend until all financial obligations are met.**

See Catalog and Enrollment Agreement for attendance/termination information. The policy meets the standards of the Oklahoma State Board of Cosmetology and Barbering.

Make-up Hours Policy

Students are expected to be in school during their scheduled time as indicated in the Enrollment Agreement and must successfully complete all required hours of training. Occasionally students may find themselves in a position where they were unable to attend during their scheduled hours and have to

reconcile hours that were missed. Students can reconcile time missed either before or after their scheduled hours of attendance. Students will only be given credit for reconciled time if they are receiving instructor provided training or instructor supervised lab or clinic exercises. All reconciled time must be certified by an instructor, or credit will not be awarded. Days and hours for reconciliation are available based on the availability of an educator. Students reconciling hours must be in compliance with the uniform dress code policy and have their names on the reservation book prior to roll call.

Time Clock Policy/Procedure

Recording is an Oklahoma State Board of Cosmetology and Barbering requirement. Unless the student clocks-in, the hours for that day will not be credited to the student's accumulated hours. Students are not considered legally in school if not clocked-in before roll call. Until the student clocks-in, the student will not receive any credit for his/her hours.

1. Students must clock-in upon arrival and not leave the building;
2. Students must be clocked-in before roll call and clock-out when leaving school for the day/night;
3. Students not clocking-in will be considered tardy. School has ZERO tolerance for tardiness.

Tardy/Leave Early Policy

1. Tardiness is not allowed. The policy is a ZERO tolerance of any tardiness. Tardy = Absent.
2. If a student is going to leave early, he/she must notify the educator at the commencement of class.

3. A student must be in the classroom when class is scheduled to begin.
4. If a student is tardy from lunch or breaks, he/she will be suspended for one day.

ROLL CALL POLICY/PROCEDURE

Roll call is taken each day at the commencement of class for all students. At roll call time, the classroom door will be closed, and roll call will begin. Those not in the classroom at this time will be considered tardy (See Tardy Policy).

The following are roll call procedures:

1. Students are to be present when attendance is taken.
2. Students are to refrain from TALKING at this time.
2. Students will be evaluated on their professional appearance by standing when their name is called. All students arriving late will not enter the classroom. Tardy = Absent
3. If he/she is not clocked-in (See Time Clock Policy), then he/she will be considered tardy. Tardy = Absent (See Tardy Policy).

BREAK POLICY

Students are allowed two 15-minute breaks. Breaks are allowed after 1 hour of attendance and no later than 1 hour before dismissal. Morning break is from 10:00 am – 10:15 am.

Students must notify the receptionist and/or the educator when taking their break.

When students are not on break, lunch, or have an appointment, they must be performing skills on a

mannequin, watching an instructor demonstrate, working on student workbook, or reading barbering related materials. No one is permitted in the breakroom unless on a scheduled break.

If a student is late from his/her break, the student will be suspended for one day.

LUNCH POLICY

A student has a 30-minute lunch permitted between 11:30 am and 1:30 pm, with 1:00 pm being the last scheduled time for the lunch period. The receptionist and/or instructor will schedule the student lunchtime.

Students must check in and out for lunch with the receptionist and/or his/her educator.

If a student is late from his/her lunch, the student will be suspended for one day.

SANITATIONS

Daily sanitary duties are required of all students during the last 15 minutes of scheduled classes, except for special sanitations. The sanitation duties are posted in the school and are changed weekly. A list of each student's sanitation for each week is announced on the first scheduled day of the week. School is never dismissed until all sanitations are complete.

UNIFORM DRESS CODE POLICY

All students are required to dress and groom themselves in a manner that portrays the highest standards of the professional beauty industry. This standard will be

maintained during all regularly scheduled school hours as well as during off-site educational events.

Hair will be clean and professionally styled as seen in styling books and magazines. Styles will represent the quality of hair designing work that the student performs.

Appropriate make-up (eyes, lips, and cheeks) is required since make-up comprises a large part of the beauty industry.

All students will wear black shirts or Hello Gorgeous Barber School shirts.

Solid and all black pants, shorts, skirts, or capris are permitted. No fleece fabric is permitted.

Accessories are permitted, such as scarves, etc. Jewelry is also permitted as well as school related lapel pins. No hats or scarves will be used to cover the hair.

All clothing will fit appropriately and at the discretion of the school associates. Students not meeting all the standards of the professional attire will not be allowed to attend classes.

Additional Information-Female and Male Uniform Policies

1. Dirty clothes are not allowed to be worn, including any clothing that is touching the ground.
2. Clean, well-manicured nails, with or without polish, are required. Polish will not be chipped.
3. All clothing must be neat and ironed. There will be no runs in nylons.

4. Please be considerate of others: bathe daily, wear clean undergarments and use proper deodorant.
5. If told at roll call that he/she is not in compliance with the dress code policy, student will be sent home.

BOOKS / EQUIPMENT/ UNIFORM POLICY

Students are responsible for the safekeeping of their personal items, including the kit. The school is not responsible for lost or stolen items.

Kits, supplies, and textbooks may be changed at the discretion of the school. Additionally, kits, supplies, and books may be disbursed in intervals, as items are available from the distributor.

The books and equipment and are non-refundable as per Enrollment Agreement and may not leave the premises of the school until all the graduation requirements are completed. Therefore, the books and equipment may be removed by the student upon his/her graduation only.

If a student is absent without notice for 15 days or if a student cancels, in writing, his/her Enrollment Agreement, he/she will be considered terminated, and his/her books and equipment will be disposed of after 30 days from the last date of physical attendance.

If a student fails to return from an approved leave of absence on the scheduled date of return, as documented on the L.O.A. papers, in the student's file, or fails to notify the school concerning this matter, that date serves as the termination date, and his/her books and equipment will be disposed of after 30 days from the scheduled return date.

COURSE OVERVIEW

Barber

Our course provides 1,500 hours of education over a period of 45 weeks depending on his/her schedule. The full-time course is 11.25 months at 34 hours a week, and the minimum part time course (when available) is 25 months at 15 hours a week. The sequence of units depends on start date and rotation of units. Subjects covered are as follows:

Unit (Hours)	Chapters (Hours per Chapter)
Safe Work Practices (155)	“Infection Control & Safe Work Practice” (100) “Implements, Tools, & Equipment” (55)
Orientation to Barbering & Business Skills (175)	“History of Barbering” (15) “Professional Image” (35) “Job Search” (25) “Barbershop Management” (35) “Building Clientele” (30) “Demographics” (15) “Make Barbershop Models” (20)
Science of Barbering (200)	“Microbiology” (25) “Anatomy & Physiology” (30) “Chemistry” (40) “Electricity & Light Therapy” (20) “Properties & Disorders of the Skin” (30) “Properties & Disorders of Hair & Scalp” (30))

	“Treatment of the Hair & Scalp” (25)
Advanced Barbering (245)	“Chemical Texture Service” (135) “Haircoloring & Lightening” (80) “Practice Application” (30)
The Practice of Barbering (685)	“Men’s Haircutting & Styling” (250) “Basic Principle, Fundamentals & Techniques” (55) “Intro to Men’s Hairstyling & Review” (25) “Women’s Haircutting & Styling” (250) “Shaving & Facial Hair Design” (45) “Men’s Hair Replacement” (20) “Men’s Facial Massage & Treatment” (40)
State Board (40)	“State Board & Licensing Law” (40)

Barbering students may enroll anytime during the year according to the Class Schedule (See Class Schedule-Barbering). A full-time day student will complete the program in 11.25 months. A minimum part-time student (when available) will complete the program in 25 months. A student’s actual start date is recorded on the Enrollment Agreement and the ending date calculated accordingly.

Master Barber Instructor

The school offers a 1,000-hour Master Barber Instructor course. The full-time course is approximately

34 hours a week for a period of 30 weeks or approximately 7.5 months. Subjects covered are as follows:

Unit (Hours)	Chapters (Hours per Chapter)
Basic Teaching Skills for Career Education Instructors (300)	<p><u>Each Chapter will be 25 hours</u></p> <p>“The Career Education Instructor”</p> <p>“Teaching Plan & Learning Environment”</p> <p>“Teaching Study & Testing Skills”</p> <p>“Basic Learning Styles & Principles”</p> <p>“Basic Methods of Teaching & Learning”</p> <p>“Communication Confidently”</p> <p>“Effective Presentations”</p> <p>“Effective Classroom Management & Supervision”</p> <p>“Achieving Learner Results”</p> <p>“Program Development & Lesson Planning”</p> <p>“Educational Aids & Technology in the Classroom”</p> <p>“Assessing Progress & Advising Students”</p>
Basic Teaching Skills for Career Education in Beauty & Wellness Disciplines (75)	<p><u>Each Chapter will be 25 hours</u></p> <p>“Making the Student Salon an Adventure”</p>

	“Career & Employment Preparation” “The Art of Retaining Students”
Professional Development for Career Education Instructors (135)	<i>Each Chapter will be 27 hours</i> “Educator Relationships” “Learning is a Laughing Matter” “Teaching Success Strategies for a Wining Career” “Teams at Work” “Evaluating Professional Performance”
State Board & Management (90)	No book; practical training
Teaching Assistance (150)	No book; practical training in the classroom & clinic
Individual Practice Teaching (250)	No book; practical training completing individual teaching

Master Barber Instructor students may enroll anytime during the year (See Class Schedule – Master Barber Instructor Training).

Master Barber Instructor (with 2 years of experience in the field)

The school offers a 300-hour Master Barber Instructor course for licensed Barbers with 2 years of experience in the field. The full-time course is approximately 34 hours a week for a period of 9 weeks or approximately 2.25 months. Subjects covered are as follows:

Unit (Hours)	Chapters (Hours per Chapter)
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<p>Basic Teaching Skills for Career Education Instructors (84)</p>	<p><u>Each Chapter will be 7 hours</u> “The Career Education Instructor” “Teaching Plan & Learning Environment” “Teaching Study & Testing Skills” “Basic Learning Styles & Principles” “Basic Methods of Teaching & Learning” “Communication Confidently” “Effective Presentations” “Effective Classroom Management & Supervision” “Achieving Learner Results” “Program Development & Lesson Planning” “Educational Aids & Technology in the Classroom” “Assessing Progress & Advising Students”</p>
<p>Basic Teaching Skills for Career Education in Beauty & Wellness Disciplines (21)</p>	<p><u>Each Chapter will be 7 hours</u> “Making the Student Salon an Adventure” “Career & Employment Preparation” “The Art of Retaining Students”</p>
<p>Professional Development for Career</p>	<p><u>Each Chapter will be 7 hours</u> “Educator Relationships”</p>

Education Instructors (35)	“Learning is a Laughing Matter” “Teaching Success Strategies for a Wining Career” “Teams at Work” “Evaluating Professional Performance”
State Board & Management (30)	No book; practical training
Teaching Assistance (50)	No book; practical training in the classroom & clinic
Individual Practice Teaching (80)	No book; practical training completing individual teaching

Master Barber Instructor students may enroll anytime during the year (See Class Schedule – Master Barber Instructor Training).

Barber Crossover

The Barber Crossover course provides 300 hours of education over a period of 9 weeks or approximately 2.25 months for a full-time student. Subjects covered are as follows:

Unit (Hours)	Chapters (Hours per Chapter)
Barbering Basics (50)	“History of Barbering” (12.5) “Men’s Facial Massage & Treatments” (12.5) “Shaving & Facial Hair Design” (12.5) “Men’s Haircutting & Styling” (12.5)
Procedures & Practical (250)	No book; practical training

Barber Crossover students may enroll anytime during the year (See Class Schedule-Barber Crossover).

TESTS

Absent for Making up/Retaking Tests (Theory and Practical) Policy & Procedure

This policy and procedure apply to those who are absent the day of a test while in attendance at the Hello Gorgeous Barber School.

Any student who is absent the day of a test is required to reschedule and take the test before he/she goes on to the next course. The instructor has discretion regarding any work to be rescheduled. The highest grade possible for any rescheduled work is 80%.

If a student knows in advance that he/she will be absent the day of a test, he/she will be allowed to take the test prior to the test date and will receive full credit. The instructor will handle those situations with prior notice.

If a student fails a test, the test must be retaken before the end of the month, and the recorded score will be the average of the passing grade and 80%. All students must pass each test with a 75% or better. If a test is not retaken prior to the end of the month, the grade is 0%. The test must be taken in order to pass the subject.

Final Exams Policy & Procedure

If absent on a scheduled date for the practical final exam, the exam must be taken at the next scheduled exam date. If a written final is not passed, the instructor will schedule a date for the retake. The written final must be taken and passed prior to taking the practical.

All finals must be passed with a 75%. Final practical must be performed on mannequins. Talking is not permitted during finals.

Barber Mock State Board Exam Information and Policy

All financial obligations must be paid in full before taking the Barber Mock State Board written final or practical final. Finals can be taken when the student has obtained 1,350 clock hours. The written must be passed with a 75% before taking the practical.

A pre-written final will be administered prior to the official written final in order to establish awareness of specific areas needing extra attention if necessary. The pre-final passing grade is 75%. Talking is not permitted during finals.

The schedule for Barber finals are posted on the bulletin boards in the school.

GRADING POLICY

The following contains the grading scale for the practical skills, theory tests, quizzes and exams:

GRADING SCALE

A = 90 – 100

B = 80 – 89

C = 75 – 79

F = Below 75

All class work, theory tests, practical tests and assignments must be passed with a 75% or better. A 75% or better grade

point average must be maintained for all practical skills, theory, student salon performance, and examinations.

GRADUATION

Graduation Ceremonies

A Barber/Barber Instructor graduation ceremony is held on the day or week the student finishes his/her hours. At the ceremony, the graduate awards are announced, and the Hello Gorgeous Barber School diplomas are issued.

Attire for graduates is to be in uniform. Clothing and shoes must be neat and clean and of course hair, nails and make-up (if applicable) are done to perfection.

The publicity pictures and class pictures are taken after the graduation ceremonies. Friends and relatives are invited to attend.

Graduation Requirements-Barber/ Barber Cross Over /Master Barber Instructor

A student is a student until all graduation requirements are met. Therefore, a student will attend his/her regularly scheduled hours per Enrollment Agreement until all graduation requirements are met. A diploma is awarded to each graduate who completes all his/her required hours, training and all the following requirements are met:

1. Satisfactory Progress in both written and practical work has been maintained (75% average or above) (See S.A.P. Policy);

2. The Student Barber Service Skills and Product Performance Evaluation Goals must be completed. (See S&P);
2. All financial obligation requirements are met; and
3. Final school examination (written and practical) are both passed with a score of 75% or above.

If a student fails either final exam, it can be retaken at the next scheduled school final exam date. If a third attempt is required, the school recommends to the student, who fails the written or practical final exams, to schedule a meeting with his/her instructor to review the results.

See Catalog and Enrollment Agreement for attendance/termination information. The policy meets the standards of the Oklahoma State Board of Cosmetology and Barbering.

All graduation requirements must be completed.

The school will certify to the appropriate agency all necessary records for the graduate to take the State Board Examination. Upon successful completion of said State Board exam, the appropriate agency will issue a Barbering/Master Barber Instructor License to that graduate after he/she makes application.

LICENSING REQUIREMENTS & EXAM

Licensing Requirements-Barbering/Crossover Program

Below is a listing of requirements that must be met in order to be eligible to obtain a barber/barber cross over license in Oklahoma.

1. Be 16 years of age or older at time of examination,
2. Must have completed at least the 8th grade (Hello Gorgeous Barber School requires a high school diploma, its equivalent, G.E.D. certificate, or other certification of completion of home schooling that the state law treats as home or private school.),
3. Successfully completed 1,500 clock hours of education in a state approved school in no less than 8 months for a barbering license,
4. Successfully completed 300 clock hours of education in a state licensed school in no less than 8 weeks for crossover license,
5. Successfully completed school final exam including theory and practical skills,
6. Complete and submit application for State Board Examination including official transcript of education,
7. Pass the State Board Examination with a 75% average.

The barbering examination for licensing is held at the State Board of Cosmetology and Barbering in Oklahoma. The student must complete all college requirements before registering for the Licensing Examination.

Licensing Requirements-Master Barber Instructor Profession

Below is a listing of requirements that must be met in order to be eligible to obtain a barber instructor license in Oklahoma.

1. Be 18 years of age or older at time of examination,
2. Have a high school diploma, its equivalent, G.E.D. certificate or an online diploma from an approved high school or agency and at the school's discretion (original),
7. Have a current license as a barber in Oklahoma. (original),
8. Has either: (1) completed 300 hours of master barber instructor training in a licensed school of barbering and had 2 years of practical experience as a licensed barber, or (2) completed 1,000 hours of instructor training in a licensed school of barbering. (Master Barber Instructors only) (original documentation); Hello Gorgeous Barber School offers a 1,000-hour master barber instructor training course,
9. Have passed an examination authorized by the Oklahoma State Board of Cosmetology & Barbering to determine eligibility to receive a license as a master barber instructor.

The master barber instructor examination for licensing is held at Oklahoma State Board of Cosmetology and Barbering facility. The student must complete all school requirements before registering for the Licensing Examination.

STATE BOARD FILING POLICY

All graduation requirements must be completed before a student may file to take the State Boards. In order to work in a salon/school/college, a graduate must file and receive a

valid work permit issued by the Oklahoma State Board of Cosmetology and Barbering.

RECIPROCITY

Information on reciprocity with other states concerning barber licenses and instructor licenses is available in the school office during office hours (See Office Hours).

LICENSE REINSTATEMENT

This training is available to the barbers who, according to the Oklahoma State Board of Cosmetology and Barbering, need to attend a school for additional hours in practical skills for the reasons of license reinstatement or for applying for an Oklahoma license after already possessing a barber license in another state if reciprocity is not granted. See (Tuition) or call the school for information.

SALARY / WAGES INFORMATION

The U.S. Department of Labor provides current (2021) job information at www.careeronestop.org. This website includes information by job position to include state & national wages, occupation profiles/descriptions, state & national trends, knowledge, skills, and abilities needed for each position. This information is also available in the school admissions office. This information is required to be given to prospective students before enrolling and is therefore printed in this catalog.

OPPORTUNITIES IN OCCUPATIONS IN BARBERING AND BARBER TEACHING

In today's appearance service market, making a career choice is a very serious undertaking. We, at Hello Gorgeous Barber School, feel that we can help students

make the right choice. Barbering occupations available are barber or barber shop owner/manager, barbering sales and much more. A career as a Master Barber Instructor gives the opportunity to become a platform artist, a professional educator, a product technician, etc. Employment data on Hello Gorgeous Barber School graduates indicating placement rate and starting salary for each program as well as long range employment information is available for review in the Admissions Office.

SEMINARS / WORKSHOPS

Students are made aware of upcoming events in the areas related to the barbering profession. Flyers are posted on the bulletin boards. Most events have discounted prices or free admission to students in school. The educators encourage students to attend any barber education events outside the school. Clock hours cannot be obtained unless the event is a total school function.

SMOKING POLICY

Hello Gorgeous Barber School is a “Smoke Free Environment”. During breaks and lunch periods, students can smoke outside the school building in designated smoking areas. Smoking odor can be offensive to some, so fragrance spray should be used on coats and clothes.

STUDENT DISCOUNTS

Students may, with an instructor’s permission, have beauty services completed. Students pay ½ of the regular prices or full package price or designated student price, whichever applies to the service. Students on a L.O.A. or attending scheduled classes regularly qualify to have services performed at the discounted prices. Services must be paid

for before the service is performed. Students are given discounted retail pricing for purchases. Students may receive discounts until all graduation requirements are completed and payments are current.

STUDENT AS CLIENTS

Students will be used as clients for other students to complete practice during assigned subject matter, such as: haircuts, hairstyles, shaves etc. Exception will be allowed with an original doctor's excuse.

STUDENT BARBER SERVICE SKILLS AND PRODUCT PERFORMANCE EVALUATION GOALS (S&P)

Evaluations are a graduation requirement, as stated in the Enrollment Agreement. The evaluations consist of Student Barber Service Skills and Product Performance Evaluation goals. Barbering and Crossover students have specific goals in order to graduate.

EVALUATIONS

Evaluations are an educational procedure to ensure that specific weaknesses of services are addressed. Clients are required for all evaluations.

Barbering evaluations are conducted by the instructor and are a requirement.

Students are not to be clients for any evaluations. All clients receive substantial discounts on specific services. Evaluations are a graduation requirement, as stated on the Enrollment Agreement. The evaluations consist of practical services completed and required for completion of Student

Barber Service Skills and Product Performance Evaluation goals.

STUDENT SERVICES

The following is a list of various services that are offered to our students during their enrollment period at our school:

- Assistance with placement in a barbershop/salon or related field upon graduation,
- Employment during enrollment period,
- Childcare information,
- State board filing,
- Financial aid information,
- Information for assistance in drug and alcohol abuse,
- Information on assistance in domestic violence/sexual assault,
- Employment opportunities,
- Insurance policies needed for operating a barbershop or working as a barber,
- Information about business banking,
- Information on health, exercise and nutrition,
- Information on how to quit smoking,
- Information about IRS and state taxes as it applies to working as a barber as well as owning a barbershop
- Guidance on receiving assistance regarding issues such as: attendance, grades and personal issues a student may have.

STUDENT SERVICING CLIENTS POLICY

The Oklahoma State Board of Cosmetology and Barbering indicate that a barbering student may perform a service on a client after reaching 150 hours of attendance. The school is structured to develop knowledge and skills within a student to make he/she employable and to achieve a financially rewarding career. Training a student to merely pass a state board exam is secondary to our school's objectives.

LIBRARY

Research on the internet pertaining to the barbering industry is allowed during theory for educational purposes.

Ask an instructor for information/list.

CHEATING/THEFT POLICY

Neither proven theft nor proven cheating by students will be tolerated at Hello Gorgeous Barber School. If a problem of theft, of any kind, occurs, students will be asked to submit to a polygraph test. This test is administered by the proper law enforcement professionals, and the results are kept confidential. The school reserves the right to search all school lockers. All personal belongings are to be kept in locked lockers.

FIREARM POLICY

Hello Gorgeous Barber School is committed to a safe and secure environment in which to conduct educational activities for its students, faculty, employees, and visitors. Accordingly, possession, transfer, sale, or use of weapons (e.g., firearms, knives, etc.) within school the building or at school events is prohibited by any person other than by authorized law enforcement or authorized military

personnel. This prohibition applies to individuals who have been issued a Conceal Carry Permit from the State of Oklahoma.

Students violating this policy may be subject to disciplinary action, up to and including, dismissal from the program. Students who are observed violating the policy may be referred to appropriate law enforcement agencies. Violations of this policy should immediately report the matter to a school official.

FIRE SAFETY

Fire inspection reports are filed in the school office and may be viewed if asked. Hello Gorgeous Barber School will conduct periodic fire drills. There have been no fire related accidents or deaths in the school's history.

FIRST AID SUPPLIES/LOCATIONS

The classroom and the dispensary are equipped with a first aid kit. The kit is located in the educator's podium. A kit is also located in the school office and at the reception desk.

FOOD FACILITIES

A microwave and refrigerator are in the breakroom and are available for student usage.

LOCKER POLICY

Students will be issued a locker upon admission. Each student is responsible for obtaining a combination lock for his/her locker that has been issued to him/her. The combination must be kept in the student's file in the office.

*NOTE: The school has the right to search all college lockers on premises.

MISSING PERSON POLICY

In a small environment such as Hello Gorgeous Barber School, we are very aware if students are missing. If not planning on attending school, a phone call is requested. If students have not been present for three consecutive days and the school is unaware of their whereabouts, we will begin calling student contacts asking if the student is okay or if the contact is aware of where the student is and how they can be reached. If students wish to designate a contact, they should let the admissions office know. If students are absent five consecutive days and their contacts do not know where the student is, the school may, at its discretion, call local authorities and report the student as missing.

PARKING POLICY

Student parking is located along the east side of the school, in the spots facing away from the school.

CHANGE OF PERSONAL INFORMATION

Students must notify school personnel in the office of any changes of name, address, or telephone number.

PROFESSIONAL COMMITMENTS

The purpose of professional commitments is to comply with the Oklahoma State Board of Cosmetology and Barbering, to maintain the high standards of our school and to promote professional and marketable qualities in our students. The following is a list of professional commitments (Do's & Don'ts):

These are a set of commitments that will be enforced from the day the student begins training until the day he/she graduates. The school does not deduct hours from a

student's official record for any reason. Deductions are not used for disciplinary actions.

1. Students are not to loiter in the student shop area. Students are not to be in the student shop area unless he/she is performing a service on a client and/or student, assigned to be in the dispensary, assigned to be the receptionist assistant or receptionist or unless he/she is practicing on a mannequin to complete the Salon and Product Performance Evaluation.
2. Students are not to sit in the reception, dryer, shampoo, practical, or student shop areas. Students may be seated in classroom only.
3. Students are to book appointments with receptionist at front desk.
4. Students are not allowed to refuse reservations/appointments/performing barber services on clients.
5. Students are not allowed to style their own hair. Students perform all services on students in the student shop area. No student services will be performed during sanitations.
6. Dismissal is allowed for the day or evening as soon as all sanitations have been satisfactorily completed and the instructors have checked them.
7. Students having a service performed on them must pay *before* the service is performed and have an instructor sign the service ticket after the service. Students on a L.O.A. or attending their scheduled classes pay ½ of regular shop service prices for all services (Unless otherwise advised). Services

- cannot be performed on each other without the instructor's approval. See student discounts.
8. Phone messages for students will be taken by the receptionist and/or instructor and given to the students.
 9. Absolutely no gum chewing is allowed by students during school hours inside the school.
 10. Absolutely no profanity of any sort is permitted on the school premises.
 11. This school is a smoke free environment. Smoking is allowed outside the school in designated smoking areas and only during breaks and lunch times. Smoke odor is offensive to most. Use fragrance spray on coats and clothes.
 12. Gossip of any sort is not professional, is not important and is not allowed. Students and/or staff do not have time for it and are not interested in non-barbering related information.
 13. Students are not permitted out of class to see visitors.
 14. Shoes must be kept on during all class sessions and off chairs, tables, and walls.
 15. Absolutely no card playing, sewing, or reading of non-related books or magazines allowed in school. Hair and fashion related articles are allowed.
 16. All food and all drinks are kept in the break/lunchroom, never in the classroom. Only clear drinking water in a plastic capped bottle is allowed in the classroom.
 17. Students are not allowed in break/lunchroom during or between sanitation time and dismissal.

18. Students are never allowed to yell in the school at anyone or for anything except of course as a warning to an emergency.
19. Equipment/supplies are the personal responsibility of the student. Sanitary procedures must be followed very closely in the disinfecting of all equipment in kits. If students lose something, it is the student's responsibility to find it or replace it with another identical item that the school has for sale to students. The school is not responsible for lost or stolen items. Again, it is the student's responsibility to replace lost, broken or stolen items. Students will refrain from using another student's equipment. Only the equipment issued to students at the time classes begin is permitted in the classroom or the student shop area. All other property must be kept in the student's locker. No equipment can leave the school premises until a student fulfills all financial obligations and graduation requirements. Hello Gorgeous Barber School will replace any faulty equipment.
20. Visitors are not allowed beyond the reception desk. **NO EXCEPTIONS.** Visitors must remain in the reception area.
21. Retail purchases by students may be made during regular business hours. Students on a L.O.A. or attending scheduled classes may purchase products at greatly reduced prices posted on the student retail price list available at the receptionist desk. If students return any retail items/products that they have purchased, they must have a receipt; therefore, students must ask for a copy of a receipt if they

think they may return items. If no receipt - no credit
- no cash - no return.

22. Sanitations are performed during the last ¼ hour of the day and/or evening schedules except for special sanitation day. Each student's sanitation duty for the week is posted in the breakroom and/or classroom. Following sanitations, the student will report to the classroom while sanitations are being checked by the instructors. Following satisfactory sanitation, the instructor will then notify classes of dismissal. No coats/purses/personal belongings can be removed until sanitations are completed.
23. All areas of the entire school are to be kept clean, neat and orderly during the day and the evening.
24. Students are not to use the back door of the school except for emergencies. The front door only is used for entering and exiting.
25. Practice areas of the school are used for mannequin practice, practical work or final exams unless otherwise stated by the educator.
26. All personal belongings are locked in the student lockers. Student coats will be hung on provided coat racks in the break/lunchrooms and/or practice areas until after dismissal.
27. All food, food containers and related items left in the break/lunchroom are disposed of following dismissal. Take items home. Also, remove items from refrigerator if applicable.
28. Students who may have to leave earlier than regular dismissal, must notify the instructor of what day and time he/she will be leaving. Students must clock-out at time clock.

29. Students are not allowed to leave the classroom without permission. If a student is out of class without permission, he/she will be dismissed for the day/evening.
30. Students will not disrupt class.
31. Absolutely no one is allowed in the dispensary except the assigned student and instructor. It is for the assigned student's own protection in case of missing articles.
32. Soliciting and/or selling of raffle tickets, Avon or related products to other students, staff or clients is prohibited. An exception is if there is a student/school fundraiser.
33. The school reserves the right to make class assignments and to reschedule assignments when necessary. Each student shall be expected to attend all assigned classes.
34. Students are responsible for all work missed during their absence. It is necessary to reschedule and complete all work missed. (See Make-up Tests).
35. Students are responsible for keeping their workstations clean and orderly. Consideration is always to be shown for instructional material and school property.
36. Any student who receives a termination notice must leave the school immediately.
37. We reserve the right to suspend and/or terminate immediately any students from the school for:
 - a. Insubordination;
 - b. Excessive tardiness/absences;
 - c. Non-payment of cost of course;

- d. Gossiping, causing discord, or in any way disrupting classes;
 - e. Refusing clients;
 - f. Foul language;
 - g. Use, distribution or sale of drugs (Proven);
 - h. Student under the influence of alcoholic beverages or non-prescribed drugs; or students caught drinking alcohol anywhere in the school before, during or after hours (Proven) possession of alcohol;
 - i. Forging educators' signatures (Proven);
 - j. Cheating (Proven);
 - k. Physical violence of any nature;
 - l. Stealing (Proven);
 - m. Any other infractions not listed above but are part of the policies and procedures as updated by the school.
38. Barbering services outside the school is specifically disallowed by the State Board. This disallows any student from performing barbering services outside the school until filed for state boards.
39. Students may only use specified products on their clients, mannequins, students and employees. There are no exceptions.
40. Cell phone use in the classroom and in the student shop is for barbering related purposes. Never are phones used for personal reasons while INSIDE of the building.
41. If a student has completed his/her required hours and has skills to complete. On the day/evening that he/she chooses to fulfill the Student Salon Skills and Product Performance Evaluation (graduation

requirements), he/she must be present for the scheduled student salon hours. No late sign in times or tardiness allowed!

42. Absolutely zero tolerance of student drama/attitude.
43. Absolutely zero tolerance for less than perfect appearance.
44. Absolutely zero tolerance for tardiness.
45. Study time at home is established during the admissions process. There is a vast amount of materials for the educators to present, which leaves no time for studying at college.
46. Barbering students will complete mannequin skills when not servicing a client. It is important to have a full chair/clientele to avoid practicing on a non-human head. Mannequins do not become clients.

SUSPENSIONS

Suspensions are issued to a student by the instructor in the case of a student not being in compliance with the professional commitments (Do's & Don't) of which he/she has reviewed and have given written acknowledgment that he/she understood.

Suspensions are issued following a student/instructor conference concerning the matter. Suspension length is determined by the extremity of the offense and if the student has disobeyed the commitment previously.

Suspensions do count as absences according to the school attendance policy. Suspensions do affect the student's S.A.P., and suspensions do not extend the life of the Enrollment Agreement.

Accumulation of suspensions could and may result in extra educational charges to the student if he/she goes beyond the life of the enrollment agreement. (See Tuition: Extra Charges).

A suspended student is prohibited from attending his/her scheduled classes for any reason during the suspension period.

WITHDRAWAL POLICY

A charge of \$150.00 (withdrawal/termination fee) is due from a student once he/she either withdraws voluntarily or is terminated by the school for his/her course of study. (See Refund Policy).

All students who withdraw must submit documentation to the school in writing containing the reason(s) for withdrawal/termination.

A student may enroll, separate, and re-enroll no more than three (3) times. After the third enrollment, a one-year cooling-off period is required before the student may return to re-enroll at Hello Gorgeous Barber School. (See Re-Entry Policy).

TERMINATION POLICY

Hello Gorgeous Barber School may terminate a student's enrollment for noncompliance with General Policies, the Enrollment Agreement, or State Laws and Regulations; Improper conduct or any action which causes or could cause bodily harm to a client, a student, or employee of the school; willful destruction of school property; and theft or any illegal act.

INSTITUTIONAL REFUND POLICY

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

*Note: For the purpose of the refund policy, the student's official withdrawal is the date the student initiated the withdrawal process or notified the school of their intention to withdraw. In the event of an unofficial withdrawal, the school determines the student's last date of attendance that is documented in the school's records and uses that date as the withdrawal date.

Official cancellation or withdrawal shall occur on the earlier of the dates that:

Refund Policy:

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

- C. A student cancels his/her enrollment after three business days of signing the contract but prior to starting classes. In these cases, he/she shall be entitled to a refund of all monies paid to the school less the registration fee in the amount of \$150.00.
- D. A student notifies the school of his/her withdrawal in writing.
- E. 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.
- F. A student is expelled by the school. (Unofficial withdrawals will be determined by the institution by monitoring attendance at least every 30 days.)
- G. In type B, C, D, or E, official cancellations or withdrawals, the cancellation date will be determined by the postmark on the written notification, or the date said notification is delivered to the school administrator or owner in person.
 - For students who enroll and begin classes but withdraw prior to course completion (after three business days of signing the contract), the following schedule of tuition earned by the school applies. All refunds are based on scheduled hours:

Percentage of scheduled time enrolled to total course/program	Total tuition school shall receive/retain
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%

- All refunds will be calculated based on the student’s 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 and instruction has begun, 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 and before instruction has begun, the school will either provide a full refund of all monies paid or completion of the course at a later time. If the course is cancelled after students have enrolled and instruction has begun, the school shall provide a pro rata refund for all students transferring to another

school based on the hours accepted by the receiving school OR provide completion of the course OR participate in a Teach-Out Agreement OR provide a full refund of all monies paid.

- The requirements for Title IV program funds when you withdraw are separate from the school's Institutional Refund Policy. Therefore, you may still owe funds to the school to cover unpaid institutional charges. The school may also charge you for any Title IV funds that the school was required to return.
- VA Education Benefits students who withdraw will be reported to VA as terminated and may be subject to a refund due to the VA. The school's institutional refund policy may also apply.
- The cost of books and equipment are not included in tuition adjustment computations. These items are non-refundable and become property of the student when paid in full. All books and equipment are to be kept on the premises until the last day of attendance. Monies collected are credited to tuition first.
- Students who withdraw or terminate prior to course completion are charged a withdrawal/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.

- All student enrollees are subject to the Institutional Refund Policy. (Ask for Refund/Withdrawal Forms in school office).
- If a student owes the school money, based on the refund calculation, the monies owed are due at the date of cancellation or termination of enrollment. Payment arrangements can be made, however, if after 30 days of non-payment, the account, with a signed copy of enrollment agreement, will be submitted to a collection agency. The agency will use good taste and have sound ethical practices.

RETURN TO TITLE IV POLICY FOR FEDERAL FINANCIAL AID STUDENTS ONLY

Hello Gorgeous Barber School must determine the amount of Title IV program assistance that has been earned if a student withdraws from school. The Financial Aid Office will perform a Return of Title IV Funds calculation when a federal student financial aid (Title IV) recipient withdraws from his/her program. This process ensures that the institution correctly calculates the amount of federal student financial aid earned by the student and returns any unearned funds back to the respective federal student financial aid program(s). In some cases, the student will be required to return unearned Title IV funds. In addition, the Return of Title IV process may result in the student owing the school for unpaid tuition and fees. The requirements for Title IV program funds when you withdraw are separate from Hello Gorgeous Barber School's institutional refund policy. Therefore, the student may still owe a balance to the school to cover unpaid institutional charges. A student may withdraw from Hello Gorgeous Barber School at any time

by notifying the Financial Aid office in writing of his/her decision to withdraw.

Students who receive financial assistance from Title IV Programs (Federal Pell Grant, Stafford loans, PLUS loans) and withdraw from school prior to completing more than 60% of the scheduled hours in the payment period are subject to the Return of Title IV Funds requirements of the U.S. Department of Education.

*Note: The Last Date of Attendance will be used in the below calculation. The determination for last date of attendance is as follows.

- The withdrawal date is the last date of attendance, and
- The date of determination is the date the school makes the determination that the student is a withdraw

Official Withdrawal –When a student wishes to withdrawal from the school, they must notify the School Administration either written or orally. The date the notification is received is the date of determination. The school director will then start the withdrawal process.

Unofficial Withdrawal – When a student fails to attend 14 consecutive calendar days, fails to return from LOA or is dismissed by the school

The school will then notify the student within 30 days of the date of determination and make any required refunds no later than 45 days from the date of determination. If a student does not return from an approved Leave of Absence (LOA) the date

of determination will be the date the student was scheduled to return.

The Return of Title IV Funds procedure is as follows:

1. Determine the percentage of the payment period or period of enrollment completed. To determine the percentage, divide the clock hours scheduled to have been completed as of the withdrawal date in the payment period or period of enrollment by the total clock hours in the payment period or period of enrollment.
 - a) If this percentage is greater than 60%, 100% is used in Step 3 below.
 - b) If this percentage is less than or equal to 60% multiply the percentage of the Title IV aid earned times the total of the Title IV aid disbursed plus the Title IV aid that could have been disbursed for the payment period or period of enrollment as of the date the student withdrew.
2. Compare the amount earned to the amount disbursed. If less aid was disbursed than was earned, the student may receive a post withdrawal disbursement for the difference. If more aid was disbursed than was earned, the difference is refunded back to Title IV programs.
3. Allocate responsibility for returning unearned aid between the school and the student. Students who receive living expenses would be responsible for repayment of any unearned aid. If the student's share of the unearned funds that must be returned are attributed to a Title IV Loan program, then repayment will still be based under the terms and

conditions of the promissory note. If the student's share of the unearned funds that must be returned are attributed to a Title IV Grant Program, the initial amount to return will be reduced by 50%.

4. Distribute the unearned aid of the payment period back to the Title IV Programs.

Once the unearned portion of the return of funds has been calculated, the Financial Aid Office will return the aid to the appropriate federal student financial aid programs within 45 days of the date of determination the student withdrew. The unearned funds will be “charged back” to the student’s tuition account, and this may result in unpaid tuition and fees. The student will then be billed for any unpaid institutional charges that result from return of funds to the Title IV programs and will be responsible for full payment. A student will not be allowed to re-enter, register, or receive an official academic transcript until the outstanding balance is paid in full.

Unearned Title IV funds will be returned to the federal student aid programs in the following order:

1. Federal Unsubsidized Direct Loans
2. Federal Subsidized Direct Loans
3. Federal PLUS Direct Loans
4. Federal Pell Grant Program
5. Iraq and Afghanistan Service Grant.

Post-Withdrawal Disbursements

If the total amount of Title IV funds that the student earned is greater than the total amount that was disbursed to the student (or on behalf of the student in the case of a PLUS loan), as of the date of determination, the difference between these amounts must be treated as a post-withdrawal disbursement. A

post-withdrawal disbursement will be made from available grant funds before available loan funds.

If outstanding charges exist on the student's account, Hello Gorgeous Barber School will credit the student's account up to the amount of outstanding charges with all or a portion of any:

- Grant funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges.
- Loan funds that make up the post-withdrawal disbursement to satisfy appropriate institutional charges only after obtaining confirmation from the student (or parent in the case of a parent PLUS loan) that he/she still wishes to have the loan funds disbursed.

Notification of Post-Withdrawal Disbursements

Hello Gorgeous Barber School will provide within 30 days of the date of the school's determination that the student withdrew, a written notification to the student (or parent in the case of parent PLUS loan) that includes the following:

- A request for confirmation of any post-withdrawal disbursement of loan funds that Hello Gorgeous Barber School wishes to credit to the student's account.
 - This request will identify the type and amount of those loan funds and explain that the student (or parent in the case of a parent PLUS loan) may accept or decline some or all those funds.
- A request for confirmation of any post-withdrawal disbursement of loan funds that the

student (or parent in the case of a parent PLUS loan) can receive as a direct disbursement.

- This request will identify the type and amount of these Title IV funds and explain that the student (or parent in the case of a parent PLUS loan) may accept or decline some or all those funds.
- An explanation that a student (or parent in the case of a parent PLUS loan), who does not confirm that a post-withdrawal disbursement of loan funds may be credited to the student's account may not receive any of those loan funds as a direct disbursement unless Hello Gorgeous Barber School concurs.
- An explanation of the obligations of the student (or parent in the case of a parent PLUS loan) to repay any loan funds he/she chooses to have disbursed.
- Advice to the student (or parent in the case of a parent PLUS loan) that no post-withdrawal disbursement of loan funds will be made, unless Hello Gorgeous Barber School chooses to make a post-withdrawal disbursement based on a late response, if the student (or parent in the case of a parent PLUS loan) does not respond within 14 days of the date that Hello Gorgeous Barber School sent the notification.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act of 1974 (FERPA) (Title 37, USC Section 406 and Title 5, USC, 5726) is a Federal law designed to protect the privacy of a

student's education records. The law applies to all schools which receive funds under an applicable program from the U.S. Department of Education.

FERPA gives certain rights to parents regarding their children's education records. These rights transfer to the student or former student who has reached the age of 18 or is attending any school beyond the high school level.

Students and former students to whom the rights have transferred are called eligible students.

Eligible students and parents or guardian of dependent minors have the right to inspect and review all of the student's education records maintained by the school. Schools are not required to provide copies of materials in education records unless, for reasons such as great distance, it is impossible for eligible students and parents or guardian of dependent minors to inspect the records personally. The school may charge a fee for copies.

*Eligible students and parents or guardian of dependent minors have the right to request that a school correct records believed to be inaccurate or misleading. If the school refuses to change the records, the eligible students and parents or guardian of dependent minors then has the right to a formal hearing. After the hearing, if the school still refuses the correction, the eligible students and parents or guardian of dependent minors then have the right to place a statement in the records commenting on the contested information in the records.

Generally, the school must have written permission from the eligible students and parents or guardian of dependent

minor before releasing any information from a student's record. However, the policy allows schools to disclose records, without consent, to the following parties:

- School employees who have a 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 a student.
- Organizations doing certain studies for the school.
- Accrediting organizations.
- Individuals who have obtained court orders of subpoenas.
- Persons who need to know in cases of health and safety emergencies.
- State and local authorities to whom disclosure is required by state laws adopted before November 19, 1974. Schools may also disclose, without consent, "directory" type information such as: a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, the school must notify parents and student of the information designated as directory information and provide a reasonable amount of time to allow the eligible students and parents or guardian of dependent minor to request the school not to disclose that information.

FERPA guarantees that information contained in the student file is private and will not be given to any persons*, without prior written permission from the eligible student or parent/guardian of dependent minor. Student is also

advised that the school guarantees the student the right to review his/her own file, upon request, and with a school representative present during the review to insure against file tampering. The school maintains student records for a period of seven years from the students last date of attendance.

*Certain governmental agencies and financial institutions do have the authority to request limited student information pertaining to satisfactory progress and Federal Financial Aid matters.

STUDENT RECORDS

Privacy Act Information—This complies with the Privacy Act

Students may review their records at any time. Hello Gorgeous Barber School guarantees the rights of students and parent/guardians of dependent minors to access student records by appointment and with supervision and interpretation. No records will be released without written permission from a student and/or parent/guardian of dependent minor.

Information about a student is only released upon receipt of a written consent form from the student, if independent, or a written consent form from his/her parent or guardian if a dependent minor.

Safeguarding Records

All records at the college are kept in locked, fire resistant file cabinets. Only school personnel have keys and are permitted to enter these files. Student records are also password protected.

The school provides adequate safeguards of records requested by governmental agencies as follows:

1. Written legally authorized requests are required from the agency desiring information.
2. The school protects the privacy rights of students and staff members.
3. The school provides for necessary duplicate records of any information sent out of the school.
4. The school does not publish a student directory containing pertinent information about a student.
5. The school will provide and permit access to student and other school records as required for any accreditation process initiated by the institution or by the National Accrediting Commission of Career Arts and Sciences, or in response to a directive of the Commission.

The school ensures the release of personal information from the student, and/or parent or guardian if the student is a dependent minor, only upon written instruction from the student for each 3rd party request.

The school maintains cumulative education records for each student for a maximum of seven years and financial aid records for five years after graduation or termination of said student.

A copy of the official transcript, including the school seal, will be provided when all financial obligations

have been satisfied. A release form must be signed by the student if he/she wants the official transcript sent to another school/agency. Transcripts are kept on school premises in locked, fire resistant files.

An unofficial transcript will be issued, upon request, if financial obligations have not been met. A \$3.00 fee will be charged to students requesting a second transcript.

INTERNAL GRIEVANCE/COMPLAINT POLICY AND PROCEDURE

In accordance with the institution's mission statement, the school will make every attempt to resolve any student complaint that is not frivolous or without merit. Complaint procedures will be included in new student orientation, thereby assuring that all students know the steps to follow should they desire to register a complaint at any time.

Evidence of final resolution of all complaints will be retained in school files in order to determine the frequency, nature, and patterns of complaints for the institution. The following procedure outlines the specific steps of the complaint process:

1. The student should register the complaint in writing on the designated form provided by the school within 60 days of the date of the act which is the subject of the grievance occurred.
2. The complaint form will be given to the school director.
3. The complaint will be reviewed by management, and a response will be sent in writing to the student within 30 days of receiving the complaint. The

initial response may not provide for final resolution of the problem but will notify the student of continued investigation and/or actions being taken regarding the complaint.

4. If the complaint is of such nature that it cannot be resolved by the management, it will be referred to an appropriate agency if applicable.
5. Depending on the extent and nature of the complaint, interviews with appropriate staff and other students may be necessary to reach a final resolution of the complaint.
6. In cases of extreme conflict, it may be necessary to conduct an informal hearing regarding the complaint. If necessary, management will appoint a hearing committee consisting of one member selected by the school who has had no involvement in the dispute and who may also be a corporate officer, another member who may not be related to the student filing the complaint or another student in the school, and another member who may not be employed by the school or related to the school owners. The hearing will occur within 90 days of committee appointment. The hearing will be informal with the student presenting his/her case followed by the school's response. The hearing committee will be allowed to ask questions of all involved parties. Within 15 days of the hearing, the committee will prepare a report summarizing each witness' testimony and a recommended resolution for the dispute. School management shall consider the report and either accept, reject, or modify the recommendations of the committee.

7. Students must exhaust the institution's internal complaint process before submitting the complaint to the school's accrediting agency, if applicable.
8. Contact information for the college's regulatory agencies can be found below:

**Licensing Agency: Oklahoma State Board of Cosmetology and Barbering
2401 NW 23rd St, Ste 84
Oklahoma City, OK 73107
Phone: (405) 521-2441**

DISPUTE RESOLUTION

Any dispute with or claim I may have or assert against HELLO GORGEOUS BARBER SCHOOL, or any of its officers, directors or employees, or any dispute or claim which the School may bring against me shall be filed only in the District Court of Payne County, Oklahoma, and I and the School do hereby waive and relinquish any right to have the dispute or claim tried by a jury and consent to a trial of the dispute or claim by judge. I also agree that any dispute or claim I may assert, or file shall be solely in my individual capacity, and not as a plaintiff or class member in any purported class action, representative proceeding, mass action or consolidated action. I acknowledge and give my consent to use of an electronic signature to bind me to this Agreement. I further acknowledge that the electronic signature attached to this document was created by me as a voluntary and knowing act that represents my intent to be legally bound.

LOA POLICY- LEAVES OF ABSENCES POLICY

A student who must take an approved Leave of Absence (LOA) or must withdraw from training will return to school

in the same satisfactory academic progress status as prior to the leave of absence. The maximum time frame for a LOA is 180 calendar days, and the minimum is 1 week or 7 calendar days.

A student may be granted a LOA for any of the following reasons and where there is a reasonable expectation that the student will return from the LOA:

1. Financial Hardship
2. Medical Issues
3. Personal or Family Related Matters.

The LOA must be requested and approved in writing prior to LOA occurring. In addition, the student is required to list the reason for the LOA and his/her signature on the LOA form. Emergency LOA, without prior written request, may be granted provided the student completes the LOA form and returns it to the school via mail or in person within reasonable resolution of the emergency. In an emergency instance, the beginning date of the LOA will be determined to be the first date that the student was absent due to the emergency.

A student, who is granted a LOA and meets the above-mentioned criteria, is not considered to have withdrawn from the school and a refund calculation is not required.

If the student does not return from the LOA by the expiration of the approved leave of absence, the student will be dropped from the program. The school is required to take attendance, and therefore, the withdrawal date for the purpose of calculating a refund will be the student's last date of attendance.

On the day the student returns from a LOA, the student is required to addend his/her enrollment agreement. The student's contract end date and maximum time frame will be extended for the same number of days the student was on LOA without any additional institutional charges or penalty to the student.

During a LOA, a student is eligible for student discounts on services and retail items, but not for perfect attendance.

OUTCOME RATES 2019

Completion	89%
Placement	100%
Licensure	100%

SATISFACTORY ACADEMIC PROGRESS POLICY (SAP)

The Satisfactory Academic 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 enrollment. The policy complies with the guidelines and the federal regulations established by the United States Department of Education.

Evaluation periods

Students are evaluated for Satisfactory Academic Progress as follows: All programs are on a 900-clock hour academic year.

Program	Clocked (Actual) Hours
Barber	450, 900, 1200
Barber Crossover	100, 200
Master Barber	100, 200
Master Barber Instructor (1,000hr)	300, 600, 900

*Transfer Students- Midpoint of the contracted hours or the established evaluation periods, whichever comes first. Evaluations will determine if the student has met the minimum requirements for satisfactory academic progress. The frequency of evaluations ensures that students have had at least one evaluation by midpoint in the academic year or course and/or program, whichever occurs sooner.

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, 34 hours/week full-time, (which does not exceed 150% of the course length) allowed for students to complete each course at satisfactory academic progress is stated in the table below:

Course	Total Clock Hours	Published Weeks to Complete Course	1 st SAP	Must be completed within # Of weeks	2 nd SAP	Must be completed within # of weeks	3 rd SAP	Must be completed within # of weeks	Max. weeks to Complete Course
Barbering (Full time)	1,500 hours	45	450 hrs.	20	900 hrs.	39.75	1200 hrs.	53	66.25
Master Barber Instructor Training	1,000 hours	30	300 hrs.	13.25	600 hrs.	26.5	900 hrs.	39.75	44.25
Barber Crossover	300 hours	9	100 hrs.	4.5	200 hrs.	9			13.25
Master Barber Instructor Training(w/2yr in the field)	300 hours	9	100 hrs.	4.5	200 hrs.	9			13.25

The maximum time allowed for transfer students who need less than the full course requirements or part-time students will be determined based on 75% of the scheduled contracted hours. Students who have not completed the course within the maximum timeframe may continue as a student at the school on a cash pay basis.

Academic progress evaluations

The quantitative 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 study. Practical skills are evaluated according to text procedures and set forth in practical skills evaluation criteria adopted by the school. Students must maintain a written grade average of 75% and pass a FINAL written and practical exam prior to graduation. Students must reschedule and complete failed or missed tests and incomplete assignments.

Numerical grades are considered according to the following scale:

A = 90 – 100

B = 80 – 89

C = 75 – 79

F = Below 75

Determination of progress status

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

Warning

Students who fail to meet minimum requirements for attendance or academic progress are placed on warning and considered to be making satisfactory academic progress while 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.

Appeal Procedure

A student may appeal that he/she is not making Satisfactory Academic Progress by submitting a signed and dated “SAP Appeal Form” to the school director within 5 days of the determination of that he/she is not making Satisfactory Academic Progress. The student

must describe any unusual circumstance(s) that the student believes deserve special consideration. The basis on which a student may file an appeal: death of a relative, an injury, or illness of the student or other special circumstance. The student must provide information as to why they did not make SAP and what has changed that will allow them to make SAP by the next evaluation point

Once the School Director receives the appeal, they will evaluate the appeal and provide a decision within five (5) business days of the student's appeal. The School Director will notify the student in writing of the decision and all decisions are final and documentation is filed into the student's file.

Probation

Students who fail to meet minimum requirements for attendance or academic progress after the warning period will be placed on probation and considered to be making satisfactory academic progress while during the probationary period, if the student appeals the decision, and prevails upon appeal. Additionally, only students who have the ability to meet the Satisfactory Academic Progress Policy standards by the end of the evaluation period may be placed on probation. Students placed on an academic plan must be able to meet requirements set forth in the academic plan by the end of the next evaluation period. Students who are progressing according to their specific academic plan will be considered making Satisfactory Academic Progress. The student will be advised in writing of the actions required to attain satisfactory academic progress by the

next evaluation. If at the end of the probationary period, the student has still not met both the attendance and academic requirements required for satisfactory academic progress or by the academic plan, he/she will be determined as NOT making satisfactory academic progress and, if applicable, students will not be deemed eligible to receive Title IV funds.

Re-establishment of satisfactory academic progress

Students may re-establish satisfactory academic progress by meeting minimum attendance and academic requirements by the end of the warning period at the next scheduled evaluation.

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 and maximum time frame by the same number of days taken in the leave of absence and will not be included in the student's cumulative attendance percentage calculation. Students who withdraw prior to completion of the course and wish to re-enroll will return in the same satisfactory academic progress status as at the time of withdrawal.

Noncredit, remedial courses, repetitions

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

Transfer hours

With regard to Satisfactory Academic Progress, a student's transfer hours will be counted as both attempted and earned hours for the purpose of determining when the allowable maximum time frame has been exhausted. SAP evaluations periods are based on actual contracted hours at the school. Please see the School's admissions/transfer policy for additional information and requirements.

-END of SAP POLICY –

ACADEMIC ADVISING

At the beginning of each month for the previous month, each instructor reviews with each of his/her future graduates their progress reports. (See progress reports). If the instructor felt the future graduate is falling behind in any specific area disclosed or the progress report an advisory report will be completed listing ideas and goals for improvement. A date is also established as to when another consultation will take place to review progress. The focus is on both grades and attendance to avoid jeopardizing their SAP (see SAP policy).

PROGRESS REPORTS

Progress Reports (report cards) are issued and reviewed with the student by his/her instructor at each evaluation period. A copy of the report is given to the student after signing the acknowledgment of the consultation on the progress report. Student Progress Reports contain the grades in theory, practical, attendance, and salesmanship as it applies. Students have access to their student portal daily to check their SAP progress.

VETERAN POLICY

In accordance with Title 38 US Code 3679 subsection (e), Hello Gorgeous Barber School adopts the following additional provisions for any students using U.S Department of Veterans Affairs (VA) Post 9/11 G.I Bill® (Ch. 33) or Vocational Rehabilitation and Employment (Ch. 31) benefits, while payment to the school is pending from the VA. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at <https://www.benefits.va.gov/gibill>.

The school will not:

- Prevent nor delay the student's enrollment
- Assess a late penalty fee to the student
- Require the student to secure alternative or additional funding
- Deny the student access to any resources available to the other students who have satisfied their tuition and fees to the school, including but not limited to access to classes, clinic floor, or other school facilities.

VA Academic Progress

Veteran students receiving Department of Veteran Affairs Education Benefits are required to maintain Satisfactory Academic Progress (SAP). *See Satisfactory Academic Progress Policy pages 68-74.*

COPYRIGHT INFRINGEMENT

It is against school policy for students to copy or share copyrighted material.

Federal law provides severe civil and criminal penalties for the unauthorized reproduction, distribution, or exhibition of copyrighted materials. Criminal copyright infringement is investigated by the FBI.

When it comes to the penalties with violating of infringing a copyright, the penalties come in two forms: civil and criminal.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For “willful” infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees.

For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the website of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

In addition to the civil and criminal penalties above, Hello Gorgeous Barber School can take disciplinary actions against students who use the school's technology systems for unauthorized peer to peer file sharing, illegal downloading, or distribution of copyrighted material.

TUITION & FEES

Cost of Course-Barber (future graduate)

What: Barber (1,500 hours)

Registration	\$150.00
Books	\$300.00
Kit	\$500.00
Tuition	\$15,000.00
Total Cost of Course	\$15,950.00

Explanations

- Registration fee is for the purpose of enrolling a student in college.
- Equipment includes all the items needed to perform the practical skills (See list under Books and Equipment).

- Books are of a variety used to teach theory, practical skills, salon success, business, marketing, and sales.

Additional Charges/Information

- The hourly rate of \$10.00 is used to calculate tuition fees for those transferring in with acceptable hours.
- The weekly rate of \$250.00 for extra instructional charges for a student going beyond his/her enrollment agreement completion date. (This rate is also used to calculate tuition charges for hours required by state for license re-instating, etc.).
- A transcript-transfer fee of \$3.00 is charged when a student needs a second transcript of his/her accumulated hours at the Hello Gorgeous Barber School sent to another school.
- A fee of \$50.00 will be charged for missing and/or retaking any final exam. A student must pass with a practical and written average of 75%.
- A fee of \$150.00 will be charged to any student who withdraws from his/her classes for any reason.
- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change, a fee of \$150.00 will be charged for each change thereafter.
- All fees, tuition, books, equipment, over-contract charges, etc. are due and payable in full on the contract end date. Attendance after the

contract end date will not be permitted until all financial obligations are met.

Method of Payment

A student agrees to pay the college \$15,950.00 in full on or before graduation from the program, in consideration for admitting him/her into the program and providing the necessary instruction to complete the program. The student must pay the \$150.00 registration fee, the books/equipment fee of \$800.00 and then \$1500.00 per month in 10 monthly installments (standard payment plan) until tuition and fees are paid in full or have an agreed upon payment arrangement with third party funding (must provide documentation of third-party funding approval).

Cost of Course – Master Barber Instructor

What: Master Barber Instructor (1000 hours)

Registration Fee	\$150.00
Books	\$300.00
Tuition	\$10,000.00
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Total Cost of Course	\$10,450.00

Explanations

- Registration fee is for the purpose of enrolling a student in school.
- Books - *Milady Master Educator* is a variety of material used to teach theory, practical skills, salon success, business, marketing and sales.

Additional Charges/Information

- The hourly rate of \$10.00 is used to calculate tuition fees for those transferring in with acceptable hours.
- The weekly rate of \$250.00 for extra instructional charges for a student going beyond his/her enrollment agreement completion date. (This rate is also used to calculate tuition charges for hours required by state for license re-instating, etc.).
- A transcript-transfer fee of \$3.00 is charged when a student needs a second transcript of his/her accumulated hours at the Hello Gorgeous Barber School sent to another school.
- A fee of \$50.00 will be charged for missing and/or retaking and final exam. A student must pass with a written average of 75% or above on the exam.
- A fee of \$150.00 will be charged to any student who withdraws from his/her classes for any reason.
- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change, a fee of \$150.00 will be charged for each change thereafter.

Method of Payment

A student agrees to pay the college \$10,450.00 in full on or before graduation from the program, in consideration for admitting his/her into the program and providing the necessary instruction to complete the program. The student must pay the school the \$150.00 registration fee, the books/equipment fee of

\$300.00 and then \$1428.58 per month in 7 monthly installments (standard payment plan) until tuition and fees are paid in full or have an agreed upon payment arrangement with third party funding (must provide documentation of third-party funding approval).

Cost of Course-Master Barber Instructor

What: Master Barber Instructor (300 hours)	
Registration Fee	\$150.00
Books	\$300.00
Tuition	\$3,000.00
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Total Cost of Course	\$3,450.00

Explanations

- Registration fee is for the purpose of enrolling a student in school.
- Books - *Milady Master Educator* is of a variety used to teach theory, practical skills, salon success, business, marketing and sales marketing.

Additional Charges/Information

- The hourly rate of \$10.00 is used to calculate tuition fees for those transferring in with acceptable hours.
- The weekly rate of \$250.00 for extra instructional charges for a student going beyond his/her enrollment agreement completion date. (This rate is also used to calculate tuition charges for hours required by state for license re-instating, etc.).
- A transcript-transfer fee of \$3.00 is charged when a student needs a second transcript of

his/her accumulated hours at the Hello Gorgeous Barber School sent to another school.

- A fee of \$50.00 is charged for missing and/or retaking and final exam. A student must pass with a written average of 75% or above on the exam.
- A fee of \$150.00 will be charged to any student who withdraws from his/her classes for any reason.
- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change, a fee of \$150.00 will be charged for each change thereafter.

Method of Payment

A student agrees to pay the college \$3,450.00 in full on or before graduation from the program, in consideration for admitting him/her into the program and providing the necessary instruction to complete the program. The student must pay the school the \$150.00 registration fee, the books fee of \$300.00 and then \$375.00 per week in 8 weekly installments (standard payment plan) until tuition and fees are paid in full or have an agreed upon payment arrangement with third party funding (must provide documentation of third-party funding approval).

Cost of Course-Barber Crossover

What: Barber Crossover (300 hours)

Registration Fee	\$150.00
Books	\$300.00
<u>Tuition</u>	<u>\$3,000.00</u>

Total Cost of Course

\$3,450.00

Explanations

- Registration fee is for the purpose of enrolling a student in school.
- Equipment includes all the items needed to perform the practical skills (see list under Books and Equipment).
- Books - *Milady Master Educator* is of a variety used to teach theory, practical skills, salon success, business, marketing, and sales.

Additional Charges/Information

- The hourly rate of \$10.00 is used to calculate tuition fees for those transferring in with acceptable hours.
- The weekly rate of \$250.00 for extra instructional charges for a student going beyond his/her enrollment agreement completion date. (This rate is also used to calculate tuition charges for hours required by state for license re-instating, etc.).
- A transcript-transfer fee of \$3.00 is charged when a student needs a second transcript of his/her accumulated hours at the Hello Gorgeous Barber School sent to another school.
- A fee of \$50.00 will be charged for missing and/or retaking any final exam. A student must pass with a practical and written average of 75%.
- A fee of \$150.00 will be charged to any student who withdraws from his/her classes for any reason.

- Each student is allowed one schedule change per enrollment agreement, if he/she wishes to have another schedule change, a fee of \$150.00 will be charged for each change thereafter.
- All fees, tuition, books, equipment, over-contract charges, etc. are due and payable in full on the contract end date. Attendance after the contract end date will not be permitted until all financial obligations are met.

Method of Payment

A student agrees to pay the college \$3,450.00 in full on or before graduation from the program, in consideration for admitting him/her into the program and providing the necessary instruction to complete the program. The student, at the school's option, may pay the school the \$150.00 registration fee, the books of \$300.00 and then \$375.00 per week in 8 weekly installments (standard payment plan) until tuition and fees are paid in full or have an agreed upon payment arrangement with third party funding (must provide documentation of third-party funding approval).

PAYMENT INFORMATION

The school accepts payment via cash, check, money order, and credit or debit card. Tuition payments are due on the 1st day of the month. In addition to all paperwork submitted, a student must have his/her \$150.00 registration fee, books and equipment kit fee and the 1st month's payment in order to begin classes.

ALCOHOL/DRUG POLICY

Information on preventing drug and alcohol abuse is available in the school office and from instructors as well. The proven unlawful possession, use, or distribution of drugs and alcohol by students and employees on the school's property or as part of the school's activities will be permanently terminated as a student or employee.

Any student(s) suspected and proven to have controlled substances (drugs) and/or alcohol on the school premises or having indulged in, either prior to arriving or returning to school, will be permanently terminated as a student at Hello Gorgeous Barber School. Advising (counseling) is available through the school and instructors as well. Telephone numbers to necessary centers can be attained from the Director of Admissions.

A list of counseling treatment centers or rehabilitation programs are available in the school office. Local agencies may conduct programs at the college for the student/employees regarding alcohol/drug abuse information.

Hello Gorgeous Barber School is in compliance with the Drug Free School and Communities Act of 1989 (Public Law 101-226). All students and employees will receive informational classes on substance abuse, to include health risks and hazards.

Anti-Drug and alcohol abuse program requirements:

Alcoholic beverages are not allowed in any form at the school, and any student or employee, who consumes alcoholic beverages immediately prior to coming into the school, will be suspended from training. The same rule

applies to the use of marijuana and non-prescription drugs. Hello Gorgeous Barber School insists on a “Drug-Free” atmosphere. Students acknowledging, they have received a copy of this handbook/catalog are “in effect” signing a statement certifying that they understand the school’s Drug Free Workplace Policy and will abide by it. The following is a copy of Hello Gorgeous Barber School’s Drug Free School and Workplace Statement. All students will be required to sign the statement prior to the first day of class.

Drug Free School and Workplace Statement

Hello Gorgeous Barber School has a policy of maintaining a Drug Free Workplace and School. All students and employees are hereby notified that the unlawful manufacture, distribution, dispensing, possession or use of controlled substance (drugs and alcohol) is prohibited in the school’s workplace. The workplace for this school is defined in item #1 below.

1. In compliance with the Drug Free Workplace act of 1988, this school’s workplace consists of the following locations:
 - a. The entire campus faculty.
 - b. Any location used as an off-site school function, i.e., competition, hair show, etc.
 - c. Students and employees must comply with the policy while off site if they are in the service of the school in any capacity.
2. Noncompliance with the terms stated above will result in the following action being taken by this school:

- a. Mandatory counseling, rehabilitation given by a Federal, State or Local Health, law enforcement, or other appropriate agency which is approved for purposes of chemical abuse counseling and rehabilitation.

OR

- b. Termination of enrollment or employment, whichever is applicable, as well as referral for prosecution for violation of the standards of conduct.
3. All students and employees must read and understand the following statement:
Hello Gorgeous Barber School must establish a policy of a Drug Free Workplace, and as a student or employee of Hello Gorgeous Barber School, one must acknowledge and agree to abide by the terms stated above. Students or employees must notify the school of any criminal drug statute conviction for a violation occurring in the workplace not later than five days after such conviction. In accepting this catalog, employees and students acknowledge this school has established a Drug Free Awareness Program to inform students and employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. This school's policy of maintaining a Drug Free Workplace.

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- c. Any available drug counseling, rehabilitation, and assistance programs; and
- d. The penalties that may be imposed upon students or employees for drug abuse violations occurring in the workplace.

In receiving this catalog, the student acknowledges that he/she has read and understands the conditions, has received a copy of this statement, and agrees to willingly participate in the Drug Free Workplace Program. The student also understands that he/she will receive informational handouts giving the names and phone numbers of the surrounding area drug and alcohol counseling agencies, a list of legal ramifications for misuse of controlled substances as well as information explaining the health risks involved in abuse of those substances.

SCHEDULE

Barber class

2022 START DATE	SUBJECT
Jan. 4, 2022	History of Barbering
Jan. 18, 2022	Life Skills
Feb. 1, 2022	Professional Image
Feb. 15, 2022	Infection Control
Mar. 1, 2022	Implements, Tools & Equipment
Mar. 15, 2022	Anatomy & Physiology

Mar. 29, 2022	Basics of Chemistry
Apr. 12, 2022	Basics of Electricity
Apr. 26, 2022	Skin Structure, Disorders & Diseases
May 10, 2022	Properties & Disorders of Hair & Scalp
May 24, 2022	Treatment of Hair & Scalp
June 7, 2022	Men's Facial Massage & Treatments
June 21, 2022	Shaving & Facial Hair Design
July 19, 2022	Men's Haircutting & Styling
Aug. 16, 2022	Men's Hair Replacement
Aug. 30, 2022	Women's Haircutting & Styling
Sept. 13, 2022	Chemical Texture Services
Sept. 27, 2022	Hair coloring & Lightening
Oct. 25, 2022	Preparing for Licensure & Employment
Nov. 15, 2022	Working Behind the Chair
Dec. 6, 2022	Business of Barbering

*NOTE: If a holiday falls on the start date, the class will begin on the following day. Classes begin every 2 weeks on Tuesdays at 9:00 am except for classes that require more practical training, which is a 3- to 5-week cycle.

Master barber instructor (300hr & 1000hr) class

2022 START DATES	SUBJECT
Jan. 4, 2022 & June 28, 2022	Career Education Instructor
Jan. 11, 2022 & July 5, 2022	Teaching Plan & Learning Environment
Jan. 18, 2022 & July 12, 2022	Teaching Study & Testing Skills
Jan. 25, 2022 & July 19, 2022	Basic Learning Styles & Principles
Feb. 1, 2022 & July 26, 2022	Basic Methods of Teaching & Learning
Feb. 8, 2022 & Aug. 2, 2022	Communicating Confidently
Feb. 15, 2022 & Aug. 9, 2022	Effective Presentations
Feb. 22, 2022 & Aug. 16, 2022	Classroom Management & Supervision

Mar. 1, 2022 & Aug. 23, 2022	Achieving Learner Results
Mar. 8, 2022 & Aug. 30, 2022	Program Review, Development & Lesson Planning
Mar. 15, 2022 & Sept. 6, 2022	Educational Aids & Technology in the Classroom
Mar. 22, 2022 & Sept. 13, 2022	Assessing Progress & Advising Students
Mar. 29, 2022 & Sept. 20, 2022	Making the Student Salon an Adventure
Apr. 5, 2022 & Sept. 27, 2022	Career & Employment Preparation
Apr. 12, 2022 & Oct. 4, 2022	The Art of Retaining Students
Apr. 19, 2022 & Oct. 11, 2022	Educator Relationships
Apr. 26, 2022 & Oct. 18, 2022	Learning is a Laughing Matter
May 3, 2022 & Oct. 25, 2022	Teaching Success Strategies for a Winning Career
May 10, 2022 & Nov. 1, 2022	Teams at Work

May 17, 2022 & Nov. 8, 2022	Evaluating Professional Performance
May 24, 2022 & Nov. 15, 2022	Review
May 31, 2022 & Nov. 22, 2022	Student Teaching & Practice Boards

*NOTE: If a holiday falls on the start date, the class will begin on the following day. Classes begin every week on Tuesdays at 9:00 am except for the Student Teaching, which is a 4-week cycle. Future graduates attend 34 hours per week.

Barber crossover class

Start dates for Barber Crossover Course classes depend on the demand in the industry

START DATE	SUBJECT
Jan. 4, 2022	History of Barbering
Jan. 11, 2022	Treatment of Hair & Scalp
Jan. 18, 2022	Men’s Facial Massage & Treatments
Jan. 25, 2022	Shaving & Facial-Hair Design
Feb. 1, 2022	Men’s Haircutting & Styling
Feb. 8, 2022	Men’s Hair Replacement

Feb. 15, 2022

Review

Feb. 22, 2022

Practice Boards

*NOTE: If a holiday falls on the start date, the class will begin on the following day. Classes begin every week on Tuesday at 9:00 am with the exception of Review, which is a 2-week cycle. Future graduates attend 34 hours per week.

Schedule changes

Each student is allowed one schedule change per enrollment. For each change thereafter, the student will be assessed a \$150.00 fee. Schedule changes are allowed based on student's record of attendance.